

EMS Internal Audit Plan

Purpose

- 1) Evaluate implementation of LBNL Environmental Management System (EMS) against the requirements of LBNL's Performance-Based EMS Plan and supporting procedures. This includes:
 - a. Establishing an active EMS Core Team
 - b. Performing an environmental aspects review
 - c. Creating Environmental Management Programs (EMPs)
 - d. Training appropriate staff.
- 2) Analyze areas in which performance goals are not achieved.
- 3) Evaluate corrective actions and validate effectiveness.

Scope

- 1) Interview sampling of staff:
 - a. Lab management
 - b. EMS Core Team Leader
 - c. EMS Core Team Members
- 2) Document review:
 - a. Training program
 - b. Training records
 - c. Core Team meeting minutes
 - d. Aspects worksheets
 - e. Aspects significance rationale
 - f. EMPs and related documents
 - g. Management review meeting minutes
 - h. Management communications
 - i. Corrective actions
- 3) Field inspections, as appropriate

Authorization

- 1) LBNL Performance-Based EMS Plan
- 2) EHS Procedure 271, Establishing the EMS Implementation Team
- 3) EHS Procedure 272, Identification of Significant Environmental Aspects and Impacts
- 4) EHS Procedure 273, Environmental Management Programs
- 5) EHS Procedure 274, Training
- 6) EHS Procedure 275, EMS Assessments and Audits
- 7) EHS Procedure 276, Management Review