

Reclamation Manual

Directives and Standards

Environmental Management System (EMS) Audit Plan Template

1. **Logistics.**
 - A. Name of the region.
 - B. Date of the on-site audit.
 - C. Place where the onsite review is to be conducted.
 - D. Identification of the regional EMS manager and regional EMS coordinator.
 - E. Identification of the lead auditor and audit team members.
2. **Audit Scope.**
 - A. Physical boundaries, operations, activities, and programs that are included in the region's EMS.
 - B. Audit objectives, which at a minimum, shall include:
 - (1) evaluating conformance of the region's EMS to the audit criteria;
 - (2) assessing the extent to which the region has established and implemented procedures to ensure the continuing suitability and effectiveness of the EMS; and
 - (3) identifying major and minor nonconformities and actions to achieve conformance.
 - C. Reference to and inclusion of Appendix A, *Bureau of Reclamation Environmental Management System (EMS) Conformance Audit Criteria Checklist*, against which the region's EMS shall be evaluated.
 - D. The significant environmental aspects and related program areas of the region's EMS that are of high audit priority.
3. **EMS Document Review.** A list of the documents in Appendix C, *Environmental Management System (EMS) Audit Required Document Review*, and a request for the information to be available either prior to or during the on-site review.
4. **On-Site Review.**
 - A. Time and location of the opening and closing meetings to be held with the regional EMS manager and coordinator.

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- B. The organizational and functional units to be audited and the positions within the region to be interviewed.
 - C. A timetable for approximate physical progress of the on-site review, where applicable (e.g., when a number of different offices or geographical areas are to be included in the on-site review).
5. **Proposed Audit Report.**
- A. Report content and format included in Appendix F, *Environmental Management System (EMS) Audit Report Template*.
 - B. Proposed report review schedule and completion date.
 - C. Final report distribution list. At a minimum, the final report shall be distributed to the regional director, the regional EMS manager, the regional EMS coordinator, the Director, Policy and Administration, and the Reclamation EMS Coordinator.