

Key similarities and differences between ISO 19011 and BEAC

| Subject | Section | ISO 19011 | Section | BEAC |
|-----------------------------|-----------------|---|--------------|--|
| General | | Prepared by a Technical Committee comprised of subject matter experts, exposed for comment | | Prepared by a special committee comprised of subject matter experts, exposed for comment to general public |
| | Forward P iv | ISO 19011 was prepared jointly by Technical Committee ISO/TC 176, <i>Quality management and quality assurance</i> , Subcommittee SC 3, <i>Supporting technologies</i> , and Technical Committee ISO/TC 207, <i>Environmental management</i> , Subcommittee SC 2, <i>Environmental auditing and related environmental investigations</i> . | Introduction | ...the BEAC® Directors instructed the Standards Board to convene a Standards review. The Standards Board members had extensive experience with EH&S auditing standards, conducting global EH&S audits and the design and implementation of EH&S auditing programs to review those standards and recommend appropriate revisions. |
| Scope | Clause 1 | This International Standard provides guidance on the management of audit programmes, the conduct of internal or external audits of quality and/or environmental management systems , as well as on the competence and evaluation of auditors. | Introduction | In this revision, the Standards are mandatory for those who want to report that either their conduct of an audit or their audit program conforms to these BEAC Standards. The Guidance , which is discussed more fully below, is not mandatory but contains recommendations and practices which are designed to be helpful in achieving conformance with the Standards. |
| Normative references | Clause 2 | References to ISO 9000:200 ISO 14050:2002 | Introduction | The BEAC® Standards Board studied a number of standards issued by other professional organizations from around the world and concluded that the <i>Standards for the Professional Practice of Internal Auditing</i> developed by the IIA (now the <i>International Standards for the Professional Practice of Internal Auditing</i>) and the <i>Standards for the Professional Practice of Environmental Auditing</i> developed by the Auditing Roundtable were thorough and best suited as the references for the development of standards for the BEAC® certification programs. |

Key similarities and differences between ISO 19011 and BEAC

| | | | | |
|---------|---------|-----------|---------|------|
| Subject | Section | ISO 19011 | Section | BEAC |
|---------|---------|-----------|---------|------|

Defining what an “Audit” is

| | Clause 3 | | Dictionary of Terms | |
|--|----------|---|---------------------|--|
| Terms and Definitions | 3.1 | <p>audit Systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled</p> | Dictionary of Terms | <p>Audit is a systematic, documented process of objectively collecting and evaluating factual information in order to verify a site or organization’s environmental, health or safety status with respect to specific, predetermined criteria. Audits encompass both compliance audits, which are directed at verifying a site or organization’s compliance with requirements, and management systems audits, which evaluate the effectiveness of management systems.</p> |
| | | <p>NOTE 1 Internal audits, sometimes called first-party audits, are conducted by, or on behalf of, the organization itself for management review and other internal purposes, and may form the basis for an organization’s self-declaration of conformity. In many cases, particularly in smaller organizations, independence can be demonstrated by the freedom from responsibility for the activity being audited.</p> | I. Guidance 1 | <p>Internal EH&S audit functions should have a reporting relationship to the board of directors or its equivalent that is independent of the auditee. As pointed out in Section IV.4, the board should take appropriate measures to ensure that the auditing function operates independently of the auditee. This should include review of the audit program design, and how it is operating in fact. The program should make it possible for the director to communicate directly with the board on any matters of concern regarding the independence and integrity of the auditing function without fear of retaliation or interference.</p> |
| | | | I. Guidance 2 | <p>Internal audit programs should have the support of senior management and the board of directors or its equivalent. This will allow the program to operate effectively, and auditors can gain the cooperation of auditees and perform their work free from interference.</p> |
| | | | I. Guidance 3 | <p>In order to preserve independence the auditor must not be within the part of the line function that is being audited and specifically not be answerable to anyone in that part of the organization for compensation or performance evaluation.</p> |
| | | <p>NOTE 2 External audits include those generally termed second- and third-party audits. Second-party audits are conducted by parties having an interest in the organization, such as customers, or by other persons on their behalf. Third-party audits are conducted by external, independent auditing organizations, such as those providing registration or certification of conformity to the requirements of ISO 9001 or ISO 14001.</p> | Dictionary of Terms | <p>External Auditors refers to contract/consultant audit professionals who perform EH&S auditing activities on behalf of an organization.</p> |
| <p>NOTE 3 When a quality management system and an environmental management system are audited together, this is termed a combined audit.</p> | | | | |

Key similarities and differences between ISO 19011 and BEAC

| Subject | Section | ISO 19011 | Section | BEAC |
|---------|---------|---|---------------------|---|
| | | NOTE 4 When two or more auditing organizations cooperate to audit a single auditee , this is termed a joint audit. | | |
| | | | Dictionary of Terms | Audit Objectives are broad statements which set forth intended audit accomplishments. |
| | 3.2 | audit criteria Set of policies, procedures or requirements | Dictionary of Terms | Audit Criteria are specific measures or requirements against which the auditor tests and evaluates the information collected as a part of the audit process. Audit criteria may include but are not limited to: organizational objectives, policies , practices and procedures ; industrial and other standards; and legislative and regulatory requirements. |
| | 3.3 | audit evidence records, statements of fact or other information, which are relevant to the audit criteria and verifiable NOTE Audit evidence may be qualitative or quantitative. | | |
| | 3.4 | audit findings results of the evaluation of the collected audit evidence (3.3) against audit criteria (3.2) NOTE Audit findings can indicate either conformity or nonconformity with audit criteria or opportunities for improvement. | Dictionary of Terms | Findings are descriptions of the audit team's determinations of the auditee's conformance or non-conformance to the audit criteria . |
| | 3.5 | audit conclusion outcome of an audit provided by the audit team after consideration of the audit objectives and all audit findings | Dictionary of Terms | Audit Report is a formal document which presents the purpose, scope and results of the audit . Results of the audit may include findings, conclusions (opinions), recommendations and/or corrective actions. |
| | 3.6 | audit client organization or person requesting an audit (3.1) NOTE The audit client may be the auditee (3.7) or any other organization which has the regulatory or contractual right to request an audit. | | |
| | 3.7 | auditee organization being audited | Dictionary of Terms | Auditee includes any individual, unit, or activity of the organization that is audited . |
| | 3.8 | auditor person with the competence to conduct an audit | Dictionary of Terms | Environmental, Health and Safety Auditor is a qualified individual who is assigned the responsibility of performing environmental and/or health and safety audits. |
| | 3.9 | audit team one or more auditors conducting an audit , supported if needed by technical experts | Dictionary of Terms | Environmental, Health and Safety Auditing Function is the collective unit which performs EH&S auditing activities. |
| | | | | Audit Team Leader is a qualified individual who is assigned the responsibility of leading a team of auditors and managing the performance of an EH&S audit. |
| | 3.10 | technical expert | II. Guidance G14 | When the director of auditing intends to use and rely on the |

