

IEMA Internal EMS Auditor Course

Day 1: Environment

09:00 – 09:15	Introductions and Course Objectives
09:15 – 09:45	Exercise: Environmental Issues
09:45 – 10:30	Presentation: Environmental Issues
10:30 – 10:45	Break
10:45 – 11:30	Presentation: Environmental Management Systems
11:30 – 11:45	Exercise: ISO 14001 Washing Line
11:45 – 12:15	Exercise: Policy Audit
12:15 – 13:00	Lunch
13:00 – 13:30	Presentation: Aspects and Impacts
13:30 – 14:15	Exercise: Aspect Identification
14:15 – 14:45	Presentation: Environmental Legislation (Parts A, B and C) <ul style="list-style-type: none"> • Part A: Introduction to Legislation • Part B: Pollution Prevention Control • Part C: Water Pollution and Contaminated Land
14:45 – 15:00	Break
15:00 – 15:30	Video: Pollution Prevention Pays
15:30 – 16:00	Presentation: Environmental Legislation (Part D) <ul style="list-style-type: none"> • Part D: Waste Duty of Care and Hazardous Waste
16:00 – 16:15	Exercise: What's wrong with that note?
16:15 – 16:45	Presentation: Environmental Legislation (Part E, F and G) <ul style="list-style-type: none"> • Part E: Statutory Nuisance and Air • Part F: Planning, EIA and Wildlife • Part G: Product Legislation
16:45 – 17:15	Exercise: Rare and Dangerous Plants and Animals
17:15 – 17:30	Questions and Close

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Day 2: Auditing Techniques

09:00 – 09:30	Review of Day 1
09:30 – 10:00	Presentation: Overview of Auditing <ul style="list-style-type: none"> • Audit objectives, types of audit, levels of audit, requirements of the standard
10:00 – 10:30	Exercise: Auditor Personal Attribution Jigsaw
10:30 – 10:45	Break
10:45 – 11:15	Presentation: Managing the Audit Programme <ul style="list-style-type: none"> • Design of programme, auditor section, teams
11:15 – 11:30	Exercise: ISO 19011 Jigsaw
11:30 – 12:15	Presentation: Audit Activities <ul style="list-style-type: none"> • Pre-audit, site-audit, audit evidence, verification
12:15 – 13:00	Lunch
13:00 – 14:00	Exercise: Audit Checklists
14:00 – 14:30	Presentation: Interview Techniques
14:30 – 15:00	Exercise: Environmental Interview
15:00 – 15:15	Break
15:15 – 15:45	Presentation: Audit Findings <ul style="list-style-type: none"> • Audit findings, closing meeting, post audit
15:45 – 16:15	Exercise: Audit Nonconformances
16:15 – 17:00	Exercise: Comparison of Audit Reports
17:00 – 17:15	Questions and Close

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Day 3: Practical Audit and Exam

09:00 – 09:30	Quiz: Review of Day 2
09:30 – 10:00	Preparation for Site Audit
10:00 – 11:30	On Site Audit
11:30 – 12:00	Debrief with Tutor
12:15 – 13:00	Lunch
13:00 – 14:00	Write Audit Report
14:00 – 14:45	Presentation of Audit Report (Closing Meeting)
14:45 – 15:00	Break
15:00 – 15:15	Introduction to Exam
15:15 – 16:45	Exam
16:45 – 17:00	Questions and Evaluation
16:45 – 17:00	End of Course and Close

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