



INTERNAL AUDIT REPORT

Environmental Management System
Continual Improvement



Organisation: JOTA
Date & Time: 4th June 2025
Audit Title (scope): Continual Improvement
Reference Standards: FIA 3-Star Environmental Accreditation
Audit Location: Stubby Grove Farm, Bells Yew Green, TN3 9BT
Auditor Name: John Donnelly (Aviso Consultant)
Auditees: Tim Rocker (Sustainability Manager)

Introduction and Objectives of this Audit:




This audit aims to carry out an overview of the management processes and documentation, confirming their presence and highlighting areas requiring attention, in effect acting as an 'Integrated Management System Audit'.

This audit will systematically sample requirements of the applicable standards, reviewing documented information and current practices and records. This audit does not intend to investigate each subject thoroughly, in-depth, but rather to carry out an overall 'full review', highlighting relative compliance to the standard and indicating potential weaker areas for ongoing development.

NB: This audit is conducted against the requirements of:

- FIA 3-Star Environmental Accreditation

Key

	Best Practice		Observation / Opportunity for Improvement		Nonconformity
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This audit is based upon discussion, observation, and sampling of documentation in the time available; therefore, nonconformities may exist that have not been identified.

Table of Findings

OFI – It is recommended to add a new objective for development of the EMS to meet FIA 3-star standard and retire the objective for 2-star.	5
OFI – It is recommended a methodology and quantitative measure are implemented and recorded in the KPI for Supplier Performance in the KPI register. This could include, e.g. conformance to requests for environmental due diligence data (e.g., environmental questionnaires and certifications) and performance reviews- see finding raised on Environmental Aspects Audit on 31/3/25.	7
OFI – It is recommended a methodology and quantitative measure are implemented to support the KPI for Race fuel. Currently the data is held in engineer’s reports. Data could be routinely obtained and integrated with other energy / carbon monitoring metrics.	8
Observation – The findings from the recently received FIA 2-Star Accreditation Report have not yet been captured in the Corrective Actions log.	12

Objectives

- Have measurable and clearly defined, SMART objectives and targets been set?
- Do they cover the environmental both management and impact areas identified as relevant in Sections 1-7 and 8-17?
- Are objectives and targets reviewed and updated regularly
- Are objectives aligned with the Environmental Policy?
- Is it allocated relevant resources and developed methodologies to follow up and secure achievement?

The IMS procedures define the requirements for setting SMART objectives:

OBJECTIVES

As outlined within the policy statements and referred to in the previous chapter, the management team routinely defines and monitors objectives for reduced Environmental Impact.

Objectives shall be in keeping with the 'SMARTER' principle:

- S Specific** - The definition of objectives must clearly describe the desired improvement.
- M Measurable** - It must be possible to verify achievement via evidence or numerically.
- A Agreed** - The management team shall review & approve the objectives.
- R Realistic** - There should not be a reason why the objective cannot be achieved.
- T Timely** - It shall be defined to what programme or timeframe the objective applies.
- E Evaluated** - Available evidence should allow for decisions on the level of success achieved.

R Reviewed - There will be a formal process for the review and setting of objectives.

The EMS Team shall monitor the objectives and relative performance against them through periodic meetings, monitoring of data and/or through management meetings.

The objectives list includes annual plans for continual improvement and shorter term plans relating to risk treatment. Items relate to both management (e.g. training and EMS) and significant aspects (e.g. carbon / energy and waste):

