

AGENDA

Day One

<i>Time</i>	<i>Subject</i>		<i>Objectives</i>
09.00	Introduction		The course structure is outlined. The site that is to be audited is described.
	Module 1:	Icebreaker	<u>Environmental thinking:</u> A short environmental exercise to encourage delegates to think in environmental and auditing terms
	Module 2	Tutorial: Environmental business issues. Terminology	A summary of some environmental issues, and why they are important now. Differences in audit types
	Module 3	Tutorial: The EMS Standards	A discussion of the various EMS standards, including LCA, labelling, and performance assessment standards
	Module 4	Workshop: Questionnaire	<u>Audit understanding:</u> A discussion of the pre-course work, to create a discussion about EMS auditing, the problems and constraints
12.30	Lunch		
13.15	Module 5	Tutorial: Auditing concepts and framework	The audit begins with a discussion of the framework and requirements to undertake a professional audit, such as objective evidence
	Module 6	Tutorial: Environmental aspects identification	An introduction to identifying environmental aspects and why this is important for the auditor
	Module 7	Workshop: Life cycle assessment <i>OR</i> Workshop 2E: Nonconformities	<u>Audit preparation:</u> Delegates identify the environmental aspects for the site to be audited. (There is an alternative workshop if the delegates already have an environmental background)
17.45	Close for the day		
	Module 8 (2 hrs)	Evening Workshop: Stage 1 Audit documentation Site documentation understanding	<u>Audit preparation:</u> Delegates create a list of useful documentation for an audit, and study the technical background of the site to be audited, and their EMS

Note: 5 minute breaks every 1-1½ hours.
Evening Work to be undertaken.

Day Two

Time	Subject		Objectives
08.30	Module 8	Workshop: Documentation feedback	<u>Audit preparation:</u> A debate on what documentation would be useful to the auditor for this audit, and when it is most useful
	Module 9	Tutorial: Legislation. Codes of Practice	The framework of environmental law
	Module 10	Tutorial: Detailed planning (Checklists)	How to create suitable EMS audit checklists
12.30	Lunch		
13.15	Module 11	Workshop: Checklist preparation	<u>Audit preparation:</u> Delegates identify some of the detailed issues that the auditor should look at, using documented procedures and their experience
	Module 12	Tutorial: Environmental impacts – significance	How to assess environmental impacts (“risk”)
	Module 13	Workshop: Part 1: Site review and questions	<u>Simulated site audit:</u> A tour of the auditee’s site using pictures. Delegates may question the site personnel about the environmental issues and the types of problems they can see
18.00	Close for the day		
	Module 13 (2 hrs)	Evening Workshop: Part 2. Risk assessment Part 3. Case Study preparation	<u>Simulated site audit:</u> Delegates perform a simple “impacts assessment” for the auditee’s site Preparation for “Stage 1” of the audit

Day Three

<i>Time</i>	<i>Subject</i>		<i>Objectives</i>
08.30	Module 13	Workshop: Impact assessment feedback	<u>Simulated site audit:</u> A discussion of the main issues for the auditee's site, discussing the limitations of environmental assessment and how these methods may be audited
	Module 14	Tutorial: Objectives and targets: Improvement, Policy	An understanding of what the auditor might expect in the auditee's improvement program
	Module 15	Tutorial: External communications and Environmental Statements	A discussion on what external communication methods might be present, plus the EMAS requirement to produce an "environmental statement" or report
	Module 16	Tutorial: EMS nonconformities	How to write clear and informative nonconformities so the auditor can leave a professional audit record behind
	Module 17	Tutorial: Audit meetings	A brief summary of running audit opening meetings and review meetings
	Module 18	Workshop: Senior management review	<u>Simulated site audit:</u> An exercise in questioning the auditee's senior managers about the EMS, their priorities and understanding
	Module 19	Case Study: Part 1 Group preparation	<u>Simulated site audit:</u> An audit team discussion of 'Stage 1' of the audit. This is the top-management part of the EMS audit, looking at strategic processes in the auditee's system
12.30	Lunch		
13.15	Module 19	Case Study: Part 1 Feedback	<u>Simulated site audit:</u> A review of the findings of 'Stage 1' of the audit, including nonconformities, audit trails to follow, auditing techniques
	Module 20	Tutorial: Auditing techniques	A summary of some useful audit techniques, such as questioning and note-taking
	Module 21	Tutorial: Accreditation, Certification and Sources of information	A summary of the current UK and worldwide accredited certification system, future trends, and some useful sources of information
	Module 22	Workshop: EMS nonconformity writing	<u>Simulated site audit:</u> Delegates write a nonconformity concerning the auditee's system, and have it critiqued in open session
18.00	Close for the day		

	Module 23 (2 hrs)	Evening Workshop: Case Study: Part 2: Introduction and preparation	<u>Simulated site audit:</u> An audit team discussion of 'Stage 2' of the audit, at process-level. Participants also have to take into account corrective actions carried out by the auditee at the end of 'Stage 1' of the audit
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Day Four

Time	Subject		Objectives
08.30	Module 23	Case Study: Part 2: Feedback	<u>Simulated site audit:</u> A review of the findings of 'Stage 2' of the audit, including nonconformities, audit trails to follow, auditing techniques, and major/minor nonconformities
	Module 24	Case Study: Part 3: Introduction and Preparation	<u>Simulated site audit:</u> Preparation for auditing a further section of 'Stage 2' of the audit, focussing on using questioning skills
12.30	Lunch		
13.15	Module 24	Case Study: Part 3. Feedback	<u>Simulated site audit:</u> Role-play of a further part of 'Stage 2' of the audit, looking for possible nonconformities
	Module 25	Examination comments	A brief review of the examination on the last day and what to expect
	Module 26	Workshop: Audit report	A review of the audit reporting workshop
	Module 27	Tutorial: Closing Meeting	How to hold a closing meeting with the auditee – differences between 1 st and 3 rd -party practice
1800	Close for the day		
	Module 28 (2 hrs)	Evening Workshop: Report preparation and prepare for Closing Meeting	<u>Simulated site audit:</u> A framework for writing audit reports for the auditee

Day Five

<i>Time</i>	<i>Subject</i>		<i>Objectives</i>
08.30	Module 28	Workshop: Nonconformity writing and Closing Meeting sequence	<u>On-site audit:</u> Audit teams hold Closing Meetings to explain their audit findings clearly, and summarise their conclusions on the audit
12.30	Lunch		
13.30	Examination		'Open book', 2 hours - test of understanding, not memory
	Course Review/ Questions		Any final points that need to be raised Possible dates determined to visit delegate's sites
16.00	Close		