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.