

## Audit plan

**NATIONAL BIOSOLIDS PARTNERSHIP  
EMS “FIRST INTERIM AUDIT” PLAN  
CENTRAL DAVIS SEWER DISTRICT  
WASTEWATER TREATMENT FACILITY  
KAYSVILLE, UTAH  
October 8 – 9, 2008**

Company / Client:	Central Davis Sewer District – Wastewater Treatment Facility
Street / P.O. box:	2200 S. Sunset Dr.
City / State / post code:	Kaysville, UT 84037
Type of Audit:	First Interim Audit
Standard / Date of issue:	National Biosolids Partnership EMS Program – August 2007
Audit Dates (on site):	October 8 - 9, 2008
Management Representative:	Leland Myers – District Manager
Utility Manager	
Plant Location	2200 S. Sunset Dr
Telephone Number	
Lead Auditor	William R. Hancuff
Auditor	NA

We request that the following be made available to be used for audit purposes:

- ◆ A reserved space to be used for audit purposes
- ◆ An organization chart with full names of personnel
- ◆ The audit plan with full names of points of contact for each element
- ◆ Facility layouts, where appropriate
- ◆ A master list of all documented procedures with current revisions
- ◆ Access to a copier and the possible use of an HP Laser Printer

Should you have any questions, please don't hesitate to contact me at: (703) 585-4799

***Thank you!!! Bill Hancuff***

The organization must provide representatives to accompany team members during the entire audit.

Note: Interested parties are encouraged to attend any portion of the audit in which they may have an interest.

In person or telephone interviews with regulators will be included as part of the audit.

The scope of the interim audit will include a review of areas generally covered in Elements 4, 5, 14, and 17; namely: the organization's progress toward goals and objectives; EMS outcomes (environmental performance, regulatory compliance, interested party relations, quality practices); actions taken to correct minor nonconformances; the management review process; corrective action requests and responses; and preventive action requests. In addition, other EMS components that will be audited include Elements 1, 2, 6, 9, 15 and 16. Work will involve document reviews, interviews, and field evaluations.

# Audit plan

## DAY 1

Date	Time <sup>1)</sup>	Auditor	Elemt.	Activity / Element	Department	Name <sup>2)</sup>	Location
10/8/08 Weds.	8:30 – 8:45	Bill		Arrival, introductions, general orientation	Wastewater Treatment	EMS Team	WWTP Offices
	8:45 – 9:00	Bill	Elements 1 & 2	Opening meeting; EMS Manual & Policy overview	Management Team	Leland Myers	WWTP Offices
	9:00 – 10:00	Bill	Element 16	Review internal audit results	Audit team	Leland Myers	WWTP Offices
	10:00 – 12:00	Bill	Element 14	Review corrective and preventive actions & implementation of CAs	Wastewater Treatment	Leland Myers	WWTP Offices
	12:00 – 1:00	Bill		Lunch			
	1:00 – 2:00	Bill	Elements 15 & 17	Management Review and Report	Board of Trustees	Trustee	WWTP Offices
	2:00 – 3:00	Bill	Elements 6 & 9	Interview state/county regulator(s)	State DEQ	Regulator	WWTP Offices
	3:00 – 4:00	Bill	Elements 6 & 9	Tele or personal interview w/select interested parties	Plant Neighbors	TBD	WWTP Offices
	4:00 – 5:00	Bill		Auditor summary followed by daily briefing	Wastewater Treatment	Leland Myers	WWTP Offices

## DAY 2

Date	Time <sup>1)</sup>	Auditor	Elemt.	Activity / Element	Department	Name <sup>2)</sup>	Location
10/9/08 Thursday	8:00 – 9:30	Bill	Element 5	Review Goals and Objectives	Wastewater Treatment	Leland Myers	WWTP Offices
	9:30 – 10:30	Bill	Elements 6 & 9	Outcomes related to interested parties relations	Wastewater Treatment	Leland Myers	WWTP Offices
	10:30 – 11:30	Bill	Elements 4, 6 & 9	Outcomes related to regulatory compliance	Wastewater Treatment	Leland Myers	WWTP Offices
	11:30 – 12:30	Bill		Lunch			
	12:30 – 2:00	Bill	Multiple elements	Outcomes relative to environmental performance and quality practices	Wastewater Treatment	Leland Myers	WWTP Offices
	2:00 – 3:30	Bill		Prepare Letter Report	NA	NA	WWTP Offices
	3:30 – 4:00	Bill		Auditor summary and closing meeting	Wastewater Treatment	EMS Team	WWTP Offices

1) Changes possible 2) To be determined by the client; Distribution: Auditee Representatives