

Reclamation Manual

Directives and Standards

Environmental Management System (EMS) Audit Report Template

1. Audit Description.

- A. Name of the region audited.
- B. Date of the audit.
- C. Names of the audit team members and the regional management and staff that participated in the audit.
- D. A distribution list for the audit report.

2. Summary of Audit Procedures and Methodology.

- A. Summary of the audit objectives.
- B. Summary of the audit methodology or reference to the procedures in Reclamation Manual (RM) Directive and Standard (D&S), *Environmental Management System (EMS) Independent Conformance Audit and Declaration of Conformance Process* (ENV 05-02), Paragraph 5.
- C. Reference to the audit criteria in ENV 05-02, Appendix A, *Bureau of Reclamation Environmental Management System (EMS) Conformance Audit Criteria Checklist* (Audit Checklist), used to evaluate the regional conformance.

3. Audit Results.

- A. A summary of the final audit results:
 - (1) Areas for improvement.
 - (2) Minor nonconformities, including citations to the corresponding requirement in RM D&S, *Environmental Management System (EMS) Implementation* (ENV 05-01), for each finding.
 - (3) Major nonconformities, including citations to the corresponding requirements in ENV 05-01 for each finding.
- B. A completed Audit Checklist documenting the following for each required EMS element:
 - (1) Conformance status.

Reclamation Manual

Directives and Standards

- (2) Description of nonconformance, if any, including the operation, process, program, record, etc., that is deficient.
4. **Preventative and Corrective Actions.** The report shall require that the region develop Corrective and Preventative Actions (CAPAs) to address all major and minor audit findings in accordance with ENV 05-01, Paragraph 5.D.(5) within 60 days following receipt of the final audit report and that the CAPA shall become part of the official audit record.
5. **Other.**
 - A. Document retention requirements in accordance with RM D&S, *Information Management* (RCD 05-01).
 - B. Confidentiality requirements, such as safeguarding of certain information, required by the audited office, if any.