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AAP01a/F/03 – Notification of Audit Letter

Example letter to notify Auditee of an impending audit

To: *(Auditee)*

RE: PROJECT ORIENTED ENVIRONMENTAL AND SAFETY MANAGEMENT SYSTEM (POEMS/POSMS) AUDIT

As part of the continual improvement in the operation of *(insert PT/DT/project(s))* safety and environmental management systems, I have been requested by *(insert Audit Client name)* to act as Lead Auditor for a system audit covering *(insert detail of scope of audit)* be undertaken on *(Date)*.

The objectives of the audit will be *(Insert objectives of audit)*.

Please can you and/or your Safety/Environmental Manager / Project Manager attend a pre-audit meeting with me and my colleague(s) *(insert name of Audit Team Member(s))* so we can discuss the audit process and scope and prepare for undertaking the audit.

Please do not hesitate to contact me *(insert contact details)* if you have any queries. Otherwise I will contact you in a one week to confirm a mutually acceptable date and time for the pre-audit meeting.

From: *(Insert name Lead Auditor)*

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	DATE:	May 2011