

ANSI/ISO 14011-1996

Guidelines for environmental auditing — Audit procedures — Auditing of environmental management systems

ANSI/ISO 14011-1996

Approved as an American National Standard by:

**American Society for Quality Control
American Society for Testing & Materials
NSF International**

AMERICAN NATIONAL STANDARD

***Guidelines for environmental auditing —
Audit procedures — Auditing of environmental
management systems***

Approved as a American National Standard by:
American Society for Quality Control
American Society for Testing and Materials
NSF International

An American National Standard Approved on November 27, 1996

American National Standards: An American National Standard implies a consensus of those substantially concerned with its scope and provisions. An American National Standard is intended as a guide to aid the manufacturer, the consumer, and the general public. The existence of an American National Standard does not in any respect preclude anyone, whether he or she has approved the standard or not, from manufacturing, purchasing, or using products, processes, or procedures not conforming to the standard. American National Standards are subject to periodic review and users are cautioned to obtain the latest edition.

Caution Notice: This American National Standard may be revised or withdrawn at any time. The procedures of the American National Standards Institute require that action be taken to reaffirm, revise, or withdraw this standard no later than five years from the date of publication. Purchasers of American National Standards may receive current information on all standards by calling or writing the American National Standards Institute.

©1996 by ISO

Copyright Protection Notice for the ANSI/ISO 14000 Series Standards

These materials are subject to copyright claims of ISO, ANSI, and ASQC. Not for resale. No part of this publication may be reproduced in any form, including an electronic retrieval system, without the prior written permission of ASQC. All requests pertaining to the ANSI/ISO 14000 Series Standards should be submitted to ASQC.

Note: As used in this document, the term “International Standard” refers to the American National adoption of this and other International Standards.

ASQC Mission: To facilitate continuous improvement and increase customer satisfaction by identifying, communicating, and promoting the use of quality principles, concepts, and technologies; and thereby be recognized throughout the world as the leading authority on, and champion for, quality.

10 9 8 7 6 5 4 3 2 1

Printed in the United States of America



Printed on acid-free recycled paper

Published by:

ASQC

**611 East Wisconsin Avenue
Milwaukee, Wisconsin 53202**

Contents

Page

1	Scope	1
2	Normative reference	1
3	Definitions.....	1
4	Environmental management system audit objectives, roles and responsibilities	1
4.1	Audit objectives	1
4.2	Roles, responsibilities and activities.....	2
4.2.1	Lead auditor	2
4.2.2	Auditor	2
4.2.3	Audit team	2
4.2.4	Client	2
4.2.5	Auditee	3
5	Auditing	3
5.1	Initiating the audit.....	3
5.1.1	Audit scope.....	3
5.1.2	Preliminary document review	3
5.2	Preparing the audit.....	3
5.2.1	Audit plan	3
5.2.2	Audit-team assignments	4
5.2.3	Working documents.....	4
5.3	Conducting the audit	4
5.3.1	Opening meeting	4
5.3.2	Collecting audit evidence.....	4
5.3.3	Audit findings	4
5.3.4	Closing meeting.....	4

5.4	Audit reports and document retention	5
5.4.1	Preparation of audit report.....	5
5.4.2	Content of audit report.....	5
5.4.3	Distribution of audit report	5
5.4.4	Document retention	5
5	Audit completion	5
Annex		
A	Bibliography	6