

ISO 14001:2015 Internal Auditor (3 days)

AGENDA

Day 1

Time	Subject
8:00 a.m.	Welcome and Introductions Module 1: Overview of an Environmental Management System Activity 1 – Benefits of an EMS
9.30 a.m.	Break
9.45 a.m.	Module 2: Environmental Management Systems Activity 2 – Intent of ISO 14001 Module 3: Overview of ISO 19011:2011 Activity 3 – Environmental Terminology Activity 4 – Auditor Attributes and Competence
12:00 p.m.	Lunch
12:45 p.m.	Module 3 continued Activity 5 – Successful Auditing Module 4: Environmental Legislation
3.15 p.m.	Break
3.30 p.m.	Module 4 continued Activity 6 - Legislation Issues End of Day 1 Knowledge Check
5.00 p.m.	Review and end of day

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Day 2

Time	Subject
8:00 a.m.	Review of Day 1 Module 5: Auditing Environmental Management System Performance Activity 7 – Auditing Environmental System Performance
10.30 a.m.	Break
10.45 a.m.	Module 6: Auditor Responsibilities and Skills Activity 8 - Questioning Skills
12:00 p.m.	Lunch
12:45 p.m.	Module 6 continued Activity 9 Conflict Resolution Strategies Module 7: Audit Planning Activity 10 – Determining Audit Objectives Activity 11 - Determining and Obtaining Preliminary Information Activity 12 – Develop an Audit Plan
3.00 p.m.	Break
3.15 p.m.	Module 7 continued Activity 13 – Prepare Audit work Documents Activity 14 – Conduct a Document Review End of Day 2 Knowledge Check
5:00 p.m.	Review and end of day

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Day 3

Time	Subject
8:00 a.m.	Review of Day 2 Module 8: Conducting the Audit Activity 15 – Conducting an Opening Meeting
10.30 a.m.	Break
10.45 a.m.	Module 8 continued Activity 16 – Conducting the Audit
12:00 p.m.	Lunch
12:45 p.m.	Module 8 continued Activity 17 – Audit Reporting Module 9: Reporting Audit Outcomes and Follow Up Activity 18 – Conducting the Closing Meeting
2.45 p.m.	Break
3:00 p.m.	Module 9 continued End of Day 3 Knowledge Check
5:00 p.m.	Close of course