

---

**ELEMENT 16**  
**Internal EMS Audit****Summary**

File Name:	Revision	Approved by:	Rev. Date	Page 1 of 1
EMS_16_Summary.doc	04		07/12/05	

---

The Encina Wastewater Authority will conduct internal audits of its Biosolids EMS Program on an annual basis except in those years when a formal third-party audit is conducted. The purpose of this audit is to ensure that the Program complies with EWA's Biosolids Management Policy, EWA's tactical goals, and the NBP's Code of Good Practice.

Upon completion of the internal audit, the EMS Coordinator, or designee, will prepare an audit report, which will be forwarded to the Management Review Team (MRT; see [Element 17](#)) for use when performing the annual management review of the Biosolids EMS. Corrective actions will be taken by the MRT for issues that are not in compliance.

The EWA may consider an outside consultant to perform the internal audit. Once the internal auditor is selected, the EMS Coordinator will be responsible for working with the auditor to begin the auditing process.

**Criteria for Auditing the EWA's Biosolids EMS**

1. Review the 17 Elements of the EMS using the EWA's procedures and the National Biosolids Partnership's EMS Guidance Manual as reference tools.
2. Verify that EWA's tactical goals are:
  - a. Consistent with EWA's Biosolids Management Policy statement; and
  - b. Address the four areas for examining outcomes: environmental performance, regulatory compliance, relations with interested parties, and quality biosolids management practices.
3. Verify that applicable contractors are complying with the EMS requirements.
4. Verify that biosolids are managed in accordance with EWA's Biosolids Management Policy and NBP's Code of Good Practice.
5. Assess progress in meeting the biosolids tactical goals.
6. Review progress on corrective actions taken as a result of previous audits.