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OCCASION

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23570

Accepted as
Final Report

DRAFT FINAL ACTIVITY REPORT



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COMPANY'S INFORMATION

FUNDACIÓN CENTRO NACIONAL DE PRODUCCION MÁS LIMPIA

Calle El Lirio No. 19, Maquilishuat
San Salvador, El Salvador

Representative : Ing. Alejandro Saz

Certificate Number : 74 300 3091

Accreditation Scheme : ANAB

MS Manual Rev./Date : Rev. 0 25-Junio-2007

QA Standard : ISO:14001:2004

EAC Code : 35

AUDIT DETAILS

Phase 1 - evaluation of the documentation of the EMS

Date : September 4th, 2007

Phase 2 - certification Audit

Date : January 24th & 25th, 2008

Scope of certification:

Environmental technical consultancy in administrative offices.

Asesoría Técnica Ambiental en Oficinas Administrativas

Lead Auditor : Eva Aguilera

Auditor(s) : N/A

AUDIT RESULTS

A Registration audit for the Environmental Management System was performed at the **Fundación Centro Nacional para la Producción más Limpia** based on the ISO14001:2004 standard. The requirements have been adequately implemented; **five minor deviations** were raised. The company is classified as showing a Limited Complexity Environmental Aspects.

For the above mentioned, the lead auditor recommends **Fundación Centro Nacional para la Producción más Limpia** for obtaining its ISO 14001:2004 certification.

This is a confidential report between TUV Rheinland of North America, Inc., the accreditation body, and the customer. Any other party can obtain right of review only after receiving written permission from the customer.

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PHASE 1 - EVALUATION OF THE DOCUMENTATION OF THE EMS

The evaluation of the documentation of the Environmental Management System was carried out by the auditor Matilde López, on September 4th, 2007. This review was not conducted on site.

Following is a detailed report of the aspects evaluated and the findings of this review:

1. Status of EMS Documentation (Document Review)

The documents of the EMS were reviewed; some of these documents have reference to the environmental, health and safety system, such as the G1100.006 Objectives and targets.

The Organization has documented some procedures for environmental aspects, as well as the manual, objectives and targets, scope, policy, environmental aspects, legislation applicable, among others.

2. Evaluation of Qualifications of Environmental Management Representative

Yolanda is the management representative. Functions and responsibilities of the management representative are not clearly defined.

EMS Policy is in compliance, but it could be improved adding the specific commitment to compliance with other requirements.

3. Evaluation of Aspects and Impacts, and Aspects Significance Analysis

The **Fundación Centro Nacional para la Producción más Limpia** has a diagram with inputs and outputs of the processes; they have different parameters, and the organization evaluates consequences, control over the aspect and normal and extraordinary operation conditions.

The Organization has grouped the aspects in different categories, and this classification is documented; the Organization appoints to operational controls, objectives, targets and indicators. These indicators could be improved to show the minimum or maximum acceptable to start a corrective action.

Procedures in place are P 1500 and G 1500.001, dated on June 25th 2007.

4. Evaluation of Legal and Other Requirements Analysis

The form used is F 15000.005, dated on August 25th, 2007. On this form the organization defines the list of legal requirements.

The Legal requirements do not show water discharge and green house gases requirements ("Reglamento de Aguas Residuales, Reglamento especial sobre el control de las sustancias agotadoras de la capa de ozono, de la Ley del Medio Ambiente) and does not appoint any other requirements if any. It is not clear the process to update any change in the legislation.

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The Organization does not appoint any international agreement or municipal legislation.

The Legal requirements are very general; the Organization could have a mayor detail in order to clarify the requirements.

Other requirements from corporate had not been identified.

Objectives are:

- 1) To reduce the CO2 emissions based on preventive maintenance
- 2) To plan the visitors use the vehicles property of the Organization
- 3) To propitiate the rational use of energy
- 4) To propitiate the rational use of paper
- 5) To propitiate the rational use of ink and toner
- 6) To perform a preventive maintenance to computers and others equipments

The Organization could use a better indicator to measure the objectives, since they are not fully measurable; there is not a maximum or minimum to start a corrective action.

The **Fundación Centro Nacional para la Produccion más Limpia** has the form G 1100.005 to program the objectives. These Objectives do not address a responsible of compliance nor the resources to get compliance.

5. Evaluation of Internal Audit Process

Internal audit was carried out from June 26th to July 2nd 2007. Two auditors participated, one of them acted as leader auditor. The requirements to become a leader auditor or auditor were not reviewed.

There is not evidence of auditing the internal audit process or the management review process, nor the operational control and emergency preparedness and response process (requirements 4.4.6 and 4.4.7).

During the Phase 1 audit 1 deviation was found.

The internal auditor qualification records were not available.

The Corrective and Preventive actions form does not address responsible and dates for the actions. There is one out of audit corrective action. This action had not been closed. Internal audit to internal audit and management review processes were not done.

Corrective action did not show the root cause analysis and the verification of its implementation.

6. Evaluation of Management Review Process

The Management reviews were not showed and included a review of the system, however it is not clear how the organization makes the reviewing of all the requirements of the ISO14001:2004 standard, such as corrective and preventive actions, interested parties communication and environmental performance.

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7. **Evaluation of Continual Improvement Process**

The Organization has a documented process for measuring and monitoring.

The Improvement process was audited during the internal audit, but the procedure was not reviewed during this Document review.

8. **Evaluation of Environmental Management Programs**

The Organization has several objectives to measure management performance. Programs could be improved, including responsible of the actions, time and a maximum of minimum acceptable results to start a corrective action.

9. **Evaluation of Assigned Complexity Level of the Facility Environmental Aspects** (**Note:** formerly referred to as "Environmental Risk Level")

Complexity level is limited due to the processes involved in the area.

10. **Availability of Compliance Data**

Data of compliance were available; the Organization has objectives compliance data, as well as environmental aspects data.

All data required to be checked were available for this Phase 1 audit.

11. **Registration and Surveillance Audit Time (refer to Quoting Tables, Annex D, specifically for facilities over 1500 employees)**

One man-day should be considered for Phase 2 Certification audit, and one man-day for surveillance audits.

12. **Evaluation of Readiness for Environmental Registration Audit**

The Organization has completed a full cycle of internal audits; however there were not audited the management review and internal audits processes.

Suggested certification audit is in 2 months.

The following concern was noted, and must be satisfactorily addressed by the time of the registration audit; otherwise major deviations are likely to be raised:

- **An internal audit to management review and internal audits processes should be done.**

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13. Registration Audit Plan

If the client makes a claim of privilege and denies access to compliance data, the Lead Auditor would include in the audit plan the following steps:

- a) Audit to confirm that a documented procedure for evaluating legal compliance has been developed;
- b) Audit to identify objective evidence of its implementation;
- c) Audit to identify objective evidence of compliance review by management;
- d) Audit to identify objective evidence of implementation of identified corrective and preventive actions.

14. Results of the Evaluation of the documentation of the EMS

The following concerns were noted, and must be satisfactorily addressed by the time of the registration audit, otherwise major deviations are likely to be raised:

- **An internal audit to management review and internal audits processes should be done.**

Some other findings that could be considered as minor deviation had been detailed in this report.

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PHASE 2 - CERTIFICATION AUDIT

The certification audit was carried out on January 24th & 25th, 2008, by the lead auditor Eva Aguilera at the following site:

Calle El Lirio No. 19, Maquilishuat San Salvador, El Salvador

The elements evaluated and the findings observed during the registration audit are described below:

1. Summary

A Registration audit for the Environmental Management System was performed at **Fundación Centro Nacional de Produccion Más Limpia** based on the ISO14001:2004 standard.

The requirements have been adequately implemented and there were raised five (5) minor deviations. The proposed corrective actions for these deviations have been approved by the Lead Auditor.

The company is classified as showing a Limited Complexity Environmental Aspects.

The lead auditor recommends **Fundación Centro Nacional para la Produccion más Limpia** for obtaining its ISO14001:2004 certification.

2. Location Summary Table

Location Calle El Lirio No. 19, Maquilishuat San Salvador, El Salvador

SHIFT	1 ^o
EMPLOYEES	7
AUDITED (X)	X

3. System Changes

N/A

4. Use Of Tuv Logo/Accreditation Mark

N/A

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5. Management Responsibility/Reviews

Management review is done for both quality and environmental systems; the Organization has a shared procedure to do this management review (G1400-001). The frequency to do the management review considers one complete review to the system at least once a year, besides the organization has some weekly meeting to track the performance indicators.

In the management review some of the inputs are: objectives performance, investment projects, indicators, training, among others. A minute (F1400.005) of the management review is elaborated.

It was observed in the records that the input of the management review do not has all the elements required by the ISO 14001:2004 standard, such as the legal compliance and other evaluation and environmental performance (see deviation 1).

Organization had defined three general objectives in the environmental management system, one to reduce the CO₂ emissions, energy consumption reduction and water consumption reduction

The **Fundación Centro Nacional de Produccion Más Limpia** has a good definition of the environmental program for two objectives, however the energy consumption reduction objectives have not a completed program (See deviation 4).

6. Internal Audits

To perform the internal audits, the organization has a shared procedure with the quality management system (G-1400.002). For internal audits, the internal audit process can be applied by a subcontractor. In the only audit done to the environmental management system, it was observed that organization's employees participated in conjunction with a subcontractor. The auditor's profile is clearly defined in the annex 1 of the above mentioned procedure, and it considers education, training and personal skills; these criteria are also valid for the subcontractors.

Audit program considers the objective, the audit program 2nd and 1st part; the audit process is done in 3 stages: opening meeting, audit performance and closing meeting.

It was observed the organization had an internal audit form June 26th to July 2nd 2007; the findings collection could be improved if the auditors could have a clearest identification of the findings in the records used during the process, and its classification as deviation or observation, in accordance to the organizations procedure.

The final report of the internal audit showed as a result, 3 deviations and 14 observations, it was observed that these deviations were adequately closed using the forms F1400.006; however during the audit TUV Rheinland found a minor deviation since the audit records did not show evidence of the elements 4.5.2 Legal and others evaluation and 4.5.5 Internal audits, were audited (see deviation 5).

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7. Corrective Action, Preventive Action

The organization manages the corrective actions by a shared documented procedure (G1400-003) with the QMS. There is the format F1400.006, but this format could have a clearest reference of the immediate taken actions to contain.

During the audit it was observed that the organization has just some records of preventive and corrective actions, however in general these actions had a proper tracking and closure.

In the other hand, the organization showed good evidence in the appliance of the improvement actions, such as the actions related to the objective tracking frequency improvement; the environmental practices regarding the paper use and the recycling of boxes and toners.

8. Continuous Improvement

The organization applies an environmental program to use the conditioning air in the offices, considering influences over some offices located in the same building.

