

Environmental Compliance Audit Report Template (Word)

This **Environmental compliance audit report template Word** offers a structured format to systematically assess adherence to environmental regulations. It ensures clear documentation of findings, recommendations, and corrective actions. Ideal for organizations committed to sustainable practices and regulatory accountability.

Audit Report Cover Page

- **Organization:** _____
- **Site/Facility:** _____
- **Audit Date:** _____
- **Auditor(s):** _____
- **Report Prepared By:** _____

1. Introduction

Purpose: Outline the intent of the audit and reference applicable regulations.
Scope: Describe the areas, departments, or activities covered in this audit.

2. Audit Methodology

- Document reviews
- Interviews
- Site inspections
- Sampling and testing

3. Summary of Findings

Regulation/Requirement	Findings	Status (Compliant/Non-compliant)	Comments/Observations
Example: Waste Management	Improper labeling of waste containers	Non-compliant	Requires immediate corrective action

4. Recommendations

1. Update labeling on all waste containers following local regulations.
2. Conduct staff training on hazardous waste procedures.

5. Corrective Actions

Issue	Action Required	Responsible Person	Deadline	Status
Improper waste labeling	Replace all labels and train staff	Environmental Manager	2024-07-15	In Progress

6. Attachments and Supporting Documentation

- Audit checklists
- Photographs
- Relevant permits/licenses
- Correspondence with regulators

7. Auditor's Statement

Signature: _____
Date: _____