 KALYANI	ENVIRONMENTAL, OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM PROCEDURE	Doc. No. : EOHSP-15
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1.0 PURPOSE:

To establish, implement & maintain a process for conducting internal audits at planned intervals for verifying the effectiveness of implementation and maintenance of Environmental & Occupational Health & Safety management systems in KFL.

2.0 SCOPE:

Applicable to all the activities, products and services covered under the scope of EOHS Management system.

3.0 RESPONSIBILITY:

Primary responsibility lies with EOHS MR for scheduling and organizing audits through a Team of trained internal auditors.

4.0 DEFINITIONS:

IA - Internal Audit

5.0 PROCEDURE:

5.1 Planning


5.1.1 Internal audits are planned (QSA-FR-01) and scheduled at least once in six months in advance by EOHS MR on the basis of the status and importance of the activities. The trained internal auditors perform internal audits based on the audit plan.

5.1.2 The list of trained internal auditors (QMS-L-01) is maintained by EOHS MR and auditors are trained by trained lead assessors / equivalent by competency by external agency.

5.1.3 Annual audit plan is prepared by EOHS MR.

5.1.4 An audit schedule (EOHS-FR-10) is prepared in advance for each audit that details the audit area, audit date, auditor, auditee and scope of audit and is circulated to all auditors and Auditees before the audit date to make sure that all concerned personnel are available on the audit date.

	Prepared By	Reviewed By	Approved By
Signature			
Name	Mr.Santosh Kasalkar	Mr.Kiran Ambike	Mr.K.V.L.N.Murty
Designation	Asst.Manager-SHE	EOHS MR & VP-QA, Engg	C.E.O
Date	02.04.2012	02.04.2012	02.04.2012

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5.2 Implementation

5.2.1 During the audit, auditor covers all the elements of the Environmental, Occupational Health & safety system relevant to the area being audited. Audit findings are reported in audit observation sheet.

5.2.2 Audit is performed through Examination of documents, Records, log books, files, Interviews and observations of activities as applicable viz

- ❖ EOHS Management system Manual
- ❖ EOHS Management system procedures
- ❖ Standard operating procedures / operation control procedures / Work Instructions / Objectives / Management programmes
- ❖ Applicable Government regulations (Environmental, OH&S)

5.3 Audit finding & reporting.

5.3.1 During audit, the audit team records all observations of the audit in the audit observation sheet (EOHS-F-14). Audit findings are classified as Positive observation (O+), Non conformance (NC) and opportunity for improvement (OI).

5.3.2 Audit team is responsible for the accuracy and adequacy of the audit report. Based on the audit observation report, the auditor and auditee discuss and come to an agreement on the non-conformity.

5.3.3 The Non conformity mutually agreed by the auditee and auditor is reported in the audit non conformity report (EOHS-F-11), signed by the auditor and auditee and sent to the concerned Dept HODs / members for closure.


5.4 Corrective action and follow up

5.4.1 The Auditee is responsible for determining and initiating corrective actions needed for closing the non-conformity. A root cause analysis is carried out to determine the cause of non-conformity, and the concerned Dept Heads proposes actions with responsibility and target.

5.4.2 Actions are initiated as planned and reported in the audit NC report.

5.4.3 The audit team verifies the actions taken, and reports the closure by verifying records after implementation of CA, and closes the audit NC report. If any NC's raised call for global actions to be initiated in any other areas, the same is implemented by taking preventive action to avoid occurrence in relatively similar areas

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Name	Mr.Santosh Kasalkar	Mr.Kiran Ambike	Mr.K.V.L.N.Murty
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5.4.4 EOHS MR monitors the closure of audit NCs in stipulated time and prepares a summary of audit findings for management review. Verification of closure of NC's will be done by Internal Auditors / EOHS MR.

5.5 Others

5.5.1 Unplanned audits / spot audits may be conducted on EOHS MR's discretion depending on the nature of audit findings in a specific process / function and their impact on environment & risk assessment.

5.5.2 All external audit findings are recorded in internal format & corrective actions taken as per the above procedure. Based on Internal / External Feedback the Audit Plan is revised if necessary.

6.0 Document / record reference:

S. No.	Document /Record Description	Reference No.
1	List of Trained Internal Auditors	QMS-L-01
2	Audit Plan	QSA-FR-01
3	Audit Schedule	EOHS-FR-10
4	Audit Observation Sheet	EOHS-F-14
5	Nonconformity Report	EOHS-F-11

7.0 ISO & OHSAS ref :

Clause ref 4.5.5 of ISO 14001:2004 & OHSAS 18001:2007

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