COMPANY NAME: Requested by:

DIVISION OR SITE: Date:

| INSTRUCTIONS The records and documents below have been requested by the Auditor to conduct a desktop audit prior to your site audit.  Please ensure the information is provided before [date].  You can email the documents as attachments to [email] or upload to [link to Dropbox, Google Drive, etc]. |
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| Management documents | Management Manual(s)\* - memberships |
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|  | Corporate structure/reporting pathways\* |
|  | Internal Audit report |
|  | Evaluation of legislative compliance |
|  | Records of management review |
|  | Initial Environmental Review |
|  | Site Emergency Management Plan |
|  |  |
| Policies | Environmental Policy |
|  | Safety Policy |
|  | Quality Policy |
|  |  |
| Procedures | Waste management procedures |
|  | Supplier evaluation |
|  | Customer feedback |
|  | Design process |
|  |  |
| Registers | Legislative Register |
|  | Document Register |
|  | Customer Complaint Register |
|  | Risk Register |
|  | Aspects and Impacts Register\* |
|  |  |
| Purchasing | Waste reports or itemised invoice\* |
|  | Waste management contracts |
|  | Water rates |
|  | Energy bills |
|  | Supplier list (or top 10 by value Cost of Sales) |
|  | Transport costs |
|  | Records of disposal of hazardous waste |
|  |  |
| Notices | EPA notices |
|  | Notifiable incident reports |
|  | TasWater notices |
|  |  |
| Third party reports | Audit reports |
|  | Business evaluations |
|  | Lifecycle assessment |
|  | Site assessment reports |
|  |  |
|  |  |
| Other | Site maps and/or photos |
|  | Other site specific or regional data |
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