



SEMP-17		U.S. Army-Hawaii	
PROCEDURE: Internal Audit		DATE: 24 June 2010	Page 1 of 4
DOCUMENT OWNER: Sustainable Environmental Management Program Manager (SEMPM)		AUTHORIZED BY: Sustainable Environmental Management Program Manager (SEMPM)	

SEMP-17: Internal Audit

1. Purpose

This procedure establishes a standardized process for conducting periodic audits of the Sustainable Environmental Management (SEM) system. The procedure defines the process to schedule, conduct, and report on SEM audit results. This procedure is closely related to SEMP-15, which ensures that effective corrective actions are planned and implemented.

2. Definitions

Definitions and acronyms are included in the SEM Manual.

3. Requirement [ISO 14001:4.5.5] and Procedure

ISO Requirement	Procedure
The organization shall ensure that internal audits of the environmental management system are conducted at planned intervals to determine whether the environmental management system conforms to planned arrangements for environmental management including the requirements of this International Standard, and has been properly implemented and is maintained, and	Internal audits are conducted annually to determine conformance with the ISO 14001 standard and to determine proper implementation and maintenance of the SEM system. The internal audit report is retained by the Environmental Division.
provide information on the results of audits to management.	Management and senior leadership are briefed on the results of the internal audit as part of the management review process and quarterly EQCC meetings.
Audit programs shall be planned, established, implemented and maintained by the organization, taking into consideration the environmental importance of the operation concerned and the results of previous audits.	Audit programs are planned, established and implemented according to the Responsibilities listed below.
Audit procedures shall be established, implemented and maintained that address	Audit program and procedure documents are controlled records and are maintained on the Environmental Division shared drive.
- the responsibilities and requirements for planning and conducting audits, reporting results and retaining associated records,	An SEM Internal Audit Corrective Action Plan for Nonconformance and Observations will be maintained. It tracks the ISO 14001 sections, finding descriptions, responsible parties, corrective actions planned, start dates and correction dates.
- the determination of audit criteria, scope, frequency and methods.	Auditors will be selected based on their qualifications, impartiality and availability. Audits will be conducted to ensure objectivity using the U.S Army-Hawaii internal audit checklists.

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SEMP-17		U.S. Army-Hawaii	
PROCEDURE: Internal Audit		DATE: 24 June 2010	Page 2 of 4
DOCUMENT OWNER: Sustainable Environmental Management Program Manager (SEMPM)		AUTHORIZED BY: Sustainable Environmental Management Program Manager (SEMPM)	

Selection of auditors and conduct of audits shall ensure objectivity and the impartiality of the audit process.	
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4. Responsibilities

Responsible Party	Responsibilities
Garrison Commander (GC)/ Sustainable Environmental Management Representative (SEMR)	<ul style="list-style-type: none"> • Ensures that SEM internal audits are conducted. • Participates in internal SEM conformance audits, as necessary. • Reviews the results of the internal audit during management reviews and EQCC quarterly meetings. • Ensures appropriate Command emphasis and resources are allocated to support the conduct of internal SEM audits. • Reviews and endorses installation-wide, SEM internal audit procedures. • Reviews conformance trends and the successes or failures of meeting applicable ISO 14001:2004 standard requirements. • Provides input and directs changes as necessary to promote continual improvement of the SEM.
Installation Environmental Division Chief (IEDC)	<ul style="list-style-type: none"> • Determines the scope of the internal audit based upon the significant aspects and the results of previous audits. • Communicates the audit scope and schedule to affected units/organizations.
SEM Program Manager (SEMPM)	<ul style="list-style-type: none"> • Conducts or coordinates internal audits annually. • Ensures objectivity and impartiality of the audit process through the selection of an appropriate audit team. • Tracks the completion and effectiveness of corrective actions. • Brief the GC and EQCC members on the results of SEM internal audits and on the status of related corrective and preventive actions. • Maintains the audit records and reports. • Provides required feedback to update the SEM based on audit recommendations.
SEM Auditors	<ul style="list-style-type: none"> • Plan the internal SEM conformance audit. • Conducts the audit in-brief and out-brief meetings. • Examines objective evidence to verify conformance to requirements, including operating procedures and corrective actions for audit findings from previous audits. • Are qualified Auditors and have a current Internal Auditor Training course certificate of completion. • Interviews personnel in their work areas, observes actual practices and reviews records.

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SEMP-17		U.S. Army-Hawaii	
PROCEDURE: Internal Audit		DATE: 24 June 2010	Page 3 of 4
DOCUMENT OWNER: Sustainable Environmental Management Program Manager (SEMPM)		AUTHORIZED BY: Sustainable Environmental Management Program Manager (SEMPM)	



	<ul style="list-style-type: none"> • Documents audit findings and reports audit results to appropriate personnel. • Prepares the audit findings report that summarizes the audit scope, identifies corrective actions, describes sources of evidence used, and summarizes the audit results.
Environmental Division Staff	<ul style="list-style-type: none"> • Assists with audit coordination and execution.
Environmental Quality Control Committee (EQCC) Members	<ul style="list-style-type: none"> • Participate in internal SEM conformance audit, if requested. • Review the results of the internal audit during management reviews and EQCC quarterly meetings. • Review and endorses installation-wide, SEM internal audit procedures. • Review conformance trends and the successes or failures of meeting applicable ISO 14001:2004 standard requirements. • Provide input and directs changes within their respective unit/organization as necessary to promote continual improvement of the SEM.
Cross Functional Team (CFT) Members	<ul style="list-style-type: none"> • Participate in internal SEM conformance audit, if requested. • Review the results of the internal audit and effect changes within their unit/organization to promote continual improvement of the SEM. • Provide inputs for management reviews during the CFT meetings.
Unit Commanders, Department Heads, Directors and Supervisors	<ul style="list-style-type: none"> • Participate in internal SEM conformance audit, if requested. • Reviews the results of the internal audit and effect changes within their unit/organization to promote continual improvement of the SEM.
Environmental Compliance Officers (ECOs)	<ul style="list-style-type: none"> • Participate in internal SEM conformance audit, if requested. • Reviews the results of the internal audit and effect changes within their facility to promote continual improvement of the SEM. • Report any successes or challenges in conforming with the SEM requirements to their Supervisors, CFT representatives or the Environmental Division.
General Workforce (Military, Civilian, and other employees)	<ul style="list-style-type: none"> • Participates in internal SEM conformance audit, if requested. • Implement changes in their work practices to ensure conformance with the installation SEM requirements. • Report any successes or challenges in conforming with the SEM requirements to their Supervisors, CFT representatives, ECOs or the Environmental Division.
Contractors	<ul style="list-style-type: none"> • Responsible for knowing and abiding by the SEM requirements applicable to the activities, product and/or services provided as part of their contracts. • Adjust their work practices to ensure conformance with SEM procedures.

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SEMP-17		U.S. Army-Hawaii	
PROCEDURE: Internal Audit		DATE: 24 June 2010	Page 4 of 4
DOCUMENT OWNER: Sustainable Environmental Management Program Manager (SEMPM)		AUTHORIZED BY: Sustainable Environmental Management Program Manager (SEMPM)	



5. References

- ISO 14001:2004(E), 4.5.5 Internal Audit
- U.S. Army Hawaii SEM Manual
- SEMP-15, Nonconformity, Corrective Action and Preventive Action
- SEM Internal Audit Checklists
- SEM Internal Audit Corrective Action Plan - Nonconformances and Observations

Revision Date	Nature of Revision	Document Review Participants
24 Jun 10	Review and Update	Jeff Stefani

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