

Level 2 Assurance: Terms of references

Audit Title:	Environmental Compliance Audit		
Audit Date:		Auditee:	
Audit location:		Audit Coordinator:	
Document to be reviewed:	<ul style="list-style-type: none"> Relevant Environmental regulations Relevant Environmental Permits ISO 14001 standard requirement SP-2194 specification for environmental management 	Scope: <i>Provide assurance of adequate structures, processes, and controls in place for environmental management system.</i>	
CH/CSR:			
Contractor Representative: (Name & Ref Indicator)		Audit Team	
Compliance mandatory:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Personnel Targeted	<input type="checkbox"/> Yes <input type="checkbox"/> No
Select Location: <input type="checkbox"/> Contractor _____ <input type="checkbox"/> Project _____ <input type="checkbox"/> Others (Please specify) _____			
Personnel Selected for Interview: <input type="checkbox"/> Resident manager, <input type="checkbox"/> HSE representative, <input type="checkbox"/> Facility in-charge, <input type="checkbox"/> _____, <input type="checkbox"/> _____, <input type="checkbox"/> _____			
Audit Checked Items	Comply?	Source	
1- Availability and display of a valid cluster environmental permit.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Document Inspection <input type="checkbox"/> Record Analysis <input type="checkbox"/> Process Witnessed <input type="checkbox"/> Site Interview	
2- The organization defined and documented its environmental policy. The policy include commitments to the continual improvement, prevention of pollution, and comply with environmental regulations and other requirements to which the company subscribes.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Document Inspection <input type="checkbox"/> Record Analysis <input type="checkbox"/> Process Witnessed <input type="checkbox"/> Site Interview	
3- Environmental compliance obligations (including up-to-date legal register) well documented, implemented, maintained and well communicated to relevant teams.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Document Inspection <input type="checkbox"/> Record Analysis <input type="checkbox"/> Process Witnessed <input type="checkbox"/> Site Interview	
4- Aspects related to potential significant environmental aspects been considered in establishing and implementing the EMS.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Document Inspection <input type="checkbox"/> Record Analysis <input type="checkbox"/> Process Witnessed <input type="checkbox"/> Site Interview	
5- Aspects having legal and/or regulatory reporting, monitoring or operational requirements been identified as "significant" aspects and the significance evaluation criteria reasonable and adequate.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Document Inspection <input type="checkbox"/> Record Analysis <input type="checkbox"/> Process Witnessed <input type="checkbox"/> Site Interview	
6- Environmental objectives and targets been established at each relevant function and level in the organization and documented.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Document Inspection <input type="checkbox"/> Record Analysis <input type="checkbox"/> Process Witnessed <input type="checkbox"/> Site Interview	
7- An environmental management procedure been developed and implemented to ensure compliance to the applicable regulatory, legal and other requirements.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Document Inspection <input type="checkbox"/> Record Analysis <input type="checkbox"/> Process Witnessed <input type="checkbox"/> Site Interview	
8- An environmental performance evaluation system been established to periodically review the achievement of the objectives and targets	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Document Inspection <input type="checkbox"/> Record Analysis <input type="checkbox"/> Process Witnessed <input type="checkbox"/> Site Interview	
9- Organization chart available & responsibilities and authorities for environmental management been defined and documented?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Document Inspection <input type="checkbox"/> Record Analysis <input type="checkbox"/> Process Witnessed <input type="checkbox"/> Site Interview	
10- The required resources (e.g. personnel, technology, finance) for implementation and control of the EMS provided by management?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Document Inspection <input type="checkbox"/> Record Analysis <input type="checkbox"/> Process Witnessed <input type="checkbox"/> Site Interview	
11- Training needs been identified & the personnel appointed in environmental management have the required competence, training records, certificates and licenses available to demonstrate the competence.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Document Inspection <input type="checkbox"/> Record Analysis <input type="checkbox"/> Process Witnessed <input type="checkbox"/> Site Interview	
12- Does the communication process ensure that business partners, suppliers and contractors are aware of the relevant requirements of the organization's EMS?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Document Inspection <input type="checkbox"/> Record Analysis <input type="checkbox"/> Process Witnessed <input type="checkbox"/> Site Interview	

13- Contractors and subcontractors working on site have the requisite knowledge and skills or have been trained to perform the work in an environmental responsible manner?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Document Inspection <input type="checkbox"/> Record Analysis <input type="checkbox"/> Process Witnessed <input type="checkbox"/> Site Interview
14- Emergency response procedures been implemented to identify the potential for and respond to accidents and emergencies, emergency drills contain environmental scenarios?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Document Inspection <input type="checkbox"/> Record Analysis <input type="checkbox"/> Process Witnessed
15- Frequent calibration and maintenance of all monitoring instruments, gauges and flow meters is happening and formally documented?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Document Inspection <input type="checkbox"/> Record Analysis <input type="checkbox"/> Process Witnessed <input type="checkbox"/> Site Interview
16- Waste from all streams to be properly contained, segregated, and sent to the authorized nearby waste facility by an authorized waste transporter with proper consignments (WCN) maintained.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Document Inspection <input type="checkbox"/> Record Analysis <input type="checkbox"/> Process Witnessed <input type="checkbox"/> Site Interview
17- Chemicals (including oil drums) are stored properly according to the MSDS/SHOC cards.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Document Inspection <input type="checkbox"/> Record Analysis <input type="checkbox"/> Process Witnessed <input type="checkbox"/> Site Interview
18- Monitor relevant environmental KPIs (for example and not limited to: flaring intensity, GHG intensity, waste, consumption of single use plastic spills, energy intensity) and continually improve.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Document Inspection <input type="checkbox"/> Record Analysis <input type="checkbox"/> Process Witnessed <input type="checkbox"/> Site Interview
19- Have internal audit procedures been developed and implemented and the frequencies and topics based on the environmental importance of the activity concerned captured. Internal audit reports also available for contractors and sub-contractors?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Document Inspection <input type="checkbox"/> Record Analysis <input type="checkbox"/> Process Witnessed <input type="checkbox"/> Site Interview
20- Corrective and preventive actions resulted from different audit levels for contractors and subcontractors are timely, appropriate and effective.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Document Inspection <input type="checkbox"/> Record Analysis <input type="checkbox"/> Process Witnessed <input type="checkbox"/> Site Interview
21- Management review conducted periodically and carried out based on the following? <ul style="list-style-type: none"> - Evaluations of compliance with legal requirements and - The environmental performance of the organization - Follow-up actions from previous management reviews - Status of corrective and preventive actions from different audit levels - Changing circumstances, including developments in legal and other requirements related to its environmental aspects, and - Recommendations for improvement 	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Document Inspection <input type="checkbox"/> Record Analysis <input type="checkbox"/> Process Witnessed <input type="checkbox"/> Site Interview

Audit Report

1. Summary of Audit:

This report presents the findings and recommendations of the Level 2 of Environmental Compliance Audit carried out from ___ to ___, 2019. This audit was part of HSE Plan assisted by **the corporate HSE Team**.

There were evidences of the (-----) requirements implementation across the **(Contractor Name)** and there were positive evidence identified as listed below in section 2 of this report. This audit has also identified some areas where gaps exist which require preventative actions as listed in section 3 of this report. The identified gaps were pertaining to the implemented and quality of records in place as evidenced by the findings.

2. The Positive Observations

-
-

3. Recommendation:

No.	Finding	Actions	A. Party	Target date	PIM #
01					
02					
03					
04					
05					
06					
Auditor/Reference	Date:	Counter Sign Auditee / Representative			