Key similarities and differences between ISO 19011 and BEAC

| Subject | Section | ISO 19011 | Section | BEAC |
|---------|---------|---|---------------------|--|
| | | <p>person who provides specific knowledge or expertise to the audit team</p> <p>NOTE 1 Specific knowledge or expertise is that which relates to the organization, the process or activity to be audited, or language or culture.</p> <p>NOTE 2 A technical expert does not act as an auditor in the audit team.</p> | | <p>work of an outside service provider, the director should assess the competency of the outside service provider as it relates to the particular assignment to be performed.</p> |
| | 3.11 | <p>audit programme set of one or more audits planned for a specific time frame and directed towards a specific purpose</p> <p>NOTE An audit programme includes all activities necessary for planning, organizing and conducting the audits.</p> | Dictionary of Terms | <p>Audit Program is a management-supported system for providing periodic and objective evaluation of an organization's success in meeting established environmental, health and safety objectives and requirements.</p> |
| | | | Dictionary of Terms | <p>Charter of the EH&S auditing function is a formal written document which defines the function's purpose, authority and responsibility. The charter should (a) establish the function's position within the organization; (b) authorize access to records, personnel and physical properties relevant to the performance of audits; and (c) define the scope of EH&S auditing activities.</p> |
| | 3.12 | <p>audit plan description of the activities and arrangements for an audit</p> | Dictionary of Terms | <p>Audit Procedures are tasks undertaken for collecting, analyzing, interpreting and documenting information during an audit. Audit procedures are the means to attain audit objectives.</p> |
| | | | Dictionary of Terms | <p>Audit Work Schedules include (a) what activities are to be audited; (b) when they will be audited; and (c) the estimated time required, taking into account the scope of the audit work planned and the nature and extent of audit work performed by others.</p> |
| | 3.13 | <p>audit scope extent and boundaries of an audit</p> <p>NOTE The audit scope generally includes a description of the physical locations, organizational units, activities and processes, as well as the time period covered.</p> | Dictionary of Terms | <p>Audit Scope refers to the activities covered by an audit. Audit scope includes, where appropriate:</p> <ul style="list-style-type: none"> • Audit objectives • Nature and extent of auditing procedures performed • Time period audited • Related activities not audited in order to delineate the boundaries of the audit. |
| | 3.14 | <p>competence demonstrated personal attributes and demonstrated ability to apply knowledge and skills</p> | II. Standard 2.a | <p>"Competency" means the ability to apply knowledge to situations likely to be encountered and to deal with them without extensive recourse to technical research and assistance.</p> |
| | | | Dictionary of Terms | <p>Internal Control is a process within an organization designed to provide reasonable assurance regarding the achievement of the following primary objectives:</p> <ul style="list-style-type: none"> • The reliability and integrity of information. |

Key similarities and differences between ISO 19011 and BEAC

| Subject | Section | ISO 19011 | Section | BEAC |
|---------|---------|-----------|---------------------|--|
| | | | | <ul style="list-style-type: none"> • Compliance with policies, plans, procedures, laws, regulations and contracts. • The safeguarding of physical assets (safety). • The economical and efficient use of resources. • The accomplishment of established objectives and goals for operations or programs. |
| | | | Dictionary of Terms | Code of Ethics sets forth standards of conduct for members of the BEAC® and Certified Professional Environmental Auditors to discharge their responsibilities effectively. The <i>Code of Ethics</i> calls for high standards of honesty, objectivity and diligence. |
| | | | Dictionary of Terms | Senior Management refers to the person or persons having management responsibility for the organization and the authority to commit resources to implement the audit program and the correction of nonconformities and to whom the director of EH&S auditing is responsible. |
| | | | Dictionary of Terms | Follow-up is the process by which EH&S auditors determine the adequacy, effectiveness and timeliness of actions taken by management on reported audit findings. |

Key similarities and differences between ISO 19011 and BEAC

| Subject | Section | ISO 19011 | Section | BEAC |
|-------------------|-----------------|---|---------------------------------------|--|
| | Clause 4 | | | Not a specific section |
| Principles | 4 | <p>Principles of auditing Auditing is characterized by reliance on a number of principles. These make the audit an effective and reliable tool in support of management policies and controls, providing information on which an organization can act to improve its performance. Adherence to these principles is a prerequisite for providing audit conclusions that are relevant and sufficient and for enabling auditors working independently from one another to reach similar conclusions in similar circumstances.</p> <p>The following principles relate to auditors.</p> | | |
| | 4 a) | <p>a) Ethical conduct: <i>the foundation of professionalism</i> Trust, integrity, confidentiality and discretion are essential to auditing.</p> | II. Standard 2.d | Auditors should possess a sense of integrity and should perform their work in a manner consistent with high ethical standards. |
| | 4 b) | <p>b) Fair presentation: <i>the obligation to report truthfully and accurately</i> Audit findings, audit conclusions and audit reports reflect truthfully and accurately the audit activities. Significant obstacles encountered during the audit and unresolved diverging opinions between the audit team and the auditee are reported.</p> | II. Guidance 1b II. Guidance 2 | <p>In exercising due professional care, an auditor conducts audits with accuracy, consistency and objectivity; uses good judgment in choosing tests and procedures; concludes that sufficient and reasonable evidence exists before making a finding; and conscientiously completes audits in compliance with these auditing standards</p> <p>When an EH&S auditor suspects a potentially serious EH&S risk, the management within the organization should be informed. The EH&S auditor may recommend whatever investigation is considered necessary in the circumstances.</p> |
| | 4 c) | <p>c) Due professional care: <i>the application of diligence and judgement in auditing</i> Auditors exercise care in accordance with the importance of the task they perform and the confidence placed in them by audit clients and other interested parties. Having the necessary competence is an important factor.</p> | II. Standard 1 | Auditors shall exercise due professional care in performing EH&S audits. Exercising “due professional care” means applying the skill and judgment expected of a reasonably prudent and competent EH&S auditor appropriate to the nature and complexities of the audit. Due professional care assumes reasonable care and competence , not infallibility or extraordinary performance. |
| | | Further principles relate to the audit, which is by definition independent and systematic. | | |
| | 4 d) | <p>d) Independence: <i>the basis for the impartiality of the audit and objectivity of the audit conclusions</i> Auditors are independent of the activity being audited and are free from bias and conflict of</p> | I. Standard 1 | EH&S auditors shall be objective and independent of the activities they audit , free of conflict of interest in any specific situation, and not influenced by internal or external pressure to modify their findings contrary to their professional judgment. |

Key similarities and differences between ISO 19011 and BEAC

| Subject | Section | ISO 19011 | Section | BEAC |
|----------------------------|---------|--|-----------------|---|
| | | <p>interest. Auditors maintain an objective state of mind throughout the audit process to ensure that the audit findings and conclusions will be based only on the audit evidence.</p> | | |
| | | | I. Standard 2 | Actual and potential conflicts of interest shall be communicated to the appropriate personnel and satisfactorily resolved prior to conducting the audit so that the purpose of this standard is achieved. |
| | | | I. Standard 4 | The board of directors shall take appropriate measures to ensure the independence and integrity of the auditing function, and shall provide appropriate opportunities for communications with the director so as to be informed on this subject and on matters involving EH&S performance. |
| | | | I. Standard 5 | The audit function (or program) shall be independent of the function or entity which is being audited. |
| | 4 e) | <p>Evidence-based approach: <i>the rational method for reaching reliable and reproducible audit conclusions in a systematic audit process</i></p> <p>Audit evidence is verifiable. It is based on samples of the information available, since an audit is conducted during a finite period of time and with finite resources. The appropriate use of sampling is closely related to the confidence that can be placed in the audit conclusions.</p> | II. Guidance 1b | In exercising due professional care, an auditor conducts audits with accuracy, consistency and objectivity; uses good judgment in choosing tests and procedures; concludes that sufficient and reasonable evidence exists before making a finding; and conscientiously completes audits in compliance with these auditing standards, |
| Retaliatory Actions | | | I. Standard 6 | An internal audit program shall include a policy and procedure, endorsed by senior management, that there should be no retaliatory removal, transfer, or other retaliatory actions with respect to a director or individual auditor(s), as a result of audit findings or recommendations that are made in good faith, in the exercise of due professional care, and that are consistent with these <i>Standards</i> . |