Toner cartridges from the printers are reused by the supplier (Don Bosco).

9. Observations And Opportunities For Improvement

- *In the procedure G15.001 "Environmental aspects identification", the organization could add a reference of how the environmental aspects are updated if some process is changed or new activities are added to the process.*
- *The evaluation method to determine the significance of the environmental aspects could be improved if the organization could have a better reference to quantitative levels in each criterion.*
- *Identification of legal requirements and access to legal requirements procedure could be improved if a more frequent review is done, to assure a better updating of the legal requirements accessed and changes to the legal requirements.*
- *It is convenient that the legal requirements records (F-15000-005) have a reference to some legal requirements related to some potential environmental aspects, such as fire risk and civil protection requirements.*
- *Water consumption objective could have a better reference of the quantifiable target.*
- *The records "Good practices check list", where the tracking data for the objectives are referenced, could be used to track the CO2 emission objective.*
- *The Organization could considered the path planning (short path) of the vehicles used to perform the services to improve the CO2 emissions objective.*

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- *Emergency preparedness and response procedures could have a better reference to the interface with the building organization named CAMAGRO; the Organization has emergency training with all the employees; however it is convenient to do drills to evaluate the emergency procedures.*
- *The Records Master List for the environmental management system (P100) could have a better reference of the external training records, and the records related to the corrective maintenance to water leaks, that show objective evidence of appliance of some activities to meet the water consumption reduction objective.*

DRAFT FINAL ACTIVITY REPORT



DEVIATION REPORTS – No. 1 / 5

Deviation Report



Company/Auditee : **Fundación Centro Nacional de Produccion Más Limpia**

Standard San Salvador ISO 14001:2004 Certificate Number: 74 300 3081
 Type of Audit Registration Audit Dates: 24 - 25 January 2008
 Element Number 4.6 Process: Management review

Established Deviation (What, where, examples, discussed with whom?): Yolanda Salazar

The records of the management review performed on July.17.2007, no showed evidence that the followings inputs that require the ISO:14001:2004 standard were included: Environmental performance and evaluations of compliance with legal requirements and other requirements

[Signature]
Aljjandro Saz

Audit Representative (sign)

Grade: Major Minor Lead Auditor approval of corrective actions and implementation date(s) required: Yes No
 Is a re-audit required? Yes No Supporting documents required? Yes No

25 January 2008

[Signature]
Eva Aguilera

Date

Lead Auditor (sign)

Raised by: (print) (if not Lead Auditor)

Results of the Root Cause Investigation (see instructions):

During the preparation of the revision report by the administration the conformity of the requisites of the ISO9001 was examined, additionally the norm conformities of the ISO 14001 were reviewed. At the time of elaborating the revision report by the administration the environmental aspects of the ISO 14001 were not adequately addressed in the document.

Proposed corrective action the company will implement (see instructions):

A revision will be carried out by the administration to evaluate the requirements of the CNPML's Environmental Management System.

A revision report will be drawn by the administration that will include all the normative aspects of the ISO 14001.

18/02/08

04/04/08

31/01/08

Proposed Implementation Date(s)

Proposed Verification Date(s)

Date

Audit Representative (sign)

Proposed corrective action, implementation, and verification dates approved:

Feb/13/2008

Date

[Signature]
 Lead Auditor (sign)

Corrective action is implemented

and verified as effective:

Date

Audit Representative (sign)

Record of verification of effectiveness:

For TÜV use only – document evidence of verification

Closed

Open

Date

Auditor (sign)

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DEVIATION REPORTS – No. 2 / 5

<h3>Deviation Report</h3>		TÜVRheinland® Precisely Right.	
Company/Auditee : Fundación Centro Nacional de Produccion Más Limpia			
Standard	San Salvador ISO 14001:2004	Certificate Number:	74.300.3091
Type of Audit	Registration	Audit Dates:	24 - 25 January 2008
Element Number	4.3.1	Process:	Environmental aspects
Established Deviation (What, where, examples, discussed with whom?): Alejandro Saz			
The records of the environmental aspects F1500.001, doesn't still show the identification of some potentials or of emergency environmental aspects (fire risk, spill etc.) and some of the operation i.e. of the operation of conditioned airs and waste water discharge.			
			 Alejandro Saz Audit Representative (sign)
Grade: Major <input type="checkbox"/> Minor <input checked="" type="checkbox"/>		Lead Auditor approval of corrective actions and implementation date(s) required: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Is a re-audit required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Supporting documents required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
25 January 2008			
Date	Lead Auditor (sign)	Raised by: (print) (if not Lead Auditor)	
Results of the Root Cause Investigation (see instructions): The environmental aspects that the CNPML exerts influence were reviewed during the preparation of the Environmental Management System and the time of documenting these considerations only the aspects that generated an environmental impact were registered.			
Proposed corrective action the company will implement (see instructions): 1. Identify the real potential environmental aspects directly related to the CNPML activities. 2. Review the environmental aspects and establish the relevant importance of each aspect. 3. Register the reevaluation. 4. Update the F 1500.01 registry. 5. Disseminate the environmental aspects to the technical personnel.			
18/02/08	04/04/08	31/01/08	
Proposed Implementation Date(s)	Proposed Verification Date(s)	Date	Audit Representative (sign)
Proposed corrective action, implementation, and verification dates approved:			Feb/13/2008 Date Lead Auditor (sign)
Corrective action is implemented and verified as effective:			Date Audit Representative (sign)
Record of verification of effectiveness: <small>For TÜV use only – document evidence of verification</small>			
Closed <input type="checkbox"/> Open <input type="checkbox"/>		Date	Auditor (sign)

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DEVIATION REPORTS – No. 3 / 5

Deviation Report



Company/Audittee : **Fundación Centro Nacional de Producción Más Limpia**

Standard: San Salvador ISO 14001:2004 Certificate Number: 74 300 3091
 Type of Audit: Registration Audit Dates: 24 - 25 January 2008
 Element Number: 4.2 Process: Environmental policy

Established Deviation (What, where, examples, discussed with whom?): Yolanda Salazar

In this time the document environmental policy doesn't include a commitment to comply with other requirements to which organization subscribes.

[Signature]
Albjandro Saz

Audit Representative (sign)

Grade: Major Minor Lead Auditor approval of corrective actions and implementation date(s) required: Yes No
 Is a re-audit required? Yes No Supporting documents required? Yes No

25 January 2008

[Signature]
Eva Aguilera

Date

Lead Auditor (sign)

Raised by: (print) (if not Lead Auditor)

Results of the Root Cause Investigation (see instructions):

The CNPML was not knowledgeable of the significance of the other requisites that the organization subscribed.

Proposed corrective action the company will implement (see instructions):

1. Revise and amend the CNPML's environmental policy taking into account the ISO 14001 normative. 2. Approve the environmental policy. 3. Disseminate the environmental policy to the technical staff and other interest parties. 4. Correct the relevant documentation where the environmental policy is present.

18/02/08

04/04/08

31/01/08

Proposed Implementation Date(s)

Proposed Verification Date(s)

Date

Audit Representative (sign)

Proposed corrective action, implementation, and verification dates approved:

Feb/13/2008

Date

[Signature]
Lead Auditor (sign)

Corrective action is implemented and verified as effective:

Date

Audit Representative (sign)

Record of verification of effectiveness:

For TÜV use only – document evidence of verification

Closed

Open

Date

Auditor (sign)

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DEVIATION REPORTS – No. 4 / 5

Deviation Report



Company/Auditee : **Fundación Centro Nacional de Produccion Más Limpia**

Standard: San Salvador ISO 14001 2004 Certificate Number: 74 300 309
 Type of Audit: Registration Audit Dates: 24 - 25 January 2008
 Element Number: 4.3.3 Process: Environmental programmes

Established Deviation (What, where, examples, discussed with whom?): Alejandro Saz

The objective related to the reduction in the electric energy consumption doesn't still have an environmental program that indicates the means, activities to carry out and timeframe by which it is to be achieved

Alejandro Saz

Audit Representative (sign)

Grade: Major Minor Lead Auditor approval of corrective actions and implementation details required: Yes No
 Is a re-audit required? Yes No Supporting documents required? Yes No

25 January 2008

Eva Aguilera

Date

Lead Auditor (sign)

Raised by: (print) (if not Lead Auditor)

Results of the Root Cause Investigation (see instructions):

At the time of defining the environmental objectives no consideration was given in elaborating an environmental program.

Proposed corrective action the company will implement (see instructions):

1. Revise the environmental objectives. 2. Elaborate an environmental program to evaluate environmental objectives. 3. Disseminate the environmental objectives to the staff members. 4. Update the documents concerning the environmental objectives.

18/02/08

04/04/08

31/01/08

Proposed Implementation Date(s) Proposed Verification Date(s) Date Audit Representative (sign)

Proposed corrective action, implementation, and verification dates approved:

Feb/13/2008

Date

Lead Auditor (sign)

Corrective action is implemented and verified as effective:

Date

Audit Representative (sign)

Record of verification of effectiveness: For TÜV use only – document evidence of verification

Closed Open

Date

Auditor (sign)

DRAFT FINAL ACTIVITY REPORT



DEVIATION REPORTS – No. 5 / 5

Deviation Report



Company/Auditee : **Fundación Centro Nacional de Produccion Más Limpia**

Standard: San Salvador ISO:14001:2004 Certificate Number: 74 300 3091
 Type of Audit: Registration Audit Dates: 24 - 25 January 2008
 Element Number: 4.5.5 Process: Internal audit

Established Deviation (What, where, examples, discussed with whom?): Nelson Vaquero

The records of the internal audit performed on June 26 2007 – July 02 2007 didn't show evidence that the element 4.5.2 (Evaluation of compliance) and 4.5.5 (Internal audits) have been audited

Aljandro Saz

Audit Representative (sign)

Grade: Major Minor Lead Auditor approval of corrective actions and implementation date(s) required: Yes No
 Is a re-audit required? Yes No Supporting documents required? Yes No

25 January 2008

Eva Apurileta

Date

Lead Auditor (sign)

Raised by, (print) (if not Lead Auditor)

Results of the Root Cause Investigation (see instructions):

No evidence of the evaluation was registered of the 4.5.2 and 4.5.5. requisites even though they were evaluated during the internal audits.

Proposed corrective action the company will implement (see instructions):

Review the internal audit procedures in order to identify what type of registry must be left as evidence of the audit having been carried out.

Carry out an internal audit in order to evaluate the compliance 4.5.2. and 4.5.5. of the ISO 14001 normative.

