

Guidance Notes for Completed Audit Record

Column	Requirements	Column	Requirements
1	Item: Numbering the audits performed by 1, 2, 3,.....	6	Total Number in Audit Team: Number of active participating auditors (including yourself) on the audit team.
2	Date: Day, month and year of the first day of the site visit beginning with the opening meeting.	7	Type of Audit: please specify internal audit, third party audit or other as appropriate.
3	On-site Time: Time spent on actual auditing activities (i.e. from the opening meeting to closing meeting) Off-site Time: Time spent on planning, document review and report writing.	8	Audit Standard: please indicate Abu Dhabi EHSMS requirements, ISO 14001, OHSAS 18001 or other as appropriate.
4	Contact Details of Organization Audited: This section shall be completed in full for the Competent Authority to carry out verification. In order to facilitate the timely processing of the application, complete contact information must be provided.	9	Contact Details of Organization that Employed the Auditor: The company that employed you for the audit (i.e. your employer). This section must be completed in full for the Competent Authority to carry out verification.
5	Role in Audit: please indicate Provisional Auditor, Auditor, Audit Team Leader or other as appropriate.		

General Guidance on Acceptance of Audits

- (1) For all auditor levels, except at initial registration, only audits performed during the previous 5-year period will be accepted. The “previous period” refers to the period immediately prior to the date the Competent Authority receive your completed application.
- (2) The Competent Authority must be able to verify all information you submit in your record sheets. Please ensure the required information (i.e. audits you performed and contact details of auditees and/or employers, where appropriate) is provided to allow the Competent Authority to carry out verification. Should the information not be available; the Competent Authority may ask you to supply more evidence or reject the application.
- (3) The Competent Authority accepts internal, consultancy, external audits that have been performed in accordance with Abu Dhabi Environment Health and Safety Management System (EHSMS) requirements, international accepted auditing guidance standards. Audits performed against alternative national or company standards may be acceptable.
- (4) The Competent Authority accepts consultancy audits performed by you when acting as a consultant for a client provided that:
 - The auditee had a fully established EHSMS prior to the audit; and
 - You had no part in setting up the EHSMS being audited.
- (5) The Competent Authority will not accept the following audits:
 - Audits of the same EHSMS that are repeated more frequently than once every 6 months.
 - Audits of less than 4 hours (on site actual activity exclusive of breaks).
 - Gap analysis or follow up visit.