**Instructions (delete):**

The following is an example of a simple 1-day audit plan which you are welcome to amend as needed.

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| **Objective: to verify conformance of the Environmental Management System to ISO 14001:2015****Scope: xxxx Project Site, NSW****Criteria: ISO 14001:2015** |
| **Date** | **Task** | **Who** |
| 8.30am  | Site Induction | Auditor |
| 9.00am | Audit Entry Meeting  | Management; HSE Manager |
| 9.20am | Site Familiarisation | HSE Manager |
| 10.00am | Environmental MS Context and Leadership  | HSE Manager |
| 11.30am | EMS Planning and Support  | HSE Manager |
| 1.00pm | Lunch  |  |
| 1.30pm | Site Operations | Operations Manager |
| 3.00pm | EMS Monitoring and Improvement | HSE Manager |
| 4.00pm | Auditor Meeting and Reporting  | Auditor |
| 4.45pm | Audit Closing Meeting | Management; HSE Manager |