

EMS PROCEDURE: EMS AUDIT

I. Purpose

To provide a standard procedure to establish and conduct periodic audits of the EMS. The procedure defines the process to schedule, conduct, and report EMS audits. Implementation of this procedure ensures that activities conform with documented procedures and that corrective actions are undertaken and are effective.

II. Scope

This procedure applies to all internal EMS audits conducted at TYAD.

III. Definitions

None

IV. Supporting Documents

All EMS Documentation

V. Procedure

1. The EMS coordinator will select an audit team and appoint a lead auditor. The lead auditor is responsible for the audit team orientation, coordinating the audit process, and coordinating the preparation of the audit report.
2. At least once a year, one of the trained auditors will conduct an EMS audit. Pertinent policies, procedures, standards, regulatory requirements and prior audit reports are made available to the selected auditor for review.
3. The lead auditor is responsible for ensuring the preparation of a written plan for the audit. The internal EMS audit checklist may be used as a guide for this plan.
4. A pre-audit conference will be held with appropriate personnel to review the scope, plan, and schedule the audit. Auditors are at liberty to modify the audit scope and plan if conditions warrant.
5. Objective evidence is examined to verify conformance to EMS requirements, including operating procedures. All audit findings will be documented.

6. The auditor will have a post-audit conference to present the audit findings, clarify any misunderstandings.
7. The auditor will prepare the audit report. It will summarize the audit scope, identify any corrective actions, describe sources of evidence used, and summarize the audit results.
8. The EMS coordinator is responsible for tracking the completion and effectiveness of corrective actions.
9. The EMS coordinator is responsible for maintaining the audit records. Audit reports will be retained for at least two years from the date of audit completion.