




Sterling Chemical Malta Ltd

PROCEDURE: INTERNAL AUDIT

REVISION HISTORY

Revision Date	Revision Number	Sections Affected	Change description
21.02.2014	00		First issue

Procedure Number: MPA_4.5.5	Edited by RDOC	Revision by: RSGA	Approved da: Top Management
Page 1 of 7			

	Sterling Chemical Malta Ltd	PROCEDURE	Procedure Number: MPA_4.5.5
Data issue: 21.02.2014	INTERNAL AUDIT	Revision 00	
		Page 2 of 7	

1. PURPOSE

This procedure describes the methods for planning and conducting internal audits to verify that sterling's activities are in compliance with its HSE and to determine if the HSE has been implemented properly.

2. SCOPE

This procedure applies to areas covered in the scope of the Environmental section of HSE system.

3. REFERENCE DOCUMENTS

- UNI EN ISO 14001
 - Audit Plan (MMA_4.5.5-B)
 - Audit Checklist (MMA_4.5.5-C)
 - Internal Audit Report (MMA_4.5.3-A)
 - Completed CAR Forms (MMA_4.5.3-A)
 - CAR Status Log (MMA_4.5.3-B)

4. DEFINITIONS

RSGA	– Environmental Management Representative
RDOC	– Responsible of Documentations and Communications
HSE Committee	– HSE Management System Committee
EMS Audit	– Environmental Management System Audits
CAR	– Corrective Action Report
NC	– Nonconformity


5. RESPONSIBILITY

5.1 *Top Management*

The (*Top Management*) shall approve the audit plans, ensure that audit results are reviewed during management review meetings, and recommend EMS improvement actions based on the audit results

5.2 *Environmental Management Representative*

The RSGA shall prepare the audit plans, coordinate internal audits, review the audit results and ensure that corrective actions, if any, are taken by the relevant parties.

	Sterling Chemical Malta Ltd	PROCEDURE	Procedure Number: MPA_4.5.5
Data issue: 21.02.2014	INTERNAL AUDIT	Revision 00	
		Page 3 of 7	

5.3 *Internal Auditor*

Auditors shall conduct the audit activities as assigned by the RSGA or RDOC.

5.4 *Function / Departmental Manager*

The Function / Departmental Managers shall assist the audit activities as required, review audit results and respond to NC as required.

6. PROCEDURE

6.1 Audit planning

6.1.1 The RSGA with RDOC shall prepare an **Audit Plan** (Appendix 1), which specifies the audit schedule, the scopes of audit and allocation of auditors. The audit plan shall be approved by the *(Top Management)*. The schedule shall be planned so that all HSE elements and all BUSINESS ACITIVITIES are covered at least once a year. The audit frequency shall also be based on the environmental importance of the activities concerned and the results of previous audits.

6.1.2 For each audit, the EMR shall assign auditors who are independent from the areas / functions to be audited. All auditors shall be qualified on the receipt of EMS auditing training.

6.2 Audit preparation

6.2.1 The auditor shall contact the auditee informally to arrange a convenient time and date to discuss the scope of the audit. The auditor shall prepare an **Audit Checklist (MMA_4.5.5-A)** for the areas to be audited (checklist for reference is available from EMR / Intranet) and blank **CAR Forms (MMA_4.5.3-A)** for the audit.

6.3 Conducting Audit


6.3.1 All audit findings (strengths and weaknesses) are documented on the Audit Checklist.

6.3.2 When a NC is found, the auditors shall report the details of NC on the CAR Form and inform the auditees the summary findings and observations. (For use of CAR Form, refer to MPA_4.5.3 Enquiry / Complaint / Nonconformity Handling).

6.4 Reporting and follow ups

6.4.1 The RSGA or RDOC shall maintain and update the CAR Status Log, which records all the CARs received.

6.4.2 The auditee shall identify the causes of NC and decide the appropriate corrective and

	Sterling Chemical Malta Ltd	PROCEDURE	Procedure Number: MPA_4.5.5
Data issue: 21.02.2014	INTERNAL AUDIT	Revision 00	
		Page 4 of 7	

preventive actions to be implemented, the responsible person and the expected completion date for rectifying the NC.

6.4.3 The responsible auditor shall verify the CAR(s) until all outstanding items are closed.

6.4.4 All CAR satisfactory closed out are sent to the *(Top Management)* for endorsement and maintained as HSE records.

6.5 Review of Audit Results

The RSGA shall summarize the audit results in an Internal Audit Report (Appendix 3) for review at the Management Review. The audit results shall form the basis to identify and recommend HSE improvement actions.

7. RECORDS

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
Audit Plan (MMA_4.5.5-B)	RSGA and RDOC	2 years
Completed Audit Checklist (MMA_4.5.5-C)	RSGA and RDOC	2 years
Completed CAR Forms (MMA_4.5.3-A)	RSGA and RDOC	2 years
CAR Status Log (MMA_4.5.3-B)	RSGA and RDOC	2 years
Internal Audit Report (MMA_4.5.5-C)	RSGA and RDOC	2 years

8. APPENDIX

Appendix 1 : Audit Plan (MMA_4.5.5-B)

Appendix 2 : Audit Checklist (MMA_4.5.5-C)

Appendix 3 : Internal Audit Report (MMA_4.5.3-A)



FORM

Form Number:
MMA 4.5.5-A


Data issue: 21.02.2014

AUDIT PLAN

Revision 00

Pagina 5 of 7

[illegible]

 Sterling Chemical Malta Ltd	FORM	Form Number: MMA_4.5.5-B
Data issue: 21.02.2014	INTERNAL AUDIT REPORT	Revision 00
		Page 7 of 7

Document Number : _____ **Report Date :** _____

Prepared by : _____

1. Background :	<i>(Audit objectives and scope)</i>
2. Audit Planning :	<i>(Audit schedule, Audit team members)</i>
3. Audit Results :	<i>(summarize the audit findings, total number of CAR issued and descriptions of NC)</i>
4. Recommendations / Comments :	<i>(results analysis, strength and weakness identified and improvement measures recommended)</i>