

## Sustainable Food Production (SFP)

### SFP.H8S Environmental Auditing

#### Unit Summary

This unit is about the skills required to plan and conduct an environmental audit. It includes the preparation required to undertake an environmental audit, conducting the audit, reporting the findings of the audit, and making recommendations for future action.

#### Related Units

This is a skills unit and the underpinning knowledge and understanding is set out in: SFP.H8K Understand the principles of environmental auditing

You must be able to:	This means you:
a. Prepare to conduct an environmental audit	<ol style="list-style-type: none"> <li>1. Specify the objectives of the environmental audit</li> <li>2. Establish the responsibilities and resources required to conduct the audit</li> <li>3. Establish the audit techniques required to achieve the audit objectives</li> <li>4. Communicate the audit objectives</li> <li>5. Establish the interested parties to liaise with during the audit process</li> <li>6. List the sources of information for use during the audit process</li> <li>7. Confirm that the audit objectives are realistic and meets the organisation's needs</li> </ol>
b. Conduct an environmental audit	<ol style="list-style-type: none"> <li>8. Demonstrate the principles of good auditor practice</li> <li>9. Conduct an environmental audit in accordance with the audit objectives</li> <li>10. Collect and verify objective audit evidence through interviews, observation and document review</li> <li>11. During the audit communicate with interested parties using the appropriate channels</li> <li>12. Generate the audit findings and prepare conclusions in accordance with the objectives of the audit</li> <li>13. Record the findings of the audit</li> </ol>
c. Report the findings of the environmental audit	<ol style="list-style-type: none"> <li>14. Report the findings of an environmental audit against the specified objectives in a clear, concise and accurate manner</li> <li>15. Identify areas of good practice and recommend areas for improvement to the organisation's environmental performance based on the findings</li> </ol>

	<p>of the audit</p> <ol style="list-style-type: none"><li>16. Agree any actions arising from the audit with the person(s) responsible</li><li>17. Distribute the report to person(s) responsible</li><li>18. Follow up outstanding actions with the person(s) responsible</li></ol>
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### Key Words

<b>Audit programme</b>	A work programme that include these objectives and extent of audit, responsibilities, resources and procedures
<b>Audit techniques</b>	Skills used in support of the audit process
<b>Interested party</b>	A person or group concerned with or affected by the organisations environmental performance