



Lead Auditor in Environmental Management Systems

Duration 5 Days

Introduction

Receive concentrated and comprehensive training in the theory and practice of auditing an Environmental Management System (EMS) based on ISO 14001:2004*. Gain a practical understanding of the responsibilities of an environmental auditor, and the techniques and methodologies required to effectively audit an EMS.

Who should attend?

The course is ideal for environmental management practitioners who have an understanding of environmental management and who have been, or will become, involved in internal quality assurance audits, second party (i.e. vendor) audits and/or third party audits

Course Outline

This course covers the following topics:

- Introduction to environmental auditing
- Applying environmental management principles and environmental science and technology
- Applying environmental systems to different operational processes
- Environmental laws and Standards including ISO 14001:2004 and ISO 19011
- Assessing the risk of significant environmental impacts and activities
- Assessing the effectiveness of the EMS and methodologies to control environmental hazards
- Assessing EMS roles and responsibilities
- Processes involved with managing audit programs, initiating and preparing for an audit, conducting on-site audit activities, reporting on audit findings and conducting post-audit activities
- Personal and interpersonal skills required to conduct a management systems audit
- Appropriate oral, written and non-verbal communication techniques for lead management systems auditors

Learning Outcomes

Upon successful completion of this course, participants should be able to:

- Identify and review audit-related documentation and prepare checklists
- Participate in developing audit schedules
- Identify, gather, analyze and evaluate information
- Conduct entry and exit meetings
- Plan an EMS audit and communicate with an auditee regarding proposals
- Assess audit scope and objectives
- Identify resources required to conduct the audit
- Develop an EMS audit plan and tool
- Prepare and manage audit team resources
- Guide team members in continuously improving their performance
- Compile and report audit results and outcomes
- Negotiate the follow up process with auditors
- Monitor and review audit systems and activities
- Gather data and EMS records
- Undertake EMS audit activities
- Evaluate effectiveness of systematic approaches to identifying EMS risk factors
- Evaluate appropriateness of the organization's risk assessment tool(s) and processes
- Evaluate the effectiveness of systematic EMS monitoring processes
- Assess the impact of EMS management approaches on improved performance
- Assess and advise on organizational EMS compliance against agreed benchmarks