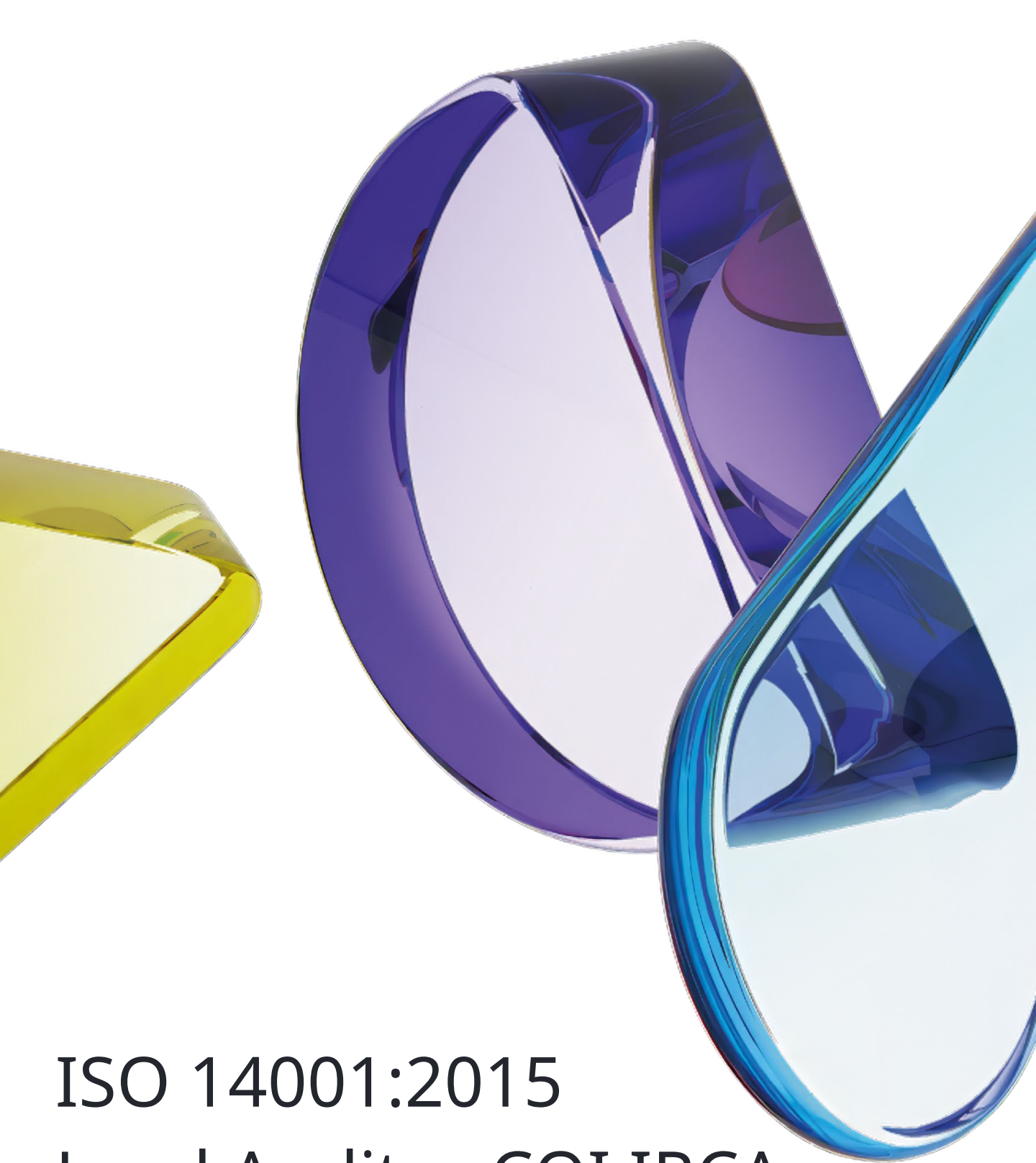




ISO 14001:2015

Lead Auditor CQI IRCA - International



Your partner
in progress



Course descriptive

This ISO 14001 lead auditor course helps you develop the skills required to carry out a full environmental management system (EMS) audit.

Over 40 hours of direct study we will be your partner in learning, guiding you through every step in the auditing process from initiation to follow-up, in accordance with existing international management system auditing guidelines, ISO 19011:2018. With support from our expert tutors, you will learn how to effectively plan, conduct, report and follow-up a management system audit to ISO 14001:2015 standard.