Key similarities and differences between ISO 19011 and BEAC

| | | | | |
|---------|---------|-----------|---------|------|
| Subject | Section | ISO 19011 | Section | BEAC |
|---------|---------|-----------|---------|------|

| Requirements for Audit Programs | | | | |
|---------------------------------|-------------|--|-----------------------|---|
| | Clause 5 | Managing an audit programme | Section IV | Audit Program |
| Audit Program | 5.1 General | <p>An audit programme may include one or more audits, depending upon the size, nature and complexity of the organization to be audited. These audits may have a variety of objectives and may also include joint or combined audits</p> <p>An audit programme also includes all activities necessary for planning and organizing the types and number of audits, and for providing resources to conduct them effectively and efficiently within the specified time frames.</p> <p>An organization may establish more than one audit programme.</p> <p>Practical help — Examples of audit programmes Examples of audit programmes include the following:</p> <ul style="list-style-type: none"> a) a series of internal audits covering an organization-wide quality management system for the current year; b) second-party management system audits of potential suppliers of critical products to be conducted within 6 months; c) certification/registration and surveillance audits conducted by a third-party certification/registration body on an environmental management system within a time period agreed contractually between the certification body and the client. <p>An audit programme also includes appropriate planning, the provision of resources and the establishment of procedures to conduct audits within the programme.</p> | <p>IV. Standard 1</p> | <p>The purpose, authority and responsibility of the EH&S auditing function shall be defined in a formal written document (Charter).</p> <p>BEAC does not include examples of audit programs, however it provides direction to the Audit Director in II. Guidance 6 - 16</p> |
| | 5.1 | <p>The organization's top management should grant the authority for managing the audit programme.</p> <p>Those assigned the responsibility for</p> | <p>IV. Standard 2</p> | <p>Senior management shall establish, and shall periodically review and revise as necessary, policies, goals and objectives for the organization's environmental, health and safety programs and any other subjects covered by the audit program. The organization's policies shall include top management support for</p> |

Key similarities and differences between ISO 19011 and BEAC

| Subject | Section | ISO 19011 | Section | BEAC |
|--|---------|--|--|--|
| | | <p>managing the audit programme should</p> <p>a) establish, implement, monitor, review and improve the audit programme, and</p> <p>b) identify the necessary resources and ensure they are provided.</p> | IV. Standard 12 | <p>the audit program, and for compliance with all applicable requirements included within the scope of the audit program. Consistent with such goals and objectives, and with any applicable policies of the organization, senior management shall also establish, review and revise as necessary goals and objectives for the audit program itself.</p> <p>It is the responsibility of senior management, and ultimately the Board of Directors, to ensure that adequate resources are provided to reasonably assure that the program is properly implemented consistent with the scope, goals and objectives.</p> |
| Board of Directors oversight | | | IV. Standard 3 | <p>The substantive scope of the audit program shall be established, and shall be periodically reviewed, revised as necessary or appropriate, and approved by senior management. The board of directors of any corporate entity having such a board shall periodically review the scope and content of the audit program and shall provide appropriate guidance to senior management.</p> |
| Audit programme objectives and extent | 5.2.1 | <p>Objectives should be established for an audit programme, to direct the planning and conduct of audits.</p> <p>These objectives can be based on consideration of</p> <p>a) management priorities,</p> <p>b) commercial intentions,</p> <p>c) management system requirements,</p> <p>d) statutory, regulatory and contractual requirements,</p> <p>e) need for supplier evaluation,</p> <p>f) customer requirements,</p> <p>g) needs of other interested parties, and</p> <p>h) risks to the organization.</p> | <p>IV. Standard 4</p> <p>III. Guidance 1</p> | <p>The substantive scope of the audit program shall include all matters relating to the protection of the environment and human health and safety, and may include such other subjects and standards as senior management shall from time to time direct. The audit program scope, at a minimum, shall include compliance with applicable EH&S regulatory requirements.</p> <p>Auditing objectives may include, but are not limited to the following:</p> <p>a. Determining whether the organization is in compliance with regulatory requirements and laws, such as permits, reporting requirements, consent orders and company directives, policies, standards and procedures.</p> <p>b. Evaluating the effectiveness of the EH&S management and control systems that are in place to manage the organization's risks and ensure compliance.</p> <p>c. Identifying opportunities where waste can be minimized and pollution eliminated at the source.</p> <p>d. Reviewing the means of protecting physical assets through loss prevention measures such as management of change and preventive and predictive maintenance.</p> <p>e. Assessing and managing the risk of receiving, buying, or selling real estate or making loans secured by real estate.</p> <p>f. Assessing the hazardous material and waste management practices of an organization's contract operators.</p> <p>g. Evaluating the extent to which the program protects worker health and safety.</p> |

Key similarities and differences between ISO 19011 and BEAC

| Subject | Section | ISO 19011 | Section | BEAC |
|--------------------------------|---------|--|----------------|--|
| resources | | <p>a) financial resources necessary to develop, implement, manage and improve audit activities,</p> <p>b) audit techniques,</p> <p>c) processes to achieve and maintain the competence of auditors, and to improve auditor performance,</p> <p>d) the availability of auditors and technical experts having competence appropriate to the particular audit programme objectives,</p> <p>e) the extent of the audit programme, and</p> <p>f) travelling time, accommodation and other auditing needs.</p> | | efficiently and effectively employed. |
| Audit programme procedures | 5.3.3 | <p>Audit programme procedures should address the following:</p> <p>a) planning and scheduling audits;</p> <p>b) assuring the competence of auditors and audit team leaders;</p> <p>c) selecting appropriate audit teams and assigning their roles and responsibilities;</p> <p>d) conducting audits;</p> <p>e) conducting audit follow-up, if applicable;</p> <p>f) maintaining audit programme records;</p> <p>g) monitoring the performance and effectiveness of the audit programme;</p> <p>h) reporting to top management on the overall achievements of the audit programme.</p> <p>For smaller organizations, the activities above can be addressed in a single procedure.</p> | IV. Standard 8 | <p>It is the responsibility of the director to ensure that individual audits are scheduled, designed and conducted in a manner consistent with the program scope and objectives described above, and that auditor standards for proficiency and independence are complied with. The functions covered by this responsibility include, but are not limited to, the following:</p> <p>a) Geographic and/or business system focus of audit activity.</p> <p>b) Subjects or topics to be audited.</p> <p>c) The thoroughness or depth of audit activity.</p> <p>d) Scheduling and frequency of audits.</p> <p>e) General criteria against which audits will be conducted and findings established.</p> <p>f) Ensuring that outside service providers possess the necessary knowledge, skills and ability to perform their assignments.</p> |
| Audit programme implementation | 5.4 | <p>The implementation of an audit programme should address the following:</p> <p>a) communicating the audit programme to relevant parties;</p> <p>b) coordinating and scheduling audits and other activities relevant to the audit programme;</p> <p>c) establishing and maintaining a process for the evaluation of the auditors and their continual professional development;</p> <p>d) ensuring the selection of audit teams;</p> <p>e) providing necessary resources to the audit teams;</p> <p>f) ensuring the conduct of audits according to the audit programme;</p> | | |

