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MOD	ASEMS Procedures	Procedure AAP01a
AAP01a – Audit Management and Initiation		Page 1

AAP01a/F/03 – Notification of Audit Letter
<p>Example letter to notify Auditee of an impending audit</p> <p>To: <i>(Auditee)</i></p> <p>RE: PROJECT ORIENTED ENVIRONMENTAL AND SAFETY MANAGEMENT SYSTEM (POEMS/POSMS) AUDIT</p> <p>As part of the continual improvement in the operation of <i>(insert IPT/project(s))</i> safety and environmental management systems, I have been requested by <i>(insert Audit Client name)</i> to act as Lead Auditor for a system audit covering <i>(insert detail of scope of audit)</i> be undertaken on <i>(Date)</i>.</p> <p>The objectives of the audit will be <i>(Insert objectives of audit)</i>.</p> <p>Please can you and/or your Safety Manager / Project Manager attend a pre-audit meeting with me and my colleague(s) <i>(insert name of Audit Team Member(s))</i> so we can discuss the audit process and scope and prepare for undertaking the audit.</p> <p>Please do not hesitate to contact me <i>(insert contact details)</i> 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.</p> <p>From: <i>(Insert name Lead Auditor)</i></p>

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