



Lusail Real Estate Development Company

Health, Safety, Security, Environment, Logistics & Quality Department

Lusail Construction Safety Procedural Forms/Checklists – Environmental Management System Audit Report Form

Document No LUS-HSE-FM4-446-102.02 Rev 2

Uncontrolled Copy Controlled Copy Date 22-Apr-2015

COMPANY PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Master Document List. To request a change, submit a Document Change Request to the Document Control Representative. Master copy of this document will be maintained by the LREDC QA/QC Manager. Not Controlled if printed

Lusail Project – Environmental Management Audit Report

CP-XX – Name of the Organization:

DD MM YYYY

**Section 1**

- This section is completed by PMCM.
- This is a summary of the audit activity – audit date, audit team members, areas reviewed, total audit score, a summary of compliance per each audit topic

EMS Audit Number	LUS-EMS-CPXX-YYMMDD
Previous EMS Audit Date	
EMS Audit Date	
Lead auditor/ auditor:: PMCM	
Supervising Consultant Rep.	
Auditees (Contractor):	
Duration of audit:	

Summary of EMS Performance

#	Topic	%
1	Policy	
2	Legal & Other Requirements	
3	Objectives and Targets	
4	Environmental Personnel	
5	Environmental Training & Awareness	
6	Environmental Documents	
7	Operational Control	
8	Monitoring & Measurement	
9	Reporting	
10	Contractor Environmental Inspections	
11	Environmental Incidents / Investigations	
Total		

Report by: XXXXXXXX

Lusail Project – Environmental Management Audit Report

CP-XX – Name of the Organization:

DD MM YYYY

**Section 2**

- This section is completed by PMCM.
- Please ensure that an Opening / Closing Meeting Attendance Register is signed

Opening Meeting (should cover the below items (taking no longer than 10 minutes)):

- Audit team and their roles.
- Auditees
- Reason for and scope of the audit.
- Audit process adds value and promotes improvements.
- Confirm documents required by the EMS Audit Checklist are available for review.
- Communication channels on how the audit will be conducted and reported
- Arrangements for Closing Meeting (time, location, attendees).

Report by: XXXXXXXX

Lusail Project – Environmental Management Audit Report

CP-XX – Name of the Organization:

DD MM YYYY



Section 3	<ul style="list-style-type: none"> • This section is completed by PMCM. • Document (in bullet points) elements of the audit that were particularly note-worthy.
------------------	---

Positive Observations

Report by: XXXXXXXX

Lusail Project – Environmental Management Audit Report

CP-XX – Name of the Organization:

DD MM YYYY



Section 4	<ul style="list-style-type: none"> • This section is completed by PMCM. • In the table below, detail non-conformances observed during the audit in the 'Non-conformance' column • Non-conformances could include breaches of national legislation / guidelines, significant deviation from client / project requirements, and non-compliances which pose significant operational / reputational risk to the client / contractor. • In the table below, detail corrective actions in the 'Corrective Action' column • Corrective Actions are those actions required to rectify the observed non-conformance. • Add additional rows as required • For each non-conformance identified, the contractor must provide a detailed Non-Conformance Action Report (Template in Section XX)
------------------	---

Checklist #	OCEMP Ref #	Non-Conformance

Report by: XXXXXXXX

Lusail Project – Environmental Management Audit Report

CP-XX – Name of the Organization:

DD MM YYYY



Section 5	<ul style="list-style-type: none"> This section is completed by PMCM. In the table below, detail opportunities for improvement (OFI's) observed during the audit in the 'Opportunity for Improvement' column Opportunities for Improvement include suggestions for improvements to process / documents / records based on the auditors experience. In the table below, detail improvement actions in the 'Improvement Action' column Improvement Actions are those actions required to capitalize on the observed opportunity for improvement Add additional rows as required
------------------	---

Checklist #	Opportunity for Improvement	Improvement Action

Report by: XXXXXXXX

Lusail Project – Environmental Management Audit Report

CP-XX – Name of the Organization:

DD MM YYYY



Section 6

- This section is completed by PMCM.
- For each Non-conformance, the auditor shall ensure that suitable supporting documentation is attached as an appendix to this report.
- For each supporting document, use the table below to list supporting documents.

Supporting Documentation

Note – Add additional row as required.

#	Document Description	Doc Reference #

Report by: XXXXXXXX

Lusail Project – Environmental Management Audit Report

CP-XX – Name of the Organization:

DD MM YYYY

**Section 7**

- This section is completed by PMCM.
- Please ensure that an Opening / Closing Meeting Attendance Register is signed

Close-out Meeting

- Record attendees and thank those present.
- Present findings
- Explain any Non-conformances (citing the specific section of the checklist which the non-conformance relates to)
- Provide a summary/ overview of the whole audit.
- Provide details of how and when the audit close-out report is to be submitted to PMCM.
- Invite discussion / questions
- Draw the meeting to a close.

Report by: XXXXXXXX

Lusail Project – Environmental Management Audit Report

CP-XX – Name of the Organization:

DD MM YYYY



Section 8	<ul style="list-style-type: none"> • This section is completed by Contractor. • Please complete the table below and return to PMCM within 21 days of the date of the audit. • A close-out report is only required for Non-conformance (Opportunities for Improvement do not need to be included) • For each non-conformance detailed in Section 4, the contractor will provide details of how each non-conformance will be addressed to achieve compliance with applicable requirements. • Please ensure that planned actions, timeframes and person responsible are detailed in the columns provided. • These close-out actions will be checked during the next scheduled EMS audits. • Failure to implement the below described corrective actions may result in performance deduction penalties being applied to the Contractor.
------------------	--

Audit Close-out Report

Checklist #	What Action will be implemented?	By when?	Who is responsible?

Signature Block			
Signed by Contractor HSE Manager	Date	Signed by Contractor Project Manager	Date