



ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEMS INTERNAL AUDITOR TRAINING COURSE

COURSE CRITERIA

UPON COMPLETION OF THIS COURSE,
LEARNERS WILL BE ABLE TO:

- With reference to the Plan, Do, Check, Act cycle, explain the process-based environmental management system model for ISO 14001:2015, and the role of internal audit in the maintenance and improvement of environmental management systems;
- Explain the role and responsibilities of an auditor to plan, conduct, report and follow up an internal environmental management system audit, in accordance with ISO 19011 and ISO/IEC 17021-1 where appropriate.
- Plan, conduct, report and follow up an internal audit of part of an environmental management system based on ISO 14001:2015, and in accordance with ISO/IEC 17021-1 where appropriate.

Learners will need to demonstrate acceptable performance in all areas to complete the course successfully.

PRIOR KNOWLEDGE

Before starting this course, learners are expected to have the following prior knowledge:

- Management systems:
 - Understand the Plan-Do-Check-Act (PDCA) cycle
 - Knowledge of environmental management systems and the requirements of ISO 14001:2015
- Environmental management:
 - The concept of environmental sustainable development whereby an organisation must ensure that actions of today do not degrade the environment of the future.
 - The purpose of an initial review as the basis for establishing an environmental management system where none currently exists.
 - Evaluation of activities, products and services in order to establish the environmental aspects associated with normal operating conditions, abnormal conditions such as start-up and shutdown and emergency situations and accidents.
 - Considerations of environmental aspects with respect to;
 - Emission to air, release to water and release to land
 - Use of raw materials, natural resources and energy
 - Energy emitted and lost e.g. heat, radiation, vibration, steam, and compressed air.

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COURSE DURATION: 2 days
DELIVERY METHODOLOGY: Face to Face
COURSE LANGUAGE: English
ACCREDITATION: CQI/IRCA

COURSE DESCRIPTION

This course is certified by the Chartered Quality Institute (CQI) and International Register of Certificated Auditors (IRCA). CQI / IRCA Course Certification Number 2134-PT 218.

The objective of this course is to provide learners with the knowledge and skills required to perform an internal audit of part of an EMS based on ISO 14001:2015 and report on the effective implementation and maintenance of the management system in accordance with ISO 19011 and to contribute to the continual improvement of the management system.

Certified by:



- Public nuisance such as light pollution, noise, and odour
- Environmental legislation and how legal compliance forms part of an Environmental management system.
- Typical methods for evaluation of the significant impacts of the environmental aspects identified and how their ranking influences operational control and priorities for improvement.

COURSE CONTENT

SESSION 1: INTRODUCTION TO THE ISO 14000 SERIES OF MANAGEMENT SYSTEM STANDARDS

- The need and benefits of an EMS
- Pressures on an organisation
- Evolution of environmental management
- ISO 14000 series of standards
- Management system standards based on Annex SL
- The process approach
- Continual improvement based on the PDCA cycle
- ISO 14000 series

SESSION 2: ISO 14001 INTERPRETATION FOR AUDIT

- Defining an EMS
- ISO 14001:2015 requirements
- Relationships between the clauses
- Implications for auditors
- Audit trails

SESSION 3: AUDIT: DEFINITION AND PRINCIPLES

- Definition of audit
- Auditing guideline document
- ISO 19011
- ISO 14001:2015 Clause 9.2
- The principles of auditing
- The role and responsibilities of auditors

SESSION 4: PLANNING AND PREPARING FOR THE AUDIT

- The audit process
- Planning the audit
- Preparing for the on-site audit
- Pre-audit contact with the auditee
- Document review
- Audit checklist

SESSION 5: CONDUCTING THE AUDIT

- Gathering information
- Opening meeting
- Conducting the audit
- Questioning techniques
- Controlling the audit

SESSION 6: AUDIT REPORTING AND FOLLOW-UP

- Audit review meeting
- Audit findings
- Corrective actions requests (CARs)
- Opportunity for improvement
- Presenting the findings
- Reporting on the audit
- Audit completion
- Corrective action
- Follow-up and close out

SESSION 7: AUDITOR COMPETENCE AND CERTIFICATION

- Personal characteristics of auditors
- Auditor competence
- CQI/IRCA auditor certification scheme

COURSE CERTIFICATION

Learners who pass the test and continuous assessment will be issued with a "Certificate of Achievement" that satisfies part of the formal training for an individual seeking certification as an CQI / IRCA internal auditor. The "Certificate of Achievement" is valid for a period of five years from the date of the last day of the course for the purpose of certifying as an internal auditor with the CQI / IRCA. Learners who do not pass the continuous assessment and have been in attendance for the full duration of the course will be issued with a "Certificate of Attendance". Learners who fail the continuous assessment, but who meet the attendance criteria will receive a "Certificate of Attendance".