

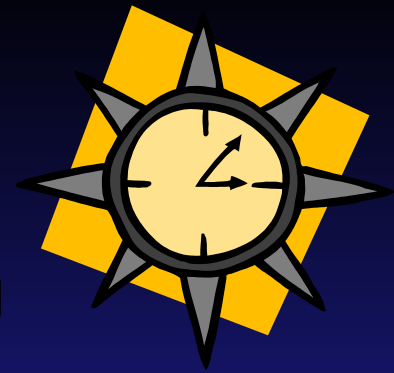
EMS Development Course for Government Agencies

Class 8: Internal Auditing and
Checking and Corrective Action

Shelby, NC

April 16, 2002

Today's Schedule



- 9:30 - 9:45 Welcome and housekeeping
Julie Woosley, DPPEA
- 9:45 - 10:30 Developing ISO Standard Elements:
4.5.1 Monitoring and Measurement
and 4.5.2 Non-conformance and
Corrective and Preventive Action
John Burke, DPPEA
- 10:30 - 10:45 Break
- 10:45 - 12:15 Developing ISO Standard Elements:
4.5.1 and 4.5.2 continued and 4.5.4
EMS Audit
Bob Danhauser, AQA USA
- 12:15 - 1:30 Lunch

Today's Schedule (cont'd.)



- 1:30- 2:00 Kemet's WAIT Program: Wildlife Habitat Perservation
Neal Moore, Kemet, Inc., Shelby plant.
- 2:00 - 2:15 Employee Motivation
Norma Murphy, DPPEA
- 2:15 - 3:00 Employee input and motivation with an EMS
Dan Carey, American Ref-Fuel, Niagara Falls Fac.
- 3:00 - 3:15 Break
- 3:15 - 3:45 Shelby EMS Training Program
Cynthia Walters, City of Shelby
- 3:45 - 4:00 Homework
Julie Woosley, DPPEA



Homework Due Today:

- Write SOP for Communication procedures
- Write SOP for Document control procedures
- Write SOPs for Emergency Prep and Response
- Write SOP for Record keeping procedures

Tomorrow's Training Class:

- 8:00 AM – 4:30 PM
- Same location as today



Internal Auditor Training

with Bob Danhauser, certified RAB
Lead Auditor, formerly of the City of
Charleston Commissioners of Public
Works, now with AQA, USA

New Topics for Today:



- 4.5 Checking and Corrective Action
 - ◆ 4.5.1 Monitoring and Measurement
(covered briefly in February course mtg.)
 - ◆ 4.5.2 Nonconformance and
corrective and preventative action
 - ◆ 4.5.4 Environmental management
system audit



Handouts for today:

- From NSF's Environmental Management Systems: An Implementation Guide for Small and Medium-Sized Organizations, 2nd Ed., 2001.

Available on-line at:

<http://www.epa.gov/owmitnet/wm046200.htm>


- City of Gastonia Wastewater Treatment Division's EMS documents, available on-line at:

<http://www.p2pays.org/iso/tools/manuals.htm>



Homework for May:



- Complete monitoring and measurement procedures
- Write nonconformance and corrective and preventative action procedures
 - ◆ (remember to include responsibility and authority for handling and investigation nonconformances, taking action to mitigate impacts, and initiating the corrective and preventative actions)
- Create a CPAR form 
- Write a procedure for an EMS audit program and create an audit schedule
 - ◆ (remember to include: audit scope, frequency, method, and responsibilities and reqmts. for conducting and reporting audits)



Next Class: Our Last Class

You're in the Final Stretch!



- **Date:** May 14, 2002
- **Location:** On the UNC - Chapel Hill campus, in the Toy Lounge of Dey Hall
- We will need to park in pay lots on Rosemary Street; let's carpool or try the park and ride
- **Topics:**
 - ◆ Management Review
 - ◆ Third Party Certification
 - ◆ Wrap up: Bring your questions or email them to me ahead of time
- **Don't Forget:** Graduation ceremony (tentatively) EPA's campus, June 25.
Includes tour of EPA's new green building