Title	Priority	Aim	Target	Agreed Plan	Start Date	Target Date	Agreed	Assigned to	Status	Related KPIs	Reviewed	Status report
Reduce carbon footprint	Long	Reduce energy consumption in all activities and across the product lifecycle. Reduce carbon footprint.	There is a commitment to reduction of carbon footprint in all areas relating to associated significant aspects by 5-10%.	- Review opportunities for carbon saving (eg. weight of freight, logistics planning, solar panels for workshop, increased recycling) - Calculate Scope 3 GHG emissions - Reduce carbon footprint by 5-10%	01/05/2025	01/05/2025	Yes	Leadership Team	On Target	Carbon Footprint (Energy consumption and efficiency) (Significant aspect)	20/05/2025	2024 Review: A 2% reduction in emissions from Q4 2023 - Q3 2024. Q3 2024 carbon footprint provided by Aulisio
Improve internal training program	Long	Improve competences and training	The Company is committed to a training policy that ensures all personnel have the necessary competence and training to perform their duties.	Set individual objectives through staff appraisals. Complete management review. Complete annual review.	01/11/2024	31/12/2025	Yes	HR Manager	On Target	Employee Competence Management Review	04/11/2024	2024 Review: It will be assessed at the end of the year. All current staff member's training is up to date.
Improve infrastructure	Long	Improve product or process efficiency (throughout environment). Reduce energy consumption in all activities and across the product lifecycle.	To review resources to ensure the most effective options are in place for environmental management and improvements in sustainability.	Review resources available. Complete management review. Agree budget for infrastructure improvements.	01/11/2024	31/12/2025	Yes	Team Manager	On Target	Management Review (Significant aspect)	04/11/2024	2024 Review: To be assessed at the end of the year.
Zero waste to landfill and increase recycling	Medium	Reduce waste and increase recycling	Zero landfill, all recyclable materials segregated and recycled.	100% segregation of recyclable waste. Remainder to waste energy recovery.	01/11/2024	31/12/2025	Yes	Leadership Team	On Target	Waste and Recycling (Significant aspect)	04/11/2024	2024 Review: Q1 - Q3 more of our waste was sent to landfill. Over 25% of our waste was recycled.
Implement Environmental Management System	Short	Increase the quality of the EMS and its value to the organization.	Compliant with ISO 2-Star Requirements	Project plan to implement EMS with Aulisio	01/11/2024	31/12/2025	Yes	EMS Manager (Sustainability Manager)	On Target	Certification (Significant Aspect) (Significant aspect) Internal Audit Legal Compliance Management Review (Significant aspect) (Significant aspect)	04/11/2024	2024 Review: Will be assessed at the end of the year alongside Aulisio

OFI - Refer to finding from FIA 2-Star Accreditation report – “To achieve closer compliance with FIA accreditation standards, it is recommended that Cadillac Hertz Team JOTA establish objectives that fully include all relevant FIA Environmental Accreditation impact areas, supported by detailed action plans aligned with SMART criteria”.

Progress updates against each objective have been recorded. JOTA is on target against each objective, with reference to relevant performance metrics:

Status	Related KPIs	Reviewed	Status report
On Target	Carbon Footprint Energy consumption and efficiency Significant aspects	20/05/2025	2024 Review 4.2% reduction in emissions from Q4 2023- Q3 2024 Q3 2024 carbon footprint provided by Aviso
On Target	Employees Competency Management Review	04/11/2024	2024 Review It will be assessed at the end of the year. All current staff member's training is up to date.
On Target	Management Review Significant aspects	04/11/2024	2024 Review To be assessed at the end of the year.
On Target	Waste and Recycling Significant aspects	04/11/2024	2024 Review Q1- Q3 none of our waste was sent to landfill. Over 23% of our waste was recycled.
On Target	Certifications Corrective Actions Employees Competency Internal Audits Legal Compliance Management Review Maturity of controls	04/11/2024	2024 Review Will be assessed at the end of the year alongside Aviso

OFI – It is recommended to add a new objective for development of the EMS to meet FIA 3-star standard and retire the objective for 2-star.

The Environmental Policy (dates 7/11/24) includes a commitment to the setting of objectives based on the policy principles and the significant aspects:



ENVIRONMENTAL POLICY

- This Policy Statement outlines our endorsement and approach to environmental management within Cadillac Hertz Team JOTA and intends to communicate to all personnel the overall aim of our Environmental Management System.
- At Cadillac Hertz Team JOTA, we regard environmental issues to be especially important, and we shall aim to limit the environmental impact that our business has wherever feasibly possible. For regulatory and Corporate Social Responsibility reasons, we shall:
- Commit to environmental protection and prevention of pollution and shall fulfil our applicable legal/compliance obligations.
- Apply best practices and standards to meet Cadillac Hertz Team JOTA's objectives and to assist clients in meeting their objectives and targets.
- Maintain awareness of the aspects of our operations that can impact the environment (e.g., use of electricity, sustainable purchasing choices, waste production, etc).
- Endeavour to influence others outside of our organisation, especially if there is an opportunity for substitution to less environmentally damaging options.

Considering our significant environmental aspects and the principles laid out by this environmental policy statement, we define and monitor environmental objectives and targets through the management processes, against which continual improvement can be demonstrated.

