



Presents

The Internal Environmental Management System Auditor Course

Background

The Internal Environmental Management System Auditor Course has been developed to meet the increasing demand for auditing knowledge of persons working for organisations. The course has been structured so as to meet the internal auditor training needs and therefore it will be of particular use to those individuals responsible for the effectiveness and continual improvement of their organisation's Environmental Management System (EMS). The new ISO 14001: 2004, Environmental management systems Requirements with guidance for use, will be used during this course.

For those organisations planning to certify or register their EMS against a formal EMS standard, training of in-house employees offers potential benefits. In addition, this course offers real benefit to the delegate's organisation because it will equip the delegate with the ability to participate in auditing of the organisation's EMS to establish whether:

- it is efficient and effective;
- it meets the organisation's objectives and targets;
- it meets the organisation's environmental policy;
- whether and how the EMS can be improved.

The emphasis during the course will be directed towards the effectiveness of the internal audit process rather than simply auditing against a particular EMS standard.

1. Course Details

Aims and Objectives	The course is aimed at those individuals within organisations who are or will be responsible for the auditing of the organisation's EMS. It is designed to equip individuals with a working understanding of the EMS audit process and how it should be applied to their own organisation's EMS. The course will be practical and interactive to facilitate the delegates' learning experience and allow them to exercise their newly acquired skills.
Entry Requirements	Delegates are not expected to possess a detailed level of knowledge of EMS and auditing prior to the course. Delegates shall be provide relevant pre-course work and/or information to ensure the delegate is aware of the standards required on the course, and to try to ensure no one is at a disadvantage during the course.
Duration	For an open course the course duration is 3 days consisting of 24 hours minimum excluding breaks.

Tutor Competence	<p>An acknowledged expert and widely experienced consultant specialising in environmental management, environmental legislation, pollution prevention and waste management issues, sitting on various BSI and ISO standards committees, whilst retaining a keen awareness of business needs.</p> <p>UK technical expert representing the UK working on ISO TC207 International Committee 2000 -2004 updating the ISO 14001 and ISO 14004 standards from the 1996 versions to the new 2004 versions. This involved attending meetings in the UK, Malaysia, Denmark, South Africa and Mexico and Indonesia and France.</p> <p>Member of BSI technical committee ES/1, working group involved with the development of BS 8555 “Environmental management systems – Guide to the phased implementation of an environmental management system including the use of environmental performance evaluation” published May 2003.</p>
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2. Practical Exercises

In the case of open courses conducted at the course providers training facilities the Internal Audit Process should be explained to the delegates in a practical way, coupled with examples of the obstacles and issues arising at each stage of the audit process. This approach will give the delegates ‘hands-on’ experience in conducting the processes and protocol required during an audit, which they can then apply successfully to their organisation’s EMS. Practical, exercises will be base on the use of systems and mini case studies provided by the training facility.

3. Generic Learning Outcomes For Internal EMS Auditor Course

On completion of this course a delegate will have an overview understanding of:

- the background and current practice of environmental management systems auditing from an organisational perspective;
- environmental aspects and associated impacts and their relationship to business practices;
- the aims and objectives of EMS auditing as part of the overall EMS, and as part of internal control.

With respect to auditing the delegates will gain:

- a clear understanding of the three levels of EMS auditing:
 - 1st party – internal, and links to 3rd party
 - 2nd party;
 - 3rd party
- An introduction to the range of environmental audits which might comprise an internal audit programme, for example:
 - compliance (legal and organisation requirements);
 - technical;
 - pollution prevention;
 - Environmental Management System;
- an overview of the EMS internal auditing requirements within the standards ISO 14001: 2004;
- an appreciation of the use of BS EN ISO 19011 (‘Guidelines for quality and environmental management systems auditing’);
- knowledge of the links to QMS and other system audits;

- an understanding of the EMS Certification requirements relating to the internal audit (as required by the latest national accreditation body and EAC guidelines);
- a thorough understanding of roles and responsibilities for the auditor and other key personnel.

The Principles of Auditing (BS EN ISO 19011)

This element is a key component for those familiar with environmental issues but have little or no auditing experience. On completion of this unit a delegate will have a clear understanding of the principles and practice of auditing, including:

- objectives and scope;
- auditor objectivity, independence and competence; professional care;
- audit criteria;
- audit programming; programming according to the environmental risk;
- audit evidence and findings relevant to environmental risk;
- reliability of audit findings and conclusions;
- reporting, including reporting of legal implications to senior management.

The internal audit process

This element is a key component for those familiar with environmental issues but have little or no auditing experience - (emphasis to be placed on the effectiveness of the audit process). On completion delegates will have a clear understanding of the internal audit process, including

- initiating the audit;
- preparing and planning the audit;
- audit checklists (questionnaires) and protocols;
- undertaking the audit; (all areas to be linked to the case-study organisation);
 - opening meeting;
 - collecting audit evidence;
 - interviewing skills;
 - observation skills;
 - audit findings;
 - prioritising issues;
 - closing meetings;
 - audit reports and records;
 - audit completion;
 - audit follow-up.

Environmental Legislation and Regulations

On completion of the course delegates will have a brief overview of the following.

- the context of legislation – what is it, where has it come from, its societal purpose;
- relevant national and international law, including;
 - planning law (conditions and consents, EIA);

- air, water, land;
- waste;
- hazardous substances;
- Environmental Assessment;
- IPPC;
- the role of the regulators;
- legal aspects/responsibilities for auditors.

Environmental Aspects and Associated Impacts

For those familiar with auditing but have limited environmental experience on completion of the course delegates will have an understanding of:

- how to identify activities/processes/products/services/materials and environmental aspects;
- how to identify significant environmental impacts using appropriate risk assessment tools.
 - evaluation/review of significance criteria;
 - identification and assessment of environmental risk;
 - concerns of interested parties;
 - temporal parameters - historical impacts and future activities;
 - continual improvement; and
 - legislative compliance;
- relationship of impacts to policy, objective and targets;
- Implementation and operation.

Date: TBD Time: 8.30am – 5:30 pm Cost: TT\$4,500.00 (VI)

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