

## **PSICC EMS Internal Audit Program**

### **Purpose**

The purpose of this procedure is to establish an internal audit program in conformance with ISO 14001 (4.5.5) that:

- Assesses conformance of the Forest's Environmental Management System to the requirements of ISO 14001;
- Determines whether the Forest's Environmental Management System is being properly implemented and maintained.
- Provides the mechanism by which audit information will be provided to management.

### **Audit Frequency and Scheduling**

An internal audit is conducted annually. The EMS Management Representative is responsible for scheduling the audit of appropriate operations and functions at the Forest Supervisor and Ranger District levels. An audit schedule is developed and maintained to ensure that all appropriate operations and functions relevant to the PSICC's EMS are audited within a three-year time frame. If past audit results indicate system weaknesses that warrant additional review, those operations and functions are audited more than once in a three year period. The EMS Management Representative is responsible for keeping the audit schedule up-to-date.

The EMS Management Representative is responsible for ensuring annual audits are conducted according to the schedule. By the end of January of each calendar year the EMS Management Representative determines the actual dates for that year's audits and forwards the dates to the Regional EMS Coordinator.

### **Auditor Selection and Qualifications**

#### Lead Auditor

The Regional EMS Coordinator, in consultation with the Forest Supervisor, is responsible for selecting the lead auditor for each internal audit, and ensuring the lead auditor meets qualifications.

The qualifications of a Lead Auditor include:

- Successful completion of an EMS lead auditor training course.
- Serving as an audit team member on at least 2 internal EMS audits.
- Having knowledge of forest and land management activities conducted on U.S. Forest Service lands.

- Being free from bias and conflict of interest.
- Having no reporting relationship within the National Forest being audited, or at a minimum, having no relationship with the operation or function being audited at the time.

#### Audit Team Members

The Lead Auditor selects audit team members in coordination with the Regional EMS Coordinator and the Forest Supervisor. The Regional EMS Coordinator is responsible for keeping a list of qualified auditors. The Lead Auditor is responsible for ensuring a sufficient number of audit team members are selected to accomplish the audit objectives, and for ensuring that team members meet qualifications.

The qualifications of an Audit Team member include:

- Successful completion of an EMS internal auditor training course.
- Having knowledge of forest and land management activities conducted on U.S. Forest Service lands.
- Are independent of the activity being audited and are free from bias and conflict of interest.

#### **Audit Planning**

##### Audit Plan

The Lead Auditor is responsible for developing the audit plan in coordination with the EMS Management Representative. The EMS Management Representative forwards the previous year's audit results to the Lead Auditor. The Lead Auditor reviews the results of the previous audit when developing the audit plan, and should request input from the Regional EMS Coordinator for any specific operations needing additional review.

The Lead Auditor is responsible for delivering the audit plan to the EMS Management Representative. The EMS Management Representative is responsible for communicating the audit plan to the appropriate Forest Supervisor's Office and Ranger District level functions and coordinating audit logistics to ensure successful implementation of the plan.

##### Audit Objectives

The objectives of each internal audit are to:

- Establish conformance of the Unit's EMS with requirements of ISO 14001;
- Establish whether the Unit's EMS is being effectively implemented and maintained;
- Identify exemplary practices used by the Unit in the implementation of its EMS;
- Identify opportunities for improvement within the Unit's EMS.

### Audit Scope

The scope of each audit is defined by the EMS Management Representative in coordination with the Lead Auditor, but must include appropriate operations and functions at the Forest Supervisor's Office, and Ranger District levels.

The audit must cover all elements of ISO 14001

### **Conducting the Audit**

#### Audit Protocols and Criteria

The audit is conducted using ISO 14001 and the PSICC's EMS guide as the audit criteria. The audit will be conducted in general accordance with ISO 19011 "Guidelines for quality and/or environmental management systems auditing." The Lead Auditor is responsible for ensuring the audit is conducted in conformance with these documents.

#### Audit Documents

The audit team records evidence gathered during the audit. The Lead Auditor summarizes results of evidence gathered during the audit for each element of the standard, and summarizes the audit findings (non-conformances, opportunities for improvement and exemplary practices).

### **Corrective Actions**

Corrective and preventative actions for non-conformances identified during the audit are developed according to the [4.5.3 - Nonconformity, Corrective Action and Preventative Action](#) procedure described within the PSICC's EMS Guide.

### **Audit Reporting**

Audit findings should be communicated to the PSICC during the audit closing meeting. The Lead Auditor is responsible for preparing the audit report. The audit report is delivered to the EMS Management Representative and Forest Supervisor within 30 days following completion of the audit. Audit documentation is maintained in accordance with the PSICC's EMS [4.5.4 - Control of Records](#) procedure.

The EMS Management Representative is responsible for communicating the audit results to management during the subsequent [4.6 - Management Review](#) team meeting.