I have prepared this statement as my commitment to environmental management at Cadillac Hertz Team JOTA.

This message shall be communicated and understood throughout the company, and I expect all persons working on our behalf to share these values.

This policy statement shall be made available to the public upon request and subject to annual review to ensure its continued suitability.

This policy statement has been approved and authorised by the following:

Name: Sam Hignett

Position: Director

Date: 07.11.2024

Signature:

The objectives list includes required resources (including, e.g. allocated responsibilities and need for budget planning) and method of deployment (Agreed Plan):

Agreed Plan	Start Date	Target Date	Agreed	Assigned to
<ul style="list-style-type: none"> - Review opportunities for carbon saving (eg. weight of freight, logistics planning, solar panels for workshop, increase recycling) - Calculate Scope 3 GHG emissions - Reduce carbon footprint by 5-10% 	01/05/2025	01/05/2026	Yes	Leadership Team
<ul style="list-style-type: none"> Set individual objectives through staff appraisals. Record the results in a Training Matrix Complete annual review. 	01/11/2024	31/12/2025	Yes	HR Manager
<ul style="list-style-type: none"> Review resources available. Complete management review. Agree budget for infrastructure improvements. 	01/11/2024	31/12/2025	Yes	Team Manager
<ul style="list-style-type: none"> 100% segregation of recyclable waste. Remainder to waste energy recovery. 	01/11/2024	31/12/2025	Yes	Leadership Team
<ul style="list-style-type: none"> Project plan to implement EMS with AvISO. 	01/11/2024	31/12/2025	Yes	EMS Manager (Sustainability Manager)

Monitoring, measurement, analysis and evaluation

- Is performance managed and reporting carried out in line with best practise on the relevant environmental impact areas (based on point 8-17) identified for the organisation?
- Has the organisation established monitoring regime where methodology and intervals are decided?
- Are the figures quantitative and linked to the objectives?

The Key Performance Indicators list identifies monitoring and measurement activities:

Jota Group

ISO 9001

ISO 14001

ISO 45001

ISO 27001

ISO 26000

ISO 50001

ISO 55000

ISO 55001

ISO 55002

ISO 55003

ISO 55004

ISO 55005

ISO 55006

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☰ Guidance for Implementation	☰ Record (Where)	🕒 Frequency (when)
No of corrective actions defined - Percent corrective actions closed in the expected timescale - Percent of corrective actions evaluated as effective	Corrective Action Log (Toolbox)	Annually
Carbon Footprint Inventory Report showing carbon calculations for: - Consumed energy - Vehicle miles - Air conditioning maintenance logs - Fire equipment maintenance logs	Carbon Footprint Inventory Report	Annually
Level of maturity based on effectiveness of controls.	IMS Controls	Annually
Competence assessment is a process in which evidence is gathered by the assessor and evaluated against agreed criteria in order to make a judgement of competence	Training Matrix CPDs Appraisals Performance reviews Line Manager Feedback One to One Meetings Awareness of Objectives Qualifications	Annually
The supplier has a direct impact on your business' performance, because of this factor controls are put in place to monitor the performance making sure you receive a quality service.	Approved Supplier list Supplier performance indicators Supplier questionnaire	Annually

The KPI list includes measurements for the relevant items in relation FIA Environmental Accreditation:

FIA Section	FIA Impact Area	EMS KPI
8	Energy Use	Energy Consumption and Efficiency
9	Water Consumption	Water Consumption
10	Waste Management	Waste and Recycling
11	Issues related to Ground and Water Pollution	Business Continuity (drills and incidents)
12	Supply Chain / Procurement of Materials and Services	Supplier Performance
13	Transport	Vehicle miles and weight of freight
14	Biodiversity and Heritage	Considered not relevant (location not in a conservation area)
15	Noise	Complaints
16	Air Quality	Considered not relevant (low level fugitive emissions only)
17	Carbon Emissions	Carbon Footprint

OFI – It is recommended a methodology and quantitative measure are implemented and recorded in the KPI for Supplier Performance in the KPI register. This could include, e.g. conformance to requests for environmental due diligence data (e.g., environmental questionnaires and certifications) and performance reviews- see finding raised on Environmental Aspects Audit on 31/3/25.

OFI – It is recommended a methodology and quantitative measure are implemented to support the KPI for Race fuel. Currently the data is held in engineer's reports. Data could be routinely obtained and integrated with other energy / carbon monitoring metrics.