05/03/08

04/04/08

31/01/08

Proposed Implementation Date(s)

Proposed Verification Date(s)

Date

Audit Representative (sign)

Proposed corrective action, implementation, and verification dates approved:

Feb/13/2008

Date

[Signature]
Lead Auditor (sign)

Corrective action is implemented

and verified as effective:

Date

Audit Representative (sign)

Record of verification of effectiveness:

For TÜV use only – document evidence of verification

Closed

Open

Date

Auditor (sign)

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AUDIT SUMMARY AND PLAN

Audit Summary & Plan



Auditee : Fundación Centro Nacional de Produccion Más Limpia
 Calle El Lilo No. 19, Maquishuat
 San Salvador, El Salvador
Audit Rep. : Ing. Alejandro Saz
Cert. No. : 74 300 3091
Scope : Environmental technical consultancy in administrative offices. Asesoría Técnica Ambiental en Oficinas Administrativas
Standard : ISO:14001:2004 **Type of Audit** : Registration
Lead Auditor : Eva Aguilera
Auditor(s) : N/A
Audit Language : Spanish **Translator(s)** : N/A
Date : 24-25 January 2008
Audit Days : Required: Planned: Performed:
Explain Any Variations : None
Reference Documents : EMS manual Rev. 0 25 Junio, 2007

This audit plan lists the expected time and duration for each audit activity. Break times are flexible and can be matched to each company area. Key managers in the areas to be audited need to be available for interviews by the audit team. The plan can be rearranged if there are scheduling conflicts.

Please have the following information available during the audit. If the information exists electronically, there is no need to make hardcopies prior to the audit.

Customer list with supplier codes	Prioritized reduction plan
Use of TÜV logo and accreditation marks	Original deviation reports from last TRNA audit
<input checked="" type="checkbox"/> Changes to current scope of application	<input checked="" type="checkbox"/> Contingency plan
Customer performance reports	New products list
Customer complaints	New employee list / current headcount per shift
<input checked="" type="checkbox"/> Management review records	Quality plans / control plans for running jobs
Continuous improvement records	<input checked="" type="checkbox"/> List of vendors / subcontractors
<input checked="" type="checkbox"/> Environmental objectives-metrics/measurables	Laboratory scope
Organization chart	Procedure index with latest revision dates
<input checked="" type="checkbox"/> Environmental manual	Environmental records list and locations
Prioritized action plan	

TÜV Rheinland will require a management guide for each member of our team, the use of a meeting room, phone, copy machine and access to a PC with a USB port and the resources to print the audit report in Word 2002 format.

Any need for changes should immediately be clarified with the lead auditor by telephone at Any need for changes should immediately be clarified with the lead auditor at (Tel: 8503-9940) or by e-mail at eaquila@mex.tuv.com.

January 15/2008

Date

Eva Aguilera M.

Lead Auditor

DRAFT FINAL ACTIVITY REPORT



AUDIT SUMMARY AND PLAN

Audit Summary & Plan

74 300 3091

Fundación Centro Nacional de Producción Más Limpia



Date	Time	Organization Area	Process Activity	Standard Section	Comments
January 24/2008					
	13:00	All	Opening Meeting		Eva Aguilera
	13:30	Guides	Facilities, Internal and External Tour (Environmental Aspects Identification)	4.3.1	Eva Aguilera
	14:00	Director Ejecutivo	4.2 Environmental Policy 4.6 Management Review	4.6 4.2	Eva Aguilera
	16:00	Gestor Ambiental	Environmental Aspects	4.3.1	Eva Aguilera
	18:00	Management representative	1st Day Results Inform		Eva Aguilera
End of first day					
January 25/2008					
	08:30	Responsible persons	Objectives, targets and Programmes	4.3.3	Eva Aguilera
	09:30	Director Ejecutivo	Legal and other requirements Evaluation of compliance Monitoring and measurement	4.3.2 4.5.2 4.5.1	Eva Aguilera
	10:30	Human resources	Resources, roles, responsibility and authority Competence, Training and Awareness	4.4.1 4.4.2	Eva Aguilera
	11:30	Brigade and responsible	Emergency preparedness and response Communication	4.4.7 4.4.3	Eva Aguilera
	12:30	Process areas	Operational Control	4.4.6	Eva Aguilera
	13:30	Lunch			
	14:30	Control documents area	General Requirements Documentation Control of Documents Control of Records	4.1 4.4.4 4.4.5 4.5.4	Eva Aguilera
	15:30	Internal Lead Auditor	Internal audit Non conformity Corrective action and Preventive action	4.5.5 4.5.3	Eva Aguilera
	17:00	All	Closing meeting		Eva Aguilera
	17:30	End of Audit			

DRAFT FINAL ACTIVITY REPORT



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MAINTENANCE VISITS

The three audit cycle includes the following visits:

TYPE OF AUDIT	DUE DATE
Registration audit	January 24 th & 25 th , 2008
1 st Surveillance visit	January, 2008
2 nd Surveillance visit	January, 2009

ACTIVITIES TO MAINTAIN THE CERTIFICATION

In order to maintain valid its certification, the **FUNDACIÓN CENTRO NACIONAL DE PRODUCCION MÁS LIMPIA** shall:

- 1) Operate and maintain the certificated system, according to their procedures and the requirements established by the ISO14000:2004 standard.
- 2) Keep and maintain available for auditing purposes all the records generated during its operation.
- 3) Receive in scheduled dates, the surveillance audits.
- 4) Notify to the TÜV Rheinland Quality Registration Division office of any significant changes to the environmental system, senior management, management representative, facilities, or quality system documentation structure. QRS Division management will review the changes with the customer and determine the need, if any, for additional actions to ensure the validity of the registration certificate.
- 5) Since the audit is performed by means of random selection of personnel for interviews and records for review, the organization is reminded that further deviations not established during the audit could be present. The conclusions of the auditors documented either as formal deviations or as observations do not release the company from the responsibility to ensure compliance with the requirements of the standard.

**DRAFT FINAL ACTIVITY
REPORT**



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CERTIFICATE - ENGLISH

CERTIFICATE



TUV Rheinland of North America, Inc.
12 Commerce Road, Newtown, CT 06470

Hereby certifies that

Fundación Centro Nacional de Produccion Más Limpia

**Calle El Lirio No. 19, Col. Maquillishuat
San Salvador, El Salvador**

has established and applies an environmental management system for the

**Environmental Technical Consultantship
in Administrative Offices.**

An audit was performed and documented in Report No. 3091.
Proof has been furnished that the requirements according to

ISO 14001: 2004

are fulfilled.

Certificate Registration No.

74 300 3091

The certificate is valid from
March 10, 2008

The certificate is valid until
March 9, 2011



Rectora Becerra
Certification Manager

**DRAFT FINAL ACTIVITY
REPORT**



CERTIFICATE – SPANISH

CERTIFICADO

TUV Rheinland of North America, Inc.
12 Commerce Road, Newtown, CT 06470



Por el Presente Certifica que

Fundación Centro Nacional de Produccion Más Limpia
Calle El Lirio No. 19, Col. Maquilishuat
San Salvador, El Salvador

Ha establecido y aplica un Sistema de administración ambiental para el

Asesoría Técnica Ambiental
en Oficinas Administrativas.

Mediante auditoría realizada, con n° de informe 3091.
Probando que los Requerimientos de la norma

ISO 14001: 2004

están cubiertos.

No de registro del certificado

74 300 3091

Este certificado es válido de
10 Marzo, 2008

Este certificado es válido hasta
9 Marzo, 2011



Richard C. Smith
Certification Manager

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COMPANY'S INFORMATION

ASOCIACIÓN CENTRO NACIONAL PARA LA PRODUCCION MÁS LIMPIA

Edificio CICR 3er. Piso, 300 Sur Fuente de la Hispanidad
San Pedro Montes de Oca San José, Costa Rica 10003-1000

Representative : Ing. Akira Hidalgo

Certificate Number : 74 300 3093

Accreditation Scheme : ANAB

MS Manual Rev./Date : Rev. 19-October-2007

QA Standard : ISO14001:2004

EAC Code : 35

AUDIT DETAILS

Phase 1 - evaluation of the documentation of the EMS

Date : November 12th, 2007

Phase 2 - certification Audit

Date : December 14th, 2007

Scope of certification:

Environmental technical consultantship in administrative offices.
Asesoría Técnica Ambiental en Oficinas Administrativas

Lead Auditor : Eva Aguilera

Auditor(s) : N/A

AUDIT RESULTS

A Registration audit for the Environmental Management System was performed at the **Asociación Centro Nacional para la Produccion más Limpia** based on the ISO14001:2004 standard, the requirements have been adequately implemented; **five minor deviations** were raised. The company is classified as showing a Limited Complexity Environmental Aspects.

For the above mentioned, the leader auditor recommends the **Asociación Centro Nacional para la Produccion más Limpia** for obtaining its ISO 14001:2004 certificate.

This is a confidential report between TUV Rheinland of North America, Inc., the accreditation body, and the customer. Any other party can obtain right of review only after receiving written permission from the customer.

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PHASE 1 - EVALUATION OF THE DOCUMENTATION OF THE EMS

The evaluation of the documentation of the Environmental Management System was carried out by the auditor Matilde López, on November 12th, 2007. This review was not conducted on site.

Following is a detailed report of the aspects and the findings of this review:

1. Status of EMS Documentation (Document Review)

The documents of the EMS were reviewed; the Manual was not submitted, however the Policy and Objectives and Targets were reviewed. There is not reference to the document control system.

The Organization has documented some procedures for environmental aspects, as well as objectives and targets, policy and environmental aspects.

There is a master list of authorization with a detail of all documents, however the Organization did not submit all documents related in that list, such as: Legislation, document control system, management review records, corrective actions records with root cause analysis; these documents were not reviewed.

The record's retention policy or master list was not reviewed.

2. Evaluation of Qualifications of Environmental Management Representative

Akira Hidalgo is the management representative. His functions and responsibilities as management representative are not clearly defined. Qualification of Mr. Hidalgo was not reviewed.

The Environmental Policy was reviewed; this includes all requirements of the clause 4.2 of the ISO 14001:2004 standard.

3. Evaluation of Aspects and Impacts, and Aspects Significance Analysis

The **Asociación Centro Nacional para la Producción más Limpia** has a documented procedure to evaluate aspects and impacts; there is not a clear definition on how the Organization finds the aspects. Significant aspects are all related to indirect aspects but the impact for those aspects is not clear; the Organization had not identified aspects due to extraordinary operation conditions.

Operational control was not reviewed.

4. Evaluation of Legal and Other Requirements Analysis

Legal requirements were not reviewed since the Organization did not provide them.

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The Objectives are:

1. To reduce the energy consumption
2. To reduce the use of consumables in the office
3. To reduce the use of combustibles in the vehicles
4. To separate the recyclable waste from the waste
5. To define eco friendly consumables in the office

The Organization has documented some programs to meet all the requirements; however the acceptance parameters are not defined.

