

# ***Integrated Management System Auditor Training (ISO 9001, ISO 14001, OHSAS 18001)***

## ***Agenda - Day One***

8:00 AM Welcome, Introductions, and self-assessment  
*Activity 1: Self-Assessment*  
**Module 1: ISO 19011 Overview**  
*Activity 2: Audit Terms and Definitions*

10:00 AM Break  
  
**Module 2: Management Systems Core Requirements**  
*Activity 3: Context of the Organization*  
*Activity 4: Review Policies*

12 Noon Lunch  
  
**Module 2: Management Systems Core Requirements (cont'd)**  
*Activity 5: Case Study Introduction*  
**Module 3: Unique Management System Requirements**

2:15 PM Break  
  
**Module 3: Unique Management System Requirements (cont'd)**  
*Activity 6: Management System Linkage*  
**Module 4: Managing an Audit Program**  
*Activity 7: Case Study – Evaluate Internal Audit Program*  
Day 1 Review

5:15 PM Assign homework and Close

**Homework:** Review regulatory requirements overview in Appendix for environmental and health and safety.

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## ***Agenda - Day Two***

- 8:00 AM      Questions from Day 1  
*Activity 8: Audit Scope and Objective*  
*Activity 9: Case Study - Evaluate Internal Auditors*
- 10:00 AM      Break  
  
*Activity 10: Risk and Audit Strategy*  
**Module 5: Planning the Audit**  
*Activity 11: Determining Sources for Obtaining Objective Evidence*  
*Activity 12: Audit Plan*
- 12:00 PM      Lunch  
  
**Module 5: Planning the Audit (cont'd)**  
*Activity 13: Preparing Work Documents*  
**Module 6: Performing the Audit**  
*Activity 14: Personality Types*
- 2:30 PM      Break  
  
**Module 6: Performing the Audit (cont'd)**  
*Activity 15: Conducting an Opening Meeting*  
*Activity 16: Case Study – Part 1 Scenarios*  
*Activity 17: Case Study – Part 2 Scenarios (preparation)*
- 5:00 PM      Day 2 Review  
Assign homework and Close

**Homework:** Review Case Study Part 2 to prepare for interviews (1 hour)

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## ***Agenda - Day Three***

- 8:00 AM      Review of Day 2  
**Module 6: Performing the Audit (cont'd)**  
*Activity 17: Case Study – Part 2 Scenarios*
- 10:00 AM      Break  
  
**Module 6: Performing the Audit (cont'd)**  
*Activity 18: Nonconformity Writing*  
**Module 7: Reporting Audit Outcomes & Follow-up Actions**
- 12:00 PM      Lunch  
  
**Module 7: Reporting Audit Outcomes & Follow-up Actions  
(cont'd)**  
*Activity 19: Closing Meeting*  
*Activity 20: Audit Report*
- 2:30 PM      Break  
  
**Module 7: Reporting Audit Outcomes & Follow-up Actions  
(cont'd)**  
*Activity 21: Corrective Action*  
**Module 8: Improving an Audit Program**  
**Activity 22: Scheduling Considerations**
- 5:00 PM      Final Course Review and Close