

Day One Tuesday 19 – EB205 Executive Business Centre	Day Two Wednesday 20 – S218 – Studland House	Day Three Thursday 21 - EB305 Executive Business Centre
10:15 Tea and Coffee on arrival	08:45 Tea and Coffee on arrival	08:45 Tea and Coffee on arrival
10:30 <u>Session 1</u> : Welcome, Housekeeping and Course overview	09:00 <u>Session 8</u> : Water	09:00 <u>Session 16</u> : Preparation
<u>Exercise 1</u> : About you	<u>Session 9</u> : (incorporating <u>Exercise 4</u> : system audit checklist)	<u>Exercise 7</u> : Operational audit checklist
<u>Session 2</u> : Introduction to EMA and auditing an EMS	10:30 Refreshment break	<u>Session 17</u> : Conducting an audit
<u>Session 3</u> : introduction to aspects and legal requirements	10:45 <u>Session 10</u> : Resources	10:30 Refreshment break
<u>Exercise 2</u> : aspects , impacts and significance testing	<u>Session 11</u> : Nuisance	10:45 <u>Session 18</u> : Reporting and actions
12:30 Lunch	<u>Exercise 5</u> : Mock system audit	12:30 Lunch
13:00 <u>Session 4</u> : Waste	12:30 Lunch	13:00 <u>Exercise 8</u> : Mock audit a. Script opening meeting b. Analysis of observations c. Summary of audit finding and prioritization d. Script closing of meeting
<u>Exercise 3</u> : Auditing waste	13:00 <u>Session 12</u> : Air	14:30 Refreshment break
<u>Session 5</u> : Introduction to Auditing	<u>Session 13</u> : Energy	14:45 Written assessment – review of course – Q&A
15:00 Refreshment break	14:30 Refreshment break	17:00 Close
15:15 <u>Session 6</u> : Contaminated land	14:45 <u>Session 14</u> : Auditing programming	
<u>Session 7</u> : Biodiversity	<u>Exercise 6</u> : Audit programme	
Review of the day	<u>Session 15</u> : Environmental permitting and planning	
17:30 Close	17:00 Review of the day and close	