

# ENVIRONMENTAL MANAGEMENT SYSTEMS AUDITOR / LEAD AUDITOR TRAINING COURSE\*

(5 days) **IRCA CERTIFIED** Focus Standard: ISO 14001:2015

with  
**10 Workshops!**

## Objective

\* Course is certified by the IRCA (Cert. No. A17921) and satisfies the formal training requirement for individuals seeking certification under the IRCA EMS Auditor Certification Scheme.

\*This training course and certificate of attainment is recognized by RABQSA as equivalent to their EMS Lead Auditor Course (TCD-20)

On successful completion the delegate will know the ISO 14000 family, be trained Auditors, be competent to audit their own organization, subcontractors and suppliers as Auditors or Lead Auditors, be able to prepare for audits and understand the economic and environmental advantages of Environmental Management Systems.

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

From an auditor's perspective, persons who should attend this course include:

- Managers introducing Environmental Management Systems,
- Personnel who audit within their organization and those of their suppliers,
- Management consultants who need to know more about ISO 14000, and
- Persons wishing to pursue a career as third party EMS Auditors and Lead Auditors.

**NOTE: This course is not intended to be an implementer's course, or one that will create an expert in environmental legislation.**

**NOTE: If the candidate is already a qualified auditor in other disciplines, such as QMS or OH&S, and have experience of environmental management, a 3-day EMS Auditor Conversion training course may be more appropriate.**



## **Prior Knowledge Expectation and Course Content ... See Reverse**

## Overview

This 5-day Environmental Management Systems Auditor / Lead Auditor Training Course offered by Ashbrooke has been developed to progress the delegate through a series of modules, each containing a day's activities of presentation and participation;

Developing good communication skills is encouraged early and is reinforced throughout the course as it is essential for an Auditor / Lead Auditor to hold well developed written and verbal communication skills. This is achieved with verbal and written evaluation activities, open forum presentation format; and, active delegate participation throughout the course.

The course examines these issues by opening with the Auditor's Code of Conduct. This is followed by examining and exploring:

- ISO 19011:2011
- Environmental Legislation Review
- ISO 14001:2015
- Environmental Objectives
- Environmental Aspects and Impacts
- Continual Improvement
- Corrective Action
- Audit Process
- Environmental Management System Documentation
- Checklists
- Audit Plans
- Pre-Audit Contact
- Conformance Audits
- Follow-up and Completion

Plus, over 90% of the course timing is dedicated to syndicate activities designed to examine and explore the disciplines of planning and conducting EMS audits. **This course contains 4 Questionnaires and 10 Workshops.**

# Prior Knowledge Expectation ...

## a) Management systems

- The Plan, Do, Check, Act (PDCA) cycle
- The core elements of a management system and the interrelationship between top management responsibility, policy, objectives, planning, implementation, measurement, review, and continual improvement.

## b) Environmental management

The intended outcomes of an environmental management system:

- Enhancement of environmental performance
- Fulfilment of compliance obligations
- Achievement of environmental objectives.

## c) ISO 14001

Knowledge of the requirements of ISO 14001 and the commonly used environmental management terms and definitions, as given in ISO 14001, which may be gained by completing an IRCA Certified EMS Foundation Training course or the equivalent.

## Course Content

### Day 1 (8:30 a.m. - 6:30 p.m.)

Introduction

*Pre-Course Questionnaire review*

Auditor Code of Conduct  
Key Vocabulary – Review  
EMS Financial Benefits

Audit Cycle

Environmental Aspects / Impacts / Risks /  
Objectives – Review  
EMS Core Issues  
ISO 14000 Family

*Case Study P1 – Examining ISO 14001:2015*  
*Case Study P2 – Environmental Aspects /  
Impacts / Risks / Objectives*

Environmental Legislation Review and Exercise  
Audit Trail Challenge

### Day 2 (8:30 a.m. - 6:30 p.m.)

*Open Review*  
*Questionnaire No. 1*

Auditor's Challenge – Incident

*Case Study 1 – Examining Documentation to ISO  
14001:2015*

Audit Trail Challenge

*Case Study 2 – Preparing a Checklist*  
*Case Study 3 – Preparing an Audit Plan*

Auditor's Bingo

### Day 3 (8:30 a.m. - 6:30 p.m.)

*Open Review*  
*Questionnaire No. 2*  
Auditor's Challenge – Incident

*Case Study 4 – Conducting an Opening Meeting*  
*Case Study 5 – Conducting an Interview*

Audit Trail Challenge  
Auditor's Bingo

### Day 4 (8:30 a.m. - 5:30 p.m.)

*Open Review*  
*Questionnaire No. 3*

Auditor's Challenge - Incident

*Case Study 6 – Preparing an Audit Report*

Audit Trail Challenge

*Case Study 7 – Conducting a Closing Meeting*  
*Case Study 8 - Follow-up and Review of  
Corrective Action*

Auditor's Bingo

### Day 5 (8:30 a.m. - 12:30 p.m.)

*Open Review*  
*Questionnaire No. 4*

Audit Trail Challenge

Final Instructions and Questions  
Final Examination

Course Close