5. Evaluation of Internal Audit Process

Internal audit was performed on May 10th, 2007. One auditor participated as Leader Auditor. The requirements to become Leader Auditor or Auditor were not reviewed. Qualification of auditor was not reviewed. Audit program and audit plan were not reviewed.

There is not evidence to show that the management review and the internal audit processes were audited.

During the internal audit several deviations were found; the action plan and status of those deviations were reviewed; implementation and verification of corrective actions were not reviewed.

Corrective and preventive actions format does not address root cause and verification. There is no one out of audit corrective action. This action had not been closed. Internal audit to management review was not carried out.

Actions described in the audit report did not show the root cause analysis nor the verification of their implementation.

6. Evaluation of Management Review Process

Management review records were not submitted.

7. Evaluation of Continual Improvement Process

The objectives and targets measurement was not submitted to be evaluated. Environmental performance measurement was not sent to be evaluated.

The Organization does not have a clear definition on how to measure the significant environmental aspects. Improvement process was audited during the internal audit, but the procedure was not reviewed during this Phase 1 Document review.

8. Evaluation of Environmental Management Programs

Organization has several objectives for measuring management performance; the programs could be improved, including a maximum of minimum acceptable to start a corrective action.

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9. Evaluation of Assigned Complexity Level of the Facility Environmental Aspects (Note: formerly referred to as "Environmental Risk Level")

Complexity level is limited due to the processes involved in the area.

10. Availability of Compliance Data

Data of compliance were available; the Organization has objectives compliance data, as well as environmental aspects data.

All data required to be checked were available for this Phase 1 audit.

11. Registration and Surveillance Audit Time

One man-day should be considered for Phase 2 Certification audit, and one man-day for surveillance audits.

12. Evaluation of Readiness for Environmental Registration Audit

The Organization has completed a full cycle of internal audits; however the management review and internal audits processes were not audited.

Suggested certification audit is in 1.5 months.

The following concerns were noted, and must be satisfactorily addressed by the time of the registration audit; otherwise major deviations are likely to be raised:

- **An internal audit to management review and internal audits processes should be done.**
- **Management review must be done before the Phase 2 certification audit.**
- **Legal requirements identification should be done and reviewed and compliance to the legal and other requirement evaluation should be complete before the Phase 2 certification audit.**
- **Significant environmental aspects should have a related impact.**

13. Registration Audit Plan

If the client makes a claim of privilege and denies access to compliance data, the Leader Auditor would include in the audit plan the following steps:

- a) Audit to confirm that a documented procedure for evaluating legal compliance has been developed;
- b) Audit to identify objective evidence of its implementation;
- c) Audit to identify objective evidence of compliance review by management;
- d) Audit to identify objective evidence of implementation of identified corrective and preventive actions.

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14. Results of the Evaluation of the documentation of the EMS

The following concerns were noted, and must be satisfactorily addressed by the time of the registration audit, otherwise major deviations are likely to be raised:

- **An internal audit to management review and internal audits processes should be carried out.**
- **Management review must be done before the Phase 2 certification audit.**
- **Legal requirements identification should be done and reviewed and compliance to the legal and other requirement evaluation should be complete before the Phase 2 certification audit.**
- **Significant environmental aspects should have a related impact.**

Some other findings that could be considered as minor deviation had been detailed in this report.

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PHASE 2 - CERTIFICATION AUDIT

The certification audit was carried out on December 14th, 2007, by the leader auditor Eva Aguilera at the following site:

*Edificio CICR 3er. Piso, 300 Sur Fuente de la Hispanidad
San Pedro Montes de Oca San José, Costa Rica 10003-1000*

The elements evaluated and the findings observed during the registration audit are described below:

1. Summary

A Registration audit for the Environmental Management System was performed at **Asociación Centro Nacional para la Produccion más Limpia** based on the ISO14001:2004 standard.

The requirements have been adequately implemented and presented five minor deviations.

The company is classified as showing a Limited Complexity Environmental Aspects.

The leader auditor recommends the **Asociación Centro Nacional para la Produccion más Limpia** for obtaining its ISO14001:2004 certification.

2. Location Summary Table

Location Edificio CICR 3er. Piso, 300 Sur Fuente de la Hispanidad San Pedro Montes de Oca San José, Costa Rica 10003-1000

SHIFT	1 ^o
EMPLOYEES	5
AUDITED (X)	X

3. System Changes

N/A

4. Use Of Tuv Logo/Accreditation Mark

N/A

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5. Management Responsibility/Reviews

The Organization carried out two management reviews to the environmental management system: the first on November 20th, 2007, and the 2nd on December 12th, 2007.

As a result, the Organization generates a minute in the format 5400.001-FO. Among others, the format contains information of the methodology to evaluate the environmental aspect modification; some devices to weight waste and paper acquisition. Another management review is needed before the Phase 2 audit is conducted.

It was observed that the Organization has some records for management review, however some inputs are not considered as requires ISO 14001:2004 standard, such as external parties communication and the status of the legal compliance and other requirements (see minor deviation 1).

6. Internal Audits

The **Asociación Centro Nacional para la Produccion más Limpia** has the procedure SGA-5300 to perform its internal audits. At the moment of the certification audit, it was observed that the Organization had performed one internal audit to the environmental management system, conducted by an external auditor but using the Organization's procedure. It was observed that the Organization keeps the records of the auditor's competence, who show experience on audits since 1998.

The internal audit was performed on May 10th, 2007. The results show 14 major deviations, 1 minor deviation and 5 observations. At the moment of the registration audit, these deviations were found due closed.

The collect of findings during the audit is done using the checklist 5300.004 where the findings are classified as minor, major and/or observations; it is convenient that the Organization generates a clearest evidence of conforming findings.

The records of the internal audit did not show that the element 4.6 management review was audited (see deviation 5).

7. Corrective Action, Preventive Action

Corrective and preventive actions handling is done according to the procedure SGA5100, rev. 16-04-2007L; the deviation format assures that the Organization has an adequate description of the finding (real or potential). An adequate identification of root causes was observed; also responsible, effectiveness verification and implementation was observed in compliance.

Some preventive actions were observed; these actions were related to the local vehicles used to do the services of the Organization; these actions were used to improve the vehicle's emissions.

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8. Continuous Improvement

The Organization had a positive influence in the offices building, and it has invited them to acquire biodegradable products to do cleaning operations.

It was observed that the Organization has exceeded the requirements of air emissions in vehicles, used by the subcontractors.

The Organization buys and uses recycled paper from Mexico, for all administrative activities.

9. Observations And Opportunities For Improvement

- *It is convenient that the **ASOCIACIÓN CENTRO NACIONAL PARA LA PRODUCCION MÁS LIMPIA** has a clearest consideration of some technological options to change the lighting and shut-off systems in its offices.*
- *The document control procedure could have a clearest reference to the external documents control.*
- *It is convenient that the **ASOCIACIÓN CENTRO NACIONAL PARA LA PRODUCCION MÁS LIMPIA** has a better definition of the timing to evacuate the building, as well as keep an updated list of emergency response telephones (i.e. firefighting, civil protection, etc.)*
- *The Organization has acquired a device to weight the waste; in order to maintain this equipment in adequate operation conditions, it is convenient to determinate its calibration and maintenance plan.*
- *The Records Master List (3300.004-FO), could have a reference to the external communication and records of external training, such as diplomas, etc.*
- *It is convenient that the Organization has a clearest definition of internal audits qualification criteria, regarding the competence of the supplier who conducts the audit.*

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DEVIATION REPORTS – No. 1 / 5

Deviation Report		TÜVRheinland® Precisely Right.	
Company/Auditee : Asociación Centro Nacional para la Produccion más Limpia			
Standard : ISO 14001:2004		Certificate Number: 74 300 3053	
Type of Audit : Registration		Audit Dates: 14 - 14 December 2007	
Element Number : 4.6		Process: Management review	
Established Deviation (What, where, examples, discussed with whom?): Sergio Mismanni			
The records of the two management reviews performed on November 20 2007 and December 12 2007, no showed evidence that the followings inputs that require the ISO 14001:2004 standard were included: Communications from external interested parties and Results of evaluations of compliance with legal requirements and other others			
			Akira Hidalgo Audit Representative (sign)
Grade: Major <input type="checkbox"/> Minor <input checked="" type="checkbox"/>		Lead Auditor approval of corrective actions and implementation date(s) required: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Is a re-audit required? Yes: No <input checked="" type="checkbox"/>		Supporting documents required? Yes: X <input checked="" type="checkbox"/> No <input type="checkbox"/>	
14 December 2007		E. Aguilera	
Date		Lead Auditor (sign)	
Raised by: (print) (if not Lead Auditor)			
Results of the Root Cause Investigation (see instructions):			
Evidence gathered and other records that management show evidence of the performance of communications from external interested parties and results of the performance of compliance with legal requirements were no included in the management reviews			
Proposed corrective action the company will implement (see instructions):			
Checks, queries and other records that summarize and show evidence of the performance of communications from external interested parties and results of compliance with legal requirements will be included in the inputs of the management reviews			
January 6 th 2008		February 29 th 2008	
Proposed Implementation Date(s)		Proposed Verification Date(s)	
		Date	
			Akira Hidalgo Audit Representative (sign)
Proposed corrective action, implementation, and verification dates approved:			
		January 25/08	
		Date	
			Lead Auditor (sign)
Corrective action is implemented and verified as effective:			
		Date	
			Audit Representative (sign)
Record of verification of effectiveness:			
For TÜV use only - (insert date of verification)			
Closed <input type="checkbox"/> Open <input type="checkbox"/>		Date	
			Auditor (sign)

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DEVIATION REPORTS – No. 2 / 5

Deviation Report



Company/Auditee : **Asociación Centro Nacional para la Producción más Limpia**
 San Pedro Montes de Oca San José
 Standard : **ISO 14001:2004** Certificate Number: **14 3011 2003**
 Type of Audit : **Registration** Audit Dates: **14 - 14 December 2007**
 Element Number : **4.3.3** Process: **Objectives, targets and Programmes**

Established Deviation (What, where, examples, discussed with whom?): Carlos M. Perón
 It was observed that three environmental objectives of four objectives defined don't have goals quantifiable:
 Reduction of the paper consumption and toner
 Reduction of emissions to air of the employees' vehicles
 Reduction of waste generation

 Akira Hidalgo
 Audit Representative (sign)

Grade: Major Minor Lead Auditor approval of corrective actions and implementation date(s) required: Yes No
 Is a re-audit required? Yes No Supporting documents required? Yes No

14 December 2007 _____
 Date Lead Auditor (sign) Raised by: (print) (if not Lead Auditor)

Results of the Root Cause Investigation (see instructions):
 Three environmental objectives didn't have goals quantifiable because the consumption amounts were not known, therefore the quantitative goals were not set

Proposed corrective action the company will implement (see instructions):
 Measure or estimate the consumption or generation amounts of paper, toner, inks and sold waste. After these quantities are known quantifiable reduction goals will be set
 January 30th 2008 February 28th 2008 January 1st 2008 _____
 Proposed Implementation Date(s) Proposed Verification Date(s) Date Audit Representative (sign)

Proposed corrective action, implementation, and verification dates approved: January 25/2008 _____
 Date Lead Auditor (sign)

Corrective action is implemented and verified as effective: _____
 Date Audit Representative (sign)

Record of verification of effectiveness: For TUV use only - document evidence of verification
 Closed Open _____
 Date Auditor (sign)

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DEVIATION REPORTS - No. 3 / 5

Deviation Report **TÜVRheinland** Precisely Right.

