

Internal Audit Report & Checklist



Date of Audit	14/07/23		
Client Name	A1 Group		
Referenced Documents/Clauses/procedures:	<p>Scope, Context and interested parties OP 002 – Environmental Aspects OP 007 – Waste Management and the Environment OP 008 – COSHH OP 010 – Calibration and Maintenance OP 011 –Monitoring OP 012 –Non-conformances corrective and preventive actions Management Review</p> <p>SITE WALK to encompass health, safety and environmental issues (No site walk due to remote audit)</p>		
Auditor(s):	Martin Saunders	Auditee(s):	Remote Audit
Audit summary: (Including observations)	<p>Mandatory Audit Questions:</p> <p>Are the correct UKAS logos being used and are no UKAS logos on certificates of conformance? The organisation conforms to the UKAS requirements.</p> <p>Any changes to the audited processes? No changes for this auditing period and changes are alerted to JR consultants.</p> <p>Any new risks and opportunities? No additional risks were identified.</p> <p>Any Scope changes? No scope changes for this auditing period.</p> <p>Any Non-conformances for this auditing period? No nonconformances during this auditing period.</p> <p>Is the Quality, Environmental, and H&S Policy on display? All policies are on display.</p>		
Details of Non-Conformances: (Include reference Numbers of NC's raised if required)	The organisation has zero non-conformance for this auditing period.		

Audit Notes and findings:

Scope, Context and interested parties

The integrated system manual documents the scope of the organisation on page three as 'provision of waste management incorporating metal recycling, vehicle de-pollution, lorry hire and wet waste removal'.

The context of the organisation can be evidenced through its comprehensive business risk register, dated January 2023.

The register contains a scoring mechanism for the internal and external risks, with a residual risk of control measures.

Interested parties remain the same for 2023 and are inserted below from the integrated manual, the header is also inserted below:

- Government Bodies: HMRC, VAT, PAYE, etc.
- Local council: Scrap Metal Dealers Act and license requirements.
- Enforcement authorities: HSE, EA, Animal and Plant Health Agency, Traffic Commissioner.
- The Public: Close neighbours and surrounding areas, addressing complaints and ensuring safety.
- Memberships, accreditation, certifications, and trade organizations: Construction Line, NOEA, BVSF, Freight Transport Association, P SE, RISQS, Achilles, ISO, MUDA, FORS.
- Suppliers and service providers: Transport providers, compliance with policies and procedures.
- Customers: Compliance with specific requirements, such as Network Rail.
- Employees and their families: Awareness of roles and responsibilities, reporting incidents, competence, and communication with families.

	Systems Manual	Document No	SM1
	MASTER COPY	Issue No	4
UNCONTROLLED DOCUMENT IF PRINTED		Approved By	CO
		Effective Date	July 2023
		Page	1 of 6

OP 002 – Environmental Aspects

The organisation has a documented aspects register dated July 2023; the aspects are scored on the significance of greater than 60 and the significant aspects are inserted below:

- Tyres
- Ferrous Metal
- Liquids e.g. fluids, coolants etc.
- Engines
- Fuel - diesel & petrol
- Vehicle de-pollution
- Storage of Vehicles
- Light commercial vehicles
- Large goods vehicles

Control measures are recorded for each aspect.

There is a summary providing a rating system for assessing the severity, quantity, and frequency of impacts or usage:

Severity:

- 1: Minimal impact
- 2: Minor impact
- 3: Moderate/probable impact
- 4: High impact/legislation applies
- 5: Major/severe impact

Quantity:

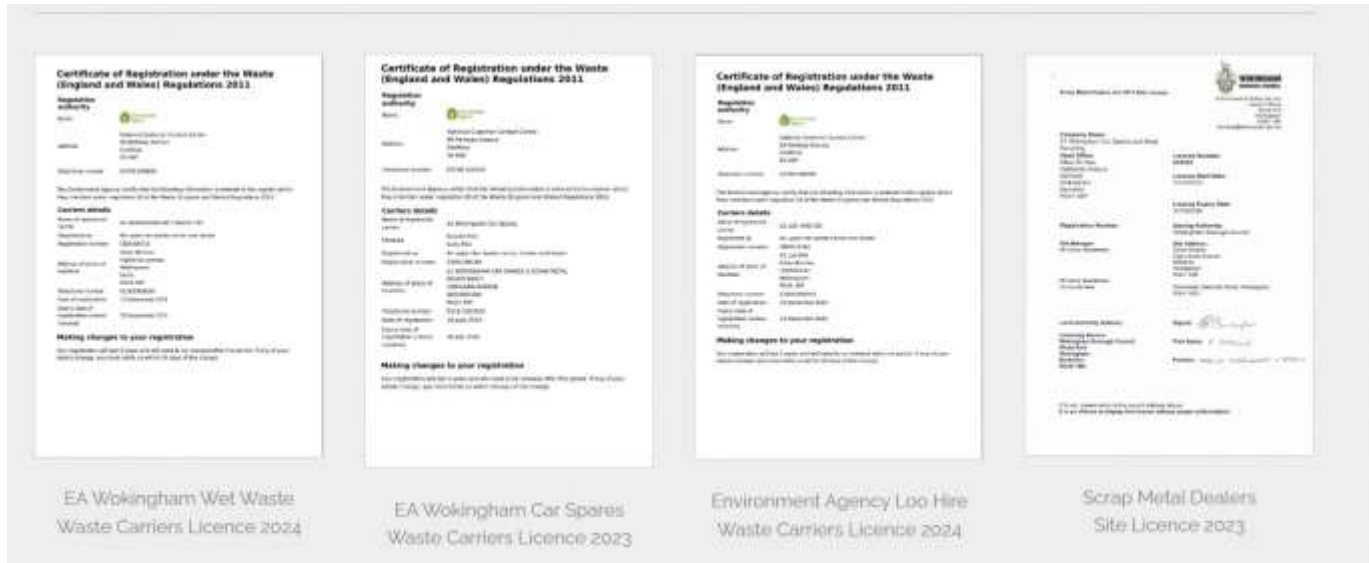
- 1: Minimal amounts
- 2: Low amounts
- 3: Moderate amounts
- 4: High amounts
- 5: Very high amounts

Frequency:

- 1: Minimal use
- 2: Unlikely to be used (less than once/twice a year)
- 3: Moderately used (monthly)
- 4: Used most of the time (weekly)
- 5: Frequently used (daily)

OP 007 – Waste Management and the Environment

The organisation has a suite of relevant permits and licences for its operation, inserted below, the documentation is dated for this auditing period.



Waste management is a crucial aspect of the operations.

Waste permits are a key requirement for the organisation. These permits allow the collection, transport, and disposal of waste generated by portable toilets.

They ensure that A1 adheres to environmental standards, protect public health, and any negative impact on the surrounding areas.

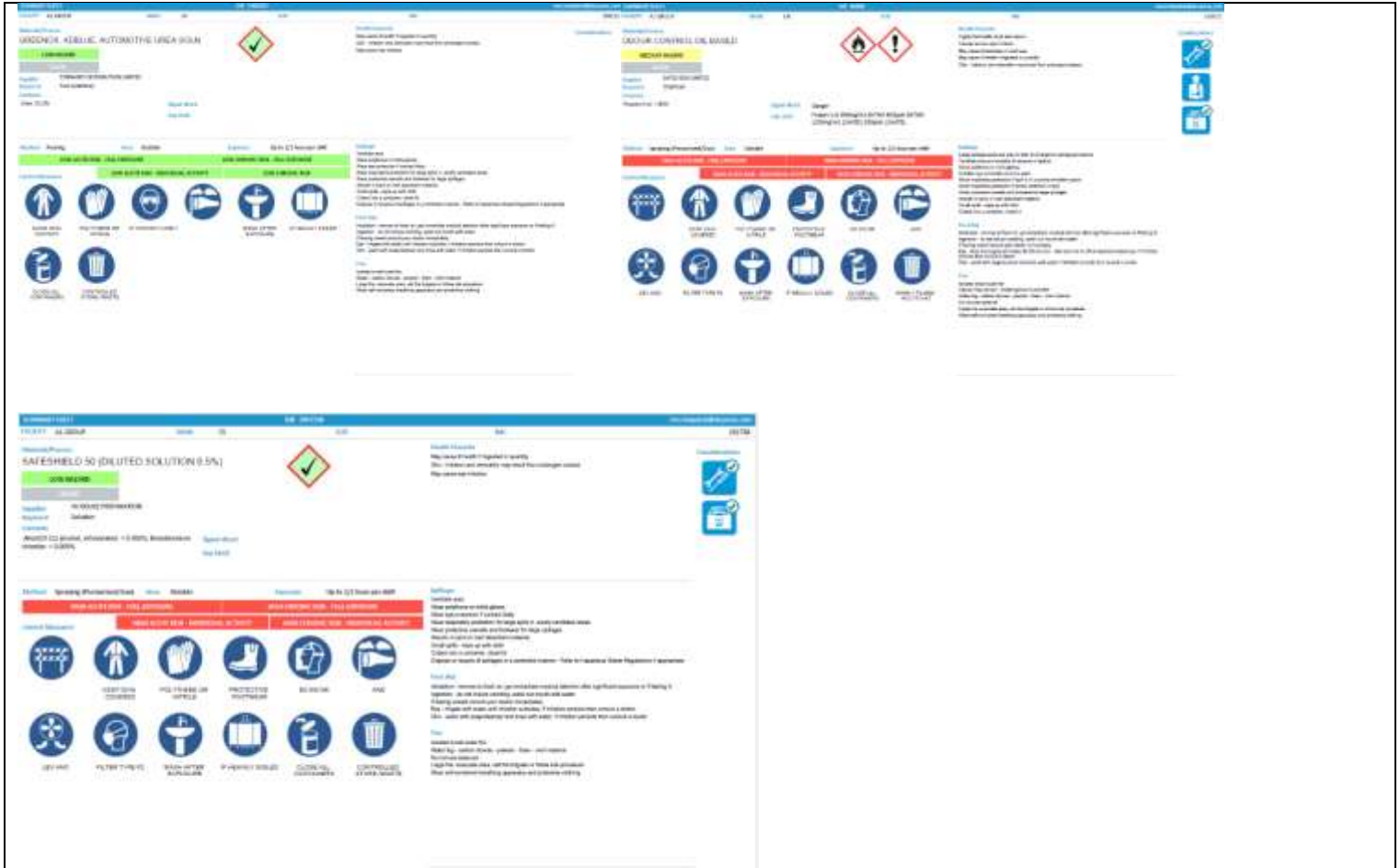
Obtaining and maintaining these waste permits demonstrate commitment to sustainable waste management practices and provide assurance to clients that their waste is being handled in a safe and compliant manner.

