

US EPA ARCHIVE DOCUMENT

EMS in Permitting Training
January 11-12, 2006
EQC Admin. Bldg.
Conference Room No. 2104

Day One – *EMS in Permitting Training*
Afternoon Session

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|---------|---|
| 1:30 PM | Registration and Pretest |
| 1:30 | Understanding the Terminology of an EMS (ISO 14001) |
| 2:00 | Detailed EMS Element Review |
| 3:00 | Break |
| 3:15 | EMS Audits
Audit Requirements
Documentation/Verifying Documentation |
| 4:30 | Adjourn |

Day Two – “*EMS in Permitting Training*”
All Day Session

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| 8:30 | The Auditor’s Role |
| 8:45 | The Audit Process
Comparing the EMS/Permitting Criteria to the Organization’s
Documentation |
| 10:00 | Planning the Audit |
| 10:30 | Break |
| 11:00 | Developing the Checklist (Exercise-Identification of Auditable
Statements) |
| 11:30 | The EMS Documentation/System Audit |
| 12:00 | Lunch (on your own) |
| 1:00 | Case Study-Mock Audits using Charleston Air Force Base and Milliken
Dewey Plant EMS |

2:00	Mock Audit Evaluation
2:30	Writing Nonconformance
3:00	Break
3:15	Audit Report
3:45	Developing Corrective Actions
4:00	Post-Test
4:30	Adjourn