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**Bulletin**

**News**

BSI certified the environmental management system for Poole-based W&S Recycling’s Millhams Community Recycling Centre site in Bournemouth to the ISO14001:2004 standard in August 2008. Holmes Environmental Ltd created the basic concepts for the EMS and played a key role in the Environmental Working Group set up by senior management to oversee and endorse the design and implementation of the EMS. A series of training

seminars were provided for senior managers, site managers and internal auditors. An Employee 14001 Handbook and computer-based environmental awareness raising training tools were designed for company staff and sub-contractors.

The Company has plans to extend the scope of the certification to include other community recycling centres and waste transfer stations which it operates in Dorset and Oxfordshire.

**Principal’s CPD Update**

Registered as a Chartered Environmentalist with the Soci-

ety for the Environment (IEMA) in June 2005

Completed the 5-day DNV course ISO9000:2000 Series QMS Auditor/Lead Auditor in March 2006

Awarded the DNV Certificate of Competence as an Environmental Management Systems Lead Auditor in September 2007

Repeated the course *Emergency Aid for the Appointed Person* at the St John Ambulance centre in Oxfordshire in April 2008

Applied to IRCA as an EMS Principal Auditor in October 2008

“The list is dominated by ISO14000 certification audits”

**Analysis of Company Audit Business 2007-8**

Data identifying the types of environmental audit carried out by the Company over the past two years is given in the adjacent table. In-house legal compliance audits, pre-acquisition merger and acquisition audits are present but the list is dominated by ISO14001 certification audits. The Company has steadily increased the number of sites audited as a sub-contractor for the leading certification body DNV since carrying out early shadowing and ‘witnessed’ audits late in 2006.

A total of 48 sites have been audited in 2008, an increase

of nearly 50% on the 2007 figure. This numbers are set to increase further in the year ahead as DNV pursue new marketing initiatives. Breakdown of the stages of certification audit carried out are also given in the table: periodic or ‘surveillance’ audits make up half of the audits completed in 2008 although experience was gained in all stages of the certification/re-certification process. The waste management sector accounted for one-third of audits completed in 2008. The other sectors represented include printing, rail transportation, food manufacturing, printing, banking, courier services, taxi

TYPE OF AUDITING	2007 £	2008 £
<b>a) ISO14001 EMS Certification</b>	<b>38%</b> <b>(33 sites audited)</b>	<b>73%</b> <b>(48 sites audited)</b>
- Stage 1 Document Review	3	7
- Stage 2 Initial Audit	21	11
- Periodic/ Surveillance Audit	39	51
- Recertification Audit	36	31
<b>b) In-House Compliance</b>	<b>22%</b>	<b>12%</b>
<b>c) Pre-Acquisition M&amp;A</b>	<b>40%</b>	<b>15%</b>
<b>Totals</b>	<b>100%</b>	<b>100%</b>

services, commercial offices including a major bank HQ. Merger and acquisition audits took place in the 2007-2008 period at locations in both the Republic of Ireland and Northern Ireland as well as in England. Targets included the pharmaceuticals and electronics manufacturing sectors.

In-house compliance audits were conducted in Ireland and in the north-west and north-east of England. In all cases support was provided to internal audit teams from US manufacturing bases. Facilities audited included chemicals manufacturing, aerospace servicing & metal working.

## Summary of the EMS Certification Process

To certify their environmental management system to ISO14001 an organisation needs to select a certification body to carry out the initial certification audit and subsequent follow-up audits. Certification bodies that should be used will be accredited by the UK Accreditation Service (UKAS) although non-accredited bodies are also in existence. Certificates issued by a non-accredited body will not carry the UKAS logo as a seal of approval. The certification body will appoint an auditor who will carry out the

initial assessment of the EMS and, upon certification, subsequent audits to ensure continued compliance with the standard. The approach adopted by the certification body will follow the requirements of ISO17021: 'Requirements for Bodies providing Audit and Certification of Management Systems'.

The audit process required to certify an environmental management system to ISO14001 involves the following stages:

a) **Stage 1 Audit** sometimes referred to as a Document Review that commonly in-

cludes an Initial Visit to understand the scope of the EMS and to evaluate the client's location and site specific conditions;

b) **Stage 2 Audit** also referred to as the Certification Audit or occasionally as the Assessment after which a recommendation whether or not to grant certification is made by the certification body;

c) **Surveillance Audits** also referred to as Periodic Audits which take place on-site either annually on two occasions or six monthly for five occasions; and

d) **Recertification Audit** which takes place every three years on site and during which the effectiveness of the EMS and the commitment to maintain the system and enhance environmental performance are addressed by the auditor.

**“Certificates issued by a non-accredited body will not carry the UKAS logo as a seal of approval”**

## What to Check before an EMS External Audit

In advance of an external audit the environmental manager needs to check the following:

### Document Control:

Ensure that all documents and record logs are up to date, and that documents are authorised and distributed in accordance with the relevant procedure. A check should be made of the register of legal and other requirements to confirm that it has been reviewed within the last year and ensure it is not a 'one-off' list. All updates need to clearly specify the applicability of the regulations to the organisation.

### Training:

Check that all full time and 'agency' staff have had environmental awareness

training, that the organisation's training plan is being followed and that training records are up to date. Employees should be aware of policy requirements and the significant environmental impacts that relate to their particular work activities. A programme should be in place to ensure that sub-contractors who work routinely for the organisation are aware of the EMS and relevant related procedures.

### Monitoring & Measurement:

Check that all monitoring equipment used for compliance to regulations and operational control has been listed and that calibrations are up to date; and reference solutions such as pH buffers are not date expired. Also ensure that key measurement programmes, such as annual tracking of



energy use, water use and waste generation are up to date.

### Internal Audits:

Check that the planned audit programme has been maintained and that there are no overdue corrective actions. Ensure that preventive actions are recommended where necessary and that such actions are not subsequently overlooked. Evidence needs to be available that the internal audi-

auditors are suitably trained and are competent.

### Management Review

Ensure that a management review has been held in the previous 12 months and that top management were involved in the review process. Ensure that the minutes are not overly brief and that they can demonstrate that key issues, including the environmental policy, have been discussed.

## CONTACTS

Holmes Environmental Ltd., 18 Ravensbourne Gardens, Ealing, London W13 8EW, UK

Tel: +44 (0) 20 8810 9211

E-mail: mail@holmesenvironmental.co.uk Website: www.holmesenvironmental.co.uk