

Agenda

Day One – Auditing an Environmental Management System

- 8:00 AM Welcome and Introductions/Icebreaker
- Module 1: Introduction to Environmental Concepts**
- Module 2: Introduction to Environmental Management Systems and ISO 14001:2015**
- 10:00 AM Morning Break
- Module 2: Introduction to Environmental Management Systems and ISO 14001:2015**
- Module 3: Environmental Aspects**
- 12:00 PM Lunch
- 12:45 PM **Module 3: Environmental Aspects continued**
Activity 1: Familiarization Tour
- Module 4: Auditing Environmental Management Systems**
Activity 2: Environmental Management System Terminology
- 2:00 PM Afternoon Break
- 2:15 PM **Module 5: Environmental Legislation**
Activity 3: Due Diligence and the PDCA Cycle
- Module 6: Context of the Organization**
Activity 4: Auditing Clause 4: Context of the Organization
- 3:45 PM End of Day 1 Knowledge Check
- 4:15 PM Open Forum and Review

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Day Two – Auditing an Environmental Management System

8:00 AM	Review End of Day 1 Knowledge Check
	Module 7: Clause 5 Leadership Activity 5: Auditing Environmental Policy
	Module 8: Clause 6 Planning Activity 6: Determination of Significant Aspects Activity 7: Auditing Environmental Objectives
10:15 AM	Morning Break
10:30 AM	Module 9: Clause 7 Support Activity 8: Competence and Awareness
	Module 10: Clause 8 Operation Activity 9: Operational Controls
12:00 PM	Lunch
12:45 PM	Module 11: Performance Evaluation Activity 10: Evaluating Environmental Performance Activity 11: Internal Audit Priorities
2:00 PM	Afternoon Break
2:15 PM	Module 12: Clause 10 Improvement Activity 12: Effectiveness of the EMS
3:15 PM	End of Day 2 Knowledge Check
4:00 PM	Open Forum, Review and Close

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Day 3 – Conducting and Leading Management System Audits

- 8.00 am Welcome and Introductions
- Module 1: ISO 19011 Overview**
Activity 1 – Auditing Terms and Definitions
- 9:45 am Break
- 10:00 am **Module 2: Managing an Audit Program**
Activity 2 – Scheduling Considerations
- 12 noon Lunch
- 12.45 pm **Module 2 continued**
Activity 3 – Audit Objective, Scope, Criteria and Methods
Activity 4 – Auditor Competencies
Activity 5 – Selecting the Audit Team
- Module 3: Audit Planning and Preparation**
Activity 6 – Managing Audit Risks
- 2:45 pm Break
- 3:00 pm **Module 3 continued**
Activity 7 – Determining Sources of Objective Evidence
Activity 8 – The Audit Plan
Activity 9 – Audit Work Documents
- End of Day 1 Knowledge Check
- 5.30 pm Review and Close

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Day 4 – Conducting and Leading Management System Audits

- 8.00 am Day 1 Review
- Module 4: Conducting the Audit**
Activity 10 – Develop 5 Strategies to Build Relationships
Activity 11 – Personality Types
- 9:45 am Break
- 10:00 am **Module 4 continued**
Activity 12 – Opening Meeting
Activity 13 – Audit Interviews
- 12 noon Lunch
- 12.45 pm **Module 4 continued**
Activity 13 *continued*
Activity 14 – Nonconformity Statement
Activity 15 – Closing Meeting
- 3:00 pm Break
- 3:15 pm **Module 5: Reporting Audit Outcomes**
Activity 16 – Draft Audit Report
Activity 17 – Corrective Action
- End of Day 2 Knowledge Check
- 5.30 pm Review and Close