

# Integrated Quality and Environmental Management Systems Internal Auditor Training

## Agenda

### Day 1

8:00 AM **Welcome and Introductions**

**Module 1: Introduction**

Course objectives

Management Systems and Integration Overview

QMS and EMS Audit Perspectives

**Module 2 Part A Overview of ISO 9001:2008**

ISO 9000 Basics/Changes/Critical Points

QMS-Specific Elements

Workshop 1 – Audit Situations

**Module 2 Part B: Overview of ISO 14001**

ISO 14001 Basics/Critical Points

EMS-Specific Elements

11:30 AM **Lunch**

12:30 PM **Module 3: Specific Requirements**

Environmental Regulations Overview

**Module 4: Audit Initiation**

Audit Process and Planning

Integrated Audits Benefits and Pitfalls

Audit Scheduling

**Module 5: Audit Preparation**

Audit Planning

Writing Checklists

Developing an Integrated Audit Checklist

Workshop 2 – Preparing Checklists

5:00 PM **Adjourn for the Day**

## Day 2

- 8:00 AM     **Module 6: Evaluation**  
Opening Meetings  
Objective Evidence and Interview Skills
- Evaluating Evidence: Part 1**  
Preparation  
Feedback
- Evaluating Evidence: Part 2**  
Preparation
- 11:30 AM    **Lunch**
- Evaluating Evidence: Part 2**  
Feedback
- Evaluating Evidence: Part 3**  
Preparation
- 5:00 PM     **Adjourn for the day**

## Day 3

- 8:00 AM     **Evaluating Evidence: Part 3**  
Feedback
- Module 7: Reporting**  
Nonconformity Reports  
Reviewing Nonconformities  
Writing Nonconformity Reports  
Summary Reports  
Summarizing Audit Results  
Audit Program Management
- 11:30 AM    **Lunch**
- 12:30 PM    **Module 8: Corrective Action**  
Verifying Corrective Action  
Validating a Corrective Action Plan
- Module 9: Closing Meetings**  
Closing Meeting  
Workshop 3 – Closing Meeting
- Course Review**  
**Evaluation**
- 4:00 PM     **Adjourn**