



Conducting an Effective EMS Auditing

An effective internal Environmental Management System (EMS) auditing is actually part of the continual improvement process as required by an EMS.

An internal EMS auditing will help the company to identify new environmental aspects, its current aspect & impact assessment result, and adequacy and effectiveness of the EMS.

EM-102 Conducting an Effective EMS Auditing

COURSE OBJECTIVES

The course has been designed to fulfill the following objectives:

- To have a better understanding of the ISO 14001 Standard
- To have basic concept of Environmental Aspect & Impact Identification and Assessment
- To have basic understanding of Environmental Law
- To have the understanding of the process of EMS auditing, from initiating the audit to post audit activities.

TRAINING APPROACH

This practical course combines classroom teaching, practical exercises, group discussion and Harvard-Style case study with actual factory based projects to provide a complete action learning experience. The course has been designed to enable all participants leave the training with a set of new knowledge, skills and direct experience of how to implement an effective environmental management.

HOW YOU WILL BENEFIT

- Develop an effective internal EMS audit plan
- Develop the checklist for internal EMS auditing
- Develop a better understanding of the ISO 14001 Standard requirements
- Develop the necessary skill required as a trained and competent internal EMS auditor
- Develop the skill to write a short and concise Non-conformity

COURSE LEADER

The course leaders are experienced and qualified trainers as well as experienced Environmental Management professionals with various projects certified with their assistance. They are chosen for their proven industrial experience, technical competency, good communication skills and capability to understand the problem you face.

WHO SHOULD ATTEND

This course is designed for directors, managers, engineers, executives, internal auditors, supervisors, or anyone who is responsible for the establishment of an Internal Effective EMS Auditing.

COURSE DURATION

This is a two days course running from 9.00am to 5.00pm.

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COURSE CONTENT

Section 0: Introduction

- Course content and course objective.
- Criteria for the award of certificate

Section 1: Introduction of Internal EMS auditing

- EMS Auditing Definition
- Audit Terminology
- Scope of EMS auditing
- Using Auditing to achieve Continual Improvement

Section 2: Overview of ISO 14001 Standard

- Overview of ISO 14001 Standard Series
- Review on ISO 14001 Standard.
- Review on Environmental Aspect & Impact Identification and Assessment
- Review on Environmental Law
- Review on the linkage between each clause of the ISO 14001 standard
- Common nonconformity in an EMS

Section 3: Introduction of Auditing Process

- Audit Cycle
- Audit Planning/Program
- Audit Scheduling

Section 4: Planning for Auditing

- Selecting Auditors and Auditing Team.
- Auditors Requirements
- Auditors Ethic.
- Preparing Audit Plan.
- Pre-audit preparation.
- Preparing Checklist for the EMS.

Section 5: Conducting the Auditing

- Opening Meeting.
- Interviewing Skills.
- Recording of Evidence.
- Dos and Don'ts of Auditors.
- Reviewing of Evidence.
- Raising a CAR and Observation.
- Major, Minor and Observation
- Closing Meeting.

Section 6: Post Auditing Activities

- Reporting the Audit result.
- Audit Report Preparation.
- Follow Up & Close Out CAR.

Section 7: Quiz examination

Section 8: Evaluation from Trainer on trainee for competency as an auditor.

Note:

Live Audit can be carried out if the course is conducted in-house at the delegates' premises.



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