

I. PURPOSE:

To provide a procedure for auditing the organization's Management Systems (MS) consistent with the requirements of ISO 14001 section 4.5.4 and OH&S 18001.

II. SCOPE:

This procedure addresses EMS auditing for the manufacturing operations and SMS auditing for manufacturing and distribution activities.

V. PROCEDURE:

1. Audit the MS annually, either by doing portions of the MS throughout the year, or by conducting a single comprehensive audit at a given time. In either case, the audit team will be selected by the Manager Compliance (MC) from trained individuals as appropriate for the function(s) being audited.
2. Determine which criteria are. Auditor qualifications will be based on the recommended criteria in ISO 14012, Auditor Qualifications and OH&S 18001 4.5.4.

NOTE: Area auditing frequency may vary depending upon the following factors: Trend analysis, Corrective and Preventive Action Review for Effectiveness, previous audit findings, criticality of operations.

3. Audit procedures in terms of roles and responsibilities of the various involved parties and audit process steps will be in accordance with ISO 14011 Audit Procedures, EMS audits and OH&S 18001.
4. Records generated will consist of audit reports containing at least the findings in accordance with ISO 14011 and OH&S 18001. These audit reports will be submitted to the MC for his/her use in Monitoring and Measurement and Management Review.

NOTE: Auditors may submit recommendations pursuant to audit findings or non-MS observations made during the course of the audit.