

IRCA UK APPROVED ISO 14001:2015 ENVIRONMENT MANAGEMENT SYSTEM (EMS) AUDITOR/LEAD AUDITOR TRAINING PROGRAM

TRAINING CONTENT

INTRODUCTION	<ul style="list-style-type: none"> • Environmental Issues • Pressure on Business • Initial Environmental Review • IRCA and the Auditor Registration Scheme • Auditor Codes of Conduct
AN OVERVIEW OF ENVIRONMENT MANAGEMENT	<ul style="list-style-type: none"> • Standards, Principle and Definition • Accreditation, Certification and type of Audit • Purpose of Annex SL <p><i>Exercises and Group Discussion on above</i></p>
UNDERSTANDING OF ISO 14001 EMS	<ul style="list-style-type: none"> • Review of requirements of ISO 14001:2015 standard • Introduction to Business Management System • Introduction to ISO 14001 • ISO 14001 – Policy • ISO 14001 – Planning • ISO 14001 – EMS Implementation • ISO 14001 – Checking and Review • Eco Management and Audit Scheme <p><i>Exercises and Group Discussion on above</i></p>
THE EMS AUDIT PROCESS & ENVIRONMENT LEGISLATION	<ul style="list-style-type: none"> • What is an Audit and why are Audits necessary? • The Audit Process • Auditing in relation to the “Process approach” • ISO 19011 and auditor competence • International Environment Law <p><i>Exercises and Group Discussion on above</i></p>
THE ASSESSMENT PROCESS	<ul style="list-style-type: none"> • Initial Contact • Pre-Assessment Visits • Document Review

- Initial Preparation
- Development of the Assessment Schedule
- Communication
- Detailed Planning
- The On-Site Assessment
- Opening Meeting
- Audit Conduct
- Evaluating Results
- Closing Meeting
- Corrective Action
- Formal Report
- Follow-Up and Surveillance Visits

Exercises and Group Discussion on above

AUDIT TOOLS & TECHNIQUES

- Detailed Planning & Check List development
- Searching for Evidence
- Conducting Interview and Asking Questions
- Auditor and Auditee Tactics
- Recording the Results

Exercises and Group Discussion on above