

General Facility Population Checklist for EMS Internal Audits	
Questions	Findings/Observations
Environmental Policy	
1. Do you know the facility's Environmental Policy?	
2. What are the keywords of the Policy?	
3. How does the Policy relate to your job?	
4. What is your understanding of the facility's EMS and your role?	
ADDITIONAL QUESTIONS:	
Environmental Aspects	
1. Are you aware of the aspects and the significant environmental aspect in your department?	
2. What are they?	
3. Where can they be found?	
ADDITIONAL QUESTIONS:	
Objectives and Targets	
1. Do you know what the objectives and targets for the significant environmental aspects are?	
2. Where can these be found?	
3. What is the status or progress on the objectives with which your department is involved?	
ADDITIONAL QUESTIONS:	
Training, Awareness, and Competence	
1. Have you received awareness training on the facility's environmental management system and the significant environmental aspects in your department?	
2. Have you received training on your role and responsibility to conform with the facility's: a. Environmental Management System b. Emergency preparedness and response	
3. Are you aware of the potential consequences of departure from your environmental work practices (environmental impact)?	
ADDITIONAL QUESTIONS:	

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Communication	
1. Have you received information on the facility's Environmental Management System and significant environmental aspects?	
2. How (e.g., facility newsletter, department meetings, training, posters, pocket cards)?	
3. Do you have an example?	
4. If you had a concern about the EMS or any environmental concern, what would you do?	
ADDITIONAL QUESTIONS:	
Documentation and Control of Documents	
1. Do you have access to current versions of your department's action plans, procedures, and/or environmental work instructions?	
2. Where are they kept?	
3. If there are any postings in the department check to see if they are current.	
ADDITIONAL QUESTIONS:	
Operational Control	
1. Roles/instructions are clearly understood by querying against documentation that applies to your area(s). Record any findings/observations.	
2. What are the ramifications if instructions are not followed?	
List documentation reviewed:	
Emergency Preparedness and Response	
1. Do you know the difference between an incidental release/spill versus one that requires an emergency response?	
2. What types of spills/releases are you allowed to clean up?	
3. What do you do if there is a spill/release that requires the services of personnel outside of your immediate work area (i.e., an emergency response)?	
ADDITIONAL QUESTIONS:	
Monitoring and Measurement	
1. Do you have any monitoring equipment in your area?	
2. What is monitored or measured?	
3. Are there any calibration requirements? What is the frequency? Who performs them?	
ADDITIONAL QUESTIONS:	

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Nonconformity and Corrective and Preventative Action	
1. Do you know what to do if you get a CAR?	
ADDITIONAL QUESTIONS:	
Records	
1. Does your area maintain any environmentally-related records (e.g., training records, monitoring equipment calibration records, completed forms)?	
2. Do you have an index of those records with storage location and retention period? What is the retention period?	
3. Show me those records (consistency with index and retention periods, readily retrievable and legible, stored to protect from damage, deterioration or loss).	
ADDITIONAL QUESTIONS:	