



CQE Training & Consultancy Plt (Reg No. : LLP003668 LGN)

Registered Office : No. 46, Lorong Bintang, Taman Tasik Permai, 34000 Taiping, Perak, Malaysia.

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ISO14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEM INTERNAL AUDIT TRAINING (PUBLIC / IN-HOUSE TRAINING PROGRAMME)

SBL
Scheme



ISO 14001



Introduction

The need to maintain competitiveness and the emergence of systems thinking and approach has guided many organizations to adopt the use of applicable international standards in the implementation of management system. With the right methodology and concept to integrate the requirements of the standard into the organization's business activities, the system can provide framework in helping an organization achieve functional clarity and to reach its goals.

Implementation of a management system and obtaining certification is not a once-off activity, but rather, its mark the beginning of the journey towards continual improvement. The environmental cannot be protected by our convictions or good will alone. Efforts to protect the environmental must be planned, coordinated and organized into a system. This is why ISO14001 Environmental Management System (EMS) was developed, it is a system for managing and controlling the environmental impacts of products, services, processes and operations of company's. EMS in-depth understanding will ensure the implemented systems are maintained and operate in satisfactory manner.

An environmental management system (EMS) based on the ISO 14001 standard is recognized worldwide as a superb methodology for reducing environmental hazards, maintaining regulatory compliance and as a cost-saving vehicle. Environmental management system internal auditors assist an organization in maintaining an effective EMS and in meeting environmentally sensitive targets and objectives. Using environmental methodology and tools, this EMS internal auditor class helps your organization drive continuous improvement.

Learn a range of internal EMS auditing skills that will help you become a strong advocate and auditor in your company's effort to obtain maximum value from your commitment to environmental issues. Gain confidence in your audit skills - from planning through reporting the results. Acquire actual experience working as a member of a functioning audit team during the course.



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Learning Outcomes/Objectives

Also available as
in-house programme

This training is designed to give you the relevant skills and knowledge to assess and report on the conformance and effective implementation of an environmental management system. The purpose of this training is to equip delegates with the knowledge and skills needed to perform internal audits on environmental management systems and to contribute to the continual improvement of the management system. On training completion participants will be able to:-

- ✓ Brief understand the latest ISO14001:2015 released standard requirements & structure;
- ✓ Understand different types of organization related environments, environment issues and concerns;
- ✓ Learn the skills, knowledge and methodology to identify, checking and evaluating the correct and appropriate related environmental aspects and impacts, including the significance of these for EMS auditors;
- ✓ Describe the responsibilities of an internal auditor and describe the role of internal audit in the maintenance and improvement of management systems;
- ✓ Plan and prepare for an internal audit, gather audit evidence through observation, interview and sampling of documents and records, write factual audit reports that help to improve the effectiveness of the management system
- ✓ Establish, implementing, maintaining, reviewing and finally continually improving the EMS auditing related business operation environments and protect them to well-defined criteria.

COURSE CONTENTS

Day 1

- ✚ Registration
- ✚ Introduction
- ✚ Ice-breakers (Warm-up exercise)
- ✚ History of ISO14001 Standard Development (brief overview)
- ✚ Why have these standards?
- ✚ Who do these standards apply to?
- ✚ What do these standards apply to?
- ✚ What does this ISO 14000 Series cover?
- ✚ General Description of ISO 14001 Standards 2004 Edition plus Cor 1:2009
- ✚ Differences between 1996 and 2004 and 2015 Editions

Day 2

- ✚ Who are involved in Environmental Audit ?
- ✚ Parties involved in Environmental Audit and their relationship
- ✚ What are the roles of Internal Auditor, Auditee and Client ?
- ✚ Ideal attributes and characters of Internal Auditors.
 - Principle of Quality Auditing
 - Ethical Conduct
 - Fair Presentation
 - Due Professional Care
 - Independence
 - Evidence Based Approach
- ✚ What is Accreditation and Certification?
 - Definition
 - Roles and Functions



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| <ul style="list-style-type: none">✚ Understanding of “Akta Kualiti Alam Sekeliling 1974 Pindaan 2012”✚ Identifying and evaluating organization operation related environmental issues and concerns✚ Identifying & evaluating environmental aspects and impacts✚ Documentation requirements✚ Implementation Steps✚ Auditing as a Management Tools for Improvement.✚ Auditing as a Management Tools for Improvement.✚ What is Environmental Audit ? Differences with Quality Audits✚ Types of audits (System, Product and Process)<ul style="list-style-type: none">○ Example of System, Product and Process Audits○ Sample Checklists | <ul style="list-style-type: none">✚ Managing Internal Audit Programme<ul style="list-style-type: none">○ Environmental Management Representative (EMR) roles○ Recommended good practices in Internal Audit Programme✚ Audit planning and preparation. (Effective Auditing)<ol style="list-style-type: none">1. Steps in conducting audit.2. Non-conformance writing3. Audit reporting process.4. Post audit activities (corrective actions, verification and follow-up).5. Record retention.✚ New Process Approach Auditing Methodology✚ ISO19011:2011 Standard on Quality and Environment Auditing Systems.✚ Evaluation exercise / discussions.<ol style="list-style-type: none">1. Workshop 1 – Fact of Fiction Exercise?2. Workshop 2 – ISO14001:2015 Non-Conformity Clause Identification Exercise (5 Questions)3. Workshop 3 – ISO14001:2015 Non-Conformity Report (NCR) Statement Writing Exercise✚ Workshop Case Study and Audit Trails<ol style="list-style-type: none">1. Role play (auditor and auditee).2. Reporting.3. Review and discussions. |
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Who Should Attend

Production and Operation Managers, Executives and Supervisors, Quality and Safety Managers , Executives, Engineers and Supervisors, EMS Management Representative and those who are involved in the day-to-day operations of a manufacturing plant that related to environmental issues.

Duration

2 days



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Training Methodology

The program would be conducted by using the following materials / aids :-

- ✓ Course Note
- ✓ LCD Presentation
- ✓ Group Activities / Workshop / Role Plays
- ✓ Lecturettes
- ✓ Live Audit

