

US EPA ARCHIVE DOCUMENT

**University of South Carolina
Department of Health and Safety
EMS Audit Plan**

Audit Type: ISO 14001 EMS Internal Audit

Organization: Department of Health and Safety

Address: University of South Carolina, Columbia 29208

Contact: Dan Zurosky, EH&S Assistant Director

Telephone: 803-777-5268
Fax: 803-777-5275

Audit Scope: ISO 14001 audit of USC EH&S Department

Audit duration: 1 day (June 8, 2004)

Objectives: To determine if the EH&S Department conforms to the requirements of the ISO 14001 EMS and the department's EMS documentation.

Reference Doc: ISO 14001 EMS Standard
EH&S EMS Manual (includes health and safety)
List of Regulatory and other Requirements (includes health and safety)

Auditor: Phillip E. Barnes – USC School of the Environment
Lynn Odom – ECW Environmental
Felipe Montes – USC Civil and Environmental Engineering

**University of South Carolina
School of the Environment
EMS Audit Plan**

*Audit Schedule—June 8, 2004

June 8

- 8:30 AM Opening meeting
- 8:45-9:15 Tour
- 9:15-12:00 Documentation Review
- 12:00-1:00 Lunch (Auditor work time)
- 1:00-3:00 Interviews
- 3:00-4:00 Auditor time
- 4:00-4:30 Closing Meeting

Audit summary report distribution:

Dan Zurosky, EH&S Assistant Director

*The above Audit Schedule is subject to change. Any changes will be communicated to the EH&S contact

EMS Audit Plan

Audit Dates: June 8, 2004		Company Name: USC-EH&S Department		Standard: <input checked="" type="checkbox"/> ISO 14001	
Audit Criteria—ISO 14001			Auditor Teams		
No.	Environmental Management System Element	Barnes	Odom	Montes	
4.2	<i>Environmental Policy</i>	X	X	X	
4.3	<i>Planning</i>				
	4.3.1 Environmental Aspects	X	X	X	
	4.3.2 Legal & Other Requirements	X			
	4.3.3 Objectives and Targets	X			
	4.3.4 Environment Mgmt. Programs	X			
4.4	<i>Implementation and Operation</i>				
	4.4.1 Structure and Responsibility		X		
	4.4.2 Training Awareness & Competence		X		
	4.4.3 Communication		X		
	4.4.4 Environmental Management System Documentation	X	X	X	
	4.4.5 Document Control	X	X	X	
	4.4.6 Operational Control			X	
	4.4.7 Emergency Preparedness & Response			X	
4.5	<i>Checking and Corrective Action</i>				
	4.5.1 Monitoring and Measurement			X	
	4.5.2 Nonconformance and Corrective & Preventive Action **			X	
	4.5.3 Records	X			
	4.5.4 Environmental Mgmt. System Audit **		X		
	<i>Management Review</i>	X	X	X	
Lead Auditor (printed name): Phil Barnes			Lead Auditor (signature):		

