

Reclamation Manual

Directives and Standards

Sample Environmental Management System (EMS) Audit Opening and Closing Meeting Agendas

1. **Opening Meeting.**

- A. Introductions.
- B. Audit scope and objectives.
- C. Audit criteria.
- D. On-site review process and schedule.
- E. Physical locations to be visited and personnel to be interviewed.
- F. Critical elements of the EMS to be reviewed.
- G. Closing meeting date and time.

2. **Closing Meeting.**

- A. Areas of conformity.
- B. Areas for improvement.
- C. Major and minor nonconformities.
- D. Recommendation on declaration of conformance.
- E. Proposed audit report review and completion process and schedule.