

Reference	21493
Date	27/06/2017

Annual Surveillance Audit Report

Organisation Name	Rogers Geotechnical Services Limited
Organisation Address	Offices 1 & 2 Barncliffe Business Park, Shelley, Huddersfield HD8 8LU
Audit location(s), if different from above	As Above
Audit Type	Surveillance Audit
Certificate Details	Number: 14127804 Issue date: 23/06/2015 Exp date: 22/06/2024
Standard	ISO 14001 : 2004
Start and Finish Time	Start: 12:30 Finish: 15:30
Audit Criteria	Comprehensive Audit (or part thereof) against the Management System processes and procedures documented by the Organisation, based on the requirements of the Standard.
Audit Objectives	<ol style="list-style-type: none"> To confirm that the Management System has been implemented or maintained and is operating in accordance with the Audit Criteria. To confirm the ability of the Management System to ensure that the Organisation meets applicable statutory, regulatory and contractual requirements and meets its specified objectives. To identify areas for potential improvement of the Management System.
Upgrade Information (if applicable)	<ol style="list-style-type: none"> Does the client wish to upgrade to the latest version of the Standard? : Is the Management System suitable for upgrading? :

Recommendation			
Pass			✓
Pass subject to rectification		Auditor's Name	Mr Nick Cupit
Probationary Pass		Auditor's Signature	
Suspension		Client's Name	Ms Emma Lewis
Cancellation		Client's Signature	

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Findings			
Clause	Grade	Procedure Audited	Evidence and Findings
4.1 4.2	Pass	Environmental Manual Environmental Policy Statement	The Organisation has defined its EMS within the ISO 14001 Manual, currently operating at V 1. There have been no amendments to the manual during the period under review. Management of all Management Systems (ISO14001, ISO 9001 and OHSAS 18001) is undertaken by Ms Emma Lewis. The Environmental Policy Statement was observed to have been reviewed and duly signed by the Managing Director on 09/08/2016.
4.3.1 4.3.3	Pass	Environmental Aspects Environmental programme	26 Environmental Assessments were observed to be in place including: <ul style="list-style-type: none"> 1. General Awareness 2. Scrap Metal 3. PPe 4. Cardboard Waste 5. Chemicals Paint 6. Waste Chemicals 7. Carriage of waste 8. Printing emails 9. Paper & Packaging 10. Fuel Usage. Each Assessments were confirmed to have been reviewed in June 2017. Each Assessment clearly shows target, monitoring Method, Impact and Objectives.
4.3.2	Pass	Records of Legal and Regulatory Review	The Organisation maintains a Legal and Regulations register observed during this audit.
4.4.2	Pass	Competence, Training and Awareness	Environmental Awareness Training was confirmed to have been developed and delivered. Training Attendance Sheet was observed for 3/1/2017 covering all staff.
4.4.6	Pass	Operational Control	Energy Saving initiative is in place with reminder notices displayed around the organisation. Aspect and Impact Assessments are used throughout the Organisation as a method to manage Environmental efficiency. Conversation with the Managing Director confirmed that Environmental Efficiency is driven throughout the Organisation and all staff are aware of their responsibilities as identified within the Environmental training delivered. Individual Method Statements also play a role in communicating Environmental requirements.
4.4.7	Pass	Emergency Preparedness and Response Fire Risk Assessment	The Organisation employs the services of an external Health & Safety consultancy, supplemented by service from Citation to ensure all requirements relating to emergency preparedness are met.
4.4.7	Pass	Emergency Preparedness and Response Fire Risk Assessment	Fire extinguishers confirmed to be in service, having been completed in October 2016. Fire Risk Assessment was available for review. Sufficiently trained First Aiders are in place within the organisation.

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4.5.3	Pass	Non-conformance Records	There have been no Environmental non-conformances to report during the past 12 months, although a Non-conformance Management System does exist and was audited during the ISO9001:2015 audit completed on the same day.
4.5.4	Pass	Control of Records	All related Environmental Management System records are retained within the shared network folder and were readily available as required. All records reviewed were confirmed to be compliant with standardisation conventions.
4.5.5	Pass	Internal Audit Records	A full Internal Audit of the Environment System was completed in May 2017, with individual audit reports observed in evidence.
4.6	Pass	Management Review	Minutes of a Management Review Meeting, held on 6 th June 2017 were observed. Similarly, minutes dated 12 th April 2017 along with minutes being available for December, November, August, July, May, February and January 2016. This ties in with the 4-monthly defined frequency within the Organisations' Quality Manual.

Corrective action(s)	
Required where non-conformance has been identified	
No non-conformances were identified during this audit.	
Number of non-conformances identified:	
Number of major non-conformances:	
Number of minor non-conformances:	
1	
2	
3	
4	
5	

This Audit has been based on Random Sampling methodology and does not exclude the possibility that other non-conformances may exist. All recommendations are subject to review and ratification by the Certification and Auditing Division of QMS International. Please remember that free telephone advice on any aspect of your Management System is available from QMS Head Office Tel: (01603) 630345.