

| GENERAL INFORMATION | | | | |
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| Owner / Department* | | Edon Fetija / Training Development Department | | |
| Approver / Department* | | Enis Emini / Training Development Department | | |
| Date of Approval* | | 2020-02-11 | | |
| Course details* | Course name: | | Language: | New Version: |
| | ISO 50001 Lead Auditor | | English | 5.0 |
| Previous Version: 4.1 | | | | |
| Summary of the Change: | | | | |
| <ul style="list-style-type: none"> • Update of all ISO 50001 clauses • Update of all ISO 19011 clauses • New content added • Content removed | | | | |
| Day 1: | | | | |
| <ul style="list-style-type: none"> • Section summaries have been removed | | | | |
| Slide Number | | Slide Description: | Modifications: | Comments |
| <i>Current version</i> | <i>Previous version</i> | | | |
| No. 2 | No. 1 | New section added to Day 1 | Section 4: Fundamental concepts and principles of energy management The content of section 4 of the previous version is now on section 5 | |
| No.4 | No.2 | Standard references | Minor changes in standard references. Some of the old references have been replaced with new ones. | Standard references have been moved to slide 4 |

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| No.5 | No.3 | List of acronyms | The list of acronyms has been enriched | List of acronyms have been moved to slide 5 |
| No.6 | No. N/A | Note on Terminology Used | | New slide added |
| No. 2-3 | No. 18 | Schedule of the Training Course | Changed from "Schedule of the week" to "Schedule of the training course" | Slide repositioned |
| No.7-18 | No.4-19 | Section 1 | <p>Main changes are:</p> <ul style="list-style-type: none"> • From "Training objectives" to "Learning objectives" • "General information" - Added new content in the notes page • "Learning Objectives (cont'd)" - The slide has been paraphrased slightly • "Educational Approach" - Changes in design. "Student involvement" has been replaced with "participant involvement" • "Training Course References" - Slide simplified • "About PECB" - Added PECB University • "Why Become a Certified Auditor?" and "Customer Service" – Slides removed | Minor changes in training course objectives and structure. Some slides have been removed. |

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| <p>No. 19-38</p> | <p>No. 20-41</p> | <p>Section 2</p> | <ul style="list-style-type: none"> • Fundamental ISO principles and legal regulatory conformity are no longer a part of this section • “What is ISO?” - Now the notes contain information about key principles in standard development • “Management System Definition” - New content about management system definition • “Management System Standards” - Slide got simplified and changes in the selection of the standards • “Integrated Management Systems” – New content added • “The Development of the ISO 50001 Standard” – Added the year 2018 • ISO 50002 and 50003 - New slides about ISO 50002 and 50003 • “Advantages of the ISO 50001 Standard” - The slide has been simplified and some of the advantages have been changed • Slides 33-37 are new | <p>Section 2 has been simplified. New slide. Changes in the notes pages.</p> |
| <p>No. 39-49</p> | <p>No. 42-51</p> | <p>Section 3</p> | <p>Main changes are:</p> <ul style="list-style-type: none"> • “Accreditation Bodies” – Previously was “Accreditation Authority” • “Why Become a Certified Auditor?” – New slide • “Certification Bodies” – Previously was “Certification Bodies for Persons” | <p>Minor title changes</p> |
| <p>No. 50-60</p> | <p>No.</p> | <p>Section 4</p> | <p>This section consists of fundamental concepts and principles of energy management Some slides have taken from section 4 of the previous version</p> | <p>New section added</p> |

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| No. 62 | No. 102 | Section 5 | <p>Main changes are:</p> <ul style="list-style-type: none"> • Clauses now are from 4-10 (not 4-5 as the previous version of ISO 50001). The new clauses now are: Leadership, Planning, Support, Operation , Performance evaluation, Improvement • Some clauses are the same but the ordering of them has changed, e.g. Energy Policy is no longer clause 4.3 but clause 5.2 under Leadership • Many of the slides from the previous version have been removed and replaced with new content based on the new version of the standard | This section has been reworked and redesigned based on the new ISO 50001 |
| No. 82 | No. 92 | Exercise 2 | The exercise 2 now is based on the "Axero MEX" case study | The exercise has been modified |
| No. 103 | No. N/A | Exercise 3 | New exercise added | |
| <p>Day 2:</p> <ul style="list-style-type: none"> • Section summaries have been removed. • New exercises. • Section 10 of the previous version has been moved to day 3. | | | | |
| Slide Number | | Slide Description: | Modifications: | Comments |
| <i>Current version</i> | <i>Previous version</i> | | | |