The conclusions of the monitoring and measurement activities are used in the regular management meetings and in the Management Review.

Internal Audit

- Are resources available to commence internal auditing/check performance?
- Has a procedure for internal auditing/ check performance been developed?
- Is a schedule of reporting/internal audits established and maintained?

The EMS Procedures detail the requirements for Internal Audit:

INTERNAL AUDIT

INTERNAL AUDIT PROGRAMME

Responsibility for planning and conducting internal audits shall be allocated to an auditor who is impartial to the process/area being audited and competent based on training and experience.

Management system processes are reviewed, and an annual Internal Audit Programme is planned.

The programme shall define activities to be audited and within which month(s) the audits are due. Each relevant activity shall be audited within every calendar year; however, complex, critical, or uncertain areas may be subject to more frequent audits and/or greater depth of investigation.

Risk has been appointed through discussions with senior management. Areas identified* as high risk will be audited a minimum of twice annually. Medium-risk areas will be audited a minimum of annually. Low-risk areas will be audited on a biennial basis.

The raising of a non-compliant issue through the internal or external audit process will initiate a review of the individual risk. Other factors that could lead to a change in the risk rating include but are not limited to statutory and regulatory compliance issues, complaints from stakeholders, and issues identified through the Risk Register.

*All areas have been initially deemed medium risk for the launch of the system.

The internal audit programme is embedded into the EMS Toolbox Tool.

CONDUCTING

The auditor shall plan and conduct the audit by arranging the availability of the key personnel, reviewing previous audit findings (from the findings chart), and obtaining access to any applicable procedures and documented information. Auditing may be undertaken through a variety of techniques – the auditor is to judge which audit approach best suits the situation.

Process Auditing would consider a particular work area or activity, sampling the effectiveness of operational controls, communication, adherence to requirements and record-keeping throughout the natural sequence of events. (e.g., following audit samples through a linear chain of control).

Compliance Auditing is more focused on individual subject(s), raising distinct questions/answers.

System Auditing is checklist-based and is used to make a simple confirmation of key elements.

DOCUMENTED INFORMATION

Audit findings shall be recorded onto a template Internal Audit Form. the header of this document includes basic details such as Date, Audit Title, Auditor, Auditees, Standards applicable, Reference documents and Location. The content of the audit record will vary depending on the subject matter and audit approach used, but this could typically include a commentary of findings/samples to demonstrate compliance, objective evidence/photos, questions/answers, dialogue, or checklists.

Note: The auditor is to apply discretion within the audit record if the subject matter is sensitive/personal.

The Audit Programme in the EMS Toolbox defines the activities to be audited, which covers all environmental management system arrangements, legal compliance, environmental aspects and continual improvement:

JOTA Group Private group

Audit Programme

Program Year	Title	Audit Scope	Classes	Planned Date	Audit Type	Auditor	Completed	Findings	Compliance T...	Risk
2025	01. IMS Full System Audit	Policy, Scope, Leadership, Strategy, Context, System Documentation, Interested Parties, Risk & Opportunities	04.1 Understanding the organization and its context 04.2 Understanding the needs and expectations of interested parties 04.3 Determining the scope of the management system 04.4 The management system and its processes 05.1 Leadership and commitment 05.2 Policy 05.3 Organizational roles, responsibilities and authorities 06.1 Actions to address risks and opportunities 06.2 Objective and planning to achieve them 06.3 Planning of changes 07.1 Resources 07.2 Competence 07.3 Awareness 07.4 Communication 08.1 Operational planning and control 08.2 Performance, effectiveness and aspects 08.3 Performance evaluation 09.2 Internal audit 09.3 Management review 10.1 Improvement 10.2 Non-conformity and corrective action 10.3 Continual improvement		Internal (1st Part...)				Environmental	Medium
2025	02. Environmental Compliance	Legal and other requirements and compliance evaluation	06.1.3 Compliance Obligations 09.1.2 Evaluation of competence		Internal (1st Part...)				Environmental	Medium
2025	03. Environmental Aspects and Control	Risks & Opportunities / Environmental Aspects / Sustainable Development Issues, Objectives & Action Plans, Performance Evaluation	06.1.2 Environmental aspects 08.1 Operational planning and control	31/03/2025	Internal (1st Part...)	J Donnelly (AviSO)	31/03/2025	10 x OPI	Environmental	Medium
2025	04. Continual Improvement	Monitoring and Measurement Objectives, Communication (Internal & External), Customer Satisfaction Focus and Feedback, Nonconformity & Corrective Action, Internal Auditing, Management Review	06.2 Objectives and planning to achieve them 07.2 Competence 08.1 Performance evaluation 09.3 Management review 10.1 Improvement 10.2 Non-conformity and corrective action 10.3 Continual improvement	04/06/2025	Internal (1st Part...)	J Donnelly (AviSO)			Environmental	Medium

ISOVA

Management Review

- Does senior management regularly (at least annually) review the EMS?

