

ISO 14001:2015 Environmental Management Systems Internal Auditor Training Course



COURSE OVERVIEW

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.

DURATION: 2 Days

ACCREDITATION: SGS

DELIVERY: Virtual Instructor
Led Training

LANGUAGE: English

COURSE CERTIFICATION

On completion of this course:



- Learners who have been in attendance for the full duration of the course will be issued with a "Certificate of Attendance".

LEARNING OBJECTIVES

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 these areas to complete the course successfully.

AUDIENCE

Anyone who requires knowledge of ISO 14001:2015 or needs to develop their skills in implementing or auditing an environmental management system to improve their organisations environmental performance.

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 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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ENVIRONMENTAL PERFORMANCE



COURSE CONTENT

INTRODUCTION TO THE ISO 14000 SERIES OF MANAGEMENT SYSTEM STANDARDS

- Explain the purpose of an EMS and the benefits of improving environmental performance
- State the purpose and benefits of a certificated EMS
- Be aware of the ISO 14000 series of standards
- Discuss the reason for the development of management system standard based on Annex SL
- Explain the high-level structure of ISO 14001:2015
- Describe, with reference to Plan-Do-Check-Act cycle, the structure and scope of ISO 14001:2015
- Explain key ISO 14000 series definitions and terminology

ISO 14001:2015 INTERPRETATION FOR AUDIT

- Explain the principles, processes and techniques used to assess and manage environmental aspects
- Describe the relationship between EMS processes and the implementation of an EMS
- Explain the requirements of ISO 14001:2015 from the internal auditor perspective

AUDIT DEFINITION PRINCIPLES

- Comprehend the terms, definition and purpose of audits
- State and apply the audit principles
- Outline the requirements for internal audit, as described in ISO 14001:2015, clause 9.2
- Define an internal EMS audit, including the terms and definitions used in auditing, referencing ISO 19011 and ISO 14001:2015 as appropriate
- Explain the role and responsibilities of an auditor to plan, conduct, report and follow up an internal EMS audit, in accordance with ISO 19011
- Outline the process for performing an audit, from its initiation through to conducting audit follow-up
- Explain the purpose and significance of the audit objectives, scope and criteria
- Describe the role and responsibilities of the auditor at each stage of the audit process
- Explain the principle of confidentiality



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COURSE CONTENT

PLANNING AND PREPARING FOR THE AUDIT

- Discuss the audit process
- Establish the purpose and objectives of the audit and define the audit scope
- Explain the significance of audit criteria
- Discuss remote auditing
- Differentiate between Interactive and non-interactive audits
- Explain the need for pre-audit contact with the auditee
- Identify the documents to be reviewed and information to be obtained from the audit
- Produce an outline plan for the audit
- Produce a checklist for the audit

CONDUCTING THE AUDIT

- Discuss and apply the methods of obtaining information during the audit
- Describe the purpose of the opening meeting
- Describe the benefits and limitation of sampling
- Demonstrate how to conduct and control audits
- Appreciate the various techniques for questioning auditees

AUDIT REPORTING AND FOLLOW UP

- Describe the purpose, structure, content and attendees typically at audit review meetings
- Demonstrate the processes of identifying and drafting finding statements
- Explain the methods for identifying nonconformities
- Describe the purpose and typical content of Corrective Action Request (CARs)
- Describe the use of “opportunities for improvement”
- Describe the purpose of closing meetings
- Describe the preparation of audit reports
- Explain the roles and responsibilities for taking and verifying corrective action
- Explain the steps necessary to address corrective actions
- Identify the types of evidence that may be required to demonstrate effective implementation of corrective and preventive action
- Explain the role of the management review
- Appreciate the steps necessary to follow-up and close out corrective actions

AUDITOR COMPETENCE AND CERTIFICATION

- Describe the personal attributes of auditors
- Describe the competence needs of auditors

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