Company/Auditee : **Asociación Centro Nacional para la Produccion más Limpia**
 San Pedro Montes de Oca San José
 Standard ISO:14001:2004 Certificate Number: 74 300 3003
 Type of Audit Registration Audit Dates: 14 - 14 December 2007
 Element Number 4.3.1 Process: Environmental aspects

Established Deviation (What, where, examples, discussed with whom?): Akira Hidalgo
 Although the organization has identified the potentials environmental aspects (emergency) and abnormal operation, it didn't evaluate its significance through the applicable procedure named 4100 (Identificación de Aspectos Ambientales) used for identification and evaluation of environmental aspects.

 Akira Hidalgo
 Audit Representative (sign)

Grade: Major Minor Lead Auditor approval of corrective actions and implementation date(s) required: Yes No
 Is a re-audit required? Yes No Supporting documents required? Yes No

14 December 2007 Eva Aguilera
 Date Lead Auditor (sign) Raised by: (print) (if not Lead Auditor)

Results of the Root Cause Investigation (see instructions):
 The significance of the potentials environmental aspects (emergency) and abnormal operation was not evaluated because in our organization there is no formal procedure implemented before therefore they will be based in action plans or suggestions.

Proposed corrective action the company will implement (see instructions):
 The significance of the potentials environmental aspects (emergency) and abnormal operation will be evaluated considering instructions or suggestions of this occurrence.
January 30th 2008 February 29th 2008 January 17th 2008
 Proposed Implementation Date(s) Proposed Verification Date(s) Date Audit Representative (sign)

Proposed corrective action, implementation, and verification dates approved: January 25/2008
 Date Lead Auditor (sign)

Corrective action is implemented and verified as effective: _____
 Date Audit Representative (sign)

Record of verification of effectiveness: For TÜV use only - document evidence of verification
 Closed Open _____
 Date Auditor (sign)

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DEVIATION REPORTS – No. 4 / 5

Deviation Report		TÜVRheinland Precisely Right.	
Company/Auditue : Asociación Centro Nacional para la Produccion más Limpia			
San Pedro Montes de Oca San José		Certificate Number: 74 300 3093	
Standard ISO:14001:2004	Type of Audit Registration	Audit Dates: 14 - 14 December 2007	
Element Number 4.3.2	Process: Competence, training and awareness		
Established Deviation (What, where, examples, discussed with whom?): Akira Hidalgo			
It was observed that although there is a procedure (SGA 4300) for detection of the training needs that indicates that the organization carries out this task every three months through the format 4500.002, the organization doesn't have records that show evidence of the application of this procedure in its employees.			
			 Akira Hidalgo Audit Representative (sign)
Grade: Major <input type="checkbox"/> Minor <input checked="" type="checkbox"/>	Lead Auditor approval of corrective actions and implementation date(s) required: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Is a re-audit required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Supporting documents required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
14 December 2007	 Eye Auditor		
Date	Lead Auditor (sign)	Raised by: (print) (if not Lead Auditor)	
Results of the Root Cause Investigation (see instructions):			
The detection of training needs was made before the external audit, because the procedure 4500.002 was one of the most important, like an audit to avoid several environmental trainings with the exception of the administrative assistant who was hired then nothing.			
Proposed corrective action the company will implement (see instructions):			
Addition of the training needs will be program and applied to our employees this new procedure (OFA 002) will be range and the objectives of the training needs will be done every year.			
January 2008	February 2008	December 2007	 Audit Representative (sign)
Proposed Implementation Date(s)	Proposed Verification Date(s)	Date	
Proposed corrective action, implementation, and verification dates approved:		January 25, 2008	 Lead Auditor (sign)
Corrective action is implemented and verified as effective:		Date	Audit Representative (sign)
Record of verification of effectiveness: For TÜV use only – document evidence of verification			
Closed <input type="checkbox"/> Open <input type="checkbox"/>	Date		Auditor (sign)

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DEVIATION REPORTS – No. 5 / 5

Deviation Report		TÜVRheinland® Precisely Right.	
Company/Auditee : Asociación Centro Nacional para la Produccion más Limpia			
Standard	San Pedro Montes de Oca San José ISO:14001:2004	Certificate Number:	24 000 0093
Type of Audit	Registration	Audit Dates:	14 - 14 December 2007
Element Number	4.5.5	Process:	Internal audit
Established Deviation (What, where, examples, discussed with whom?): <i>Akira Hidalgo</i>			
The records of the internal audit performed on May 10, 2007 didn't show evidence that the element 4.6 (Management Review) has been audited.			
			 Akira Hidalgo Audit Representative (sign)
Grade: Major <input type="checkbox"/> Minor <input checked="" type="checkbox"/>		Lead Auditor approval of corrective actions and implementation date(s) required: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Is a re-audit required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Supporting documents required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Date: 14 December 2007		 Eva Argueta Lead Auditor (sign)	
Date		Raised by: (print) (if not Lead Auditor)	
Results of the Root Cause Investigation (see instructions):			
<i>The internal audit was performed previously than Management Review</i>			
Proposed corrective action the company will implement (see instructions):			
<i>The internal audit will be performed to audit Management Review procedure and to verify the effectiveness of the corrective actions found in the internal audit</i>			
Proposed Implementation Date(s): <i>January 20th 2008</i>		Proposed Verification Date(s): <i>February 29th 2008</i>	
Date		Date	
		 Audit Representative (sign)	
Proposed corrective action, implementation, and verification dates approved:		Date: <i>January 25/2008</i>	
Corrective action is implemented		 Lead Auditor (sign)	
Corrective action is implemented and verified as effective:		Date	
Record of verification of effectiveness:		Date	
Closed <input type="checkbox"/> Open <input type="checkbox"/>		Date	
		Auditor (sign)	

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AUDIT SUMMARY AND PLAN

Audit Summary & Plan		TÜVRheinland [®] Precisely Right.	
Auditee	Asociación Centro Nacional para la Producción más Limpia Edificio CICR 3er. Piso, 300 Sur Frente de la Hispanidad San Pedro Montes de Oca San José, Costa Rica 10003-1000		
Audit Rep.	Ing. Akira Hidalgo		
Cont. No.	74 300 3083		
Scope	Environmental technical consultancy in administrative offices. Asesoría Técnica Ambiental en Oficinas Administrativas		
Standard	ISO:14001:2004	Type of Audit	Registration
Lead Auditor	Eva Aguilar		
Auditor(s)	N/A		
Audit Language	Spanish	Translator(s)	N/A
Date	14-14 December 2007		
Audit Days	Required: <input type="text" value="1"/>	Planned: <input type="text" value="1"/>	Performed: <input type="text" value="1"/>
Explain Any Variations	None		
Reference Documents	EMS manual Rev. 19 Octubre 2007 4000.002_GL		
<p>This audit plan lists the expected time and duration for each audit activity. Break times are flexible and can be matched to each company area. Key managers in the areas to be audited need to be available for interviews by the audit team. The plan can be rearranged if there are scheduling conflicts.</p> <p>Please have the following information available during the audit. If the information exists electronically, there is no need to make hardcopies prior to the audit.</p>			
<input type="checkbox"/>	Customer list with supplier codes	<input type="checkbox"/>	Fractured reduction plan
<input type="checkbox"/>	Use of TÜV logo and accreditation marks	<input type="checkbox"/>	Original deviation reports from last TRNA audit
<input checked="" type="checkbox"/>	Changes to current scope of application	<input checked="" type="checkbox"/>	Contingency plan
<input type="checkbox"/>	Customer performance reports	<input type="checkbox"/>	New products list
<input type="checkbox"/>	Customer complaints	<input type="checkbox"/>	New employee list / current headcount per shift
<input checked="" type="checkbox"/>	Management review records	<input type="checkbox"/>	Quality plans / control plans for running jobs
<input type="checkbox"/>	Continuous improvement records	<input checked="" type="checkbox"/>	List of vendors / subcontractors
<input checked="" type="checkbox"/>	Environmental objectives-measures/measureables	<input type="checkbox"/>	Laboratory scope
<input type="checkbox"/>	Organization chart	<input type="checkbox"/>	Procedure index with latest revision dates
<input checked="" type="checkbox"/>	Environmental manual	<input type="checkbox"/>	Environmental records list and locations
<input type="checkbox"/>	Prioritized action plan	<input type="checkbox"/>	
<p>TÜV Rheinland will require a management guide for each member of our team, the use of a meeting room, phone, copy machine and access to a PC with a USB port and the resources to print the audit report in Word 2002 format.</p> <p>Any need for changes should immediately be clarified with the lead auditor by telephone at Any need for changes should immediately be clarified with the lead auditor at (Tel: 8503-8940) or by e-mail at eaquilar@mx.tuv.com.</p>			
December/10/2007		Eva Aguilar M.	
Date		Lead Auditor	

DRAFT FINAL ACTIVITY REPORT



AUDIT SUMMARY AND PLAN

Audit Summary & Plan					
Date	Time	Organization Area	Process Activity	Standard Section	Comments
December 14/2007					
	06:30	All	Opening Meeting		Eva Aguilera
	08:00	Guides	Facilities, Internal and External Tour (Environmental Aspects Identification)	4.3.1	Eva Aguilera
	08:30	Dirección Ejecutiva	Environmental Policy Management Review Objectives, targets and Programmes	4.6 4.2 4.3.3	Eva Aguilera
	10:30	Gestor Ambiental	Environmental Aspects	4.3.1	Eva Aguilera
	11:30	Gestor Ambiental	Legal and other requirements Evaluation of compliance Monitoring and measurement	4.3.2 4.5.2 4.5.1	Eva Aguilera
	12:30	Gestor Ambiental	Operational Control	4.4.6	Eva Aguilera
	13:00	Human resources	Resources, roles, responsibility and authority Competence, Training and Awareness	4.4.1 4.4.2	Eva Aguilera
	13:30	Lunch			
	14:30	Gestor Ambiental	Internal audit Non conformity Corrective action and Preventive action	4.5.5 4.5.3	Eva Aguilera
	15:30	Gestor Ambiental, todo el personal	General Requirements Documentation Control of Documents Control of Records	4.1 4.4.4 4.4.5 4.5.4	Eva Aguilera
	16:30	Gestor Ambiental, todo el personal	Emergency preparedness and response Communication	4.4.7 4.4.3	Eva Aguilera
	17:30	All	Closing meeting		Eva Aguilera
18:00	End of Audit				

DRAFT FINAL ACTIVITY REPORT



OPENING AND CLOSING MEETING LIST

Opening and Closing Meeting List



74 300 3093

Asociación Centro Nacional para la Producción Mas Limpia
San Pedro Montas de Oca


Name (please print)	Signature	Title	Opening	Closing
Daniel Alvarado	<i>[Signature]</i>	Asistente	14/12/07	19/12/07
Carlos Pedraza	<i>[Signature]</i>		✓	19/12/07
Leandro Proenza	<i>[Signature]</i>	DIRECTOR OPERATIVO	✓	19/12/07
Alicia Hidalgo Segura	<i>[Signature]</i>	Jefes de Proyecto	✓	19/12/07

DRAFT FINAL ACTIVITY REPORT



INTERVIEW LIST

Interview List
 74 300 3093
 Asociación Centro Nacional para la Produccion Mas Limpia
 San Pedro Montes de Oca



How to complete this form:
 1) Enter interviewee information below, one per line. Please make sure column 3 is completed.
 2) Please use a new form if more lines are required.
 3) Return completed form to lead auditor / auditor.