Based on the latest techniques, the ISO 14001 lead auditor course helps you to explain the purpose of an audit to key stakeholders. On successful course attendance, and completion of an IRCA examination, you will leave with a CQI and IRCA certified training course certificate.

Pedagogical objectives

- Explain the purpose and benefits of an EMS
- Explain the role of an auditor to plan, conduct, report and follow up an audit in accordance with ISO 19011
- Gain the skills to plan, conduct, report and follow up an audit in accordance with ISO 19011 (and ISO 17021 where appropriate)

Assessment specifics

Upon completion of this training, delegates will be able to:

- Understand the requirements and benefits of an ISO 14001:2015 management system audit
- Be able to carry out auditing activities that add real value
- Build relationships with stakeholders by managing processes that comply with the latest requirements

Targeted audience

Anyone with the need to audit an organization's ISO 14001:2015 EMS.



Prerequisites

You should have a good knowledge of ISO 14001 and the key principles of an EMS. If not, we strongly recommend you attend our ISO 14001:2015 Requirements course first. It will also help if you have attended an internal or lead auditor course or have experience of conducting internal or supplier audits.

Duration

5 days – 35 hours

Pedagogical, technical and framing means

Course materials including:

- Introduction to the training, detailed program and security assignments
- Course presentation, theory and activities/ role plays
- Answers to the activities
- Videos
- Additional documents, distributed during the sessions, to use for the activities
- Attendance sheet to be signed

Assessment specifics

- Questionnaire to assess the knowledge at the end of the training
- Customer survey

What is included?

- Course materials, provided electronically
- Letter of attestation
- Official certificate



Agenda – Day 1

Time	Subject
09:00	Benefits to you, welcome and introductions
	Course aims, objectives and structure
	KNOWLEDGE
	First, second and third-party audits
	Typical audit activities
	Audit objectives, scopes and criteria
	Audit resources
	Roles and responsibilities and confidentiality
	Audit methods
	Stage 1 audit
	Stage 2 audit
	Audit plan
	Work documents
	Opening meeting
	Audit evidence
	Effective communication
	Audit findings
	Audit meetings
	Closing meeting
	Audit reports
	Audit follow-up
17:30	Close day 1



Day 2

Time	Subject
08:30	Day 1 review
	KNOWLEDGE continued
	Purpose and business benefits of an EMS
	Terminology
	Plan-Do-Check-Act
	EMS processes and context (including conformance/compliance)
	Role of the auditor
	EMS documented information
	SKILLS
	Initiating the audit
	Document review
	Audit plan
	Work documents
	Opening meeting
	Observations
	Top management interview
18:00	Close day 2



Day 3

Time	Subject
08:30	Specimen exam: Sections 1 and 2 review
	SKILLS
	Interviewing 'top management'
	Auditing 'context of the organization'
	Tutorial on body language
	Planning process
	Auditing the organization's 'EMS planning process'
	Auditing the organization's Efficient use of resources, Hong Kong nature reserve, reduction of transportation costs and Compliance obligations '
	Auditing the organization's operational EMS processes (1)
	Auditing the organization's operational EMS processes (2)
18:00	Close day 3

Day 4

Time	Subject
08:30	Specimen exam: Section 3 review
	SKILLS
	Auditing the organization's 'operational EMS processes (3)
	Nonconformities
	Closing meeting
	Audit report
	Audit follow-up
	Specimen exam: Section 4
18:00	Close day 4



Day 5

Time	Subject
08:00	Hand in homework – audit report
	The certification and accreditation process, the rôle of CQI and IRCA, the CQI and IRCA EMS auditor certification requirements and code of conduct
	Final questions/final revision
	Evaluation
	Introduction/readiness to the exam
10:15	Exam
12:15	End of course

*These training modules are eligible to the subsidizing by the public institutions in France (OPCO).

**Each delegate receives a training convention after the enrollment.

***Please note that for the public sessions, you have until 48h before the start of the course to confirm your enrollment. For the in-house sessions, the deadline would be of two weeks prior to the start of the course.

****Should you be in a disabled situation, please contact us and indicate what details should be taken into account.

You can contact us on training.france@bsigroup.com or 01 89 79 00 40.