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| <p>No. 1</p> | <p>No. 45</p> | <p>Section 6 - Fundamental audit concepts and principles</p> | <p>Main changes are:</p> <ul style="list-style-type: none"> • Audit standards are elaborated more and an additional standard has been added • ISO 50002 and 50003 removed • Actors changed to involved parties • Audit objectives now are based on ISO/IEC 17021-1 • Audit criteria has been simplified and an example was introduced to the slide • “Integrity” - Minor changes in notes page • “Fair Presentation” - Minor changes in notes page • “Professional Skepticism” - Minor changes in notes page • “Independence” - Minor changes in notes page • “Threats to Independence” – Minor changes in notes page • “Consultancy Services and Audit” - Minor changes in notes page • “Responsibility of Auditors” – Has been removed • “Exercise 3” is now “exercise 4” and the exercise has been slightly modified and relocated | <p>Mostly minor changes from the update of ISO 19011 clauses. Some slides have been removed</p> |
| <p>No.39-43</p> | <p>No.</p> | <p>Risk Based Approach</p> | <p>New slides added to section 6</p> | |

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| No.-68 | No. | Section 7 - Audit approach based on evidence and risk | <p>Main changes are:</p> <ul style="list-style-type: none"> • This section changed from 6 to 7 • “Audit Approach Based on Evidence” – removed from the section • “Audit Evidence” – removed from the section • All of the types of audit evidence(slide 49-55) have minor changes in the notes page due to the update of ISO 19011 • Exercise 4 of the previous version has been removed • Two new slides have been to “Audit approach based on risk” • “Materiality” – slightly paraphrased • “Materiality and the Management System”- Title change. This slide was previously named “Materiality and Audit Planning” • “Reasonable Assurance” – Minor changes. Notes have been simplified • “Exercise 5” – New exercise added | Minor Changes. Some slides have been added to the section. New exercise added. |
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| <p>No. 69-95</p> | <p>No. 62.-79</p> | <p>Section 8 – Initiating the audit</p> | <p>Main changes are:</p> <ul style="list-style-type: none"> • This section changed from 7 to 8 • The titles have been slightly changed • “Audit Program Management” – Minor changes • “Application Review” – New clauses added in the notes page • “Appointing the Audit Team Leader” – Slide notes extension added • “Validating audit scope – ISO 50003 Requirements” – New slide • “Validating Audit Scope” – Minor changes. Added slide notes extension • “Change in the Audit Scope” – Slightly paraphrased. The previous title was “ EnMS Scope and Audit Scope” • “EnMS Audit Duration for Initial Certification” – Slide reworked. The values in the table and the notes have been modified • “How to Determine the EnMS Complexity?“ - Slides 84 – 87 have been added • “Audit Team” – Slide notes extension added. • “Exercise 6” – New exercise added | <p>Minor Changes. Some slides have been added to the section. New exercise added.</p> |
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| No.96-115 | No.80-100 | Section 9 – Stage 1 audit | <p>Main changes are:</p> <ul style="list-style-type: none"> • This section changed from 8 to 9 • “ISO 50003 Requirements” – This slide is new to the section • “Objectives of the Stage 1 Audit” – Minor changes • “Stage 1 Audit Steps” –New information added in this slide, including the notes page • “Reviewing Documented Information” – This slide has been slightly modified. The previous title was “Document review” • “Documentation Requirements” – Removed from the section • Slide 95-96 have been removed • “Review of Electronic Documented Information” – New slide • “Exercise 7” – New exercise. The exercise 5 of the previous version has been removed | Some minor changes. Some slides have been added to the section, and some removed. The exercise has been changed. |
| No. 116-131 | No. 101-121 | Section 10 – Preparing the stage 2 audit (on-site audit) | <p>Main changes are:</p> <ul style="list-style-type: none"> • Some of the titles from section 9 of the previous version have been removed • “Audit Planning” – Slightly modified • “Audit Planning Details” – Minor changes in the slide • “Preparing Documented Information for Audit”- Previously was titled “Preparing Work Documents”. Changes in this slide are due to the updates of the ISO 19011 • “Principles of Maintaining Audit Working Documents” – New slide • “Using a checklist” – Now both advantages and disadvantages are added to the same slide. • “Establishing and Applying an Audit Documentation Standard” – title change from “Implementation of a Documentation Standard” • “Exercise 8” - New exercise added | Changes in titles. New exercise has been added. Updated information. |