Name (please print)	Title / Job Function	Process/Line/Element	Shift
Examples: Mary Smith Jim Thomas	Customer Service Rep. Machine Operator	Contract review/ Sales/ CNC #31 valve line 5	1, 2, 3
JOSÉ RICARDO MONTAÑA	DIRECTOR EFECTIVA	4.2.4.6	1
Alicia Hidalgo Segura	Oficial de Proyectos	4.2.4.6, 4.3.7, 13	1
Carlos Manuel Ruiz	Director Técnico	4.2.4.6, 4.3.2, 4.5.0	1
Dominika Alvarado	Asesora Técnica	4.5.2, 4.5.3, 4.5.6	1
		4.2, 4.4.7, 4.2	1
Alicia Hidalgo Segura	Oficial de Proyectos	4.4.4, 4.4.1, 4.1, 4.4.2	1
		4.4.5, 4.4.6, 4.4.7	
		4.5.7, 4.5.5, 4.5.4	

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MAINTENANCE VISITS

The three audit cycle includes the following visits:

TYPE OF AUDIT	DUE DATE
Registration audit	December 14, 2007
1 st Surveillance visit	December, 2008
2 nd Surveillance visit	December, 2009

ACTIVITIES TO MAINTAIN THE CERTIFICATION

In order to maintain valid its certification, the **ASOCIACIÓN CENTRO NACIONAL PARA LA PRODUCCION MÁS LIMPIA** shall:

- 1) Operate and maintain the certificated system, according to their procedures and the requirements established by the standard ISO14000:2004
- 2) Keep and maintain available for auditing purposes all the records generated during its operation.
- 3) Receive in scheduled dates, the surveillance audits.
- 4) Notify to the TÜV Rheinland Quality Registration Division office of any significant changes to the environmental system, senior management, management representative, facilities, or quality system documentation structure. QRS Division management will review the changes with the customer and determine the need, if any, for additional actions to ensure the validity of the registration certificate.
- 5) Since the audit is performed by means of random selection of personnel for interviews and records for review, the organization is reminded that further deviations not established during the audit could be present. The conclusions of the auditors documented either as formal deviations or as observations do not release the company from the responsibility to ensure compliance with the requirements of the standard.

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REPORT**



CERTIFICATE - ENGLISH

CERTIFICATE

TUV Rheinland of North America, Inc.
12 Commerce Road, Newtown, CT 06470



Hereby certifies that

Asociación Centro Nacional para la Produccion más Limpia

**Edificio CICR, 3er. piso, 300 m sur de la Fuente de la Hispanidad,
San José, Montes de Oca, San Pedro, 2050, Costa Rica.**

has established and applies an environmental management system for the

**Environmental Technical Consultanship
in Administrative Offices.**

An audit was performed and documented in Report No. 3093.
Proof has been furnished that the requirements according to

ISO 14001: 2004

are fulfilled.

Certificate Registration No.

74 300 3093

The certificate is valid from
April 27, 2008

The certificate is valid until
April 26, 2011




Certification Manager

DRAFT FINAL ACTIVITY
REPORT



CERTIFICATE – SPANISH

CERTIFICADO

TUV Rheinland of North America, Inc.
12 Commerce Road, Newtown, CT 06470



Por el Presente Certifica que

Asociación Centro Nacional para la Produccion más Limpia

**Edificio CICR, 3er. piso, 300 m sur de la Fuente de la Hispanidad,
San José, Montes de Oca, San Pedro, 2050, Costa Rica.**

Ha establecido y aplica un Sistema de administración ambiental para el

**Asesoría Técnica Ambiental
en Oficinas Administrativas.**

Mediante auditoría realizada, con n° de informe 3093.
Probando que los Requerimientos de la norma

ISO 14001: 2004

están cubiertos.

No de registro del certificado

74 300 3093

Este certificado es válido de
27 Abril, 2008

Este certificado es válido hasta
26 Abril, 2011



Certification Manager

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COMPANY'S INFORMATION

FUNDACIÓN CENTRO GUATEMALTECO DE PRODUCCION MÁS LIMPIA

Ruta 6, 9.21 Zona 4 Edificio CIG Oficina 4-C, Nivel 4.
Ciudad de Guatemala, Guatemala

Representative : Ing. Luis Muñoz

Certificate Number : 74 300 3092

Accreditation Scheme : ANAB

MS Manual Rev./Date : Rev. 01-May-2007

QA Standard : ISO14001:2004

EAC Code : 35

AUDIT DETAILS

Phase 1 - evaluation of the documentation of the EMS

Date : September 18th, 2007

Phase 2 - certification Audit

Date : December 12th & 13th, 2007

Scope of certification:

Environmental technical consultancy in administrative offices.

Asesoría Técnica Ambiental en Oficinas Administrativas

Lead Auditor : Eva Aguilera

Auditor(s) : N/A

AUDIT RESULTS

A Registration audit for the Environmental Management System was performed at the **Fundación Centro Guatemalteco de Produccion más Limpia** based on the ISO14001:2004 standard. The requirements have been adequately implemented; **three minor deviations** were raised. The company is classified as showing a Limited Complexity Environmental Aspects.

For the above mentioned, the leader auditor recommends **Fundación Centro Guatemalteco de Produccion más Limpia** for obtaining its ISO 14001:2004 certification.

This is a confidential report between TUV Rheinland of North America, Inc., the accreditation body, and the customer. Any other party can obtain right of review only after receiving written permission from the customer.

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PHASE 1 - EVALUATION OF THE DOCUMENTATION OF THE EMS

The evaluation of the documentation of the Environmental Management System was carried out by the auditor Matilde López, on May 1st, 2007. This review was not conducted on site.

Following is a detailed report of the aspects evaluated and the findings of this review:

1. Status of EMS Documentation (Document Review)

The documents of the EMS were reviewed; some of these documents have reference to the environmental, health and safety system, such as the procedure 1100.002 GL "Process architecture".

The Organization has documented some procedures for environmental aspects, as well as the manual, objectives and targets, scope, policy, environmental aspects, legislation applicable, among others.

2. Evaluation of Qualifications of Environmental Management Representative

Luis Muñoz is the management representative of the EMS. His functions and responsibilities as management representative were not reviewed. This revision will be done during the Phase 2 audit.

The Environmental Policy was reviewed; this includes all requirements of the clause 4.2 of the ISO 14001:2004 standard.

3. Evaluation of Aspects and Impacts, and Aspects Significance Analysis

The **Fundación Centro Guatemalteco de Produccion más Limpia** has a diagram with inputs and outputs of the processes; they have different parameters enables the organization to evaluate consequences, control over the aspect and normal and extraordinary operation conditions.

The Organization grouped the aspects in different categories, and this classification is documented. The Organization appoints to operational controls, objectives, targets and indicators. These indicators could be improved to show the minimum or maximum acceptable to start a corrective action.

Procedure in place was not reviewed.

4. Evaluation of Legal and Other Requirements Analysis

The formats used for this purposes are the 1600 (environmental management); the format 1600-001-FO is the document where the Organization lists its legal requirements.

The legal requirements do not show water discharge and green house gases requirements, and do not appoint any other requirement, if any. It is not clear the process to update any change in the legislation. This will be reviewed during the Phase 2 audit.

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The Organization does not appoint any international agreement or municipal legislation. Appliance will be reviewed during Phase 2 audit.

Legal requirements are very general, so the Organization could have a mayor detail in order to clarify the requirements. Other requirements from corporate had not been identified.

The Objective is:

- 1) To assure the efficiency, implementation and improvement of the environmental performance and of the environmental and quality system.

The Organization could define an indicator to measure environmental performance and efficiency implementation and improvement of the system.

The Organization has the format 1100.011- GL to program the objectives. These objectives do not address a responsible of compliance and resources to get compliance. This will be reviewed during Phase 2 audit in the form designed by the Organization.

5. Evaluation of Internal Audit Process

Internal audit was performed on May 25th, 2007. One auditor acted as Leader Auditor. The requirements to become a Leader Auditor or Auditor were not reviewed. Qualification of auditor was not reviewed. This will be done during Phase 2 audit.

There is not evidence to show that the management review process was audited.

During the internal audit several deviations were found; the format to track the closure of those deviations was not reviewed; implementation and verification of corrective actions were not reviewed. This will be reviewed during Phase 2 audit.

Corrective and preventive actions format does not address responsible and date for the actions. There is one out of audit corrective action. This action had not been closed. Internal audit to management review was not done. This will be reviewed during Phase 2 audit.

Actions described into the audit report did not show the root cause analysis nor the verification of their implementation. This will be reviewed during Phase 2 audit.

6. Evaluation of Management Review Process

The management reviews were showed; the management review is in compliance with ISO14001:2004 standard, however, the objectives could be measured in a clearest manner. This will be reviewed during Phase 2 audit.

7. Evaluation of Continual Improvement Process

The Organization has a documented process for measuring and monitoring.

The Improvement process was audited during the internal audit, but the procedure was not reviewed during this Phase 1 Document review.

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8. Evaluation of Environmental Management Programs

The Organization has several objectives to measure management performance. Programs could be improved, including responsible of the actions, time and a maximum of minimum acceptable results to start a corrective action.