Key similarities and differences between ISO 19011 and BEAC

| Subject | Section | ISO 19011 | Section | BEAC |
|--|---------|---|----------------|---|
| | | <p>g) ensuring the control of records of the audit activities;</p> <p>h) ensuring review and approval of audit reports, and ensuring their distribution to the audit client and other specified parties;</p> <p>i) ensuring audit follow-up, if applicable.</p> | | |
| Audit programme records | 5.5 | <p>Records should be maintained to demonstrate the implementation of the audit programme and should include the following:</p> <p>a) records related to individual audits, such as</p> <ul style="list-style-type: none"> - audit plans, - audit reports, - nonconformity reports, - corrective and preventive action reports, and - audit follow-up reports, if applicable; <p>b) results of audit programme review;</p> <p>c) records related to audit personnel covering subjects such as</p> <ul style="list-style-type: none"> - auditor competence and performance evaluation, - audit team selection, and - maintenance and improvement of competence. <p>Records should be retained and suitably safeguarded.</p> | IV. Guidance 4 | <p>Defines the purpose, content, use, review, approval, access, distribution and retention period of each type of audit program document produced. Ensures the prompt and timely flow of findings, recommendations and other information relating to compliance and risks to senior management and the board of directors to enable them to take appropriate action, including but not limited to compliance with any external reporting requirements (<i>e.g.</i>, SEC, EPA voluntary disclosure, and environmental permit and regulatory reporting requirements).</p> |
| Audit programme monitoring and reviewing | 5.6 | <p>The implementation of the audit programme should be monitored and, at appropriate intervals, reviewed to assess whether its objectives have been met and to identify opportunities for improvement. The results should be reported to top management. Performance indicators should be used to monitor characteristics such as</p> <ul style="list-style-type: none"> - the ability of the audit teams to implement the audit plan, - conformity with audit programmes and schedules, and - feedback from audit clients, auditees and auditors. <p>The audit programme review should consider, for example,</p> <p>a) results and trends from monitoring,</p> <p>b) conformity with procedures,</p> | IV. Standard 6 | <p>A procedure shall be established for the periodic review of the written goals, objectives, policies and/or procedures (hereafter referred to only as procedures) that describe the scope and operation of the program and individual audit activities to ensure that they are kept current.</p> <p>a. The mechanism for initiating, approving, updating, distributing and retaining these procedures shall be documented.</p> <p>b. The procedures shall be consistent with these <i>Standards</i>, the organization's written policies and the board of directors' and senior management's directions.</p> <p>c. Senior management shall at periodic intervals, not less frequently than annually, review the audit program to ensure that it is being fully and effectively implemented consistent with the goals and objectives of the program, that the standards for independence and professional proficiency are being complied</p> |

Key similarities and differences between ISO 19011 and BEAC

| Subject | Section | ISO 19011 | Section | BEAC |
|---------|---------|--|---------|---|
| | | <p>c) evolving needs and expectations of interested parties, d) audit programme records, e) alternative or new auditing practices, and f) consistency in performance between audit teams in similar situations. Results of audit programme reviews can lead to corrective and preventive actions and the improvement of the audit programme.</p> | | <p>with and that appropriate quality assurance procedures are used to ensure the accuracy and thoroughness of each of the audits carried out pursuant to the audit program.</p> |

Key similarities and differences between ISO 19011 and BEAC

| | | | | |
|---------|---------|-----------|---------|------|
| Subject | Section | ISO 19011 | Section | BEAC |
|---------|---------|-----------|---------|------|

Audit Activities

| | Clause 6 | Audit Activities | Section III | Performance of Audit Work |
|---|----------|--|-----------------|--|
| Initiating the audit | 6.2.1 | Appointing the audit team leader | III. Standard 1 | Auditor work shall include planning the audit, examining and evaluating information and communicating results. |
| Defining audit objectives, scope and criteria | 6.2.2 | <p>Within the overall objectives of an audit programme, an individual audit should be based on documented objectives, scope and criteria.</p> <p>The audit objectives define what is to be accomplished by the audit and may include the following:</p> <ul style="list-style-type: none"> a) determination of the extent of conformity of the auditee's management system, or parts of it, with audit criteria; b) evaluation of the capability of the management system to ensure compliance with statutory, regulatory and contractual requirements; c) evaluation of the effectiveness of the management system in meeting its specified objectives; d) identification of areas for potential improvement of the management system. <p>The audit scope describes the extent and boundaries of the audit, such as physical locations, organizational units, activities and processes to be audited, as well as the time period covered by the audit.</p> <p>The audit criteria are used as a reference against which conformity is determined and may include applicable policies, procedures, standards, laws and regulations, management system requirements, contractual requirements or industry/business sector codes of conduct.</p> <p>The audit objectives should be defined by the audit client. The audit scope and criteria should be defined between the audit client</p> | III. Standard 2 | The objectives of the audit, as well as the substantive and geographic scope of the audit, shall be established by the company or other "customer" (e.g., a prospective purchaser, lender, insurer, etc.) for each audit. The scope shall include any categories of risk which will be covered in the audit. |

Key similarities and differences between ISO 19011 and BEAC

| Subject | Section | ISO 19011 | Section | BEAC |
|--|---------|--|-----------------|--|
| | | <p>and the audit team leader in accordance with audit programme procedures. Any changes to the audit objectives, scope or criteria should be agreed to by the same parties.</p> <p>Where a combined audit is to be conducted, it is important that the audit team leader ensures that the audit objectives, scope and criteria are appropriate to the nature of the combined audit.</p> | | |
| Determining the feasibility of the audit | 6.2.3 | <p>The feasibility of the audit should be determined, taking into consideration such factors as the availability of</p> <ul style="list-style-type: none"> - sufficient and appropriate information for planning the audit, - adequate cooperation from the auditee, and - adequate time and resources. <p>Where the audit is not feasible, an alternative should be proposed to the audit client, in consultation with the auditee.</p> | | |
| Selecting the audit team | 6.2.4 | <p>When the audit has been declared feasible, an audit team should be selected, taking into account the competence needed to achieve the objectives of the audit. If there is only one auditor, the auditor should perform all applicable duties of an audit team leader. Clause 7 contains guidance on determining the competence needed and describes processes for evaluating auditors.</p> <p>In deciding the size and composition of the audit team, consideration should be given to the following:</p> <ul style="list-style-type: none"> a) audit objectives, scope, criteria and estimated duration of the audit; b) whether the audit is a combined or joint audit; c) the overall competence of the audit team needed to achieve the objectives of the audit; d) statutory, regulatory, contractual and accreditation/certification requirements, as applicable; e) the need to ensure the independence of the audit team from the activities to be audited and to avoid conflict of interest; | III. Standard 4 | <p>Planning shall be documented. The planning function shall include, but not be limited to, selection of audit criteria and the audit team, scheduling the audit, selection of auditing procedures and any related activities consistent with or which support the audit objective(s) and scope. The audit planning process includes establishing goals, audit work schedules, staffing plans and activity reports, consistent with the scope of the audit as determined above. The audit planning process includes identification of the categories of applicable laws, regulations and other requirements or programs which will be the subject of the audit, developing appropriate checklists and/or using appropriate computerized or manually developed auditing protocols and/or technologies.</p> |

Key similarities and differences between ISO 19011 and BEAC

| Subject | Section | ISO 19011 | Section | BEAC |
|---------------------------------------|---------|--|-----------------|---|
| | | <p>f) the ability of the audit team members to interact effectively with the auditee and to work together;</p> <p>g) the language of the audit, and an understanding of the auditee's particular social and cultural characteristics; these issues may be addressed either by the auditor's own skills or through the support of a technical expert.</p> <p>The process of assuring the overall competence of the audit team should include the following steps:</p> <ul style="list-style-type: none"> - identification of the knowledge and skills needed to achieve the objectives of the audit; - selection of the audit team members such that all of the necessary knowledge and skills are present in the audit team. <p>If not fully covered by the auditors in the audit team, the necessary knowledge and skills may be satisfied by including technical experts. Technical experts should operate under the direction of an auditor.</p> <p>Auditors-in-training may be included in the audit team, but should not audit without direction or guidance. Both the audit client and the auditee can request the replacement of particular audit team members on reasonable grounds based on the principles of auditing described in clause 4. Examples of reasonable grounds include conflict of interest situations (such as an audit team member having been a former employee of the auditee or having provided consultancy services to the auditee) and previous unethical behaviour. Such grounds should be communicated to the audit team leader and to those assigned responsibility for managing the audit programme, who should resolve the issue with the audit client and auditee before making any decisions on replacing audit team members.</p> | | |
| Establishing initial contact with the | 6.2.5 | The initial contact for the audit with the auditee may be informal or formal, but should be made by those assigned responsibility for | III. Standard 3 | The objectives and scope of an audit shall be clearly communicated beforehand to the auditee unless the audit is intended to be conducted without advance notice. |

