



Course ID: P3040

GENERAL DESCRIPTION:

This two-day course is designed for personnel involved in internal auditing activities of a company's Environmental Management System (EMS). Through analysis of the ISO 14000 standard as well as management auditing principles, the course will teach participants to function as effective Internal EMS Auditors and to interpret the ISO 14000 standard from an auditor's perspective. Case studies are used throughout the course to provide examples and to highlight the auditing function as a continuous improvement tool.

LEARNING OBJECTIVES:

- Pre-audit activities
- Concluding the audit
- Workshop on checklist development
- Detailed presentation of ISO 14001 standard with the objective of developing deeper appreciation for the language and content of the standard.
- Detailed presentation of the audit cycle (audit theory) from the Internal Auditor's perspective, including a discussion of ISO 19011
- Evaluate effectiveness of corrective action
- Application of theory learn from the standard and audit cycle.
- Workshops include (depending on time)...
- Review and discussion of eight case studies which simulate audit scenarios; determination of major and minor non-conformances
- Fundamentals of writing nonconformance statements



DURATION/SCHEDULE:

- 2 days of instruction, discussion, and assignments/workshops
- Classroom hours are typically 8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 5:00 p.m.

STUDENT MATERIALS:

- ISO 14001:1996 Standard
- ISO 19011 Standard: Guidelines for Auditing Quality Systems – Qualification Criteria for Quality Systems Auditors
- Student workbook
- Additional handouts as appropriate