|  |  |
| --- | --- |
| **Operator (auditee)**  |  |
| **Operator representative** |
| *Name:* | *Tel:* |
| *Title:* | *email:* |
| **Operator Address** |
|  |
| **Scope of audit** |
| Minimum Requirements for the Self-Monitoring of Flow | ***Version 4.0*** |
| Pre-assessment |  Initial assessment |  Surveillance |  Re-assessment |
| **Site Inspection Service Provider** | **Inspector** | **Survey Date** | **Report No.** | **Pass / Fail** | **Certificate No.** | **Expiry Date** |
|  |  |  |  |  |  |  |
| **Recommendations***[delete where applicable]* | **Next audit due…***[indicate where applicable]* |
| ***accept MS (management system)*** | ***12 months, 24 months, Other (specify)*** |
| ***maintain acceptance of MS*** | ***12 months, 24 months, Other (specify)*** |
| ***Refuse acceptance/withdraw acceptance*** | ***Cancel certificate and notify Environment Agency*** |
| *Auditor recommendations are subject to review by Sira Certification Service who has veto power regarding all recommendations* |

|  |  |  |
| --- | --- | --- |
| **Auditor**Signed | **Operator**Signed to accept recommendations | **Sira**Signed |

**Impartiality Declaration**

|  |
| --- |
| I confirm that neither I nor my organisation has had any consultancy or other relationship that could result in a conflict of interest with the above company within the last two years, other than activities conducted under the direction of Sira Certification, and will notify Sira Certification if this situation should change. |
|  Signature |  | Date |  |

|  |
| --- |
| **1 SUMMARY REPORT** |
| **Summary** *an overview of compliance of the management system with the MCERTS requirements* |
|  |

|  |
| --- |
| **2 AUDIT DATA** |
| **Audit team members** |
|  |
| **Interviewed Operator representative(s) (auditee)** |
| *Area* | *Name* | *Title / Job Function* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Areas sampled** |
| *Indicate the areas sampled during the audit.* |
| **Requirement** | **ADR Ref** |
| 4.4 Quality/Environmental policy |  |
| 4.5 **Management responsibilities** |  |
| 4.6 Documentation |  |
| 4.7 Operating procedures |  |
| 4.8 Document control |  |
| 4.9 **Equipment inventory** |  |
| 4.10 **Maintenance** |  |
| 4.11 Commissioning |  |
| 4.12 **Site changes** |  |
| 4.13 **Verification** |  |
| 4.14 **Data treatment** |  |
| 4.15 Corrective actions |  |
| 4.16 Internal audits |  |

|  |  |  |
| --- | --- | --- |
| **3 AUDIT DETAIL REPORT** | **ADR No:** |  |
| *Indicate Para No. of Standard for each ADR* 4.4 4.5 4.6 4.7 4.8 4.9 4.10 4.11 4.12 4.13 4.14 4.15 4.16 |
| **Description** | **Category** | MajorMinorObservation |
|  |
| **Auditor***sign* | **Operator***sign* |
| **PROPOSED CORRECTIVE ACTION** *(to be entered if agreed after discussion during audit)* |
|  |
| **Auditor***sign* | **Operator***sign* |

|  |
| --- |
| **4** **AUDIT NARRATIVE** *information relevant to the audit which is not already included herein**Colour Code: Non-conformance(major)(minor) Observation Satisfactory* |
| 4.4 Quality/Environmental policy |  |
| **4.5 Management responsibilities** |  |
| 4.6 Documentation |  |
| 4.7 Operating procedures |  |
| 4.8 Document control |  |
| **4.9 Equipment inventory** |  |
| **4.10 Maintenance** |  |
| 4.11 Commissioning |  |
| **4.12 Site changes** |  |
| **4.13 Verification** |  |
| **4.14 Data treatment** |  |
| 4.15 Corrective actions |  |
| 4.16 Internal audits |  |

|  |
| --- |
| **5** **CORRECTIVE ACTION REVIEW** *a review of corrective action resulting from previous Audit Detail Reports raised* |
| **ADR Ref**  | **Requirement** | **Finding**  | **Response** | **Evidence** | **Status** |
|  | 4.4 Quality/Environmental policy |  |  |  |  |
|  | 4.5 Management responsibilities |  |  |  |  |
|  | 4.6 Quality manual/Environmental documentation |  |  |  |  |
|  | 4.7 Operating procedures |  |  |  |  |
|  | 4.8 Document control |  |  |  |  |
|  | 4.9 Equipment inventory |  |  |  |  |
|  | 4.10 Maintenance |  |  |  |  |
|  | 4.11 Commissioning |  |  |  |  |
|  | 4.12 Site changes |  |  |  |  |
|  | 4.13 Verification |  |  |  |  |
|  | 4.14 Data treatment |  |  |  |  |
|  | 4.15 Corrective actions |  |  |  |  |
|  | 4.16 Internal audits |  |  |  |  |