

Agenda

Day One – Auditing an Environmental Management System

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| 8:00 AM | Welcome and Introductions |
| | Module 1: Introduction and Overview of EMS |
| | Module 2: Environmental Management Systems |
| | Module 3: Introduction to Environmental Concepts Activity 1: Familiarization Tour |
| 10:15 AM | Morning Break |
| 10:25 AM | Module 4: Environmental Aspects |
| 12:00 PM | Lunch |
| 12:45 PM | Module 5: Auditing Concepts |
| | Module 6: Scoping the Audit |
| | Module 7: The Audit Process Activity 2: Audit Planning |
| | Module 8: Introduction to Environmental Legislation Discussion: Due Diligence and the PDCA Cycle |
| 3:00 PM | Afternoon Break |
| 3:10 PM | Module 9: Auditing the ISO 14001:2015 Standard Activity 3: Environmental Management System Terminology |
| | Module 10: Organizational Context Activity 4: Auditing Organizational Context |
| | Day 1 Knowledge Check |
| 5:30 PM | Wrap-Up of Day One |

Day Two – Auditing an Environmental Management System

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| 8:00 AM | Review Day 1 Module 11: Leadership and Commitment Activity 5: Auditing Environmental Policy Module 12: Environmental Planning Activity 6: Environmental Aspects |
| 10:15 AM | Morning Break |
| 10:25 AM | Activity 7: Auditing Environmental Objectives Module 13: Support and Resources Activity 8: Environmental Competence and Awareness Module 14: Operational Planning and Control |
| 12:00 PM | Lunch |
| 12:45 PM | Activity 9: Operational Controls Module 15: Environmental Performance Evaluation |
| 2:15 PM | Afternoon Break |
| 2:25 PM | Module 15: Environmental Performance Evaluation <i>continued</i> Activity 10: Evaluating Environmental Performance Discussion: Internal Audit Priorities Module 16: Environmental Improvement Activity 11: Effectiveness of the EMS Day 2 Knowledge Check |
| 5:15 PM | Day Review and Close |

ISO 14001:2015 Lead Auditor

Day Three – Conducting and Leading Management System Audits

8.00 am Review Day Two

Module 1: ISO 19011 Overview

Activity 1 – Successful Auditing

Break

Module 2: Managing an Audit Program

Activity 2 – Scheduling Considerations

12 noon Lunch

12.45 pm **Module 2 *continued***

Activity 3 – Audit Objective, Scope and Criteria

Activity 4 – Auditor Competencies

Activity 5 – Selecting the Audit Team

Module 3: Audit Planning and Preparation

Activity 6 – Additional Information Required for an Audit

Break

Module 3 *continued*

Activity 7 – Determining Sources of Objective Evidence

Activity 8 – The Audit Plan

Activity 9 – Audit Work Documents

End of Day 3 Knowledge Check

5.30 pm Wrap-Up of Day Three

Day Four – Conducting and Leading Management System Audits

8.00 am Review Day Three

Module 4: Performing the Audit

Activity 10 – Develop 5 Strategies to Build Relationships

Activity 11 – Personality Types

Break

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 Report

Activity 15 – Closing Meeting

Break

Module 5: Reporting Audit Outcomes

Activity 16 – Draft Audit Report

Activity 17 – Corrective Action End of Day 2 Examination

End of Day 4 Knowledge Check

5.30 pm Review and Close