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| No. N/A | No. 114-121 | The old Section 10 has been moved to day 3 | | |
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| Day 3: Section summaries have been removed | | | | |
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| Slide Number | | Slide Description: | Modifications: | Comments |
| <i>Current Version</i> | <i>Previous version</i> | | | |
| No. 1-2 | No. N-A | Schedule of the day | The "Stage 2 audit" section now is in day 3 | |
| No. 3-14 | No. 114-121 | Section 11 - Stage 2 audit | Main changes are: <ul style="list-style-type: none"> • The titles in this section are modified • "Audit Program Management" – Notes page modification. Clause changed • "ISO 50003 Requirements" – New slide added • "Opening Meeting" – Minor changes in the notes page • "Purpose of the Opening Meeting" – New slide added • "Exercise 9" – Previously was "Exercise 6". The example now is based on the newly developed case study (<i>Axero MEX</i>) • "Conducting Audit Tests" – Added new content in the notes page. Previous title was "Conducting Audit Tests with Appropriate Procedures" • "Audit Findings and Nonconformity Reports" – Previous title was "Drafting of Audit Findings and Non-conformity Reports" • "Quality Review" – Previous title was "Quality Review of the Audit Findings" | Minor changes in titles. The exercise has been added. Updated information. |
| No. 15-33 | No. 9-25 | Section 12 – Communication during the audit | Main changes are: <ul style="list-style-type: none"> • "Behavior During On-Site Visits" – Added one additional recommendation to the slide | |

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| | | | <ul style="list-style-type: none"> • “Communication During Audit” – New slide • “Verbal Communication” – Minor changes in the notes page • “Guide’s Responsibilities” – New slide. This slide was formerly as “slide notes extension” • “Cultural Aspects” – Slightly paraphrased. The slide was previously titled as “ Cultural Aspects of the Audit” • “Communication with the Management” – Minor changes on these slides • “Exercise 10” – Slightly modified. Previously was “Exercise 7” | |
| <p>No.34-77</p> | <p>No.26-60</p> | <p>Section 13 – Audit procedures</p> | <p>Main changes are:</p> <ul style="list-style-type: none"> • In this section titles are modified slightly • “Overview of the Audit Process” – Minor changes in the notes page • “Applying Audit Methods” – New slide • “A. Audit Procedure: Observation” – Notes page simplified • “C. Audit Procedure: Interview” – Added new content in the notes page • The “Individual and Group Interview” is now separated in two slides. • “Preparing the Interview” – New slide • “Conducting the Interview” – Added content on the notes page • “Closing the Interview” – Added new content in the notes page • “Sampling” – Added new content • “Judgment-based Sampling” and “Statistical Sampling” – New slides • “E. Audit Procedure: Technical Verification” – Slide simplified • “Energy audit instruments” – Deleted • “Technical Verification — Scanning” – New slide • “F. Audit Procedure: Corroboration” – An example has been added to the notes page | <p>Overall minor changes. Titles modified. New and updated information added</p> |

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| | | | <ul style="list-style-type: none"> “Auditing Virtual Activities and Locations” – Two new slides | |
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| No.78-88 | No.61-71 | Section 14 – Creating audit test plans | <p>Main changes are:</p> <ul style="list-style-type: none"> “Audit Test Plans” – Notes page simplified Slides 81-86 – The notes page content has been removed “Exercise 11” – New exercise. Replaced the previous “Exercise 9” | |
| No.89-109 | No.72-88 | Section 15 - Drafting audit findings and nonconformity reports | <p>Main changes are:</p> <ul style="list-style-type: none"> “Closing a nonconformity” has been added to this section Slide 92-93 have replaced slides 74-75 of the previous version “Minor Nonconformity” – The definition has changed “Major Nonconformity” – Minor changes “Anomaly” – Notes page simplified “Statement of Nonconformity” – New slide “Drafting a Nonconformity Report” – Minor changes “Drafting a Nonconformity Report” – Notes page simplified “Closing a Nonconformity” – New slide | Some notes have been removed. Definitions changed. New and updated information added |
| Day 4: Section summaries have been removed | | | | |
| Slide Number | | Slide Description: | Modifications: | Comments |
| <i>Current Version</i> | <i>Previous version</i> | | | |
| No.2 | No.1 | Schedule of the day | On day 4, sections 21 and 22 of the previous version of the course have been merged into one section | |
| No.3-12 | No.2-11 | Section 16 – Audit documentation and quality review | <p>Main changes are:</p> <ul style="list-style-type: none"> “Audit records” and “Documenting the quality review” have been removed from the section | Minor changes in this section. Some tables have been updated with the current clauses of ISO 19011 |

