

NOTICE TO THE ENVIRONMENTAL AUDITOR
Notice No. 1/2015

FORMING AUDIT TEAM

1. The audit team shall consist of at least two persons. Only the Lead Auditor shall be registered under the Environmental Auditors' Registration Scheme.
2. An audit assistant who has not registered under the Environmental Audit Registration Scheme shall have been certified in environmental auditing and have a degree in environmental sciences, technology or engineering. The Lead Auditors are responsible for ensuring that these requirements are met when appointing an audit assistant.
3. The Lead Auditors shall ensure that audit team members have an understanding scope of the audit and premise processes to be audited. The audit team may consist of a technical expert if an expert view is required. Technical experts are not obliged to register under the Environmental Auditors' Registration Scheme.
4. All members of the audit team shall be free from any conflict of interest to the premises audited, either directly or vice versa.

Secretariat
Environmental Audit Registration Scheme
Environmental Department

December 18, 2015

NOTICE TO THE ENVIRONMENTAL AUDITOR
Notice No. 2/2015

NOTIFICATION OF AUDIT TO DEPARTMENT OF ENVIRONMENT

1. An appointed auditor to conduct environmental audits under Section 33A, EQA 1974 shall submit notification to the Department of Environment.
2. Notifications must be submitted to the relevant Department of Environmental State Office in the form described in Appendix 3 in the Environmental Audit Guidance Manual.
3. Notifications must be submitted, within **two weeks before** the audit is conducted on the premises, whether by fax or email.
4. Notifications must be accompanied by an audit plan.
5. If the audit team has an auditor assistant who has not been registered under the Environmental Auditors' Registration Scheme, the notification should also be accompanied with the background information (academic and experience of conducting environmental audits) of the audit assistant.
6. A copy of the notification must be submitted to the Department of Environment Headquarters.

Secretariat
Environmental Audit Registration Scheme
Environmental Department

December 18, 2015

NOTICE TO THE ENVIRONMENTAL AUDITOR
Notice 3/2015

SUBMISSION OF AUDIT FINDINGS SUMMARY SHEET FOR THE ENVIRONMENTAL AUDIT

1. Summary of Audits Findings for audits under Section 33A of the Environmental Quality Act shall be submitted **on the last day of the audit being conducted or the next day** to relevant Department of Environmental State Office and copied to the Department of Environment Headquarters.
2. Summary of Audit Findings should be prepared in accordance with the format in Environmental Audit Guide Guidelines.
3. Submission can be made either by fax or email. A copy of the list of attendance for audits should be included.

Secretariat
Environmental Audit Enrollment Scheme
Environmental Department

December 18, 2015

NOTICE TO THE ENVIRONMENTAL AUDIT
Notice 4/2015

**SPECIFIC REQUIREMENTS TO CONDUCT ENVIRONMENTAL AUDIT AT
EARTHWORK AND CONSTRUCTION LEVEL**

Lead auditors to conduct environmental audits at the earthwork and construction level must have a valid qualification which is Certified Professional in Erosion and Sediment Control (CESSWI) or equivalent.

Secretariat
Environmental Audit Enrollment Scheme
Environmental Department

December 18, 2015