

## Environmental Lead Auditing Course

**Duration: 5 days**

### **Purpose**

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.

\*A copy of this Standard will be provided with the course materials.

### **Course Outline**

This course covers the following topics:

1. Introduction to environmental auditing
2. Applying environmental management principles and environmental science and technology
3. Applying environmental systems to different operational processes
4. Environmental laws and Standards including **ISO 14001:2004** and **ISO 19011**
5. Assessing the risk of significant environmental impacts and activities
6. Assessing the effectiveness of the EMS and methodologies to control environmental hazards
7. Assessing EMS roles and responsibilities
8. 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
9. Personal and interpersonal skills required to conduct a management systems audit
10. Appropriate oral, written and non-verbal communication techniques for lead management systems auditors



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### Learning Outcomes

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

1. Identify and review audit-related documentation and prepare checklists
2. Participate in developing audit schedules
3. Identify, gather, analyse and evaluate information
4. Conduct entry and exit meetings
5. Plan an EMS audit and communicate with an auditee regarding proposals
6. Assess audit scope and objectives
7. Identify resources required to conduct the audit
8. Develop an EMS audit plan and tool
9. Prepare and manage audit team resources
10. Guide team members in continuously improving their performance
11. Compile and report audit results and outcomes
12. Negotiate the follow up process with auditees
13. Monitor and review audit systems and activities
14. Gather data and EMS records
15. Undertake EMS audit activities
16. Evaluate effectiveness of systematic approaches to identifying EMS risk factors
17. Evaluate appropriateness of the organisation's risk assessment tool(s) and processes
18. Evaluate the effectiveness of systematic EMS monitoring processes
19. Assess the impact of EMS management approaches on improved performance
20. Assess and advise on organisational EMS compliance against agreed benchmarks

**Price Per Delegate: R 14 000-00 (Excluding Vat)**



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