The Management review has been scheduled for 8/10/2025. The auditor sampled the agenda, which includes review of performance, effectiveness and continual improvement of the EMS:

Contents

Status of Actions from Previous Management Reviews	4
Changes in External and Internal Issues that are relevant to the Management System	4
The Effectiveness of Actions Taken to Address Risks and Opportunities.....	4
Communication / Feedback from Stakeholders.....	5
Information on the Performance and Effectiveness of the Management System	5
Continual Improvement.....	6
The Adequacy of Resources and Resource Needs (Including Outputs).....	6
Policy and Scope of Certification	7
Any Other Business.....	7

Non-Conformity and Continual Improvement

- Has it been implemented a tracking of environmental accidents, near misses and corrective and preventive actions with the aim to learn and systematically improve
- Have the findings been documented, tracked if required and corrective and preventive action taken?
- Has a procedure for corrective and preventive action been established and maintained?

The EMS Procedures detail the requirements for Nonconformities and Corrective Actions:

NONCONFORMITIES AND CORRECTIVE ACTIONS

TERMS AND DEFINITIONS

- Nonconformity:** A situation that has failed to meet planned arrangements or requirements.
- Complaint:** One of the above that is identified/reported by an external party, such as a neighbour.
- Rectification:** Steps that are taken to rectify/resolve one of the above.
- Corrective Action:** Steps that are [to be] taken to avoid or mitigate the recurrence of the event.
- Risk Mitigation:** Actions taken to eliminate the cause of or control nonconformities which may arise.

INTRODUCTION

This procedure sets out the procedure by which JOTA Group detects and treats nonconformities and improves issues relating to the Environment.

IDENTIFICATION AND RECORDING

All incidents, non-conformities, complaints, etc., are collectively referred to as 'Incidents' and shall be reported to management upon identification and details recorded onto a Corrective Actions log.

It is the responsibility of all individuals conducting work on behalf of JOTA Group to report all accidents and incidents, as these are improvement opportunities. It is the management's responsibility to record the event, investigate the cause, ensure rectification, and implement appropriate corrective actions.

CAUSE AND RECTIFICATION

Management shall consider identified incidents to clarify the direct and root cause. Steps taken, or to be taken, to rectify and resolve the situation shall be established and implemented. If the incident involves an external party, clear communication relating to the response shall be ensured. If the incident potentially affects other situations/locations, the need to intervene must be considered if a similar issue could arise elsewhere.

CORRECTIVE ACTION

Following rectification of the individual incident (i.e., addressing the problem), management must then consider what Corrective Actions are necessary to avoid the recurrence of (or mitigate the effect of) a similar incident in the future (i.e., addressing the cause). This may be appropriate at the time of the incident and/or strategically within periodic reviews.

An annual management system review is carried out. This review will re-assess all Incidents recorded within that period, identifying any trends or recurring problems and verifying whether 'corrective actions' which have been established have effectively addressed the causes of the problem and avoided/mitigated recurrence.

