



PRIFYSGOL
BANGOR
UNIVERSITY

Environmental Management System

Internal Audit Procedure

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ISO 14001:2015 Clauses
8.1; 9.2

Internal Audit Procedure

Scope

Bangor University's Environmental Management System (EMS) is subject to regular internal audits to ensure continued compliance with our Environmental Policy, the ISO14001:2015 standard, environmental legislation and the range of procedures and protocols set out within the EMS.

Procedure

1 Responsibilities

The University, through the Sustainability Strategy Group (SSG), will ensure that audit procedures are in place to satisfy the requirements of the EMS.

The Campus Environmental Performance Team (CEPT) will act on behalf of SSG to deliver the EMS and agreed Internal Audit Procedure and Schedule. The Environment Support Officer is responsible for:

- confirming that the University's Environmental Management System is audited in accordance with the requirements of the ISO 14001:2015 Environmental Standard
- confirming that a sufficient number of auditors have been appropriately trained
- for maintaining a record of trained auditors

2 Audit Schedule

At the start of each academic year, CEPT shall review the Audit Schedule. The frequency of audits is based on the risk associated with the topic and the outcome of previous audits.

Audits will be led by trained internal auditors not directly involved in the element that is being audited. Internal Auditors will normally be University Staff or Students although representatives from external organisations may also be invited to carry out audits on a reciprocal basis.

The Environment Support Officer in conjunction with CEPT will nominate impartial internal auditors and ensure that Audit Report Forms are provided. It is the responsibility of the designated auditor to prepare for the audit and make all necessary arrangements with those responsible for the topic being audited.

3. Reporting

Auditors will return the completed Audit Report Forms to the Environment Support Officer. Notification of any non-conformances will be made so that an assessment of legal compliance and corrective/preventative action can be taken. Actions regarding non-conformances will be overseen by the Environment Support Officer in consultation with CEPT, and where CEPT consider necessary, the Sustainability Strategy Group (SSG).

The Environment Support Officer will retain copies of internal reports within the Environmental Management System.

A summary of the key findings of audits conducted will be provided to SSG and included in the Management Review.