

CERTIFIED ISO 14001 LEAD AUDITOR



MASTERING THE AUDIT OF AN ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)
BASED ON ISO 14001, IN COMPLIANCE WITH THE REQUIREMENTS OF ISO 19011 AND
ISO 17021

SUMMARY

This five-day intensive course enables the participants to develop the necessary expertise to audit an Environmental Management System (EMS) based on ISO 14001 and to manage a team of auditors by applying widely recognized audit principles, procedures and techniques. During this training, the participant will acquire necessary knowledge and skills to proficiently plan and perform internal and external audits in compliance with ISO 19011 and certification audits according to ISO 17021. Based on practical exercises, the participant will develop the skills (mastering audit techniques) and competencies (managing audit teams and audit program, communicating with customers, conflict resolution, etc.) necessary to efficiently conduct an audit.

COURSE AGENDA

DURATION: 5 DAYS

DAY 1

Introduction to Environmental Management System (EMS) concepts as required by ISO 14001

- ▶ Normative, regulatory and legal framework related to EMS
- ▶ Fundamental principles of Environmental Management System
- ▶ ISO 14001 certification process
- ▶ Environmental Management System (EMS)
- ▶ Detailed presentation of the clauses of 14001

DAY 2

Planning and initiating an ISO 14001 audit

- ▶ Fundamental audit concepts and principles
- ▶ Audit approach based on evidence
- ▶ Preparation of an ISO 14001 certification audit
- ▶ An EMS Documentation audit

DAY 3

Conducting an ISO 14001 audit

- ▶ Communication during the audit
- ▶ Audit procedures: observation, document review, interview, sampling techniques, technical verification, corroboration and evaluation
- ▶ Audit test plans
- ▶ Formulation of audit findings and documenting nonconformities

DAY 4

Concluding and ensuring the follow-up of an ISO 14001 audit

- ▶ Audit documentation
- ▶ Conducting a closing meeting and conclusion of an ISO 14001 audit
- ▶ Evaluation of corrective action plans
- ▶ ISO 14001 surveillance and internal audit management program

DAY 5 ANSI Accredited Certification Exam



WHO SHOULD ATTEND?

- ▶ Internal auditors and members of an Environmental team
- ▶ Auditors wanting to perform and lead EMS certification audits
- ▶ Project managers or consultants wanting to master the EMS audit process
- ▶ Persons responsible for the Environmental conformity in an organization
- ▶ Experts wanting to prepare for an Environmental audit function

LEARNING OBJECTIVES

- ▶ To acquire the expertise to perform an ISO 14001 internal audit following ISO 19011 guidelines
- ▶ To acquire the expertise to perform an ISO14001 certification audit following ISO 19011 to guidelines and ISO 17021 specifications
- ▶ To acquire necessary expertise to manage an EMS audit team
- ▶ To understand the operation of an ISO 14001 conformant EMS
- ▶ To understand the relationship between an EMS controls and compliance with the requirements of different stakeholders of the organization





EXAMINATION

- ▶ The “Certified ISO 14001 Lead Auditor” exam fully meets the requirements of the PECB Examination and Certification Program (ECP). The exam covers the following competence domains:

DOMAIN 1: FUNDAMENTAL PRINCIPLES AND CONCEPTS IN ENVIRONMENTAL MANAGEMENT

- 1 Main Objective: To ensure that the ISO 14001 Lead Auditor candidate can understand, interpret and illustrate the main Environmental Management concepts related to an Environmental Management System (EMS)

DOMAIN 2: ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)

- 2 Main Objective: To ensure that the ISO 14001 Lead Auditor candidate can understand, interpret and illustrate the main concepts and components of an Environmental Management System based on ISO 14001

DOMAIN 3: FUNDAMENTAL AUDIT CONCEPTS AND PRINCIPLES

- 3 Main Objective: To ensure that the ISO 14001 Lead Auditor candidate can understand, interpret and apply the main concepts and principles related to an EMS audit in the context of ISO 14001

DOMAIN 4: PREPARATION OF AN ISO 14001 AUDIT

- 4 Main Objective: To ensure that the ISO 14001 Lead Auditor candidate can prepare appropriately an EMS audit in the context of ISO 14001

DOMAIN 5: CONDUCT OF AN ISO 14001 AUDIT

- 5 Main Objective: To ensure that the ISO 14001 Lead Auditor candidate can conduct efficiently an EMS audit in the context of ISO 14001

DOMAIN 6: CONCLUSION AND FOLLOW-UP OF AN ISO 14001 AUDIT

- 6 Main Objective: To ensure that the ISO 14001 Lead Auditor candidate can conclude an EMS audit and conduct follow-up activities in the context of ISO 14001

DOMAIN 7: MANAGEMENT OF AN ISO 14001 AUDIT PROGRAM

- 7 Main Objective: To ensure that the ISO 14001 Lead Auditor understands how to establish and manage an EMS audit program

- ▶ The “Certified ISO 14001 Lead Auditor” exam is available in different languages, including English, French, Spanish and Portuguese
- ▶ Duration: 3 hours
- ▶ For more information about the exam, please visit: www.rcertsea.com

CERTIFICATION

- ▶ After successfully completing the exam, participants can apply for the credentials of Certified ISO 14001 Certified Provisional Auditor, Certified ISO 14001 Auditor or Certified ISO 14001 Lead Auditor depending on their level of experience. Those credentials are available for internal and external auditors
- ▶ A certificate will be issued to participants who successfully passed the exam and comply with all the other requirements related to the selected credential:

Credential	Exam	Professional Experience	EMS Audit Experience	EMS Project Experience	Other Requirements
ISO 14001 Provisional Auditor	ISO 14001 Lead Auditor Exam	None	None	None	Signing the PECB code of ethics
ISO 14001 Auditor	ISO 14001 Lead Auditor Exam	Two years One year of Environmental Management work experience	Audit activities totaling 200 hours	None	Signing the PECB code of ethics
ISO 14001 Lead Auditor	ISO 14001 Lead Auditor Exam	Five years Two years of Environmental Management work experience	Audit activities totaling 300 hours	None	Signing the PECB code of ethics

GENERAL INFORMATION

- ▶ Certification fees are included in the exam price
- ▶ Participant manual contains over 450 pages of information and practical examples
- ▶ A participation certificate of 31 CPD (Continuing Professional Development) credits will be issued to participants
- ▶ In case of failure of the exam, participants are allowed to retake it for free under certain conditions



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