

# ISO 14001:2004

## INTERNAL EMS AUDITOR TRAINING COURSE (2 days)

## 4 Workshops

### Objective

On successful completion, delegates will be trained Auditors, competent to audit their own organization:

- Be able to prepare, plan, conduct internal audits,
- Be able to report the results whilst identifying efficiencies and opportunities for improvement of the Quality Management Systems.

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

Further, the delegate will be made aware of good current practices and be encouraged to develop constructive audit skills through analysis and self appraisal.

Persons who should attend this course include:

- Personnel who audit within their own organization.



### Overview

#### Why Audit?

**ISO 14001:2004 is a management tool which can be used by an organization to better affect its Environmental management policies and programmes.**

It is essential for an organization to understand its performance against its requirements; and whenever possible, to identify opportunities for improvement. To achieve these objectives, an organization must set out to conduct internal reviews of itself. These are called *internal audits*.

Internal audits are mandated in ISO 14001:2004 through the clause 4.5.5.

The intent of this process is to ensure the organization's knowledge of itself and how it is performing to its requirements. This process is charged to the internal auditor, whether developed from within or hired from outside.

Success in the auditing process is characterized by reliance on a number of principles. These principles make the audit experience an efficient and reliable tool in support of management policies and controls, providing information on which an organization can act to improve its performance.

**Course Content ... See Reverse**

# Course Content

## **Day 1: 8:30 a.m. - 6:00 p.m.**

### Introduction

- Course Programme
- Course Learning Objectives
- Delegate Responsibilities
- Continuous Assessment Process
- Guidelines for Auditors

### Management Systems

- Introduction to Environmental Management Systems
- Financial Benefits of Environmental Management Systems
- Environmental Management System Documents
- Managing Documentation
- Key Vocabulary
- ISO 14000:2004 Series
- Environmental Management System Model
- Environmental Management System Principles
- Environmental Aspects and Impacts
- Initial Environmental Questionnaire
- Environmental Objectives and Targets
- Environmental Review and Improvement

### Questionnaire No. 1

### Audit Process

- Why Audit?
- Internal Audit Cycle
- Internal Audit Requirements (4.5.5)
- Internal Audit Objectives, Effectiveness, Improvement, Conformance Adding Value to the EMS and the Organization
- Using Internal Audits for Maintenance, Improvement of EMS

### Audit Planning

- Internal Audit Programmes
- Audit Criteria
- Preparing the Audit Plan
- Document Review
- Resource Planning
- Preparing Checklists
- Pre-Audit Contact

### Questionnaire No. 2

*Workshop - Case Study 1 ... Preparing for the Audit*

*Delegate Review and Day 1 Wrap-up ... General Knowledge Review*

### End Day 1

## **Day 2: 8:30 a.m. - 6:00 p.m.**

### Audit Interviews

- Internal Audits - Opening Meetings
- The Interview
- Gathering Audit Evidence
- Auditing Different Types of Systems and Processes
- Internal Audits - Closing Meetings

*Workshop - Case Study 2 ... Conducting the Interview*

### Audit Reporting

- Purpose and Content of the Internal Audit Report
- Audit Evidence
- Corrective Action
- Opportunities for Improvement

*Workshop - Case Study 3 ... Writing Audit Reports*

### Follow-Up

- Close-out of Audit Findings
- Management Review
- Development of Planned Audit Programmes Based on Audit Findings

### Questionnaire No. 3

*Workshop - Case Study 4 ... Conducting the Follow-Up Review*

*Delegate Review and Day 2 Wrap-up ... General Knowledge Review*

### Close