



ISO 14001:2009

AUDITOR COURSE

DURATION 40 HOURS – GVTI ACCREDITED #. A-EMS 0304

Prerequisites:

- Good knowledge of the principle of environment management system.
- Good knowledge of the reference international standard.
- Good knowledge of local standards and laws.
- Six months work experience (at least) in environmental sectors.

Course description:

This course is designed to:

- Train potential Auditors in the principles and practices of assessment of Environment management system for compliance with national and international standards.
- Install a positive attitude towards auditing skills developed by using audit techniques.
- Convey a mixture of lectures, practical exercises and a case study.
- Meet the requirements of ISO 14001:2009 change or current auditing practice changes.
- Provide a useful reference tool when you start to carry out audits after the course has been completed.

Course Materials:

- Pre-course assessment.
- Course manual containing all group discussions, exercises and workshop materials.
- Copy of current version of ISO 14001:2009.
- Copy of current version of ISO 19011:2011.

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Port Said Office:

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Learning objectives:

- Understanding of the correct use of terminology and vocabulary as used in current version of ISO 14001:2009.
- Understanding of the purpose of EMS and the PDCA Cycle application (see details of application in attached course schedule).
- Management PDCA Cycle application upon which the environment series is based.
- The ability to prepare, plan and perform effectively a first and second party due to current version of ISO 14001:2009 standard audit, according to the prescriptions of current version of ISO 19011:2011.
- To identify the objective evidence which must be available to cover the requisites required by the ISO 14001:2009 standard.
- To identify the audit evidence, formalize correct non-conformity reports based on objective evidence, process and produce objective and constructive audit reports.
- Competent management of the auditing process in accordance with current version of ISO 19011:2011.

Who should attend?

- Company personnel designated to perform first and/or second party audits on the Environment Management Systems in an organization.
- Designers and consultants for Environment Management Systems

Course contents:

- How to prepare the opening meeting
- How to prepare the closing meeting
- The recording of non-conformities
- Audit reports
- Evaluating Corrective Actions
- Continuous improvement
- Management for processes
- The PDCA cycle for Environment Management System (see details of application in attached course schedule)
- How to plan an audit
- The uses of check-lists
- How to conduct the audit

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Certification:

All participants will receive an attendance certificate. The participants passing the final exam will receive the **"Auditor Environment Management System"** certificate which is recognized internationally and meets the training requirement necessary for being registered as an auditor. Accreditation is given according to ISO 19011:2011, and participants will be able to obtain accreditation as Lead Auditor according to the corresponding legal framework in Egypt, e.g. at TÜO Egypt Ltd.

Assessment Method:

Method of assessment depends on the following four factors:

1. Daily assessment (by short answer question) (10 marks)
2. Tutor continuous assessment (attendance, participation, performance and time keeping) (10 marks)
3. Assessment of learning objectives (exercises, workshop, role play) (10 marks)
4. Final exam (answering the questions paper) (70 marks)

Complaints and Appeals:

Any complaints or appeals against the final mark should be made in writing to the Course Manager at GVTI where it will be reviewed and responded to in writing.

Re-exam:

In the case where the student is allowed to sit the written test but does not obtain a score sufficiently high to pass, he/she will have the possibility to repeat the exam within 10 months of the date of the first exam.

Conditions to pass this course:

Participants must attend a minimum of 85% of the training hours and must gain 70% of total marks, with a minimum score of 40% of marks for every sector. As the legal framework of environmental rules is subject to continuous change and improvement, this accreditation is subject to a refresher course every other year.

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Training Day Partitioning:

Time	Item
09.00:10.45	Lecture and practice # 01
10.45:11.00	Time of Continuous assessment #01(individual written exercise)
11.00:11.15	Tea Break
11.15:13.00	Lecture and practice # 02
13.00:13.15	Time of Continuous assessment #02 (workshop)
13.15:14.00	Lunch Break
14.00:15.45	Lecture and practice # 03
15.45:16.00	Time of Continuous assessment #03 (individual oral exercise)
16.00:16.15	Praying Break
16.15:17.30	Lecture and practice # 04
17.30:17.45	Time of Continuous assessment #04 (role play)
17.45:18.00	Learning Cycle Review

Course Schedule:

Day 1

- Course Introduction
- Auditor Certification
- Evolution of Environmental Management System, including Process Management
- Review of Pre-Course Assessment (what is PDCA Cycle)
- Why Environmental Management?
- Current version of ISO 14001:2009 Application
- General Requirements
- EMS Policy
- Planning
- Implementation and Operation
- Checking
- Management Review
- Current version ISO 14001:2009 Questionnaire
- Management monitoring, control and abatement including management and control of emergency situations
- Examination Debrief
- Learning Cycle Review

Day 2

- Aspect and Impacts
- Aspect Impact Identification
- Evaluation of Significance

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- EMS Statutory and Regulatory and documentation Requirements
- Identification and Evaluation of Compliance
- EMS Documentation
- Policy, Requirements, Hierarchy and Structure
- EMS Auditing
- Introduction to current version ISO 19011:2011
- Auditor Qualities
- Audit Roles & Responsibilities
- Learning Cycle Review

Day 3

- Audit Planning
- Initiating the Audit
- Preparing for the on-site activities
- Conducting the Document Review
- Checklists 1
- Conducting on-site audit activities
- Opening Meeting
- Collecting and verifying information
- Checklists 2
- Non-Conformities/Compliances/Opportunity for Improvements
- Learning Cycle Review

Day 4

- Auditing Top Management
- Handling Difficult Situations
- Audit Reporting – Audit Findings
- Non-Conformities/Compliances
- Opportunity for Improvements
- Preparing, Approving and Distributing the Summary Audit Report
- Summary Audit Report
- Learning Cycle Review

Day 5

- Completing the Audit/ Audit Follow-up
- Audit Follow – up Strategies
- Corrective and Preventative Action
- Closing/Exit Meeting
- Course Summary/Continuous Assessment Report
- Course Examination
- Course Evaluation/Feedback

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