

COGSBP29

Environmental Auditing in Support of Sustainable Business Practice



Overview

This standard describes the skill and knowledge required to develop and plan improvements to environmental performance. The standard looks at the planning, implementation and review of improvements to environmental performance.

This standard would be appropriate for:

- 1 A manager with responsibility for environmental management and/or sustainability
- 2 An owner/manager of a business seeking to improve the environmental performance of the organisation
- 3 An individual with a specific brief to improve environmental performance
- 4 An environmental management systems co-ordinator or equivalent
- 5 A consultant providing environmental advice

This standard covers the implementation of these plans and the communication and development of others to ensure success.

It also covers the review and evaluation of the plan and its implementation and the future implications of this..

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Performance criteria

Prepare to conduct an environmental audit

- You must be able to:*
- P1 specify the objectives of the environmental audit
 - P2 establish the responsibilities and resources required to conduct the audit
 - P3 establish the audit techniques required to achieve the audit objectives
 - P4 communicate the audit objectives
 - P5 establish the interested parties to liaise with during the audit process
 - P6 list the sources of information for use during the audit process
 - P7 confirm that the audit objectives are realistic and meet the organisation's needs

Conduct an environmental audit

- You must be able to:*
- P8 demonstrate the principles of good auditor practice
 - P9 conduct an environmental audit in accordance with the audit objectives
 - P10 collect and verify objective audit evidence through interviews, observation and document review
 - P11 during the audit, communicate with interested parties using the appropriate channels
 - P12 record the findings of the audit
 - P13 generate the audit findings and prepare conclusions in accordance with the objectives of the audit

Report the findings of the environmental audit

- You must be able to:*
- P14 report the findings of an environmental audit against the specified objectives in a clear, concise and accurate manner
 - P15 identify areas of good practice and recommend areas for improvement to the organisation's environmental performance based on the findings of the audit
 - P16 agree any actions arising from the audit with the person(s) responsible
 - P17 follow up outstanding actions with the person(s) responsible
 - P18 distribute the report to the person(s) responsible

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Knowledge and understanding

*You need to know and
understand:*

- K1 the different audit types
- K2 the role of environmental audits and situations in which they are applicable
- K3 the stages in the environmental audit process
- K4 audit techniques to be used and the reasons for their selection
- K5 those aspects of the organisation to be audited and sources of information
- K6 how to specify and obtain any additional audit expertise required
- K7 how to define a suitable level of liaison and consultation with interested parties
- K8 methods of liaising with interested parties
- K9 the principles of good auditor practice
- K10 how to access and record audit findings accurately
- K11 how to evaluate environmental processes and performance against the audit objectives
- K12 how to evaluate audit findings against the audit objectives
- K13 the contents of an environmental audit report
- K14 how to derive recommendations from audit findings
- K15 how to identify recipients/interested parties for the report

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