ISO 14001:2015 Internal Audit Checklist – Environmental Management System

Clause No.	Audit Question	Evidence to Verify	Compliance (Yes / No / Partial)	Auditor's Remarks
4.1	Has the organization determined external and internal issues relevant to its purpose and EMS?	• Context analysis documents • SWOT or PESTLE analysis • Strategic plans		
4.2	Have the needs and expectations of interested parties been identified and considered?	• Stakeholder register • Communication records • Legal and regulatory expectations		
4.3	Is the scope of the EMS defined and documented?	• EMS scope statement • Site maps • Organizational boundaries		
4.4	Has the EMS been established, implemented, maintained, and continually improved?	• EMS manual • Process documentation • Review records		
5.1	Is top management demonstrating leadership and commitment to the EMS?	• Meeting minutes • Policy statements • Resource allocation records		
5.2	Is there an environmental policy in place, communicated and maintained?	• Environmental policy document • Internal communication records • Website/public display		

5.3	Are roles and responsibilities assigned and understood?	• Organization chart • Job descriptions • Training records		
6.1.1	Has the organization planned actions to address risks and opportunities?	• Risk register • Environmental aspect-impact register • Action plans		
6.1.2	Have environmental aspects and impacts been identified and evaluated?	• Aspects and impacts register • Life cycle analysis • Operational controls		
6.1.3	Are compliance obligations identified and regularly reviewed?	• Legal register • UAE Federal Law No. 24 of 1999 / EPA Regulations • Compliance evaluations		
6.2	Are environmental objectives established and monitored?	• Objectives register • KPIs • Progress review reports		
7.1	Are resources adequate and available for the EMS?	• Budget allocations • Procurement records • Maintenance schedules		
7.2	Are employees competent and trained for EMS-related responsibilities?	• Training plans • Competency matrix • Certificates		
7.3	Is EMS awareness ensured across the organization?	• Awareness training records • Communication materials • Interview feedback		

7.4	Is internal and external communication managed effectively?	• Communication procedures • Notices and emails • Meeting records		
7.5	Is documented information controlled and accessible?	• Document control procedure • EMS records • Version histories		
8.1	Are operations planned and controlled for significant aspects?	• SOPs • Work instructions • Monitoring records		
8.2	Are emergency preparedness and response plans in place and tested?	• Emergency drills • Emergency plans • Test reports		
9.1.1	Are environmental performance indicators monitored and measured?	• Monitoring reports • Utility bills • Waste records		
9.1.2	Are compliance obligations evaluated regularly?	• Legal compliance audit reports • Registers • Action plans		
9.2	Are internal audits conducted per schedule?	• Internal audit plan • Audit reports • Corrective actions		
9.3	Is the management review conducted and documented?	• Review meeting records • Review outputs • Management decisions		

10.1	Are opportunities for improvement identified and acted upon?	• Continual improvement log • Suggestions records • Management reviews		
10.2	Are nonconformities and corrective actions handled effectively?	• NCR reports • Corrective action records • Root cause analysis		