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| | | | <ul style="list-style-type: none"> • “Work Document Example” – Table updated with the current clauses of ISO 19011 • “Document the Quality Review” - Table updated with the current clauses of ISO 19011 | |
| No. 13-39 | No. 12-36 | Section 17 – Closing the audit | <p>Main changes are:</p> <ul style="list-style-type: none"> • Few insignificant changes in the titles of this section • “Exercise 13” – This exercise is the same but has been adapted to the <i>Axero MEX</i> case study • “5.3 Closing Meeting” – Minor changes in the notes page • “5.4 Preparing Audit Report” – Minor changes in the notes page • “Contents of the Audit Report” – New slide • “Recommendations for Improvement” – The slide with examples of recommendations for improvement has been removed • “5.5 Distributing Audit Report” – The notes page has moved to the slides content now. Added a slide notes extension. • “Audit Follow-up” – Removed from the section • “5.7 Certification Decision” – Minor changes in the notes page • “5.8 Closing the Audit” - Minor changes in the notes page. Two new slides added • “Content of the Certificate” – Removed from the section • “Certificate Example” – Notes deleted • “Exercise 14” – New exercise added to this section | Minor changes in the notes page. New slides added and some removed. New exercise added to this section |
| No. 40-47 | No. 37-44 | Section 18 – Evaluation of action plans by the auditor | <ul style="list-style-type: none"> • “Content of Action Plans” – Minor changes • “Evaluation of Action Plans” - Minor changes • “Exercise 15” – Exercise slightly modified | |
| No. 48-63 | No. 45-57 | Section 19 – Beyond the initial audit | Main changes are: | Changes in content as a result of changes in the clauses of ISO/IEC 17021-1. New slides added |

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| | | | <ul style="list-style-type: none"> • Few insignificant changes in the titles of this section • “Surveillance Activities” – Changes in the content as a result of changes in the clauses of ISO/IEC 17021-1 • “Surveillance Audits” – This slide has new content from ISO 50003 and ISO/IEC 17021-1 • “Main Elements to Audit During a Surveillance Audit” – Content of notes page deleted • “6.3 Recertification Audit” – Minor changes • Slides 57-59 are new | |
| No.64-83 | No.58-77 | Section 20 – Managing an internal audit program | <p>Main changes are:</p> <ul style="list-style-type: none"> • Minor title modifications in this section • “Managing an Audit Program” – Redesigned and slide noted extension page added • “Role of the Internal Audit Function” – One bullet point removed • “Extent of the Audit Program” – Minor changes • “Access and Independence” – Added content • “Plan the Activities” – Added content • “Audit Program Resources” - Added content • “Audit Programme Procedures” and “Creating Audit Tools” – Deleted • “Audit Program Records” – Updated content • “Follow up on Nonconformities” – Minor changes • “Monitoring, Evaluating, Reviewing, and Improving an Audit Program” – Updated content • “Exercise 16” – This exercise has been changed | Content updated. New slides added and some removed. New exercise |
| No.84-115 | No.78-106 | Section 21 - Competence, evaluation, and closing of the training course | <p>Main changes are:</p> <ul style="list-style-type: none"> • Minor changes in the titles of this section • “Competence and Evaluation of Auditors” - Added content from ISO 19011 | Minor changes. Updated tables. Added content |

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| | | | <ul style="list-style-type: none"> • "Generic Knowledge and Skills of Auditors" – Minor changes in the notes page • "Competence of Audit Team Leaders" - Added content from ISO 19011 • "1. Attendance Record" – Previously was titled "Course Completion Certificate" • "Certification Application" – Notes page deleted • "7. Maintaining Certification" – Notes page simplified. Table updated • Slides 107 and 108 are new | |
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| Other Materials | Task | Description | Comments | Completed |
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| Case Study | Update the case study | Case study should be aligned with the new version of the course | | <input checked="" type="checkbox"/> |
| Exercises | Update the exercises | Exercises should be aligned with the new version of the course | | <input checked="" type="checkbox"/> |
| Correction Keys | Update the correction keys | Correction keys should be aligned with the new version of the course | | <input checked="" type="checkbox"/> |
| Exam 01 | Update the exam | The exam should be aligned with the new version of the course | | <input checked="" type="checkbox"/> |
| Exam 02 | Update the exam | The exam should be aligned with the new version of the course | | <input checked="" type="checkbox"/> |
| Exam Preparation Guide (EPG) | Update the EPG | The EPG should be aligned with the new version of the course | | <input type="checkbox"/> |
| Candidate Handbook (CH) | Update CH | The CH should be aligned with the new version of the course | | <input checked="" type="checkbox"/> |
| Course Description | Update Course Description on the web | The CD should be aligned with the new version of the course | | <input type="checkbox"/> |
| Other Supporting Materials (Ex. Videos, Samples) | Update other supporting materials of the course | Other supporting materials should be aligned with the new version of the course | | <input type="checkbox"/> |

Comments:

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