



## ISO 14001 IEMA Approved EMS Lead Auditor Course (5 day) – Agenda

<b>Day 1</b>		<b>Topic</b>	<b>Objectives</b>
0845		Registration	
0900		Introduction	The course structure is outlined. The site that is to be audited is described.
	Module 1	<b>Icebreaker</b>	<b>Environmental thinking: A short environmental exercise to encourage participants to think in environmental and auditing terms</b>
	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	<b>Workshop: Questionnaire</b>	<b>Audit understanding: A discussion of the pre-course work, to create a discussion about EMS auditing, the problems and constraints</b>
1230		Lunch	
1315	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	<b>Workshop: Life cycle assessment OR Workshop 2E. Nonconformities</b>	<b>Audit preparation: Participants identify the environmental aspects for the site to be audited. (There is an alternative workshop if the participants already have an environmental background)</b>
1745		<i>Close for the day</i>	
	<i>Evening (2 hrs)</i> Module 8	<b>Workshop: Stage 1 Audit documentation Site documentation understanding</b>	<b>Audit preparation: Participants create a list of useful documentation for an audit, and study the technical background of the site to be audited and its EMS</b>

**Note:** 5 minute breaks every 1-1½ hour. Evening work to be undertaken.

## ISO 14001 EMS Lead Auditor Course – Agenda (cont'd)

<b>DAY 2</b>		<b>Topic</b>	<b>Objectives</b>
0830	Module 8	<b>Workshop: Documentation feedback</b>	<b>Audit preparation: A debate on what documentation would be useful to the auditor for this audit, and when it is most useful</b>
	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
1200		Lunch	
1300	Module 11	<b>Workshop: Checklist preparation</b>	<b>Audit preparation: Participants identify some of the detailed issues that the auditor should look at, using documented procedures and their experience</b>
	Module 12	Tutorial: Environmental impacts – significance	How to assess environmental impacts (“risk”)
	Module 13	<b>Workshop: Part 1: Site review and questions</b>	<b>Simulated site audit: A tour of the auditee’s site using pictures. Participants may question the site personnel about the environmental issues they see and the types of problems that might be apparent</b>
17.30		<i>Close for the day</i>	
	<i>Evening (2 hrs)</i> Module 13	<b>Workshop: Part 2. Risk assessment Part 3. Case Study preparation</b>	<b>Simulated site audit: Participants perform a simple “impacts assessment” for the auditee’s site</b>  <b>Preparation for “Stage 1” of the audit</b>

## ISO 14001 EMS Lead Auditor Course – Agenda (cont'd)

<b>DAY 3</b>		<b>Topic</b>	<b>Objectives</b>
0830	Module 13	<b>Workshop: Impact assessment feedback</b>	<b>Simulated site audit: A discussion of the main issues for the auditee's site, discussing the limitations of environmental assessment, and how these methods may be audited</b>
	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	<b>Workshop: Senior management review</b>	<b>Simulated site audit: An exercise in questioning the auditee's senior managers about the EMS, their priorities and understanding</b>
	Module 19	<b>Case Study: Part 1 Group preparation</b>	<b>Simulated site audit: 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</b>
1230		Lunch	
1330	Module 19	<b>Case Study: Part 1 feedback</b>	<b>Simulated site audit: A review of the findings of 'Stage 1' of the audit, including nonconformances, audit trails to follow, auditing techniques</b>
	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

## ISO 14001 EMS Lead Auditor Course – Agenda (cont'd)

	Module 22	<b>Workshop: EMS nonconformity writing</b>	<b>Simulated site audit:</b> Participants write a nonconformity concerning the auditee's system, and have it critiqued in open session
17.30		<i>Close for the day</i>	
	Evening (2 hrs) Module 23	<b>Case Study: Part 2: Introduction and preparation</b>	<b>Simulated site audit:</b> 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

<b>DAY 4</b>		<b>Topic</b>	<b>Objectives</b>
0830	Module 23	<b>Case Study: Part 2: Feedback</b>	<b>Simulated site audit:</b> A review of the findings of 'Stage 2' of the audit, including nonconformances, audit trails to follow, auditing techniques, and major/minor nonconformities
	Module 24	<b>Case Study: Part 3: Introduction and Preparation</b>	<b>Simulated site audit:</b> Preparation for auditing a further section of 'Stage 2' of the audit, focussing on using questioning skills
1200		Lunch	
1300	Module 24	<b>Case Study: Part 3. Feedback</b>	<b>Simulated site audit:</b> Role-play of a further part of 'Stage 2' of the audit, looking for possible nonconformances
	Module 25	Examination comments	A brief review of the examination on the last day and what to expect
	Module 26	<b>Workshop: Audit report</b>	<b>A review of the audit reporting workshop</b>
	Module 27	Tutorial: Closing Meeting	How to hold a closing meeting with the auditee – differences between 1 <sup>st</sup> and 3 <sup>rd</sup> -party practice
17.30		<i>Close for the day</i>	
	Evening (2 hrs) Module 28	<b>Workshops: Report preparation and prepare for Closing Meeting</b>	<b>Simulated site audit:</b> A framework for writing audit reports for the auditee

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<b>DAY 5</b>		<b>Topic</b>	<b>Objectives</b>
0830	Module 28	<b>Workshop: Nonconformity writing and Closing Meeting sequence</b>	<b><u>On-site audit:</u> Audit teams hold Closing Meetings to explain their audit findings clearly, and summarise their conclusions on the audit</b>
1230		Lunch	
1330		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 participants' sites
1600		Close	