

## ISO 14001 INTERNAL AUDITOR TRAINING COURSE

Ref: IEMSA

### OBJECTIVES

#### Aims

This course aims to equip participants with the knowledge and skills needed to assess and report on the conformance and effective implementation of an environmental management system in accordance with ISO 19011.

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

- describe the responsibilities of an internal auditor and describe the role of internal audit in the maintenance and improvement of management systems, in accordance with ISO 19011;
- explain the purpose and structure of ISO 14001, and explain the principles, process and selected techniques used for the assignment and management of environmental aspects and impacts, including the significance of these for EMS auditors;
- plan and prepare for an internal audit;
- gather audit evidence through observation, interview and sampling of documents and records;
- write factual audit reports that help to improve the effectiveness of the management system;
- suggest ways in which the effectiveness of corrective action might be verified.

#### Profile:

This course comprises lectures, workshops and role-play exercises. Participants are not expected to possess knowledge of auditing, quality management system or ISO 14001 before attending the course. Successful completion of this course and the ISO 14001 foundation course fulfils part of the training requirements for certification and an EMS internal auditor with the IRCA.

This course is **certificated by the IRCA** (Course No. A 17283).

## Course timetable

### DAY 1

08.45 COURSE REGISTRATION

09.00 COURSE INTRODUCTION

*Objectives, workshops, team-work, continuous assessment, administration, delegate introductions*

**LECTURE 1: Introduction to internal EMS auditing**

**WORKSHOP 1: Environmental risk**

**LECTURE 2: ISO 14001; interpretation for audit**

**WORKSHOP 1 feedback**

**LECTURE 3: Audit: definition and principles**

13.00-1400 *Lunch*

**WORKSHOP 2: Audit evidence / audit trail**

**WORKSHOP 2 feedback**

**LECTURE 4: Planning and preparing for the internal audit**

**WORKSHOP 3: Part 1: Audit exercise - preparation for an EMS audit**

**WORKSHOP 4: EMS auditing - questionnaire**

18.00 End of Day 1

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

## DAY 2

09.00

Recapitulation & feedback on Workshop 4

**LECTURE 5: On-site audit activities**

**LECTURE 6: Audit reporting and follow-up**

**WORKSHOP 3: Part 2: Audit exercise – performance of an EMS audit**

**WORKSHOP 3: Part 3: Audit exercise- reviewing and reporting audit findings**

13.00-14.00

*Lunch*

**WORKSHOP 3: Part 3: Case-study presentations**

**LECTURE 7: Auditor competence and certification**

16.45

Course review and summary

17.00

End of Course

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