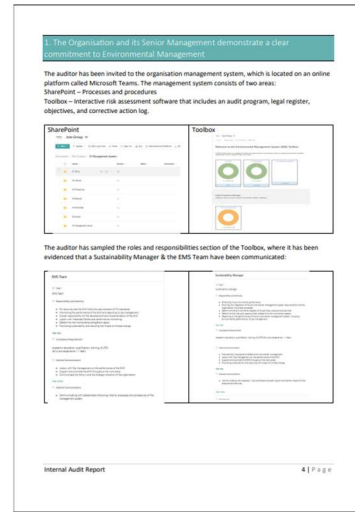
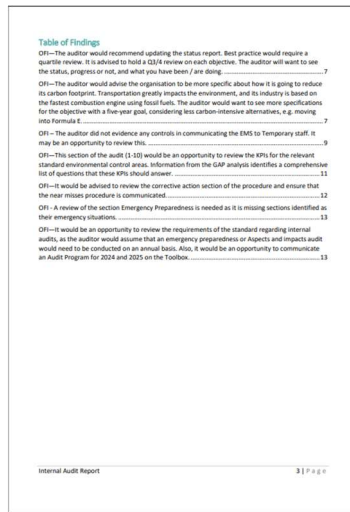
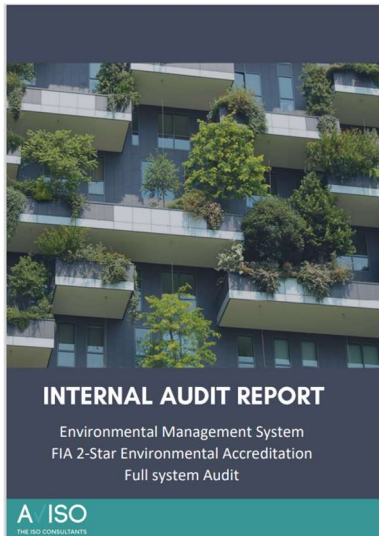
NON-CONFORMITIES TREATMENT DOCUMENTS

All these activities are recorded in the dedicated section of the EMS Toolbox tool "Corrective Action".

The Corrective Actions list acts as a repository for all environmental accidents, near misses and observations and nonconformities raised during the internal and external audit process:

Title	Explanation	Compliance Type	Source	Incident Type	Impact	Status	Date Raised	Raised by	Audit ref	Root Cause	Root cause category	Corrective Action	Responsibility	Date Due
Fuel Container Labelling	The bundled fuel container in the yard was noted to have its signage becoming detached. It is recommended the signage is replaced to clearly identify the hazardous nature of the contents.	Environmental	Internal Audit	OFI	3 Low	Action Required	12/11/2024	J Donnelly (Au/SC)	20241112 Environmental Compliance Audit	Not applicable for OFI	N/A	Signage has not been added to avoid the risk of having fuel spill over however everyone at the workshop has been educated about what is in the container. Discrete signage to be added to container.	EMS Manager Sustainability Manager	
Cleaning Chemical Storage	A trapped container of cleaning chemical was being temporarily stored in the yard. The container was not bundled and some spill staining on the container had not been removed. It is recommended that the container is stored over a pavement or moved to a more suitable area.	Environmental	Internal Audit	OFI	3 Low	Completed	12/11/2024	J Donnelly (Au/SC)	20241112 Environmental Compliance Audit	Not applicable for OFI	N/A	This has been moved so that it is no longer over permeable ground.	EMS Manager Sustainability Manager	04/06/2025
Obstruction of Fire Exit	On the site tour, one of the fire exits was noted to have been partially obstructed.	Environmental	Internal Audit	OFI	3 Low	Completed	12/11/2024	J Donnelly (Au/SC)	20241112 Environmental Compliance Audit	Not applicable for OFI	N/A	Boxes containing wheels were moved away from the fire escape to ensure there is no obstruction.	EMS Manager Sustainability Manager	18/11/2024
Status of Objectives	The auditor would recommend updating the status report. Best practice would require a quarterly review. It is advised to hold a QOIR review on each objective. The auditor will want to see the status progress or not, and what you have been/ are doing.	Environmental	Internal Audit	OFI	3 Low	Completed	12/11/2024	O Leaney (Au/SC)	20241112 Full System Audit	Not applicable for OFI	N/A	All status reports for our objectives have been updated to be relevant or to ensure that the objectives are assessed at the end of the year.	EMS Manager Sustainability Manager	18/11/2024
Carbon Footprint Reduction	The auditor would advise the organisation to be more specific about how it is going to reduce its carbon footprint. Transportation greatly impacts the environment, and its industry is based on the fastest combustion engine using fossil fuels. The auditor would want to see more specifications for the objective with a five-year goal, considering less carbon-intensive alternatives, e.g. moving into Formula E.	Environmental	Internal Audit	OFI	3 Low	Completed	12/11/2024	O Leaney (Au/SC)	20241112 Full System Audit	Not applicable for OFI	N/A	Added further detail to Carbon Reduction objective to include eg. weight of freight, logistic planning, solar panels for workshop, increase recycling.	EMS Manager Sustainability Manager	22/11/2024
Communication to Temporary Staff	The auditor did not evidence any controls in communicating the EMS to temporary staff. It may be an opportunity to review this.	Environmental	Internal Audit	OFI	3 Low	Completed	12/11/2024	O Leaney (Au/SC)	20241112 Full System Audit	Not applicable for OFI	N/A	The EMS was shared with all staff including temporary staff. The wording within our procedures was changed to support this.	EMS Manager Sustainability Manager	18/11/2024
KPI Review	This section of the audit (1-10) would be an opportunity to review the KPIs for the relevant standard environmental control area. Information from the CAP analysis identifies a comprehensive list of questions that these KPIs should answer.	Environmental	Internal Audit	OFI	3 Low	Completed	12/11/2024	O Leaney (Au/SC)	20241112 Full System Audit	Not applicable for OFI	N/A	KPIs added for Emergency Preparedness, Complaints and Water Consumption.	EMS Manager Sustainability Manager	22/11/2024
Add new item	It would be advised to review the corrective action section of the procedure and ensure that the near	Environmental	Internal Audit	OFI	3 Low	Completed	12/11/2024	O Leaney (Au/SC)	20241112 Full System Audit	Not applicable for OFI	N/A	EMS Procedure manual updated to refer to all accidents/incidents.	EMS Manager Sustainability Manager	22/11/2024

