

Environmental Auditing

An Overview



NEW JERSEY SMALL BUSINESS
ENVIRONMENTAL ASSISTANCE PROGRAM



What is an Environmental Audit?

- Definition
 - An examination of a facility's environmental records and practices while checking for both accuracy and conformance to the organization's environmental policies and regulatory responsibilities.



Why are Audits Important to a Small Business?

- Limited awareness of existing requirements;
- lack of of technical expertise to interpret environmental regulations that may apply to them;
- time constraints to conduct their own research; and
- lack of financial resources to maintain in-house staff, or professional services.



Audit Process

- Prepare
 - Be knowledgeable about the facility
 - Define scope
 - Prepare check-lists and inform staff
- Carry out
 - Audit
 - Evaluate findings
 - Organize wrap-up meeting
- Follow-up
 - Follow-up on corrective action
 - Report to top management
 - Document and record



Being Knowledgeable

- Auditors must have knowledge of the following:
 - field of activity in which they will carry out their audit,
 - environmental management systems and policies,
 - pollution control technology,
 - the environment in general, and
 - the environmental requirements which apply to the area in question (e.g., State & Federal regulations, permits)



Audit Scope

- Set purpose of audit
 - verification, compliance, efficiency, improvement
- Decide how the audit will be organized:
 - according to production processes,
 - cutting, assembly, painting, drying, etc.
 - according to work areas,
 - delivery, production, packaging, dispatch
 - according to business areas,
 - purchasing, production, facilities, personnel, etc.



Auditor Tools

- Questionnaire
 - Should be industry or process specific
 - Designed to collect data & information prior to site visit
- Checklists
 - Highlight requirements that should be implemented at the facility.
 - Should be used to collect information at the site visit.
 - Checklists should correspond with the way in which you have decided to organize your audit.



Auditors Goals

- Auditor should check the following:
 - rules and procedures written down are complied with
 - employees understand their environmental role
 - environmental data measured are within the limits defined internally by the company
 - environmental action plans are progressing
 - operations are carried out in accordance with the environmental policy
 - managers have the authority to affect the environmental performance of the company within their area of responsibility



Site Visit

- Initial Kick-Off Meeting
 - Review questionnaire & manufacturing processes
 - Ask about safety requirements
- Document Review
 - Review reports, permits, inventories, records, files, etc.
- Walk Through
 - Use checklists, observe processes & take notes
 - Talk with people operating equipment
 - Photograph observations (if it is allowed)



Evaluate findings

- Does the facility meet with the objective of the audit?
 - Compliance with environmental regulations
 - Environmental awareness of employees
 - Conformance to company policies and management systems
 - Adoption of higher environmental performance standards
 - Accuracy of records & data collection systems
 - Effectiveness of pollution controls & prevention



Wrap-up Meeting

- Exit Interview
 - Go over the observations of the audit
 - The audit findings should be examined together with the manager of the area audited
 - Ask more questions
 - Review pollution prevention options
 - Agreement can then be made on corrective actions needed
 - Following this meeting a report should be prepared outlining these agreements



Follow-up

- Any corrective action agreed upon after the audit should be followed up on.
- An overall environmental audit report with conclusions should be prepared for company management.
- The forms and reports relating to the environmental audits carried out should be kept by the environmental manager.



Audit Benefits

- Helps business understand applicable environmental requirements;
- sets environmental goals consistent with their operations;
- assists in developing facility process flow diagrams;
- identifies compliance deficiencies, so they can be corrected; and
- provides P2 opportunities to reduce compliance requirements and increase productivity.

Presented by:

Ky Asral



**NEW JERSEY SMALL BUSINESS
ENVIRONMENTAL ASSISTANCE PROGRAM**

New Jersey Department of Environmental Protection

401 East State Street

Trenton, NJ 08625-0423

Phone: 609-292-3600

E-mail: Ky.Asral@dep.state.nj.us