



ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEMS LEAD AUDITOR TRAINING COURSE

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

- Describe the purpose of an EMS and the business and societal benefits of improving environmental performance;
- Explain the role of an auditor to plan, conduct, report and follow up an EMS audit in accordance with ISO 19011 and ISO/IEC 17021-1 where appropriate;
- Plan, conduct, report and follow up an audit of an EMS to establish conformity (or otherwise) with ISO 14001 and in accordance with ISO 19011 (and 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:

- Knowledge of the following environmental management principles and concepts:

- 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 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, vibration and odour;
 - The maintenance of given ecosystems (watercourses, SSSIs, etc.)
 - 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.
 - ISO 14001: Knowledge of the requirements of ISO 14001, which may be gained by completing a CQI / IRCA certified EMS foundation training course.

SGS ACADEMY

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COURSE DURATION: 5 days
DELIVERY METHODOLOGY: Face to Face
COURSE LANGUAGE: English
ACCREDITATION: CQI/IRCA

COURSE DESCRIPTION

This course is certificated by the Chartered Quality Institute (CQI) and International Register of Certificated Auditors (IRCA). CQI / IRCA Course Certification Number 17972-PR 315.

The objective of this course is to provide learners with the knowledge and skills required to perform first, second and third-party audits of Environmental Management Systems (EMS) against ISO 14001:2015 in accordance with ISO 19011 and ISO/IEC 17021, as applicable.

Certified by:



COURSE CONTENT

SESSION 1: ENVIRONMENTAL MANAGEMENT SYSTEMS (ISO 14000 SERIES OF STANDARDS)

- The need for and benefits of an EMS
- The ISO 14000 series of standards
- Compatibility with other standards
- Legal compliance – ISO standards
- The process approach
- The concept of environmental management

SESSION 2: PROCESS-BASED EMS

- Application of PDCA cycle
- Context of the organisation
- Leadership and policy
- Actions to address risks and opportunities
- Environmental aspects
- Compliance obligations
- Environmental objectives
- Competence, awareness and communication
- Documented information
- Operational planning and control
- Emergency preparedness and response
- Monitoring and measurement
- Continual improvement

SESSION 3: REGISTRATION, CERTIFICATION AND AUDITOR COMPETENCE

- Certification and registration of organisations
- Certification of auditors
- Competence of auditors
- Personal characteristics of auditors
- Registration, certification and auditor competence

SESSION 4: AUDITS: DEFINITION, PRINCIPLES AND TYPES

- Audit definition
- Principles of auditing
- Types of audit

SESSION 5: THE AUDIT PROCESS

- Certification process
- Planning the audit
- Audit roles and responsibilities
- Good practice at meetings

SESSION 6: PREPARING FOR THE ON-SITE AUDIT (AUDIT STAGE 1)

- Initial contact with the auditee
- Stage 1 audit
- Document review
- The audit plan
- Work documents

SESSION 7: DEVELOPING THE CHECKLIST

- The audit checklist
- Process review
- The “Turtle Diagram”

SESSION 8: CONDUCTING THE ON-SITE AUDIT (AUDIT STAGE 2)

- Collecting and verifying information
- Opening meeting
- Roles and responsibilities of guides
- Conducting the audit
- Questioning techniques
- Controlling the audit
- Communication with the audit client and auditee

SESSION 9: AUDIT REVIEW

- Audit review meeting
- Audit findings
- Finding statements
- CARs
- Classification of CARs
- Opportunities for improvement

SESSION 10: AUDIT REPORTING AND FOLLOW-UP

- Presenting the findings
- Reporting on the audit
- Audit completion
- Corrective action
- Management review
- Follow-up and close out

COURSE CERTIFICATION

Learners who pass both the examination and continuous assessment will be issued with a “Certificate of Achievement” that satisfies the formal training for an individual seeking certification as an CQI / IRCA auditor / lead 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 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”.