Key similarities and differences between ISO 19011 and BEAC

| Subject | Section | ISO 19011 | Section | BEAC |
|--|---------|---|-----------------|---|
| auditee | | managing the audit programme or the audit team leader. | | |
| Conducting document review | 6.3 | <p>Prior to the on-site audit activities the auditee's documentation should be reviewed to determine the conformity of the system, as documented, with audit criteria. The documentation may include relevant management system documents and records, and previous audit reports. The review should take into account the size, nature and complexity of the organization, and the objectives and scope of the audit. In some situations, this review may be deferred until the on-site activities commence, if this is not detrimental to the effectiveness of the conduct of the audit. In other situations, a preliminary site visit may be conducted to obtain a suitable overview of available information. If the documentation is found to be inadequate, the audit team leader should inform the audit client, those assigned responsibility for managing the audit programme, and the auditee. A decision should be made as to whether the audit should be continued or suspended until documentation concerns are resolved.</p> | III. Standard 5 | If available, a review of the relevant background information for the auditee's site shall be performed in preparation for on-site activities. |
| Preparing for the on-site audit activities | 6.4.1 | <p>The audit team leader should prepare an audit plan to provide the basis for the agreement among the audit client, audit team and the auditee regarding the conduct of the audit. The plan should facilitate scheduling and coordination of the audit activities.</p> <p>The amount of detail provided in the audit plan should reflect the scope and complexity of the audit. The details may differ, for example, between initial and subsequent audits and also between internal and external audits. The audit plan should be sufficiently flexible to permit changes, such as changes in the audit scope, which can become necessary as the on-site audit activities progress.</p> <p>The audit plan should cover the following: a) the audit objectives;</p> | III. Standard 6 | Audits shall be based on use of systematic plans and procedures that provide uniform guidance in audit preparation, field work and reporting. These are normally developed during the planning process, and typically include, but are not limited to, document review , personnel interviews, appropriate record reviews, site inspections and any other appropriate procedure for the gathering, evaluation and recording of information relevant to the scope and objective of the audit. |

Key similarities and differences between ISO 19011 and BEAC

| Subject | Section | ISO 19011 | Section | BEAC |
|----------------------------------|---------|---|---------|------|
| | | <p>b) the audit criteria and any reference documents;</p> <p>c) the audit scope, including identification of the organizational and functional units and processes to be audited;</p> <p>d) the dates and places where the on-site audit activities are to be conducted;</p> <p>e) the expected time and duration of on-site audit activities, including meetings with the auditee's management and audit team meetings;</p> <p>f) the roles and responsibilities of the audit team members and accompanying persons;</p> <p>g) the allocation of appropriate resources to critical areas of the audit.</p> <p>The audit plan should also cover the following, as appropriate:</p> <p>h) identification of the auditee's representative for the audit;</p> <p>i) the working and reporting language of the audit where this is different from the language of the auditor and/or the auditee;</p> <p>j) the audit report topics;</p> <p>k) logistic arrangements (travel, on-site facilities, etc.);</p> <p>l) matters related to confidentiality;</p> <p>m) any audit follow-up actions.</p> <p>The plan should be reviewed and accepted by the audit client, and presented to the auditee, before the on-site audit activities begin.</p> <p>Any objections by the auditee should be resolved between the audit team leader, the auditee and the audit client. Any revised audit plan should be agreed among the parties concerned before continuing the audit.</p> | | |
| Assigning work to the audit team | 6.4.2 | <p>The audit team leader, in consultation with the audit team, should assign to each team member responsibility for auditing specific processes, functions, sites, areas or activities. Such assignments should take into account the need for the independence and competence of auditors and the effective use</p> | | |

Key similarities and differences between ISO 19011 and BEAC

| Subject | Section | ISO 19011 | Section | BEAC |
|--------------------------------|---------|---|-----------------|--|
| | | of resources, as well as different roles and responsibilities of auditors, auditors-in-training and technical experts. Changes to the work assignments may be made as the audit progresses to ensure the achievement of the audit objectives. | | |
| Preparing work documents | 6.4.3 | <p>The audit team members should review the information relevant to their audit assignments and prepare work documents as necessary for reference and for recording audit proceedings. Such work documents may include</p> <ul style="list-style-type: none"> - checklists and audit sampling plans, and - forms for recording information, such as supporting evidence, audit findings and records of meetings. <p>The use of checklists and forms should not restrict the extent of audit activities, which can change as a result of information collected during the audit.</p> <p>Work documents, including records resulting from their use, should be retained at least until audit completion. Retention of documents after audit completion is described in 6.7. Those documents involving confidential or proprietary information should be suitably safeguarded at all times by the audit team members.</p> | III. Standard 9 | Working papers that document the audit shall be prepared by the auditor and reviewed by the lead auditor, the director or manager of the EH&S auditing function, and/or the person who will write the audit report, as appropriate. These papers shall record the information obtained and any analyses made by the auditor and shall support the bases for the findings and recommendations to be reported. Working papers are a quality control mechanism intended to support the audit itself, not just the findings to be reported. |
| On-site activities | 6.5.1 | <p>Conducting the opening meeting</p> <p>An opening meeting should be held with the auditee's management or, where appropriate, those responsible for the functions or processes to be audited. The purpose of an opening meeting is</p> <ul style="list-style-type: none"> a) to confirm the audit plan, b) to provide a short summary of how the audit activities will be undertaken, c) to confirm communication channels, and d) to provide an opportunity for the auditee to ask questions. | | |
| Communication during the audit | 6.5.2 | Depending upon the scope and complexity of the audit, it can be necessary to make formal arrangements for communication within the audit team and with the auditee during the | | |

Key similarities and differences between ISO 19011 and BEAC

| Subject | Section | ISO 19011 | Section | BEAC |
|--|---------|--|---------|------|
| | | <p>audit.</p> <p>The audit team should confer periodically to exchange information, assess audit progress, and to reassign work between the audit team members as needed.</p> <p>During the audit, the audit team leader should periodically communicate the progress of the audit and any concerns to the auditee and audit client, as appropriate. Evidence collected during the audit that suggests an immediate and significant risk (e.g. safety, environmental or quality) should be reported without delay to the auditee and, as appropriate, to the audit client. Any concern about an issue outside the audit scope should be noted and reported to the audit team leader, for possible communication to the audit client and auditee.</p> <p>Where the available audit evidence indicates that the audit objectives are unattainable, the audit team leader should report the reasons to the audit client and the auditee to determine appropriate action. Such action may include reconfirmation or modification of the audit plan, changes to the audit objectives or audit scope, or termination of the audit.</p> | | |
| Roles and responsibilities of guides and observers | 6.5.3 | <p>Guides and observers may accompany the audit team but are not a part of it. They should not influence or interfere with the conduct of the audit.</p> <p>When guides are appointed by the auditee, they should assist the audit team and act on the request of the audit team leader. Their responsibilities may include the following:</p> <ul style="list-style-type: none"> a) establishing contacts and timing for interviews; b) arranging visits to specific parts of the site or organization; c) ensuring that rules concerning site safety and security procedures are known and respected by the audit team members; d) witnessing the audit on behalf of the | | |