9. Evaluation of Assigned Complexity Level of the Facility Environmental Aspects (**Note:** formerly referred to as "Environmental Risk Level")

Complexity level is limited due to the processes involved in the area.

10. Availability of Compliance Data

Data of compliance were available; the Organization has objectives compliance data, as well as environmental aspects data.

All data required to be checked were available for this Phase 1 audit.

11. Registration and Surveillance Audit Time (refer to Quoting Tables, Annex D, specifically for facilities over 1500 employees)

One man-day should be considered for Phase 2 Certification audit, and one man-day for surveillance audits.

12. Evaluation of Readiness for Environmental Registration Audit

The Organization has completed a full cycle of internal audits; however it was not audited the management review process.

Suggested certification audit is in 1.5 months.

The following concern was noted, and must be satisfactorily addressed by the time of the registration audit; otherwise major deviations are likely to be raised:

- **An internal audit to management review process should be done.**

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13. Registration Audit Plan

If the client makes a claim of privilege and denies access to compliance data, the Leader Auditor would include in the audit plan the following steps:

- a) Audit to confirm that a documented procedure for evaluating legal compliance has been developed;
- b) Audit to identify objective evidence of its implementation;
- c) Audit to identify objective evidence of compliance review by management;
- d) Audit to identify objective evidence of implementation of identified corrective and preventive actions.

14. Results of the Evaluation of the documentation of the EMS

The following concerns were noted, and must be satisfactorily addressed by the time of the Phase 2 registration audit, otherwise major deviations are likely to be raised:

- **An internal audit to management review process should be done.**

Some other findings that could be considered as minor deviation had been detailed in this report.

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PHASE 2 - CERTIFICATION AUDIT

The certification audit was carried out on December 12th & 13th, 2007, by the leader auditor Eva Aguilera at the following site:

*Ruta 6 9-21 Zona 4 Edif. CIG, Nivel 4 Ofic. 4C
Ciudad de Guatemala, Guatemala*

The elements evaluated and the findings observed during the registration audit are described below:

1. Summary

A Registration audit for the Environmental Management System was performed at **Fundación Centro Guatemalteco de Produccion Más Limpia** based on the ISO14001:2004 standard.

The requirements have been adequately implemented and there were raised three (3) minor deviations.

The company is classified as showing a Limited Complexity Environmental Aspects.

The leader auditor recommends the **Fundación Centro Guatemalteco para la Produccion más Limpia** for obtaining its ISO14001:2004 certification.

2. Location Summary Table

Location Ruta 6 9-21 Zona 4 Edif. CIG, Nivel 4 Ofic. 4C Ciudad de Guatemala, Guatemala

SHIFT	1 ^o
EMPLOYEES	6
AUDITED (X)	X

3. System Changes

N/A

4. Use Of Tuv Logo/Accreditation Mark

N/A

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5. Management Responsibility/Reviews

Management review process is performed at least once a year; the Organization carried out one partial management review for the environmental and quality management systems before the Phase 1 audit, and another complete management review before the Phase 2 registration audit. Last management review was done on December 11th, 2007, and it was observed that the records include all the requirements of the ISO14001:2004 standard, however this could be improved if there is a clearest identification of the other requirements status evaluation.

It was observed that the management review records show a clear status of the corrective actions, classified as found during the internal audit and out of it. Objectives compliance is also reviewed and the projected improvements for 2008; there are five improvement plans and the conclusion of the management review are included in the minute.

The Organization has an environmental policy that is in compliance with the standard, besides it includes the commitment to incorporate environmental considerations in the service delivery and goods and services acquisition for the organization. The environmental policy is available in the web page www.cgpl.org.gt.

6. Internal Audits

Internal audits are performed according to the procedure 1500 "Continuous improvement", this procedure is shared with the quality management system; the program of the audits (1500-002-GL), considers internal and external audits, the audit plan (15-003-F), considers areas to be audited. This could be improved if the areas where the organization has influence, such as bathrooms and vehicles are included. The **Fundación Centro Guatemalteco de Produccion Más Limpia** had carried out an audit to the environmental management system, and to take care of the impartiality of the audit process, audit was done by a subcontractor, as required in the internal procedure. The Organization shows adequate evidence of the competence of this supplier, however the Organization, could have a clearest consideration of the competence of internal auditors and suppliers that perform this service.

Audit records do not show clear evidence that all clauses of the standard were audited. i.e.: there is not evidence of auditing the management review process (4.6); emergency response (4.4.7) and 4.5.5 internal audits (see deviation 3).

Results of the audit showed 8 deviations with good root cause analysis, applied corrective actions and effectiveness evaluation; at the moment of the Phase 2 audit, all non conformities were closed.

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7. Corrective Action, Preventive Action

The Organization has the procedure 1500 "Continuous improvement" for the management of the corrective, preventive and improvement actions; for the identification of the causes; for the identification of non conformance, and the identification of the effectiveness.

In the corrective actions application it is used the format 1500-004FO; it was observed that causes identification is taken properly, they were observed five corrective actions, eight preventive actions, and some improvement actions, among the ones it could be emphasized the efficient use of water where the organization has influence, as example, proper water use by the neighbors in the buildings where the organization is located.

8. Continuous Improvement

It was observed that the Organization has clearly defined programs of improvement that are revised during the management review. These programs of improvement are independent of the environmental objectives and they are related mainly to the reduction of consumption of natural resources such as water, paper and electric energy consumption.

9. Observations And Opportunities For Improvement

- *It is convenient that the evaluation criteria for environmental aspects called Legal compliance requirement and acquisition have a better consideration of levels or value.*
- *The use of toner and generation of batteries could be considered as environmental aspects.*
- *One of the Organization's activities is to assist companies in relation to legal compliance; it is convenient that the procedure to identify legal compliance (1600) identifies in a clearest manner the access to the legal requirements and other requirements.*
- *To monitor objectives, it is convenient to relate the energy and paper consumption to the services given or number of employees, in order to have a better indicator of the performance.*
- *Drill reports could have a clearest reference to the number of employees participating in the drill and the response time.*
- *It is convenient that the organization have better information in the records of the energy consumption to assure the devices status.*
- *It is convenient that the format 1600-001-FO "Legal requirements" have a better reference to legal requirements related to the administrative office operation, such as civil protection, evacuation routes and extinguisher installation.*
- *The Records Master List could have a reference to the external training records, such as diplomas.*

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- *The audit plan 15-003, FO could consider the appliance of the audit in the areas where the Organization has some influence, such as bathrooms and vehicles.*
- *It is convenient that the Organization has a clearest definition of the criteria to qualify the auditors or the competence of the suppliers who perform the internal audits.*
- *Management review records could have a clearest reference of the status of the other requirements' status.*

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DEVIATION REPORTS – No. 1 / 3

Deviation Report



Company/Auditee : **Fundación Centro Guatemalteco de Producción más Limpia**

Ciudad de Guatemala

Standard : ISO 14001:2004

Certificate Number: 74 300 3092

Type of Audit : Registration

Audit Dates: 12 - 13 December 2007

Element Number : 4.3.1

Process: Environmental aspects

Established Deviation: (What, where, examples, discussed with whom?): Luis Muñoz

Although the organization has identified the potential environmental aspects (emergency) and abnormal operation, it didn't evaluate its significance through the applicable procedure named 16000 (Gestión Ambiental) used for identification and evaluation of environmental aspects.

[Signature]
Luis Muñoz

Audit Representative (sign)

Grade: Major Minor Lead Auditor approval of corrective actions and implementation details required? Yes No

Is a re-audit required? Yes No Supporting documents required? Yes No

13 December 2007

[Signature]
Lead Auditor (sign)

Raised by: (print) (if not Lead Auditor)

Results of the Root Cause Investigation (see instructions):

please see next page

Proposed corrective action the company will implement (see instructions):

Please, see next page

03/02/2008

07/05/2008

21/12/2007

Proposed Implementation Date(s)

Proposed Verification Date(s)

Date

[Signature]
Audit Representative (sign)

Proposed corrective action, implementation, and verification dates approved:

January 16, 2008

Date

Corrective action is implemented and verified as effective:

Date

[Signature]
Audit Representative (sign)

Record of verification of effectiveness:

For TÜV use only – document evidence of verification

Closed Open

Date

[Signature]
Auditor (sign)

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DEVIATION REPORTS – No. 2 / 3

Deviation Report	TÜVRheinland® Precisely Right.
Company/Auditee : Fundación Centro Guatemalteco de Produccion más Limpia Ciudad de Guatemala	
Standard : ISO:14001:2004	Certificate Number: 74 303 3092
Type of Audit : Registration	Audit Dates: 12 - 13 December 2007
Element Number : 4.5.2	Process: Evaluation Other requirements
Established Deviation (What, where, examples, discussed with whom?): Ma Amalia Porta	
The records of the last evaluation of compliance performed on December.01. 2007 didn't consider the evaluation of the following other requirements to which organization subscribes i.e.:	
<ul style="list-style-type: none"> - Agreement with BID - Red Laundamariana de Produccion más Limpie - Agreement with CENTRARSE 	
 Luis Muñoz Audit Representative (sign)	
Grade: Major <input type="checkbox"/> Minor <input checked="" type="checkbox"/>	
Lead Auditor approval of corrective actions and implementation details required: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Is a re-audit required? Yes: <input type="checkbox"/> No <input checked="" type="checkbox"/> Supporting documents required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
13 December 2007 Date	 Lead Auditor (sign)
Reised by: (print) (if not Lead Auditor)	
Results of the Root Cause Investigation (see instructions): Please, see next page	
Proposed corrective action the company will implement (see instructions): Please, see next page	
03/02/2008 Proposed Implementation Date(s)	07/03/2008 Proposed Verification Date(s)
21/12/2007 Date	 Audit Representative (sign)
Proposed corrective action, implementation, and verification dates approved:	
1 January 16/2008 Date	
Corrective action is implemented and verified as effective:	
Date: _____ Audit Representative (sign): _____	
Record of verification of effectiveness:	
For TÜV use only – document evidence of verification	
Closed <input type="checkbox"/> Open <input type="checkbox"/>	
Date	Auditor (sign)

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DEVIATION REPORTS – No. 3 / 3