The auditor sampled the Full System internal audit that was conducted on 12/11/24 by O Leaney:



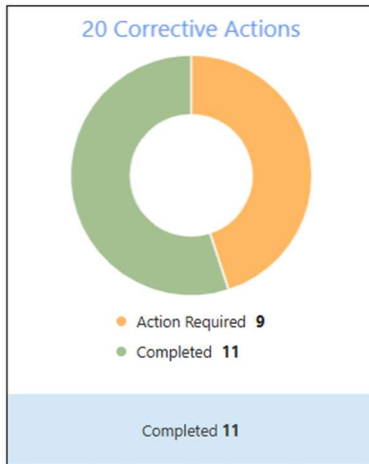
The auditor raised 7 x OFI's. The findings had been recorded in both the audit programme and the Corrective Actions list:

Program Year	Programme	Audit Scope	Planned Date	Auditee	Audit Type	Audit Method	Auditor	Completed	Findings
2024	Environmental Compliance	Legal and other requirements and compliance evaluation, Equipment & infrastructure maintenance and inspection, measurement equipment maintenance, calibration and identification, work environment (for production and for H&S)	12/11/2024	EMS Team	External (2nd Party)	On Site	John Donnelly - Au/SCO	12/11/2024	3 x OFI
2024	Environmental Management System	Content analysis, leadership, management review and compliance evaluation, Roles & responsibilities, competence, recruitment, induction and training, Risks & Opportunities / Environmental Aspects / Sustainable Development Issues / OH&S Risks, Objectives & Action Plans, Performance Evaluation	12/11/2024	EMS Team	External (2nd Party)	On Site	Oliver Leaney - Au/SCO	12/11/2024	7 x OFI
2024	FIA 2 Star Accreditation	Content analysis, leadership, management review and continual improvement, Legal and other requirements and compliance evaluation, Roles & responsibilities, competence, recruitment, induction and training, Risks & Opportunities / Environmental Aspects / Sustainable Development Issues / OH&S Risks, Objectives & Action Plans, Performance Evaluation, Equipment & infrastructure maintenance and inspection, measurement equipment maintenance, calibration and identification, work environment (for production and for H&S)	16/12/2024	EMS Manager (Sustainability Manager)	External (2nd Party)	Remote	External	23/12/2024	5 x OFI