Key similarities and differences between ISO 19011 and BEAC

| Subject | Section | ISO 19011 | Section | BEAC |
|--------------------------------------|---------|--|-----------------|---|
| | | <p>auditee; e) providing clarification or assisting in collecting information.</p> | | |
| Collecting and verifying information | 6.5.4 | <p>During the audit, information relevant to the audit objectives, scope and criteria, including information relating to interfaces between functions, activities and processes, should be collected by appropriate sampling and should be verified. Only information that is verifiable may be audit evidence. Audit evidence should be recorded. The audit evidence is based on samples of the available information. Therefore there is an element of uncertainty in auditing, and those acting upon the audit conclusions should be aware of this uncertainty.</p> <p>(diagram inserted for overview of process)</p> <p>Methods to collect information include</p> <ul style="list-style-type: none"> - interviews, - observation of activities, and - review of documents. | III. Standard 7 | <p>The process of examining and evaluating information is as follows:</p> <p>a. Information shall be collected on all matters related to the audit objectives and scope of work.</p> <p>b. Audit evidence shall be collected through interviews, examination of documents and observation of activities and conditions, such as facility and equipment inspections.</p> <p>c. Indications of non-conformity to the audit criteria shall be reviewed. Audit criteria may include, but are not limited to regulatory requirements; company directives, policies, procedures or management systems; indications of a serious risk: or any other criteria identified in the process of planning the audit.</p> <p>d. To the extent feasible and appropriate, information gathered through interviews and observations shall be verified by acquiring supporting information from independent sources, such as by observations and interviews, records and results of existing measurements. Non-verifiable statements shall be identified as such.</p> <p>e. The audit team shall examine the basis of relevant sampling programs, the procedures for ensuring compliance with applicable regulatory requirements and other applicable standards such as company policies and directives.</p> <p>f. EH&S auditors shall review the reliability and integrity of EH&S information and the means used to identify, measure, classify and report such information.</p> |
| Generating audit findings | 6.5.5 | <p>Audit evidence should be evaluated against the audit criteria to generate the audit findings. Audit findings can indicate either conformity or nonconformity with audit criteria. When specified by the audit objectives, audit findings can identify an opportunity for improvement.</p> <p>The audit team should meet as needed to</p> | III. Standard 8 | <p>When conducting an audit, EH&S auditors shall use due care in examining and evaluating information they gather. This information shall be sufficient, complete, relevant and useful to provide a sound basis for audit findings and recommendations.</p> |

Key similarities and differences between ISO 19011 and BEAC

| Subject | Section | ISO 19011 | Section | BEAC |
|--------------------------------|---------|--|---------|------|
| | | <p>review the audit findings at appropriate stages during the audit.</p> <p>Conformity with audit criteria should be summarized to indicate locations, functions or processes that were audited. If included in the audit plan, individual audit findings of conformity and their supporting evidence should also be recorded.</p> <p>Nonconformities and their supporting audit evidence should be recorded. Nonconformities may be graded. They should be reviewed with the auditee to obtain acknowledgement that the audit evidence is accurate, and that the nonconformities are understood. Every attempt should be made to resolve any diverging opinions concerning the audit evidence and/or findings, and unresolved points should be recorded.</p> | | |
| Preparing audit conclusions | 6.5.6 | <p>The audit team should confer prior to the closing meeting</p> <ul style="list-style-type: none"> a) to review the audit findings, and any other appropriate information collected during the audit, against the audit objectives, b) to agree on the audit conclusions, taking into account the uncertainty inherent in the audit process, c) to prepare recommendations, if specified by the audit objectives, and d) to discuss audit follow-up, if included in the audit plan. | | |
| Conducting the closing meeting | 6.5.7 | <p>A closing meeting, chaired by the audit team leader, should be held to present the audit findings and conclusions in such a manner that they are understood and acknowledged by the auditee, and to agree, if appropriate, on the timeframe for the auditee to present a corrective and preventive action plan. Participants in the closing meeting should include the auditee, and may also include the audit client and other parties. If necessary, the audit team leader should advise the auditee of situations encountered during the audit that may decrease the reliance that</p> | | |

Key similarities and differences between ISO 19011 and BEAC

| Subject | Section | ISO 19011 | Section | BEAC |
|---|---------|--|---|---|
| | | <p>can be placed on the audit conclusions.</p> <p>In many instances, for example internal audits in a small organization, the closing meeting may consist of just communicating the audit findings and conclusions.</p> <p>For other audit situations, the meeting should be formal and minutes, including records of attendance, should be kept.</p> <p>Any diverging opinions regarding the audit findings and/or conclusions between the audit team and the auditee should be discussed and if possible resolved. If not resolved, all opinions should be recorded.</p> <p>If specified by the audit objectives, recommendations for improvements should be presented. It should be emphasized that recommendations are not binding.</p> | | |
| Preparing, approving, and distributing the audit report | 6.6.1 | <p>Preparing the Audit Report</p> <p>The audit team leader should be responsible for the preparation and contents of the audit report.</p> <p>The audit report should provide a complete, accurate, concise and clear record of the audit, and should include or refer to the following:</p> <ul style="list-style-type: none"> a) the audit objectives; b) the audit scope, particularly identification of the organizational and functional units or processes audited and the time period covered; c) identification of the audit client; d) identification of audit team leader and members; e) the dates and places where the on-site audit activities were conducted; f) the audit criteria; g) the audit findings; h) the audit conclusions. <p>The audit report may also include or refer to the following, as appropriate:</p> <ul style="list-style-type: none"> i) the audit plan; | <p>III. Standard 10</p> <p>III. Standard 11</p> | <p>At the conclusion of the audit, unless the entity requesting the audit has made a contrary determination during the planning process, a written report shall be prepared by one or more members of the audit team. This "audit report" shall include a description of the purpose, scope and results of the audit and the criteria (the standards or objectives against which the audit is being conducted) utilized in performing the audit. Each finding of noncompliance or nonconformance shall be based on appropriate supporting evidence and stated clearly so as to identify both the applicable requirement or criterion and the noncompliant or nonconforming condition or activity.</p> <p>Clearly defined reporting procedures shall be used to ensure that reports communicating audit findings are factual, accurate, complete, objective, clear, concise and timely.</p> |

Key similarities and differences between ISO 19011 and BEAC

| Subject | Section | ISO 19011 | Section | BEAC |
|----------------------------|---------|--|----------------|--|
| | | j) a list of auditee representatives; k) a summary of the audit process, including the uncertainty and/or any obstacles encountered that could decrease the reliability of the audit conclusions; l) confirmation that the audit objectives have been accomplished within the audit scope in accordance with the audit plan; m) any areas not covered, although within the audit scope; n) any unresolved diverging opinions between the audit team and the auditee; o) recommendations for improvement, if specified in the audit objectives; p) agreed follow-up action plans, if any; q) a statement of the confidential nature of the contents; r) the distribution list for the audit report. | | |
| | 6.6.2 | Approving and distributing the audit report | | |
| Completing the audit | 6.7 | The audit is completed when all activities described in the audit plan have been carried out and the approved audit report has been distributed. Documents pertaining to the audit should be retained or destroyed by agreement between the participating parties and in accordance with audit programme procedures and applicable statutory, regulatory and contractual requirements. Unless required by law, the audit team and those responsible for managing the audit programme should not disclose the contents of documents, any other information obtained during the audit, or the audit report, to any other party without the explicit approval of the audit client and, where appropriate, the approval of the auditee. If disclosure of the contents of an audit document is required, the audit client and auditee should be informed as soon as possible. | IV. Guidance 4 | <u>Audit Reporting and Document Management:</u> Defines the purpose, content, use, review, approval, access, distribution and retention period of each type of audit program document produced. Ensures the prompt and timely flow of findings, recommendations and other information relating to compliance and risks to senior management and the board of directors to enable them to take appropriate action, including but not limited to compliance with any external reporting requirements (<i>e.g.</i> , SEC, EPA voluntary disclosure, and environmental permit and regulatory reporting requirements). |
| Conducting audit follow-up | 6.8 | The conclusions of the audit may indicate the need for corrective, preventive or improvement actions, as applicable. Such actions are usually decided and undertaken by the auditee within an agreed timeframe and | | |

