



Plastica Ltd

Internal Audit

(ISO 14001:2015/ISO 45001:2018, Clause 9.2)

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HS&E 36

1.0 Introduction

Plastica Ltd's Integrated Management System needs to be audited on a systematic basis to ensure that the planned arrangements are being met in practice and that it continues to meet applicable requirements of ISO14001:2015 and ISO45001:2018.

2.0 Scope

This procedure details the method of planning and carrying out the internal audit to check that the organisation's procedures are being followed.

3.0 Responsibility

It is the responsibility of directors to ensure that:

- a) An internal audit programme is prepared to cover all elements of the Integrated Management System;
- b) Suitable personnel are allocated to carry out the internal audits.

4.0 Procedure

4.1 Planning

- 4.1.1 An internal audit programme must be prepared covering all elements of the Integrated Management System. The programme will be structured in such a manner as to ensure each procedure is audited at least annually.
- 4.1.2 Suitably trained auditors must be assigned to carry out the audit of each element of the system. Note that the auditor should be independent of the work or area being audited.
- 4.1.3 Additional audits may be scheduled where problems or deficiencies have been found.

4.2 Conducting the Audit

- 4.2.1 The Internal Auditor(s) will carry out the audits in accordance with the programme.
- 4.2.2 Using the procedure itself as the guide, each element will be checked to ensure that its requirements are being met and that the overall purpose of the procedure is being fulfilled.
- 4.2.3 Written notes on variances, nonconformance and omissions will be taken and circulated for action to appropriate personnel.
- 4.2.4 Supplementary notes will be taken of support information and records checked, e.g. job numbers, purchase orders.

4.3 Reporting and Closing Out Non-Conformances

- 4.3.1 The Internal Auditor will be responsible for following up designated actions and for the making of information on incomplete items available to the Management Review Meeting.
- 4.3.2 If the Internal Auditor believes that any procedure or method of working is not meeting its intended objectives, could be improved or that further information is required, it will be discussed with the appropriate manager and Corrective Action taken. This will be reported to the Management Review Meeting.

5.0 Related Documentation

HSEF 118 – Internal Audit Programme

HSEF 119 – Internal Audit Report

HSEF 120 – Nonconformance Report Form

HSEF 20 – Accident Report – Damage to property only

HSEF 21 – Accident Report – Injury to person and damage to property

HSEF 22 – Accident Report – Injury to person only

Cases and Tickets System