

Advanced EMS Auditor Course

Ref: EMS LAC

**IRCA certificated course: A17262
IEMA approved**

Duration: 5 days

Aims:

By the end of this course, participants will be able to:

- describe the purpose of an environmental management system
- explain the scope EMS standards and, where applicable, other criteria against which an EMS audit could be performed
- describe the principles, processes and techniques used for the assessment of risk and the significance of these in all environmental management systems
- interpret the requirements of the ISO 14001:2004 management systems specification in the context of an audit
- effectively plan and conduct an audit of the management and operation of an organisation in accordance with the requirements of relevant EMS audit criteria and ISO 19011
- report the audit, including writing valid, factual and value-adding nonconformity reports
- undertake audit follow-up activities, including evaluating the effectiveness of corrective and preventive action

Profile

This five day course provides an opportunity for both Environmental and Quality professionals to update their skills in interactive and supportive surroundings. Case study materials and role-play exercises are used to develop and practice skills in all phases of auditing. Participants are continually assessed and required to complete a midcourse test along with an end-of-course written examination.

COURSE TIMETABLE

Day 1

08.45

COURSE REGISTRATION

09.00

COURSE INTRODUCTION: Overview of Course

Session 1: Introduction to environmental management systems

Workshop 1: Environmental risk

Workshop 1: *feedback*

Session 2: ISO 14001 - overview

Session 3: Environmental aspects

13.00-14.00 *Lunch*

Workshop 2: Identification and evaluation of environmental aspects

Workshop 2: *feedback*

Session 4 Environmental legislation

Module: National environmental legislation

Workshop 3: Review of environmental policy

Workshop 3: *feedback*

Workshop 4: Auditing objectives, targets and programmes

18.30

End of Day 1

There will be a break of 15 minutes mid-morning and mid-afternoon.

DAY 2

09.00

Recapitulation

Session 5: ISO 14001 - clause 4.4

Workshop 4: *feedback*

Session 6: ISO14001 - clauses 4.5 & 4.6

Workshop 5: Audit evidence/audit trails

Session 7: Registration, certification and auditor competence

13.00-14.00 *Lunch*

Workshop 5: *feedback*

Workshop 6: Mid-course test

Workshop 6: *feedback*

Session 8: Audits: definition, principles, types

Session 9: Audit planning

Workshop 7: Audit planning

Workshop 7: *feedback*

18.30

End of Day 2

There will be a break of 15 minutes mid-morning and mid-afternoon.

DAY 3

09.00

Recapitulation

Session 10: Preparing for the audit

Workshop 8: Document review

Workshop 8: *feedback*

Workshop 9: The audit plan

13.00-14.00 *Lunch*

Workshop 9: *feedback*

Workshop 10: Checklist development

Session 11: Conducting the audit

Workshop 10: *feedback*

Session 12: Audit review

Session 13: Audit reporting and follow-up

Role Play: *Demonstration of closing meeting*

Workshop 11: Interpretation of the Standard /
classification of finding statements / CARs

18.30

End of Day 3

There will be a break of 15 minutes mid-morning and mid-afternoon.

DAY 4

09.00

Recapitulation

Session 14: Eco Management and Audit Scheme Regulation (EMAS II) Requirements
(This is only applicable to EU member states only)

Workshop 11: *feedback*

Workshop 12: Audit performance

Workshop 13: *Audit findings*

Workshop 12: *feedback*

Examination review

Specimen Exam Paper;
Key elements of course learning objectives

18.30

End of Day 4

There will be a break of 15 minutes mid-morning and mid-afternoon.

DAY 5

09.00 **Recapitulation**

Workshop 14: Audit reporting

- Simulated closing meeting
- Report preparation and submission

Workshop 14: *feedback*

13.00-14.00 *Lunch*

14.00 **Course review and summary**

14.30 **WRITTEN EXAMINATION**

16.30 **End of Course**