



Exemplar Global Certified

36-Hour EMS Lead Auditor Training Program

Day One Agenda

Part	Topic	Time	Duration
Intro	Course Introduction	7:30	45
A	Terminology and Definitions	8:15	20
	Activity #1: Terminology and Definitions	8:35	30
B	Background, History and Rationale of Environmental Management	9:05	25
	Break	9:30	15
C	Introduction to ISO 14001:2015 and EMS Concepts	9:45	50
	Environmental Aspects and Impact	10:35	45
	Activity #2 Aspects and Impacts	11:20	40
	Lunch (<i>taken during Activity #2</i>)	12:00	45
	(<i>Continue</i>) Activity #2	12:45	120
	Break (taken during Activity #2)	2:30	15
D	Analysis of the Requirements of the Standard	3:00	90
	Activity #3: Objectives and Indicators	4:30	120
	End	6:30	



Day Two Agenda

Part	Topic	Time	Duration
	Activity #4: Audit to ISO 14001:2015	7:30	90
	Discuss Activity #4	9:00	90
	Break (<i>taken during Activity #4 discussion</i>)	9:30	15
E	Audits and Audit Findings	10:45	60
	Activity #5: Audit to the Standard	11:45	15
	Lunch (<i>taken during Activity #5</i>)	12:00	45
	(<i>Continue</i>) Activity #5	12:45	135
	Break (taken during Activity #5)	2:30	15
	Discuss Activity #5	3:15	60
F	Exemplar Global and ANAB	4:15	45
G	Auditor Qualifications	5:00	45
H	Roles and Responsibilities During Audits	5:45	45
	End	6:30	

Day Three Agenda

Part	Topic	Time	Duration
	Activity #6: Evaluation of Procedures and Documents	7:30	60
I	The Audit Checklist	8:30	30
	Activity #7: Writing Good Checklist Questions	9:00	30
	Break	9:30	15
	Discuss Activity #7	9:45	10
	Activity #8: Preparation for an Audit	9:55	60
	Activity #9: Conducting an Audit	10:55	65
	Lunch (<i>taken during Activity #9</i>)	12:00	45
	(<i>Continue</i>) Activity #9	12:45	55
	Activity #10: Compiling Audit Findings	1:40	40
	Discuss Activity #10	2:20	10
	Break	2:30	15
J	Documentation in the Management System	2:45	60
	Activity #11: Reasons to Document	3:45	20
K	The Audit Cycle	4:05	60
	Activity #12: Applicability of the Clauses	5:05	50
	End	5:55	



Day Four Agenda

Part	Topic	Time	Duration
	Activity #13: Audit Demonstrations and Critique	7:30	30
L	Application of the Audit Cycle	8:00	30
	Activity #14: Preparing for Audit #2	8:30	90
	Break <i>(taken during Activity #14)</i>	9:30	15
	Discussion - Keys to Audit Success	10:15	10
	Activity #15: Conducting Audit #2	10:25	95
	Lunch <i>(taken during Activity #15)</i>	12:00	45
	<i>(Continue)</i> Activity #15	12:45	25
	Activity #16: Summarizing Audit Findings	1:10	40
	Activity #17: Preparing for a Closing Meeting	1:50	150
	Break <i>(taken during Activity #17)</i>	2:30	15
	Activity #18: Conducting a Closing Meeting	4:35	90
	End	6:05	



Day Five Agenda

Part	Topic	Time	Duration
	Questions, Answers and Review	8:00	60
	The Final Examination	9:00	120
	Exam End	11:00	

Course Objectives

Participants will learn:

- How the ISO family of documents were developed
- How to interpret the requirements
- How to analyze audit results
- The certification process
- Requirements for auditor certification from ISO 19011
- The roles and responsibilities of auditors from ISO 19011
- The application of the audit cycle from ISO 19011