

Internal Audit Report & Checklist



Date of Audit	21 st June 2022 Carried out remotely.		
Client Name	A1 Group Ltd		
Referenced Documents/Clauses/ procedures:	<ul style="list-style-type: none"> • Scope, context and interested parties • OP002 Environmental aspects • OP007 Waste management and the environment • OP008 COSHH • OP011 Monitoring and measurement • OP012 Nonconformances, corrective and preventive actions • Site walk. • Management Review 		
Auditor(s):	Ian Wilson	Auditee(s):	Clive Owen
Audit summary: (Including observations)	Carried out May audit Could not carry out the site walk due to operating remotely. However, local management has done these, they are on back-office.		
Details of Non Conformances: (Include reference Numbers of NC's raised if required)	None found		

<p>Audit Notes and findings;</p> <ul style="list-style-type: none"> • Scope, context and interested parties. <p>These are currently operating at Issue 3 dated March 2020.</p> <p>These were reviewed and no changes were required. The information is considered still current.</p> <ul style="list-style-type: none"> • OP002 Environmental aspects <p>This document outlines the methodology used by the A1 Group to establish the Environmental impacts of the Company activities to assess them accordingly and control them.</p> <p>The aspect assessment was reviewed and re-dated. It is available as a separate document.</p> <p>Where necessary the specific environmental areas of the Company that require procedures or written statements</p>
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have been created. These are on the Back-Office system and have been reviewed.

- **OP007 Waste management and the environment**

This procedure outlines the waste strategies adopted by the Company to manage waste streams in line with policies, aspect assessments, site plan and continuous improvement plans.

Paper is re-cycled and re-used where possible.

IT equipment is rarely disposed of and usually donated to a worthy cause.

Batteries are stored and sent for disposal when enough justify a collection.

Vehicle fluids are removed and re-used after dip testing in our own vehicles.

Vehicles are de-polluted before being stored for parts re-use and re-sale in preference to scrapping.

Ferrous metals are sent to scrap merchants for disposal.

Interceptor is emptied regularly by wet waste.

Tyres are stored and removed when enough is available for a worthwhile load. Those of value are re-used or sold.

Vehicle engines are removed from vehicle and sold on

Waste is a major activity on the site, and as much as possible is sold or re-used.

Waste management licence examined for:

The Remet Company,
Cody Road,
London,
E16 4SR.

Licence WML80115(DL409)

Waste transfer notes examined:

Slicker Recycling,
Stourport – Severn.
Carrier CBDU125624.
4450kg mineral oil, hazard codes HP4 & HP7. 13 02 05
Vehicle BV57 FVU.

Taken to Stourport-on-Severn 22nd April 2022. Consignment 37333.

Slicker Recycling,
Newport,
Gwent,
NP19 4PL

2848 kg waste oil on 13th June 2022. 13-02-05.

Carrier was John Roberts, CBDU125624, vehicle SL16 MOD

Yellowstone Environmental,
Winchcombe Business Park,
Shaftesbury.
11,500 KG oil/water 13 05 07.
Taken in vehicle RP11 KES
CBDU66714.

- **OP008 COSHH**

This document explains the methodology used by the Company for the completion of COSHH assessments as required by the Control of Substances Hazardous to Health Regulations 2002 (as amended) – COSHH.

All COSHH assessments are completed using the subscription to Sypol held by A1 Group.

They are kept on the back-office and reviewed as required by the Company. The following were reviewed.

- Greenox Adblue, next review 13th October 2022.
- Truckwash concentrate, next review 1st February 2023.
- Deb instant foam, next review 20th September 2026.
- Research 50, next review 30th September 2022.
- Zetag, next review 30th September 2024.

Review dates for these and all others are recorded on the COSHH assessment, and these are actioned by the Company as required.

- **OP011 Monitoring and measurement**

This is the procedure used to determine what processes and controls are to be checked, recorded and measured as part of the management system.

The management system will be monitored and measured through regular internal audits of this system completed in line with the audit timetable.

Records of these audits are maintained and if any areas are identified as in need of improvement, then non-conformity shall be issued.

Periodic auditing is carried out by JR Consultants Ltd to an agreed schedule during the year.

SITE INSPECTIONS

An audit quality check system with managers was introduced in June 2018 and is now well established. The process uses a tablet to confirm that checks have been carried out. If any issues are identified they can take pictures which can be uploaded, and this allows staff to sign them off. If issues are not resolved (as evidenced by re-occurrence on successive audits these are escalated to the Safety Committee for resolution. Processes and items inspected are detailed in the Back-Office system.

Audits for 12th, 16th, 23rd and 30th June 2022 were examined. These are divided up into specific areas, e.g., staff car park, Spares yard, Engine shed, Tyres etc with completion monitored by office staff. 22 Audits have been carried out and are all recorded as 100% complete. There is a gap in audits after June due to a malicious cyberattack on the company, which has resulted in substantial data loss.

- **OP012 Nonconformances, corrective and preventive actions**

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

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

An improvement action log is now in place on Back Office, 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.

- **Management review.**

This was carried out today and is available as a separate document.

