INTERNATIONAL STANDARD

ISO 14011

First edition 1996-10-01

Guidelines for environmental auditing — Audit procedures — Auditing of environmental management systems

Lignes directrices pour l'audit environnemental — Procédures d'audit — Audit des systèmes de management environnemental



Reference number ISO 14011:1996(E)

ISO 14011:1996(E)

Contents

1	Scope						
2	Norma	Normative reference					
3	Defini	Definitions					
4	Environmental management system audit objectives, roles and responsibilities						
	4.1	Audit	lit objectives				
	4.2	Roles, responsibilities and activities					
		4.2.1	Lead auditor	2			
		4.2.2	Auditor	2			
		4.2.3	Audit team	2			
		4.2.4	Client	2			
		4.2.5	Auditee	3			
5	Auditing						
	5.1 Initiating the audit						
		5.1.1	Audit scope	3			
		5.1.2	Preliminary document review	3			
	5.2	Preparing the audit					
		5.2.1	Audit plan	3			
		5.2.2	Audit-team assignments	4			
		5.2.3	Working documents	4			
	5.3	Conducting the audit					
		5.3.1	Opening meeting	4			
		5.3.2	Collecting audit evidence	4			
		5.3.3	Audit findings	4			
		5.3.4	Closing meeting	4			

© ISO 1996

All rights reserved. Unless otherwise specified, no part of this publication may be reproduced or utilized in any form or by any means, electronic or mechanical, including photocopying and microfilm, without permission in writing from the publisher.

International Organization for Standardization Case Postale 56 • CH-1211 Genève 20 • Switzerland

Printed in Switzerland

	5.4	Audit reports and document retention			
		5.4.1	Preparation of audit report	5	
		5.4.2	Content of audit report	5	
		5.4.3	Distribution of audit report	5	
		5.4.4	Document retention	5	
6	Audit completion				
Anı	nex				
Α	Bibliog	raphy	·	6	

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

International Standard ISO 14011 was prepared by Technical Committee ISO/TC 207, *Environmental* management, Subcommittee SC 2, *Environmental auditing and related environmental investigations*.

Annex A of this International Standard is for information only.