

Agenda

Day 1

- 8.00 a.m. Welcome and Introductions
Introductory Session
- Session 1 – Management System Auditor Certification**
- Session 2 – Environmental Management Systems**
- Review Pre-Course Questionnaire
- Activity 1 – Legal Compliance vs. Conformity with a Standard
- Activity 2 – Environmental Management Principles – Understanding Ecosystems
- Session 3 – Documentation**
- Activity 3 – Mapping Processes
- 12.00 noon Lunch
- 12.45 p.m. **Session 3 *continued***
- Activity 4 – Identifying Documentation Needs
- Session 4 – Environmental Aspects and Impacts**
- Activity 5 – Identifying Environmental Aspects
- Activity 6 – Identifying Environmental Impacts and Determining Significance
- Activity 7 – Control Measures
- 5.00 p.m. Review and close

Day 2

8.00 am Review of Day 1 Examination

Session 5 – The ISO 14001:2004 Standard

Activity 8 – Understanding the Standard – Key Definitions

Activity 9 – Understanding the Standard – Resources, Roles, Responsibilities and Authority

Activity 10 – Understanding the Standard – Communication

Activity 11 – Understanding the Standard – Monitoring and Measurement

12.00 noon Lunch

Session 5 *continued*

Activity 12 - Understanding the Standard – Continual Improvement

Activity 13 – Understanding the Standard – Evaluating System Effectiveness

Session 6 – Environmental Regulations

Session 7 - Introduction to Auditing Quality Management Systems

5.00 p.m. Course Close

Note: ten-minute breaks will be given in the morning and afternoon on both days.