

ISO 14000:2004

AUDITOR / LEAD AUDITOR TRAINING COURSE (5 days)

12 Workshops!

Objective

On successful completion the delegate will know the ISO 14000 Series, be trained Auditors, be competent to audit their own organization, subcontractors and suppliers as Auditors or Lead Auditors, be able to prepare for audits and understand the economic and environmental advantages of Environmental Management Systems.

Interactive learning techniques are used to maximize delegate participation, including workshops designed to broaden the knowledge of system and audit applications.

Persons who should attend this course include:

- Managers introducing Environmental Management Systems,
- Personnel who audit within their organization and those of their suppliers,
- Management consultants who need to know more about ISO 14000, and
- Persons wishing to pursue a career as third party EMS Auditors and Lead Auditors.

NOTE: This course is not intended to be an implementer's course, or one that will create an expert in environmental legislation.

NOTE: If the candidate is already a qualified auditors in other disciplines, such as QMS or OH&S, and have experience of environmental management, a 3-day EMS Auditor Conversion training course may be more appropriate.



Overview

This 5-day ISO 14000:2004 Series Auditor / Lead Auditor Training Course offered by Ashbrooke has been developed to progress the delegate through a series of modules, each containing a day's activities of presentation and participation;

Developing good communication skills is encouraged early and is reinforced throughout the course as it is essential for an Auditor / Lead Auditor to hold well developed written and verbal communication skills. This is achieved with verbal and written evaluation activities, open forum presentation format and active delegate participation throughout the course.

The course examines these issues by opening with the Auditor's Code of Conduct. This is followed by examining and exploring:

- ISO 19011:2002
- Environmental Management Principles
- ISO 14001:2004
- Environmental Management Process Model
- Environmental Objectives and Targets
- Environmental Aspects and Impacts
- Continual Improvement
- Corrective and Preventive Action
- Audit Process
- Environmental Management System Documentation
- Checklists
- Audit Plans
- Pre-Audit Contact
- Conformance Audits
- Follow-up and Completion

Plus, over 75% of the course timing is dedicated to syndicate activities designed to examine and explore the disciplines of planning and conducting EMS audits. **This course contains 4 Questionnaires and 12 Workshops.**

Course Content ... See Reverse

Course Content

Day 1 (8:30 a.m. - 7:00 p.m.)

Introduction
Course Requirements

Pre-Course Questionnaire review

Auditor Code of Conduct
Key Vocabulary
Environmental Management System Principles

Environmental Management Process Model

Case Study 1 – Examining 14001:2004
Case Study 1 – Roundtable Discussion

Benefits of Environmental Management Systems
Environmental Aspects and Impacts
Environmental Objectives and Targets
Correction, Corrective Action and Preventive Action

Case Study 2 – Examining Environmental Aspects
Case Study 2 – Roundtable Discussion

Continual Improvement

Day 2 (8:30 a.m. - 7:00 p.m.)

Open Review
Delegate Review and Discussion – Questionnaire No. 1

Case Study 3 – Examining Continual Improvement
Case Study 3 – Roundtable Discussion

Why Audit?
System and Conformance Audits
Types of Audits
External Audit Cycle
Audit Teams
Environmental Management System
Environmental Management System Structure
Managing Documentation
Process Mapping
Document Review

Case Study 4 – Examining Documentation to ISO 14001:2004
Case Study 4 – Roundtable Discussion

Checklists

Day 3 (8:30 a.m. - 7:00 p.m.)

Open Review
Delegate Review and Discussion – Questionnaire No. 2

Case Study 5 – Preparing a Checklist
Case Study 5 – Roundtable Discussion

Audit Plans

Case Study 6 – Preparing an Audit Plan
Case Study 6 – Roundtable Discussion

Pre Audit Contact
Opening Meeting

Case Study 7 – Conducting an Opening Meeting
Roundtable Discussion

Communication / Interviews / Gathering Audit Evidence

Day 4 (8:30 a.m. - 7:00 p.m.)

Open Review
Delegate Review and Discussion – Questionnaire No. 3

Case Study 8 – Conducting an Interview
Case Study 8 – Roundtable Discussion

Wash-Up Meeting
Writing Audit Reports

Case Study 9 – Preparing an Audit Report
Case Study 9 – Roundtable Discussion

Closing Meeting

Case Study 10 – Conducting a Closing Meeting
Case Study 10 – Roundtable Discussion

Day 5 (8:30 a.m. - 4:30 p.m.)

Open Review
Delegate Review and Discussion – Questionnaire No. 4

Follow Up and Completion

Case Study 11 – Follow-up and Review of Corrective Action
Case Study 11 – Roundtable Discussion

Case Study 12 – Examining Audit Findings
Case Study 12 – Roundtable Discussion

Final Instructions and Questions

Final Examination

Course Close