

TOP 10

EHS AUDITING Best Practices

AUDIT PLANNING

3. Develop an audit plan that allows the team to focus on areas of highest risk and opportunity for improvement
4. Ensure the audit plan allocates an appropriate mix of evidence gathering and includes a daily debrief on preliminary findings

WRITING AUDIT FINDINGS

7. Write findings in a way that allows the auditee to fully understand the deficiency and develop a corrective action to fix the problem
8. Ensure findings are evidence-based and point to underlying rules, relevant procedures, or industry best practices

AUDIT TEAM SELECTION

1. Select a team with the right blend of technical skills and personal traits
2. For remote audits, assign a technical contact locally to coordinate the site walk-around and observation activity

ENSURING CONFIDENTIALITY

5. Ensure confidentiality concerns are addressed early in Audit Planning
6. For remote audits, clarify any additional protective measures required

TOOLS & TECHNOLOGY

9. Use a software tool to improve the efficiency of audit documentation and corrective action tracking
10. For remote audits, use available technology to simulate an in-person assessment