



## CQE Training & Consultancy Plt (Reg No. : LLP 0003668 LGN)

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

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# ISO14001:2015 EMS & OHSAS18001 OHS MANAGEMENT SYSTEMS INTERNAL AUDIT TRAINING (PUBLIC / IN-HOUSE TRAINING PROGRAMME)



## Introduction

**T**he 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 integrated management systems. 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.

An Environmental Management System (EMS) based on the ISO 14001:2015 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.

This new OHSAS 18001:2007 standard was officially published during July of 2007. It cancels and replaces OHSAS 18001:1999. Since it was first published in 1999, OHSAS 18001 has rapidly become the most widely used international occupational health and safety management standard. It applies to all types of organizations. It doesn't matter what size they are or what they do. The purpose of OHSAS 18001 is to help organizations to manage and control their occupational health and safety risks and to improve their occupational health and safety performance. They can achieve this purpose by developing an occupational health and safety management system (OHSMS) that complies with the standard.

Implementation of an integrated 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 and OHS practices cannot be protected by our convictions or good will alone. Efforts to protect the environmental and OHS practices must be planned, coordinated and organized into a system. This is why ISO14001 Environmental Management System (EMS) and OHSAS18001 Occupational Health and Safety (OHS) System were developed, it is a system for managing and controlling the environmental impacts of products, services, processes, operations and good OHS practices of company's. EMS in-



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depth understanding will ensure the implemented systems are maintained and operate in satisfactory manner.

Learn a range of internal EMS & OHS 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 and OHS 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.

## 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 EMS & OHSMS. The purpose of this training is to equip, polish and sharpen delegates with the knowledge and skills needed to perform internal audits on EMS & OHSMS. On training completion participants will be able to:-

- ✓ Brief understand on the latest ISO14001:2015 EMS & OHSAS18001:2007 OHSMS released standard requirements & structure;
- ✓ Understand different types of organization related environments, environment issues and concerns;
- ✓ Understand the important of good practice of Occupational Health & Safety (OHS);
- ✓ Learn the skills, knowledge and methodology to identify, checking and evaluating the correct and appropriate environmental aspects and impacts, OHS legal and regulatory requirements including the significance of these for EMS and OHS auditors;
- ✓ Describe the responsibilities of an internal auditor and describe the role of internal audit in the maintenance and improvement of integrated 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

## 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?

### Day 3

- ✚ Auditing as a Management Tools for Improvement.
- ✚ What is Environmental & OHS Audit ? Differences with Quality Audits
- ✚ Types of audits (System, Product and Process)
  - 1) Example of System, Product and Process Audits
  - 2) Sample Checklists
- ✚ Who are involved in Environmental & OHS Audit ?



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✚ General Description of ISO 14001 Standards 2004 Edition plus Cor 1:2009

✚ Differences between 1996 and 2004 and 2015 Editions

✚ 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

### Day 2

✚ History of OHSAS18001 Standard Development (brief overview)

✚ Why have these standards?

✚ Who do these standards apply to?

✚ What do these standards apply to?

✚ What does this OHSAS 18001 Series cover?

✚ General Description of OHSAS 18001 Standards 2007 Edition

✚ Differences between 1999 and 2007 Edition

✚ OSHA 1994 and its related regulations

- Safety and Health Committee Regulations 1996
- Classification, Packaging and Labeling of Hazardous Chemical Regulations 1997
- Use and Standards of Exposure of Chemicals Hazardous to Health (USECHH) Regulations 2000.

✚ Parties involved in Environmental & OHS Audit and their relationship

✚ What are the roles of Internal Auditor, Auditee and Client?

✚ Ideal attributes and characters of Internal Auditors.

- 1) Principle of Quality Auditing
- 2) Ethical Conduct
- 3) Fair Presentation
- 4) Due Professional Care
- 5) Independence
- 6) Evidence Based Approach

✚ What is Accreditation and Certification?

- 1) Definition
- 2) Roles and Functions

✚ Managing Internal Audit Programme

- 1) Environmental & OHS Management Representative roles
- 2) Recommended good practices in Internal Audit Programme

✚ Audit planning and preparation. (Effective Auditing)

- 1) Steps in conducting audit.
- 2) Non-conformance writing
- 3) 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

✚ Workshop 1 – Fact of Fiction Exercise?

✚ Workshop 2 – ISO14001:2015 & OHSAS18001 Non-Conformity Clause Identification Exercise (5 Questions)



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### + Factories and Machinery Act 1967 and its related regulations

- Notification, Certification of Fitness & Inspection Reg. 1970
- Safety, Health and Welfare Reg. 1970
- Noise Exposure Reg. 1989
- Electric Passenger and Good Lift Reg. 1970
- Fencing of Machinery and Safety Reg. 1970

### + MS1722:2011 OHS Standard

### + Identifying and evaluating organization operation related OHS issues and concerns

### + Workshop 3 – ISO14001:2015 & OHSAS18001 Non-Conformity Report (NCR) Statement Writing Exercise

## Who Should Attend

**P**roduction 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 & OHS issues.

## Duration

3 days

## Training Methodology

**T**he program would be conducted by using the following materials / aids :-

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



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