

### Overview

This standard describes the skill and knowledge requirements to plan and conduct an environmental audit. It includes the preparation required to undertake an environmental audit, conducting the audit, reporting the findings of the audit, and making recommendations for future action.

This standard would be appropriate for:

A manager with responsibility for environmental management and/or sustainability  
An owner/manager of a business seeking to improve the environmental performance of the organisation  
An environmental management systems co-ordinator or equivalent  
An environmental auditor  
A consultant providing environmental advice.

This standard covers the preparation required to conduct an effective environmental audit, considering the resources, audit objectives and communication required the process of conducting an environmental audit.

It also covers reviewing the audit findings to producing a report. It includes engaging interested parties in the findings of the audit and communicating any recommended areas for improvement.

Performance  
criteria

You must be able to:

- P1 Prepare to conduct an environmental audit
- P2 Specify the objectives of the environmental audit
- P3 Establish the responsibilities and resources required to conduct the audit
- P4 Establish the audit techniques required to achieve the audit objectives
- P5 Communicate the audit objectives
- P6 Establish the interested parties to liaise with during the audit process
- P7 List the sources of information for use during the audit process
- P8 Confirm that the audit objectives are realistic and meet the organisation's needs.
- P9 Conduct an environmental audit
- P10 Demonstrate the principles of good auditor practice
- P11 Conduct an environmental audit in accordance with the audit objectives
- P12 Collect and verify objective audit evidence through interviews, observation and document review
- P13 During the audit communicate with interested parties using the appropriate channels
- P14 Record the findings of the audit
- P15 Generate the audit findings and prepare conclusions in accordance with the objectives of the audit.
- P16 Report the findings of the environmental audit
- P17 Report the findings of an environmental audit against the specified objectives in a clear, concise and accurate manner
- P18 Identify areas of good practice and recommend areas for improvement to the organisation's environmental performance based on the findings of the audit
- P19 Agree any actions arising from the audit with the person(s) responsible
- P20 Follow up outstanding actions with the person(s) responsible
- P21 Distribute the report to the person(s) responsible.

**Knowledge and understanding**

**You need to know and understand:**

- K1 The different audit types
- K2 The role of environmental audits and situations in which they are applicable
- K3 The stages in the environmental audit process
- K4 Audit techniques to be used and the reasons for their selection
- K5 Those aspects of the organisation to be audited and sources of information
- K6 How to specify and obtain any additional audit expertise required
- K7 How to define a suitable level of liaison and consultation with interested parties
- K8 Methods of liaising with interested parties
- K9 The principles of good auditor practice
- K10 How to access and record audit findings accurately
- K11 How to evaluate environmental processes and performance against the audit objectives
- K12 How to evaluate audit findings against the audit objectives
- K13 The contents of an environmental audit report
- K14 How to derive recommendations from audit findings
- K15 How to identify recipients/interested parties for the report.

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Environmental auditing



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