Key similarities and differences between ISO 19011 and BEAC

| Subject | Section | ISO 19011 | Section | BEAC |
|---------|---------|---|---------|------|
| | | <p>are not considered to be part of the audit. The auditee should keep the audit client informed of the status of these actions.</p> <p>The completion and effectiveness of corrective action should be verified. This verification may be part of a subsequent audit.</p> <p>The audit programme may specify follow-up by members of the audit team, which adds value by using their expertise. In such cases, care should be taken to maintain independence in subsequent audit activities.</p> | | |

Key similarities and differences between ISO 19011 and BEAC

| Subject | Section | ISO 19011 | Section | BEAC |
|---------|---------|-----------|---------|------|
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| Risk | | | III. Guidance 4 | <p>Evaluating Risk</p> <p>a. Risk may include but, is not limited to the following elements:</p> <p>Impact or Hazard</p> <ul style="list-style-type: none"> • The adverse environmental and/or human health effect that could result from exposure. It is an inherent property of a substance or a situation. <p>Probability – Likelihood</p> <ul style="list-style-type: none"> • A measure of uncertainty. • The possibility or likelihood of exposure. • The probability for an adverse outcome from conducting the activity. • The likelihood of an adverse effect occurring and its severity. <p>b. Fundamentally, risk assessment is a systematic process for assessing and integrating professional judgments about possible adverse conditions and/or events. The risk assessment process includes identification of auditable activities/aspects, identification of relevant risk factors or significant aspects, and an assessment of their relative significance. The purpose of a risk assessment during the planning phase of the audit is to identify potentially significant activities/aspects or areas of the auditable activity.</p> <p>c. The risk assessment process should provide a means of organizing and integrating professional judgments for development of the audit work schedule. The director should generally assign higher audit priorities to activities/aspects with higher potential risks. Closely related to risk assessment is “risk-based prioritization”, which is used to determine which activities/aspects (subjects) to audit, the frequency of audits and the scope and depth of the audits.</p> <p>d. Risk assessment as used for scheduling and scoping audits may include, but is not limited to: (a) what activities/aspects are to be audited; (b) when they will be audited; and (c) the estimated time required, taking into account the scope of the audit work planned and the nature and extent of audit work</p> |
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Key similarities and differences between ISO 19011 and BEAC

| Subject | Section | ISO 19011 | Section | BEAC |
|---------|---------|-----------|---------|------|
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| | | | | <p>performed by others. Matters to be considered in establishing audit work schedule priorities should include (a) the date and results of the prior audits; (b) EH&S exposure; (c) requests by management; (d) major changes in operations, programs, systems, controls and/or personnel; (e) high turnover of EH&S personnel; and (f) review and evaluation of repeat audit findings. The work schedules should be sufficiently flexible to cover unanticipated demands and special requests on the EH&S auditing function and development of effective audit work schedules.</p> <p>The first phase of the risk assessment process is to identify and catalog the auditable activities/aspects or conditions which have the potential to cause risk of harm, loss or injury if not properly managed.</p> <p>Auditable activities / aspects / significant aspects consist of those subjects, units, or systems which are capable of being defined and evaluated. Risk factors are the criteria used to identify the relative significance of, and likelihood that, conditions and/or events may occur that could adversely affect the client/organization/asset.</p> <ul style="list-style-type: none"> • The number of risk factors utilized should be limited, but sufficient to provide the director of EH&S auditing with confidence that the risk assessment is comprehensive. • The director may decide to weigh the risk factors to identify their relative significance. The weighing of risk factors reflects the director's judgment and others as may be designated by the director about the relative impact a factor may have on selecting an activity for audit. <p>g. The director should incorporate information from a variety of sources into the risk assessment process. Such sources and topics may include, but are not limited to discussions with the board of directors and various members of management; discussions among management, staff of the auditing program and legal counsel; discussions with external auditors; consideration of applicable laws and regulations; analyses of operating data; review of prior audits; review of management system non-conformances and regulatory noncompliance; EH&S incidents; and industry or economic trends.</p> |
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Key similarities and differences between ISO 19011 and BEAC

| Subject | Section | ISO 19011 | Section | BEAC |
|----------------|---------|-----------|---|---|
| | | | | <p>h. The risk assessment process should lead the director to establish audit work schedule priorities. The director may adjust the planned audit work schedule after considering other information such as coordination with internal and external auditors and requests by management and the board of directors. There should be a periodic assessment of the effect on scheduling priorities of any major changes in the catalog of auditable activities or related risk factors which have occurred since the audit work schedule was prepared. Such an assessment will assist the director of EH&S auditing in making appropriate adjustments to audit priorities and the work schedule.</p> <p>i. The risk assessment process should be conducted annually. However, because conditions change, audit priorities determined through the risk assessment process may be reviewed and updated throughout the year.</p> |
| Quality review | | | <p>III. Guidance 10</p> <p>III. Guidance 11</p> <p>III. Guidance 12</p> | <p>The purpose of the periodic review for adequacy (see Standard Section III, par. 6.c) is to ascertain whether the auditing program provides reasonable assurance that the organization's objectives and goals are being and will continue to be met. Periodic reviews should also ensure that resources are adequate to ensure effective implementation of all aspects of the program.</p> <p>Internal reviews should be performed periodically by members of the EH&S auditing staff to evaluate the quality of the audit work performed.</p> <p>External reviews of the EH&S auditing function may be performed to evaluate the quality of the function's operations. These reviews should be performed by qualified persons who are independent of the organization.</p> |
| IT | | | III. Guidance 13 | <p>Information systems provide data for decision making, control and compliance with external requirements. An important element of an effective EH&S management system is to include procedures which ensure the prompt and reliable reporting internally of information concerning compliance, risk and other factors which may be identified in the management system, to senior management and, as appropriate, to the board of directors, to ensure that timely business decisions are made to minimize the risk of liability or other adverse</p> |