Deviation Report		TÜVRheinland Precisely Right.	
Company/Auditee : Fundación Centro Guatemalteco de Produccion más Limpia			
Standard	Ciudad de Guatemala ISO 14001:2004	Certificate Number:	74 300 3092
Type of Audit	Registration	Audit Dates:	12 - 13 December 2007
Element Number	4.5.5	Process:	Internal audit
Established Deviation (What, where, examples, discussed with whom?): Luis Muñoz			
The records of the internal audits didn't show evidence that the elements 4.4.7 (Emergency Preparedness and response), 4.6 (Management Review) and 4.5.5 (Internal audit) has been audited.			
 Luis Muñoz Audit Representative (sign)			
Grade: Major <input type="checkbox"/> Minor <input checked="" type="checkbox"/>		Lead Auditor approval of corrective actions and implementation details required: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Is a re-audit required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Supporting documents required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
13 December 2007		 Lead Auditor (sign)	
Date	Lead Auditor (sign)	Raised by: (print) (if not Lead Auditor)	
Results of the Root Cause Investigation (see instructions):			
Please, see next page			
Proposed corrective action the company will implement (see instructions):			
Please, see next page			
07/03/2008	14/03/2008	21/12/2007	 Audit Representative (sign)
Proposed Implementation Date(s)	Proposed Verification Date(s)	Date	
Proposed corrective action, implementation, and verification dates approved:			 Lead Auditor (sign)
Corrective action is implemented and verified as effective:			January 16/2008 Date
Record of verification of effectiveness:			Date Audit Representative (sign)
<small>For TÜV use only – document evidence of verification</small>			
Closed <input type="checkbox"/> Open <input type="checkbox"/>		Date	Auditor (sign)

DRAFT FINAL ACTIVITY REPORT



AUDIT SUMMARY AND PLAN

Audit Summary & Plan



Auditee : Fundación Centro Guatemalteco de Produccion más Limpia
 Ruta 6 B-21 Zona 4 Edif. CIG, Nivel 4 Ofic. 40
 Ciudad de Guatemala, Guatemala

Audit Rep. : Ing. Luis Muñoz
Cert. No. : 74 300 3092
Scope : Environmental technical consultancy in administrative offices, Asesoría Técnica Ambiental en Oficinas Administrativas

Standard : ISO 14001:2004 **Type of Audit** : Registration
Lead Auditor : Eva Aguilera
Auditor(s) : N/A
Audit Language : Spanish **Translator(s)** : N/A
Date : 12-13 December 2007
Audit Days : Required Planned Performed
Explain Any Variations : None
Reference Documents : EMS manual Rev. 01 May 2007 1100-008-GL

This audit plan lists the expected time and duration for each audit activity. Break times are flexible and can be matched to each company area. Key managers in the areas to be audited need to be available for interviews by the audit team. The plan can be rearranged if there are scheduling conflicts.

Please have the following information available during the audit. If the information exists electronically, there is no need to make hardcopies prior to the audit.

Customer list with supplier codes	Prioritaz reduction plan
List of TÜV tags and accreditation marks	Original deviation reports from last TRMA audit
<input checked="" type="checkbox"/> Changes to current scope of application	<input checked="" type="checkbox"/> Contingency plan
Customer performance reports	New products list
Customer complaints	New employees list / current headcount per shift
<input checked="" type="checkbox"/> Management review records	Equality plans / control plans for running jobs
Continuous improvement records	<input checked="" type="checkbox"/> List of vendors / subcontractors
<input checked="" type="checkbox"/> Environmental objectives-metrics/measures/records	Laboratory scope
Organization chart	Procedure index with latest revision dates
<input checked="" type="checkbox"/> Environmental manual	Environmental records list and locations
Prioritized action plan	

TÜV Rheinland will require a management guide for each member of our team, the use of a meeting room, phone, copy machine and access to a PC with a USB port and the resources to print the audit report in Word 2002 format.

Any need for changes should immediately be clarified with the lead auditor by telephone at Any need for changes should immediately be clarified with the lead auditor at (Tel: 6503-9940) or by e-mail at eaquilera@mx.tuv.com

December 05/2007

Date

Eva Aguilera M

Lead Auditor

DRAFT FINAL ACTIVITY REPORT



AUDIT SUMMARY AND PLAN

Audit Summary & Plan					
74-300 3002		Fundación Centro Guatemalteco de Producción más Limpia			
Date	Time	Organization Area	Process Activity	Standard Section	Comments
December 12/2007					
	08:30	All	Opening Meeting		Eva Aguilera
	10:00	Guides	Facilities, Internal and External Tour (Environmental Aspects Identification)	4.3.1	Eva Aguilera
	10:30	Eco management	4.2 Environmental Policy	4.6	Eva Aguilera
	11:00	Environmental area	4.8 Management Review	4.2	Eva Aguilera
	11:30	Environmental area	Environmental Aspects	4.3.1	Eva Aguilera
	12:00	Responsible persons	Objectives, targets and Programmes	4.3.3	Eva Aguilera
	12:30	Lunch			
	14:00	Environmental area	Legal and other requirements	4.3.2	Eva Aguilera
			Evaluation of compliance	4.5.2	
			Monitoring and measurement	4.5.1	
	15:00	Human resources area	Resources, roles, responsibility and authority	4.4.1	Eva Aguilera
			Competence, Training and Awareness	4.4.2	
	16:30	Brigades and responsible	Emergency preparedness and response	4.4.7	Eva Aguilera
			Communication	4.4.3	
	17:00	Control documents area	General Requirements	4.1	Eva Aguilera
			Documentation	4.4.4	
			Control of Documents	4.4.5	
			Control of Records	4.5.4	
	18:00	Management representative	1st Day Results Inform		Eva Aguilera
		End of first day			
December 13/2007					
	09:00	Process areas	Operational Control	4.4.6	Eva Aguilera
	11:00	Internal Lead Auditor	Internal audit	4.5.5	Eva Aguilera
			Non conformity Corrective action and Preventive action	4.5.3	
	11:00	All	Closing meeting		Eva Aguilera
		End of Audit			

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OPENING AND CLOSING MEETING LIST

Opening and Closing Meeting List

74 300 3282
Centro Guatemalteco de Produccion más Limpia
Ciudad de Guatemala



Name (please print)	Signature	Title	Opening	Closing
...	<i>[Signature]</i>	Presidente de Organismo	12/12/07	13/12/07
...	<i>[Signature]</i>	...	12/12/07	13/12/07
...	<i>[Signature]</i>	Asesorador Técnico	12/12/07	13/12/07
...	<i>[Signature]</i>	Director Ejecutivo	12/12/07	13/12/07
...	<i>[Signature]</i>	Asistente Ejecutivo	12/12/07	13/12/07
...	<i>[Signature]</i>	Asistente de Recursos		12/12/07

DRAFT FINAL ACTIVITY REPORT



INTERVIEW LIST

Interview List

74 300 3392
 Centro Guatemalteco de Produccion más Limpia
 Ciudad de Guatemala



How to complete this form:

- 1) Enter interviewee information below, one per line. Please make sure column 3 is completed.
- 2) Please use a new form if more lines are required.
- 3) Return completed form to lead auditor / auditor.

Name (please print)	Title / Job Function	Process/Line/Element	Shift
Examples: Mary Smith Jim Thomas	Customer Service Rep Machine Operator	Contract review/ Sales/ CNC #3/ valve line 5	1, 2, 3
Maria Alejandra Pariza	Director de Operaciones (DOP)	4.2, 4.6, 4.3.1	1
José Manuel	Controlador de Calidad	4.2, 4.7, 4.3.1	1
		4.2.2, 4.5.2, 4.5.1	1
		4.4.1, 4.4.2	1
Maria Alejandra Pariza	Controlador de Calidad	4.4.1, 4.4.2	1
Carlos Muñoz	Controlador de Calidad	4.4.7, 4.4, 4.4.4	1
		4.5.5, 4.4.6	
		4.5.4	
Carlos Muñoz	Controlador de Calidad	4.4.6, 4.7, 4.4.7	1
José Manuel	Controlador de Calidad	4.3.3, 4.4.6, 4.4.7	1
José Manuel	Controlador de Calidad	4.2.5, 4.5.5	1
Maria Alejandra Pariza	Director de Operaciones (DOP)	4.5.5, 4.5.3, 4.3.1	1

DRAFT FINAL ACTIVITY REPORT



MAINTENANCE VISITS

The three audit cycle includes the following visits:

TYPE OF AUDIT	DUE DATE
Registration audit	December 12 th & 13 th , 2007
1 st Surveillance visit	December, 2008
2 nd Surveillance visit	December, 2009

ACTIVITIES TO MAINTAIN THE CERTIFICATION

In order to maintain valid its certification, the **FUNDACIÓN CENTRO GUATEMALTECO DE PRODUCCION MÁS LIMPIA** shall:

- 1) Operate and maintain the certificated system, according to their procedures and the requirements established by the ISO14000:2004 standard.
- 2) Keep and maintain available for auditing purposes all the records generated during its operation.
- 3) Receive in scheduled dates, the surveillance audits.
- 4) Notify to the TÜV Rheinland Quality Registration Division office of any significant changes to the environmental system, senior management, management representative, facilities, or quality system documentation structure. QRS Division management will review the changes with the customer and determine the need, if any, for additional actions to ensure the validity of the registration certificate.
- 5) Since the audit is performed by means of random selection of personnel for interviews and records for review, the organization is reminded that further deviations not established during the audit could be present. The conclusions of the auditors documented either as formal deviations or as observations do not release the company from the responsibility to ensure compliance with the requirements of the standard.

**DRAFT FINAL ACTIVITY
REPORT**



CERTIFICATE - ENGLISH

CERTIFICATE

TUV Rheinland of North America, Inc.
12 Commerce Road, Newtown, CT 06470



Hereby certifies that

**Fundación Centro Guatemalteco de
Producción más Limpia**

Ruta 6 9-21 Zona 4, Edificio Cámara de Industria, Nivel 4, Oficina 4C,
Ciudad de Guatemala, Guatemala

has established and applies an environmental management system for

**Environmental Technical Consulting in
Administrative Offices**

An audit was performed and documented in Report No. 3092.
Proof has been furnished that the requirements according to

ISO 14001: 2004

are fulfilled.

Certificate-Registration No.

74 300 3092

The certificate is valid from
January 25, 2008

The certificate is valid until
January 24, 2011



Zoraida Dorado
Certification Manager

**DRAFT FINAL ACTIVITY
REPORT**



CERTIFICATE - SPANISH

CERTIFICADO

TUV Rheinland of North America, Inc.
12 Commerce Road, Newtown, CT 06470



Por el presente certifica que

**Fundación Centro Guatemalteco de
Producción más Limpia**

Ruta 6 9-21 Zona 4, Edificio Cámara de Industria, Nivel 4, Oficina 4C,
Ciudad de Guatemala, Guatemala

Ha establecido y aplica un Sistema de administración ambiental para

**Asesoría Técnica-Ambiental
en Oficinas Administrativas**

Mediante auditoría realizada, con n° de informe 3092.
Probando que los Requerimientos de la norma

ISO 14001: 2004

están cubiertos.

No. de registro del certificado

74 300 3092

Este certificado es válido de
25 de Enero de 2008

Este certificado es válido hasta
24 de Enero de 2011



Zane D. Doty
Gerente de Certificación