



**United Nations Industrial Development Organization  
Ministry of Environment of the Republic of Moldova**

**Project “Reducing Greenhouse Gas Emissions through Improved Energy Efficiency in the Industrial Sector in Moldova”**

**UNIDO Energy Management - Expert Training - Module 3 - Review**

Topic	Duration (mins)	Exercise (mins)	Break duration	Start Time	End Time	Notes
<b>Registration</b>			5	8:30	8:35	
Welcome and opening remarks	10			8:35	8:45	Overview of the management system for refresher and Q&A on the work completed between Phase 2 and 3 Introduction to internal auditing (Possibly slides from user training)
Summary review of the management system and Q&A session	30	30		8:45	9:45	
Internal Auditing Purpose driver and types	30			9:45	10:15	
<b>Break</b>			15	10:15	10:30	
Planning an EnMS Audit	30	45		10:30	11:45	Exercise split into two teams for the audit tomorrow and develop schedule
Conducting an EnMS Audit	30			11:45	12:15	
Post Audit follow-up	30			12:15	12:45	
<b>Lunch</b>			45	12:45	13:30	
Non Conformances	30	45		13:30	14:45	Exercise to develop a non conformance
Reviewing and sustaining the system	30			14:45	15:15	
<b>Break</b>			15	15:15	15:30	
ISO 50001 Review Clause by Clause	30	0		15:30	16:00	Short Overview including certification pitfalls
EnPI review and actions	60			16:00	17:00	
Certification to ISO 50001	30			17:00	17:30	
<b>Day 1 End</b>				17:30		

Topic	Duration (mins)	Exercise (mins)	Break duration	Start Time	End Time	Notes
<b>DAY 2</b>						Trainees split into two teams and visit two facilities to carry out internal audit
Opening Remarks Company Representative	15			9:00	9:15	
Internal Audit Schedule review	15			9:15	9:30	
Commitment	30			9:30	10:00	
Break			15	10:00	10:15	
Planning	70			10:15	11:25	
Implementation and Operation	70			11:25	12:35	
Lunch			45	12:35	13:20	
Site Tour to review operational control		90		13:20	14:50	
Checking and Management Review	40			14:50	15:30	
Break			15	15:30	15:45	
Document the audit process	60			15:45	16:45	
Review the Audit in group	30			16:45	17:15	
Daily Wrap up	15			17:15	17:30	
<b>Day 2 End</b>				17:30		
Topic	Duration (mins)	Exercise (mins)	Break duration	Start Time	End Time	Notes
<b>DAY 3</b>						
Group 1 Audit Review presentation	15			9:00	9:15	
Group 2 Audit Review presentation	15			9:15	9:30	
Q&A on internal audit process	30			9:30	10:00	
Break			30	10:00	10:30	
Exam Review	120			10:30	12:30	Prepare typical questions for the exam, including revision of main points
Lunch			60	12:30	13:30	
General Q&A	60			13:30	14:30	
Break			30	14:30	15:00	
optional on any topic group want to work on	60			15:00	16:00	
refreshments and a celebration snack	30			16:00	16:30	
<b>Day 3 End</b>				16:30		