Key similarities and differences between ISO 19011 and BEAC

| Subject | Section | ISO 19011 | Section | BEAC |
|---|---------|-----------|-------------------------|--|
| | | | | <p>effects. For a discussion of the potential liability of a company, and its directors individually, for failure to have such a system in place see <i>In re: Caremark International, Inc. Derivative Litigation</i>, 698 A.2d 959 (Del. Ch. 1996). Therefore, EH&S auditors should examine information systems and, as appropriate, ascertain whether:</p> <ul style="list-style-type: none"> a. EH&S records and reports contain accurate, reliable, timely, complete and useful information. b. The internal communications systems are working effectively to provide the necessary and appropriate flow of important information to the appropriate levels of management. c. Controls over record keeping are designed to ensure accurate, reliable, timely, complete and useful information. <p>Certain reported findings may be so significant as to require immediate action by management. These conditions should be monitored by the auditee until corrected because of the effect they may have on the organization.</p> |
| <p>Repeat Findings and Root Cause Analyses</p> | | | <p>III. Guidance 14</p> | <p>Following the conduct of the audit, the auditee organization should normally identify repeat violations or nonconformities to determine whether a problem exists which requires a programmatic corrective measure. This could also lead to a focused review of similar conditions or activities at other facilities. The auditee should also conduct a "root cause" analysis, so as to identify and remedy the underlying causes of the various noncompliances or nonconformities identified. Where appropriate, the auditee should undertake these analyses in consultation with the auditors. The organization's description of its auditing program should provide for that. It should also provide for periodic review of the overall adequacy of the organization's management system regarding analysis of repeat findings and root causes of nonconformance, as part of the review process discussed [previously].</p> |
| | | | <p>IV. Guidance 4</p> | <p>Audit Reporting and Document Management: Defines the purpose, content, use, review, approval, access, distribution and retention period of each type of audit program document produced. Ensures the prompt and timely flow of findings, recommendations and other information relating to compliance and risks to senior management and the board of directors to enable them to take appropriate action, including but not</p> |

Key similarities and differences between ISO 19011 and BEAC

| Subject | Section | ISO 19011 | Section | BEAC |
|---------|---------|-----------|---------|--|
| | | | | limited to compliance with any external reporting requirements (<i>e.g.</i> , SEC, EPA voluntary disclosure, and environmental permit and regulatory reporting requirements). |

Key similarities and differences between ISO 19011 and BEAC

| Subject | Section | ISO 19011 | Section | BEAC |
|---------|---------|-----------|---------|------|
|---------|---------|-----------|---------|------|

Auditor Competency & Evaluation

| | Clause 7 | | | Not a specific section |
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| General | 7.1 | <p>Confidence and reliance in the audit process depends on the competence of those conducting the audit. This competence is based on the demonstration of</p> <ul style="list-style-type: none"> • the personal attributes described in 7.2, and • the ability to apply the knowledge and skills described in 7.3 gained through the education, work experience, auditor training and audit experience described in 7.4. <p>This concept of competence of auditors is illustrated in (diagram inserted). Some of the knowledge and skills described in 7.3 are common to auditors of quality and environmental management systems, and some are specific to auditors of the individual disciplines.</p> <p>Auditors develop, maintain and improve their competence through continual professional development and regular participation in audits (see 7.5).</p> <p>A process for evaluating auditors and audit team leaders is described in 7.6.</p> | II. Standard 1 | <p>Auditors shall exercise due professional care in performing EH&S audits. Exercising “due professional care” means applying the skill and judgment expected of a reasonably prudent and competent EH&S auditor appropriate to the nature and complexities of the audit. Due professional care assumes reasonable care and competence, not infallibility or extraordinary performance.</p> |
| | | | II. Standard 4 | <p>EH&S auditors are responsible for continuing their professional development in order to maintain their competence. They shall keep informed about improvements and current developments in EH&S auditing standards, subject material standards, procedures and techniques consistent with their responsibilities.</p> |
| | | | II. Guidance G5 | <p>The continuing education for an auditor is important and the auditor must be up to date in order to maintain proficiency. This can be obtained through membership and participation in professional societies; attendance at conferences, seminars, college courses, in-house training programs; and participation in research projects. The foregoing are examples and there are other ways and methods to maintain ongoing continuous education.</p> |
| Competence | 7.2 | <p>Personal attributes Auditors should possess personal attributes to enable them to act in accordance with the</p> | | <p>Personal attributes are included in several areas of the BEAC Standards, however specific personality traits are not included, as these are considered by BEAC to be subjective.</p> |

Key similarities and differences between ISO 19011 and BEAC

| Subject | Section | ISO 19011 | Section | BEAC |
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| | | <p>principles of auditing described in clause 4. An auditor should be:</p> <ul style="list-style-type: none"> a) ethical, i.e. fair, truthful, sincere, honest and discreet; b) open-minded, i.e. willing to consider alternative ideas or points of view; c) diplomatic, i.e. tactful in dealing with people; d) observant, i.e. actively aware of physical surroundings and activities; e) perceptive, i.e. instinctively aware of and able to understand situations; f) versatile, i.e. adjusts readily to different situations; g) tenacious, i.e. persistent, focused on achieving objectives; h) decisive, i.e. reaches timely conclusions based on logical reasoning and analysis; and i) self-reliant, i.e. acts and functions independently while interacting effectively with others. | | |
| <p>Knowledge, Skills and Experience</p> | <p>7.3.1</p> | <p>Auditors should have knowledge and skills in the following areas.</p> <ul style="list-style-type: none"> a) Audit principles, procedures and techniques: to enable the auditor to apply those appropriate to different audits and ensure that audits are conducted in a consistent and systematic manner. An auditor should be able <ul style="list-style-type: none"> • to apply audit principles, procedures and techniques, • to plan and organize the work effectively, • to conduct the audit within the agreed time schedule, • to prioritize and focus on matters of significance, • to collect information through effective interviewing, listening, observing and reviewing documents, records and data, • to understand the appropriateness and consequences of using sampling techniques for auditing, • to verify the accuracy of collected information, | <p>II. Standard 2</p> | <p>Auditors shall have adequate qualifications, technical knowledge, training, professional experience and proficiency in the discipline of auditing to perform their assigned audit tasks.</p> <p>a. "Competency" means the ability to apply knowledge to situations likely to be encountered and to deal with them without extensive recourse to technical research and assistance. Competency is the responsibility of the organization managing auditing activities and of each individual auditor.</p> <p>b. Qualifications of the auditor or audit team, including technical knowledge, training, professional experience and proficiency, shall be commensurate with the objectives, scope and complexities of the audit assignment.</p> <p>c. An auditor's technical knowledge, training and professional experience shall be adequate to achieve audit objectives and shall include, but not be limited to, each of the following commensurate with each individual auditor's responsibilities:</p> <ul style="list-style-type: none"> • Auditing processes, procedures and techniques. • Characteristics and analysis of management systems. • Regulatory requirements and EH&S policies. • EH&S control systems and technologies. Facility operations. • Potential EH&S impacts and hazards/risks associated with the types of facilities and operations to be audited. |

Key similarities and differences between ISO 19011 and BEAC

| Subject | Section | ISO 19011 | Section | BEAC |
|---------|---------|--|----------------|---|
| | | <p>d) Applicable laws, regulations and other requirements relevant to the discipline: to enable the auditor to work within, and be aware of, the requirements that apply to the organization being audited. Knowledge and skills in this area should cover</p> <ul style="list-style-type: none"> • local, regional and national codes, laws and regulations, • contracts and agreements, • international treaties and conventions, and • other requirements to which the organization subscribes. | | <p>have appropriate professional proficiency, which includes knowledge, skills and experiences.</p> <p>f. Auditors should be familiar with the culture of the company, internal company structure and unique cultural differences.</p> |
| | | | II. Standard 5 | All auditing assignments, whether performed by or for the auditing function, are the responsibility of the director. The director is responsible for all significant professional judgments made in the planning, examination, evaluation, report and follow-up phases of the audit assignment. |
| | | | II. Standard 6 | The director shall promote auditor competence and ensure that each auditor consistently demonstrates knowledge of auditing procedures and methods, and a current understanding of applicable criteria. |
| | | | II. Standard 7 | The director shall ensure that auditors and audit team leaders are properly trained and have the suitable educational and professional experience necessary to carry out their assigned roles. |
| | | | II. Standard 8 | The director shall be responsible for ensuring that appropriate audit supervision is provided. |