Title	Evaluation	Compliance	Source	Incident Type	Impact	Status	Date Raised	Raised by	Related to	Audit ref	Root Cause	Root cause category	Corrective Action	Responsibility	Date O
Status of Objectives	The auditor would recommend updating the status report. Best practice would require a quarterly review. It is advised to hold a Q2/4 review on each objective. The auditor will want to see the status, progress or not, and what you have been / are doing.	Environmental	Internal Audit	OFI	3, Low	Completed	12/11/2024	O Leaney (Au/SCO)	20241112 Full System Audit	20241112 Full System Audit	Not applicable for OFI	N/A	All status reports for our objectives have been updated to be relevant or to ensure that the objectives are assessed at the end of the year.	EMS Manager (Sustainability Manager)	18/11/2024
Carbon Footprint Reduction	The auditor would advise the organisation to be more specific about how it is going to reduce its carbon footprint. Transportation greatly impacts the environment, and its industry is based on the fastest combustion engine using fossil fuels. The auditor would want to see more specifications for the objective with a five-year goal, considering less carbon-intensive alternatives, e.g. moving into Formula E.	Environmental	Internal Audit	OFI	3, Low	Completed	12/11/2024	O Leaney (Au/SCO)	20241112 Full System Audit	20241112 Full System Audit	Not applicable for OFI	N/A	Added further detail to Carbon Reduction objective to include eg. weight of freight, logistics planning, solar panels for workhous, increase recycling.	EMS Manager (Sustainability Manager)	22/11/2024
Communication to Temporary Staff	The auditor did not evidence any controls in communicating the EMS to Temporary staff. It may be an opportunity to review this.	Environmental	Internal Audit	OFI	3, Low	Completed	12/11/2024	O Leaney (Au/SCO)	20241112 Full System Audit	20241112 Full System Audit	Not applicable for OFI	N/A	The EMS was shared with all staff including temporary staff. The wording within our procedure was changed to support this.	EMS Manager (Sustainability Manager)	18/11/2024
KPI Review	This section of the audit (1-10) would be an opportunity to review the KPIs for the relevant standard environmental control areas. Information from the GAP analysis identifies a comprehensive list of questions that these KPIs should answer.	Environmental	Internal Audit	OFI	3, Low	Completed	12/11/2024	O Leaney (Au/SCO)	20241112 Full System Audit	20241112 Full System Audit	Not applicable for OFI	N/A	KPIs added for Emergency Preparedness, Complaints and Water Consumption.	EMS Manager (Sustainability Manager)	22/11/2024
Near Misses Procedure	It would be advised to review the corrective action section of the procedure and ensure that the near miss procedure is communicated.	Environmental	Internal Audit	OFI	3, Low	Completed	12/11/2024	O Leaney (Au/SCO)	20241112 Full System Audit	20241112 Full System Audit	Not applicable for OFI	N/A	EMS Procedures manual updated to refer to all accidents, incidents, nonconformities, etc as 'Incident'. Clarified that incident carries the same meaning as near miss.	EMS Manager (Sustainability Manager)	22/11/2024
EMS Manual - Emergency Preparedness	A review of the section Emergency Preparedness is needed as it is missing sections identified as their emergency situations.	Environmental	Internal Audit	OFI	3, Low	Action Required	12/11/2024	O Leaney (Au/SCO)	20241112 Full System Audit	20241112 Full System Audit	Not applicable for OFI	N/A	Updates sections in EMS Procedures to include - Fire - Flood - Criminal Activity	EMS Manager (Sustainability Manager)	22/11/2024
Future Audit Programme	It would be an opportunity to review the requirements of the standard regarding internal audits, as the auditor would assume that an emergency preparedness or Aspects and Impacts audit would need to be conducted on an annual basis. Also, it would be an opportunity to communicate an Audit Program for	Environmental	Internal Audit	OFI	3, Low	Completed	12/11/2024	O Leaney (Au/SCO)	20241112 Full System Audit	20241112 Full System Audit	Not applicable for OFI	N/A	Audit plan created for 2025, including suggested items.	EMS Manager (Sustainability Manager)	22/11/2024

Observation – The findings from the recently received FIA 2-Star Accreditation Report have not yet been captured in the Corrective Actions log.

Corrective Actions are continually reviewed and closed, along with identification of root cause (appropriate to severity) and details of corrective actions (including verification of their effectiveness by the EMS Team):



Root Cause	Root cause category	Corrective Action	Responsibility	Date Closed	Signed Off by
Not applicable for OFI	N/A	Boxes containing wheels were moved away from the fire escape to ensure there is no obstruction.	EMS Manager (Sustainability Manager)	18/11/2024	Tim Rocker
Not applicable for OFI	N/A	All status reports for our objectives have been updated to be relevant or to ensure that the objectives are assessed at the end of the year.	EMS Manager (Sustainability Manager)	18/11/2024	Tim Rocker
Not applicable for OFI	N/A	Added further detail to Carbon Reduction objective to include eg. weight of freight, logistics planning, solar panels for workshop, increase recycling.	EMS Manager (Sustainability Manager)	22/11/2024	John Donnelly

End of report.