

**Unit of Competency****Functional Area: Strategic Management**

Title	Conduct environmental audits
Code	105338L5
Range	This unit of competency is applicable to practitioners in the import and export industry in establishing steps to conduct environmental audits.
Level	5
Credit	9 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> <li>1. Possess knowledge of environmental audits <ul style="list-style-type: none"> <li>• Describe the process of environmental audits</li> <li>• Describe international and local environmental regulatory requirements</li> <li>• Use a range of methods and techniques for environmental audit, e.g., observation and sampling survey</li> </ul> </li> <li>2.1. Prepare for environmental audit <ul style="list-style-type: none"> <li>• Identify relevant code of conduct and regulatory requirements pertinent to the import and export operations</li> <li>• Identify work processes, facilities, and documents required to be audited</li> <li>• Identify technical and/or calibration requirements for audit, e.g., measuring of air pollution, noise pollution, and water pollution</li> <li>• Identify appropriate schedule for audit</li> <li>• Plan audit schedule to ensure that relevant procedures are conducted within agreed time intervals and timeframes</li> <li>• Adjust the frequency of audit to ensure minimal disruption to the business operation</li> <li>• Contact appropriate personnel and make the audit appointments</li> </ul> </li> <li>2.2. Perform environmental audit <ul style="list-style-type: none"> <li>• Confirm operational procedures and assessment methods for the environmental audit</li> <li>• Collect relevant information, e.g., conduct observations, data and document collection, and measure air quality</li> <li>• Analyse the information and provide preliminary results</li> <li>• Share the results with the management and relevant personnel</li> <li>• Provide final report to illustrate environmental performance</li> <li>• Provide plans for continuous improvement</li> </ul> </li> <li>3. Conduct post-audit review for continuous improvement <ul style="list-style-type: none"> <li>• Conduct post-audit review to identify gap between actual and desired environmental performance</li> <li>• Provide action plans to obtain desired results</li> <li>• Provide effective recommendations for continuous improvement</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Capable of preparing for environmental audit</li> <li>• Capable of performing environmental audit and reporting on the results</li> <li>• Capable of conducting post-audit review for continuous improvement</li> </ul>
Remark	