

Course Schedule

Day 1	
Time	Sessions
0830~	Registration
	Welcome Note & Course Introduction
	Course Aim & Objectives and structure
	KNOWLEDGE SESSIONS
	Term & definitions as per ISO19011
	Types of Audits (1'st Party, 2'nd Party and 3'rd Party Audits)
	Auditing Process (Input, Process and Output)
	Objectives, Scope and Criteria for (1'st Party, 2'nd Party and 3'rd Party Audits)
	Auditing Resources
	Roles & Responsibilities & Confidentiality of auditing resources
	Audit Methods (1'st Party, 2'nd Party and 3'rd Party Audits)
	Stage-1 Audit
	Stage-2 Audit
	Audit Plan Requirements
	Work Documents for Auditing
	Opening Meeting
	Collecting and verifying Audit Evidences
1815~1830	<i>Allocation Home work on specimen exam paper section-1 Closure for day-1</i>

Day 2	
Time	Sessions
0830	Overview of Day-1
	KNOWLEDGE SESSIONS
	Effective communication during the audit
	Audit Findings
	Audit Meetings
	Closing meeting
	Audit Reports
	Audit Follow-up
	Benefits of EMS
	Terms & Definitions as per ISO14001 2015
	P-D-C-A
	ISO14001 2015, structure of clauses
	Role of the Auditors
	Documented Information (To be maintained and to be retained)
	SKILLS SESSIONS
	Initiating the EMS Audit
	Document Review
Audit Plan	
1815~1830	Review of Specimen Exam Paper Section-1; Closure for day-2 <i>Allocation Home work on specimen exam paper section-2</i>

Day 3	
Time	Sessions
0830	Overview of Day-2
	SKILLS SESSIONS
1815~1830	Work documents, checklist, Sampling
	Opening Meeting
	Plant Tour
	Auditing Top Management
	Auditing Context; Auditing Risk & Opportunities; Auditing 'Objectives, Competence and Awareness'; Auditing 'Operation and performance evaluation'; Auditing 'Improvement'....
	Review of Specimen Exam Paper Section 2
	<i>Allocation Home work on specimen exam paper section-3</i>
Closure of Day-3	

Day 4	
Time	Sessions
0830	Overview of Day- 3
	SKILLS SESSIONS
1815~1830	Auditing Context; Auditing Risk & Opportunities; Auditing 'Objectives, Competence and Awareness'; Auditing 'Operation and performance evaluation'; Auditing 'Improvement'....
	Lunch
	Identifying Nonconformities
	Review of Specimen Exam Paper Section-3
	<i>Allocation Home work on specimen exam paper section-4</i>
	Closure of Day-4

Day 5	
Time	Sessions
0830	Overview of Day-4
	Conducting Closing meeting
	Preparing Audit report
	Audit Follow-Up
	Review of Specimen Exam Paper Section-4
	Introduction/readiness to the exam
	Open Session
	Examination
1815	Course Closure and feedback