



Internal Auditing Procedure

1. Scope

This procedure applies to JEMS Environmental managed assessed, in this case the First Milk ETP Merlin's Bridge, Haverfordwest.

Applies to all activities covered by Environmental Procedures, Standard Operating Procedures and Standard Instructions and cross-reference to some Quality Procedures, which constitute the operational core of the Environmental Management System.

2. Purpose

To assess compliance of the environmental system activities with the requirements of environmental system documents.

To determine the effectiveness and adequacy and ensure the maintenance and improvement of the Environmental Management System.

To provide a means of immediately addressing problems and deficiencies in the Environmental Management System.

To ensure the rectification of deficiencies in the Environmental Management System through application of appropriate and adequate corrective actions.

To provide information on all the above during Management Reviews.

3. Procedure

Audits are carried out by trained personnel independent of the area under audit.

Each area of the Environmental Management system is audited at least once per year, the approach is aimed to be risk based.

Routine audits are carried out according to a schedule issued and maintained by the JEMS Environmental HSE Manager

Unscheduled audits are used to address specific problems and deficiencies arising within the system, these are recorded on the audit schedule as the need is recognised.



Audit Planning

The HSE Manager arranges for audits to be carried out according to the requirements of the audit schedule.

The audit schedule lists the audits that have to be carried out.

The auditor is required to provide evidence of investigation, and Non -Conformities are recorded using the NCR form, and Root Cause analysis sheets.

The Audit

The HSE Manager shall ensure that the Environmental Management system is audited to ensure the system is robust and is being properly maintained and managed. The information obtained from these audits shall be used to improve the system.

Non-conformance - Breakdown of an identified part of the environmental management system element. Or when the non-conformance poses a risk to the environment.

Observation- A good or bad recommendation, which can be the precursor for a more serious lapse in the system.

During the audit should non-conformances or observations be raised these must be placed on the NCR form, a root cause analysis form is then required to ensure the action to be taken is suitable for the level of risk or the potential deviation from the system.

Non-conformances and observations should then be added to the JEMS Environmental action tracker log and reviewed on a monthly basis to ensure close out in a timely manner.

The Follow-Up Audit

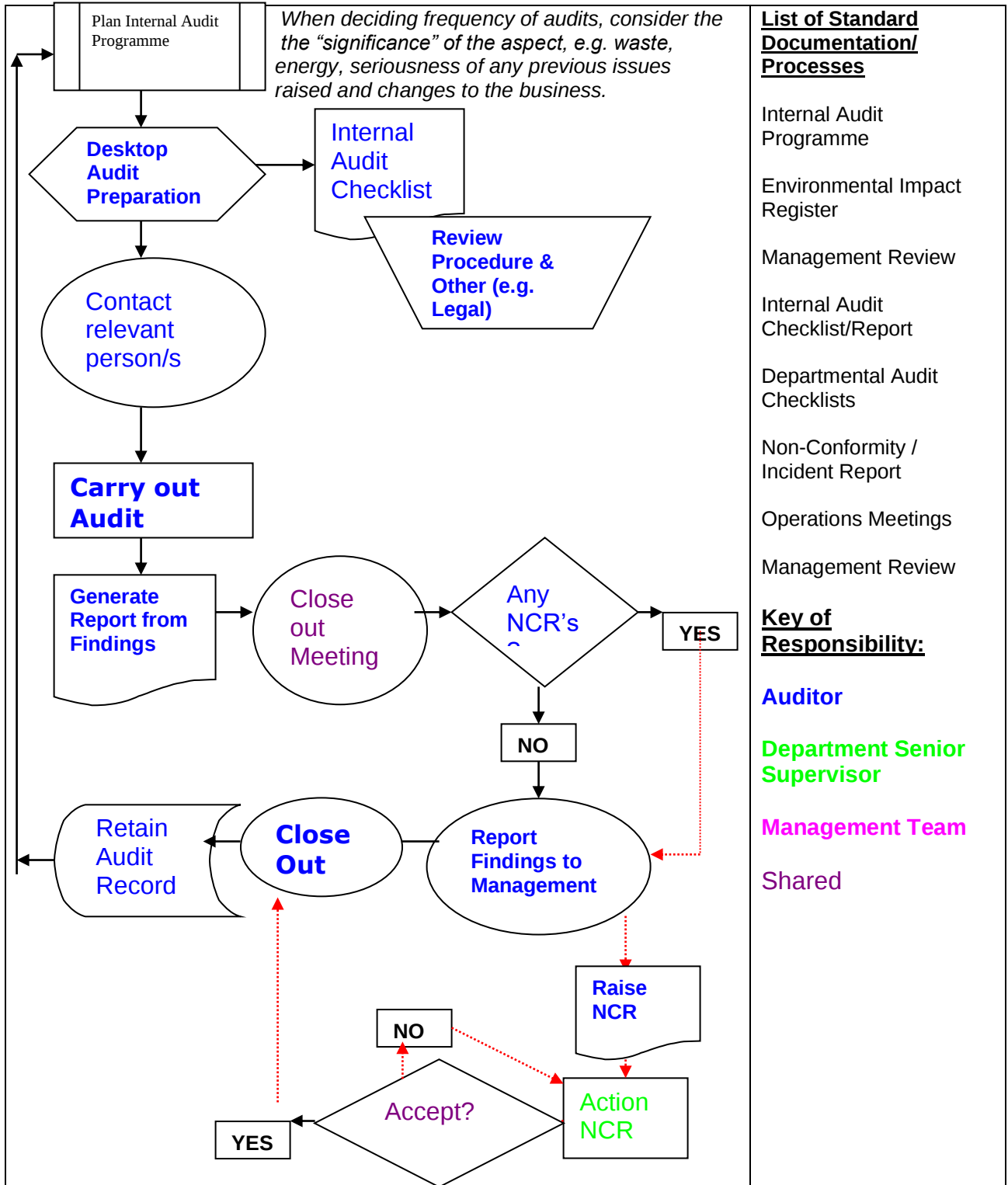
Within the agreed timescale for completion of corrective action an Auditor re-audits those areas of the system where non-conformances were identified resulting in the issue of Non-Conformance Reports (NCRs)

On verification that the corrective/preventative action has been successfully implemented and the non-conformances resolved, the relevant NCR is closed out by the Auditor, signing, dating and completing the first NCR closeout details on the NCR form.



If the follow-up audit for a second NCR demonstrates that corrective action has still not been successful, then the HSE Manager raises the matter with the Managing Director, who will then take appropriate action to ensure a remedy is found.

The internal environmental audit schedule is completed by the HSE Manager for easy reference.





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