



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 EMS audit, in accordance with ISO 19011:2018 and ISO/IEC 17021-1:2015 where appropriate;
- Plan, conduct, report and follow up an internal audit of part of an EMS based on ISO 14001:2015, and in accordance with ISO/IEC 17021 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.
 - 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.

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COURSE DURATION: 2 days
DELIVERY METHODOLOGY: Face to Face
COURSE LANGUAGE: English
ACCREDITATION: SGS

COURSE DESCRIPTION

The objective of this course is to provide learners with the knowledge and skills required to perform an internal audit of part of an environmental management system based on ISO 14001:2015, report on the effective implementation and maintenance of the management system in accordance with ISO 19011:2018 and to contribute to the continual improvement of the management system.

The course refers to ISO 14001:2015 as the management system standard that provides the context for an internal audit. However, this course does not address ISO 14001:2015 in detail.



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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
- Audit guideline document
- ISO 19011:2018
- 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

- Information gathering
- 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

- Personal characteristics of auditors
- Auditor competence

COURSE CERTIFICATION

Learners who are in attendance for the complete course will be issued with a "Certificate of Attendance".