TECHNICAL
EDUCATION
ACADEMY

Operational Risk Management Center

COURSE PROGRAMME

000432

HSSE070 - Environmental Management System Lead Auditor - ISO 14001:2015

ISO 14001:2015 specifies the requirements for an environmental management system that an organization can use to enhance its environmental performance.



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Course overview

Intermediate level

Why take this course

ISO 14001:2015 specifies the requirements for an environmental management system that an organization can use to enhance its environmental performance. ISO 14001:2015 is intended for use by an organization seeking to manage its environmental responsibilities in a systematic manner that contributes to the environmental pillar of sustainability.

ISO 14001:2015 is applicable to any organization, regardless of size, type and nature, and applies to the environmental aspects of its activities, products and services that the organization determines it can either control or influence considering a life cycle perspective. ISO 14001:2015 does not state specific environmental performance criteria.

ISO 14001:2015 can be used in whole or in part to systematically improve environmental management. Claims of conformity to ISO 14001:2015, however, are not acceptable unless all its requirements are incorporated into an organization's environmental management system and fulfilled without exclusion.

A course for lead auditors intending to audit against the requirements of the ISO 14001:2015 in accordance with the guidance given in the ISO 19011 for first- and second-party audits as well as the requirements of the ISO 17021 for third-party audits.

Who it is for and how it helps

Those who will be involved in auditing Environmental Management Systems either in-depth internally or as 2nd or 3rd party auditors.

What you will learn

- Understand the requirements of ISO 14001:2015 – Environmental Management System
- Understand the elements and operations of an Environmental Management System and its principal processes
- Understand the approaches, methods and techniques used for the implementation and management of an EMS
- Interpret the ISO 14001:2015 requirements in the specific context of an organization
- Support an organization to effectively plan, implement, manage, monitor and maintain an EMS
- Plan, conduct, report, and follow-up an internal audit of part of an environmental management system based on ISO 14001:2015, and in accordance with ISO 19011

Curriculum

Modules 01–04

01 Fundamentals of Environmental Management System (EMS)

- Benefits and challenges of implementing an EMS
- Risk-Based Approach (RBA) and Process Thinking Approach
- The Plan-Do-Check-Act (PDCA) model
- Auditing Culture in the Organization
- International Regulations and Resources
- A brief history of the 14000 Standards Serie
- Clause-by-Clause Analysis of ISO 19011:2018 applied to ISO 14001:2015
- Auditing Culture of the Organization

02 Principles of Auditing

- Integrity
- Fair presentation
- Due to professional care
- Confidentiality
- Independence
- Evidence-based approach

03 Risk-based approach

- Internal and External Issues affecting the performance of the auditors
- Identifying the risks linked to the principles of auditing
- The area of influence of the audit team
- SWOT Analysis to achieve EMS desired outcomes

04 Managing audit programme

- Establishing audit programme objectives
- Determining and evaluating audit programme risks and opportunities
- Establishing the audit programme
- Roles and responsibilities of the individual(s) managing the audit programme
- Competence of individual(s) managing audit programme • Establishing the extent of the audit programme • Determining audit programme resources

Curriculum

Modules 04–08 · Module 04 — continued

- Establishing the extent of the audit programme
- Determining audit programme resources

05 Implementing audit programme

- Defining the objectives, scope, and criteria for an individual audit
- Selecting and determining audit methods
- Selecting audit team members
- Assigning responsibility for an individual audit to the audit team leader
- Managing audit programme results
- Managing and maintaining audit programme records
- Monitoring audit programme
- Reviewing and improving audit programme

06 Conducting an audit

- Initiating audit
- Establishing contact with auditee
- Determining feasibility of audit
- Preparing audit activities
- Performing review of documented information

07 Audit planning

- Risk-based approach to planning
- Audit planning details
- Assigning work to audit team
- Preparing documented information for audit

08 Conducting audit activities

- Assigning roles and responsibilities of guides and observers
- Conducting opening meeting
- Communicating during the audit
- Audit information availability and access

Curriculum

Modules 08–12 · Module 08 — continued

- Reviewing documented information while conducting an audit
- Collecting and verifying information
- Generating audit findings
- Evidence: definition, requirements, managing different types of evidence
- Interviews: roles and responsibilities, techniques and tools, recording results

09 Determining audit conclusions

- Preparation for the closing meeting
- Content of audit conclusions
- Conducting closing meeting

10 Preparing and distributing audit report

- Preparing audit report
- Distributing audit report

11 Completing audit

- Conducting audit follow-up
- Feedback: communicating results with a proactive approach
- Closing meeting: agenda, conditions, inputs, and outputs
- Follow-up: procedure and expected results
- Workshop: Conducting interviews
- Self-assessment

12 Competence and evaluation of auditors

- Determining auditor competence: personal behavior, knowledge and skills, generic knowledge and skills of management system auditors, discipline and sector-specific competence of auditors, generic competence of audit team leader, knowledge and skills for auditing multiple disciplines
- Achieving auditor competence
- Achieving audit team leader competence
- Establishing auditor evaluation criteria
- Selecting appropriate auditor evaluation method

Curriculum

Module 12 — continued

- Conducting auditor evaluation
- Maintaining and improving auditor competence

Pre-course requirements

- Before attending, you should have knowledge of the Quality Management principles and terminologies, PDCA Cycle (Plan, Act, Check, Act), requirements & structure of ISO 14001 standard

Joining the programme

Contact the Academy and quote course code 000432 to confirm dates, delivery format, prices and enrolment terms.

Training for your team

Tell us your business goals, the roles and number of participants, and your preferred dates and location. This will help us discuss the right training option.

Preparing for the programme

Read the pre-course requirements in this programme before enrolling.

Discuss your training needs

mail@tecedu.org
www.tecedu.academy

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