

Audit Plan

Organization:	The Center for Library Resources and Educational Media, Suranaree University of Technology		
Address:	111 University Avenue, Suranaree Sub-district, Muang District, Nakhon Ratchasima 30000, Thailand		
Visit Number:	Stage 2 = 2.5 MD (EMS)	Actual Visit Date:	
Visit Due by Date:	For auditor information only		
Lead Auditor:	A: TL+TE		
Team Member(s):	B: TM+TE	C: TM	
Additional Attendees and Roles	n/a		
Standard(s):	ISO 14001:2015		
Job Type	<input checked="" type="checkbox"/> Single Contract / Integrated Contract <input type="checkbox"/> Combined with job no. Job ...		
Audit Language:	English / Thai		
Certification Scope:	Library services, Audiovisual services and Document production services.		

Audit Objectives: To determine conformity of the management system, or parts of it with audit criteria and its:

- ability to ensure applicable statutory, regulatory and contractual requirements are met,
- effectiveness to ensure the client can reasonably expect to achieve specified objectives

and to identify as applicable areas for potential improvement.

Date	Time	Auditor	Organisational and Functional Units/ Processes and Activities	Key Contact
Day 1	09:15	All	Arrive at site	
	09:30	All	Opening Meeting	
	09:45	All	Top Management interview/ Verification on Changes in management system: <ul style="list-style-type: none"> • Leadership & Commitment • Environmental Policy • Organization context / Needs and Expectations of Interested Parties / Risk & Opportunity • Roles, Responsibilities and Authorities • Continual Improvement 	
	10:30	A	Site tour-operational control and monitoring and measurement at Library services, Audiovisual services and Document production services. <i>(Air pollution, Chemical)</i>	
	13:00	A	EMS Planning / Monitoring, Measurement, Analysis and Evaluation: <ul style="list-style-type: none"> • Action to address Risks and Opportunities / Planning action • Environmental Objectives and actions • Environmental performance indicators 	
	14:00	A	Compliance Obligations / Evaluation of Compliance	

Job / Cert. n°:	TH/BKK/34822	Visit Type:	Stage 1	Visit n°:	1 (S1A)
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	10:30	B	Site tour-operational control and monitoring and measurement at Surrounding area, waste storage, canteen <i>(Wastewater, Waste)</i>	
	13:00	B	Emergency preparedness and response	
	14:00	B	Communication	
	10:30	C	Purchasing /Subcontract Control	
	11:00	C	Competence / Training / Awareness	
	13:00	C	Document control	
	14:00	C	Internal audit / Management review/ Change Management / NC and Corrective actions/	
	12:00	A	Lunch	
	16:00	A	Finding Review	
	16:30	A	Closing Meeting	
	17:30	A	End of Audit	

Remark:

If applicable, objectives, internal communication, analysis of data and continual improvement will be audited at all relevant functions. Please be informed that management representative should be available during audit period.

Notes to Client:

- Times are approximate and will be confirmed at the opening meeting prior to commencement of the audit.
- SGS auditors reserve the right to change or add to the elements listed before or during the audit depending on the results of on-site investigation.
- A private place for preparation, review and conferencing is requested for the auditor's use.
- Please provide a light working lunch on-site each audit day.
- Your contract with SGS is an integral part of this audit plan and details confidentiality arrangements, audit scope, information on follow up activities and any special reporting requirements.

***** Audit plan is submitted to client*****

<input type="checkbox"/>	At on-site audit date :		<input checked="" type="checkbox"/>	Via email date:	16/03/2025
<input type="checkbox"/>	Via facsimile date:		<input type="checkbox"/>	Via stage 1 report date:	

<input type="checkbox"/>	Not Required Skilled Auditor or Technical Expert	
<input checked="" type="checkbox"/>	Required Skilled Auditor or Technical Expert <i>Please define specific code (s) and number required, e.g.</i>	<p>NACE: 22.22, 71.34, 92.51</p> <p>- Team A: TE EM1, EM11, EM45</p> <p>- Team B: TE EM1, EM11, EM45</p> <p>- Team C: TE EM1</p>
	<ul style="list-style-type: none"> • QM3.1 – 1 skilled auditor team B 	