



AIMING FOR EXCELLENCE

Business Edge is an Internationally approved Training Organisation with the International Register of Certificated Auditors (IRCA), the world's oldest and largest Auditor Registration and Training Organisation Body.

IRCA Trainer Registration No: RO 746
(www.irca.org)

IRCA CERTIFIED ENVIRONMENTAL MANAGEMENT SYSTEMS ISO 14001:2004 AUDITOR/LEAD AUDITOR TRAINING COURSE

BUSINESS EDGE IRCA COURSE REGISTRATION NUMBER: A14128

This course meets the training requirements for individuals seeking registration as an Auditor/Lead Auditor under the IRCA EMS Auditor Certification Scheme



WHO SHOULD ATTEND?

- Quality Professionals
- Quality/Safety Managers
- Environment Technicians
- Laboratory Managers
- Regulatory Personnel
- Environment Managers
- Environment Engineers
- Consultants
- Enforcement Agency Officers
- Owner Managers

AIMS OF THE COURSE

At the end of this course Delegates shall be able to:

- Understand the principles, processes and techniques used for the assessment and management of environmental aspects/impacts including the significance for Environmental Auditors
- The purpose and benefits of an Environmental Management System (EMS)
- Understand the purpose, content and interrelationship of ISO 14001, the ISO 14000 Series guidance standards and the legislative framework relevant to an EMS
- Understand the responsibilities and competencies of an Auditor
- Conduct process based audits in accordance with ISO 19011:2002
- Gathering evidence through observation, interview and sampling of documents and records
- Write objective and verifiable audit findings and summary report
- Conduct audit follow up to verify the effectiveness of corrective actions

BENEFITS

This course will enable you to:

- Accelerate your professional skills and find out what is new in the Environmental and auditing field
- Develop the ability to improve audit performance
- Audit with much more success and less stress
- Put the joy back in to your work
- Make a bigger difference and reach more clients
- Enjoy rave reviews for your work
- Obtain a network directory of participants
- Enjoy an affordable, in-depth programme

WHAT MAKES THIS COURSE SO UNIQUE AND SO EFFECTIVE?

This course is more than a “gold-rush” of knowledge and techniques. Compared to traditional taught course it utilizes the accelerated learning approach to ensure delegates and potential Auditor(s) have both the technical competence and confidence to conduct audits to a higher standard.

ALL COURSES ARE TAUGHT BY LEADING EXPERTS/PRACTITIONERS

Unlike many training companies who train a prepackaged programme with Tutors with only limited experience, this course is taught by Tutors who bring a wealth of hands on practical auditing and implementation experience, together with a background in training and education and accelerated learning. Business Edge approved Tutors have trained thousands of people in management systems auditing. When you attend this course, you're taking advantage of all their experience and wisdom.

NO "FACTORY" APPROACH

This is not a mass produced, assembly line course. It is personalised and tailored to the needs of each audience.

WHAT'S INCLUDED ON THE COURSE

- Comprehensive Course Manual
- Use of the ISO 14001:2004 Standard and other reference material during class
- Expertise and Wisdom of Tutor (s)
- Additional Handouts
- Delegates who successfully complete the course will receive an IRCA recognised digital training certificate
- Refreshments and Light Lunch

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PRE-COURSE WORK

Around 8 hours pre-course work needs to be completed by each Delegate prior to attending this course.

COURSE DURATION

The course is 5 days in duration (40 hours)

IRCA ACCREDITATION

This is a learning solution consisting of a five day onsite class. This course is an IRCA Accredited Course.

COURSE PROGRAMME

The following topics are covered in this five day highly interactive days :

Day 1

IRCA/Auditor Certification
Evolution of EMS
Why Environmental Management
ISO 14001:2004 – An Overview
ISO 14001 Requirements
ISO 14001 Process Model/Requirements

Day 2

Environmental Legislation & Compliance
Aspects/Impacts
Identification
Evaluation of Significance
EMS Documentation
Process Management and PDCA
Emergency Situations
Employee Awareness, Training & Competence

Day 3

Environmental Auditing
Audit Roles & Responsibilities
Audit Planning/Preparation
Conducting the Document Review
Developing Audit Protocols/Checklists

Day 4

Conducting on-site audit activities
Opening Meeting
Collecting & Verifying Information
Auditing Top Management
Audit reporting

Day 5

Preparing, Approving and Distributing the Audit Report
Completing the Audit/Audit Follow Up
Closing Meeting
Course summary
Examination

TRANSFORMING AUDITOR TRAINING PERFORMANCE AND ACCELERATED LEARNING TO SPEED AND ENHANCE LEARNING

Considered one of the most meaningful and powerful learning experiences in Environmental auditing. This remarkable hands-on, practical auditor training explores both how to audit recognised Environmental Management Systems and the specific, practical applications of that knowledge. Through lecture, exercises, role plays, paired sharing and reflection, this programme reveals powerful information, usable skills and action steps. Your skills and abilities as an auditor will undergo a significant evolution as you discover the latest developments in International Standards and auditing techniques and tools combined with practical auditing exercises for optimising any learning environment.

ACCELERATED LEARNING AND YOU

Accelerated learning is the most advanced teaching and learning method available today. It's a total system of enhancing and speeding up both the design and learning process. What makes accelerated learning so effective is that it's based on the way we naturally learn. It does this by actively involving the whole person, using physical activity, creativity, collaboration among learners, variety that appeals to all learning styles, contextual learning with real-world immersion, the creation of a positive physical, emotional, and social environment and other methods designed to get people deeply involved in their own learning.

SOME OF THE MANY QUESTIONS YOU WILL HAVE ANSWERED ON THE WORKSHOP

- How can I enhance my professional qualifications and skills?
- How do I audit top management?
- How do we ensure corrective action is taken in a timely manner and is effective?
- How can I improve my auditing performance?
- How can we justify the financial cost of an internal auditing programme?
- With the constraint of time, how can we ensure our sampling is appropriate to the risks?
- How can I audit in a way that makes a positive difference in the attitude within my organisation?



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