OP 008 – COSHH

Within the A1 internal intranet system, there is a COSHH product register containing 47 products. The register has a reviewed date of 27/02/2023. The Excel record headers are Product, Provider, review date, reviewed and COSHH Assessment updated.

Three COSHH assessments are inserted below that appear on the COSHH register, dates and chemical names adhere to the COSHH register.

Correct storage cannot be evidenced due to the remote audit.



OP 010 – Calibration and Maintenance

Calibration requirements in ISO 9001 are summarised as:

- Establish a calibration schedule.
- Maintain calibration records.
- Ensure traceability to standards.
- Use qualified personnel for calibration.
- Use proper calibration equipment.
- Handle nonconforming equipment.

This audit has sampled vehicle tach calibration:

Vehicle Registration	Calibration Date	Next Calibration	Nonconformance
RK21 KYH	27/05/2023	26/05/2025	Zero
RK19 LLO	03/03/2023	02/03/2025	Zero
BIG660	08/03/2023	07/03/2024	Zero

OP 011 –Monitoring

Monitoring and measuring are evidenced in several ways:

- Management Meetings March 2023
- A1 Group Monthly Depot Management Review Meeting - May 2023
- Weekly IAuditor Walkarounds
- Monthly Health & Safety Meetings
- Aspects Register 2023
- Approved Suppliers
- Legal Register
- Environmental Visits 2023

OP 012 –Non-conformances corrective and preventive actions

An improvement action log is in place, which records items such as:

- RA review.
- COSHH review.
- Fire evacuation register.
- Training matrix review.
- Meetings with suppliers, auditors, visitors, etc.

This is regularly reviewed at the H&S team meetings, and any actions agreed/required are recorded.

Non-conformances are raised when required to the new process, which records the actions on the sheet. There have been no non-conformances raised or recorded since the last audit.

This document outlines the process for issuing corrective improvement notices for the management system.

Management Review

The organisation's management reviews are contained on the Internet site, management meetings are dated to March 2023 and cover the whole group and have the required agenda for the ISO standards.

Management Meeting - March 2023



A1 Group Loo Hire Management Meeting minutes

Download File



A1 Group Wokingham Car Spares Management meeting minutes

Download File



A1 Group Wokingham Wet Waste Mangement Meeting minutes

Download File

SITE WALK to encompass health, safety and environmental issues

This is a remote audit, and no site walk can be completed.

Summarise Conformity with Requirements:

The evidence reviewed has demonstrated that the requirements of this internal audit period have been met. AI have established and implemented systems and processes to identify and achieve continual improvement and these have been established in the audit agenda for this period.