

FWS Quality Assurance Environmental Team Evaluation

1. Facility name, address, region _____
and phone number: _____

2. Facility Environmental POC and Title: _____

3. Auditors Names, Agency, and Occupation: _____

4. Dates of onsite audit: _____

5. Check activities that you observed: ___ In-briefing ___ Audit tour
 ___ Exit briefing ___ Findings Discussion

6. Other major onsite POCs (Hazardous Waste POC, Assistant Manager, etc.):

7. Rate the audit team on the following, indicate N/ A if you did not observe the activity or the question does not apply.

Questions	Low		Med		High		N/A
	1	2	3	4	5		
a. The facility was adequately informed of the audit and was not surprised by audit activities.							
b. The audit team was prepared and organized.							
c. Clearly explained the function and purpose of ECAP during the in-briefing.							
d. Attitude (courteous/professional).							

Questions	Low		Med		High		N/A
	1	2	3	4	5		
e. Technical knowledge of auditors.							
f. Effective interviewing techniques.							
g. Appropriate facility personnel interviewed (i.e., supervisor).							
h. Conducted thorough field observations during the audit.							
i. Sites of environmental concern of the facility were visited.							
j. Looked for “root or systemic” causes of problems.							
k. Permits, records, plans, and other existing data were adequately reviewed.							
l. Wrote descriptive, comprehensive findings.							
m. Provided meaningful suggested solutions.							
n. Effective outbriefing for facility.							
o. Familiarity with the ECAH Protocol.							

8. Rate the facility on the following:

Questions	Low		Med		High		N/A
	1	2	3	4	5		
a. Facility staff actively participated during audit.							
b. Staff assisted team with gathering records, permits, etc.							
c. Provided team with adequate working space, phones, etc.							
d. Actively coordinated the audit with the team leader.							

9. Rate the audit team leader on the following:

Questions	Low		Med		High		N/A
	1	2	3	4	5		
a. TL was familiar with the ECAP process.							
b. TL coordinated effectively with the facility so the facility staff was not surprised by audit activities.							
c. TL effectively acted as a liaison between the facility and the audit team.							
d. TL effectively communicated with manager and staff to adequately explain the findings.							
e. Overall performance of TL.							

10. Did the team use their own knowledge and experience to supplement the guidance in the ECAH handbooks? Yes No

Additional comments: _____

11. Did the team supplement the ECAH with State supplements? Yes No

12. Briefly describe your major activities while you were onsite (i.e. accompanied audit team, attended briefings, etc.) _____

13. Did the audit team provide the facility with information that will assist them in focusing on problem areas? Explain: _____

14. Do you feel the facility led the audit team around too much and only showed the team the areas they wanted them to see. If yes, explain: _____

15. Did you provide any technical support to the facility or audit team? If so, what types of questions were you asked? _____

16. Describe any significant issues you observed during the audit (i.e. lack of facility participation, audit team was not well balanced, problems using the handbook, etc.) Recommend any suggestions to correct those problems in the future. _____

17. Describe any positive actions you observed during the audit that could be used to improve ECAP. _____

18. Overall, do you feel that the facility was satisfied with their audit?

19. Please provide any additional comments that you feel are important.

Signature of Evaluator _____