

# Reclamation Manual

Directives and Standards

**TEMPORARY RELEASE**

*(Expires 09/30/2012)*

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## **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; and closing meeting date and time.
  
2. **Closing Meeting.**
  - A. Major and minor audit findings.
  - B. Recommended actions to address findings.
  - C. Areas for improvement.
  - D. Recommendation on declaration of conformance.
  - E. Audit review and completion process.