CQI and IRCA Certified

ISO 14001:2015

Lead Auditor (EMS) Training Course

A Course accelerates career success!

IQCS **CQI | IRCA** CERTIFIED COURSE **ACI**®

Introduction

Auditing the Environmental Management System (EMS) of an organization as a third party, independently and partially, is sometimes becomes very tricky and difficult. Since the performance of a full EMS can only be identified by audits. Identification of the system performance and identification of effectiveness requires auditors with special knowledge and skills.

This five day course provides an opportunity for participants for preparing the auditors with such knowledge and skills to perform first, second and third-party audits of EMS against ISO 14001, in accordance with ISO 19011 and ISO 17021, as applicable.
This course is designed to help people perform capable and value-adding environment audits, and help the attendees on main subjects such as interrelating the management function of the organizations to the policy, aspect-impacts, objectives & targets, management programs, operational controls and compliance to the legislations.

Participants who passed the continuous assessment and written examination will be awarded an CQI and IRCA certified certificate which designate fulfillment of the training requirements for Lead Auditor registration.

Objectives and Achievements

On completion of the training you will be able to:

- Audit the environmental aspects-impacts and management system effectively
- Make a process audit and a procedure or a clause audit in environmental management
- Prepare and plan audits in a risk based manner effectively
- Behave as a successful auditor. Learn about the most effective auditing techniques
- Select the audit teams and evaluate their performances
- Effectively get prepared for an audit
- Effectively audit the processes assigned
- Evaluate the findings and the conformities, nonconformities and improvement points effectively
- Run opening and closing meetings and report the audits and nonconformities
- Effectively follow up the audit findings
- Explain the accreditation and certification

Who Should Attend?

- Anyone responsible for carrying out or leading teams of auditors for internal or external audits

- All levels of company employees as well as independent consultants

- Anyone wishing to register with CQI and IRCA as an auditor and those personnel wishing to perform second or third party audits.

Prerequisites

This course will benefit you best with your initial knowledge about;

a) Management systems
• The Plan, Do, Check, Act (PDCA) cycle
• The core elements of a management system and the interrelationship between top management responsibility, policy, objectives, planning, implementation, measurement, review, and continual improvement.

b) Environmental management
The intended outcomes of an environmental management system:
• Enhancement of environmental performance
• Fulfilment of compliance obligations
• Achievement of environmental objectives.

c) ISO 14001
Knowledge of the requirements of ISO 14001 and the commonly used environmental management terms and definitions, as given in ISO 14001, which may be gained by completing a CQI and IRCA Certified ISO 14001:2015 Foundation (EMS) training course or the equivalent.

Course Certificate

Participants who successfully complete this course with 100% attendance and pass the online examination will be awarded an CQI and IRCA certified certificate which designate fulfillment of the training requirements for CQI and IRCA Lead Auditor registration. For those who failed the examination, an attendance certificate will still be issued.

Course Contents

- Terms and Terminology Used in Environment and Auditing
- Purpose & Benefits of Environmental Management
- PDCA   EMS - Management and Processes interrelationship
- Emergency Preparedness   Auditing EMS   Audit Types
- Regulations & Other Requirements
- Accreditation, & Certification   Benefits of Accreditation
- People In The Audits And Responsibilities
- Auditor Characteristics   Audit Process Exercise
- Audit Objectives and Audit Scopes   Audit Duration
- Auditor Selection and Audit Team Formation
- Stage 1 Audit (Audit Planning, Check List Preparation, Opening Meeting, Interviewing)
- Stage 2 Audit (Nonconformity Identification, Audit Review, Closing Meeting, Nonconformity Recording and Reporting, Audit Reporting, Follow Up Audit & Corrective Actions)

Course Code & Fee

Course ID: 18127
(Daily Refreshment and Course Materials are included)
Lunch is not included. Please advise us in advance if you have any special requirements.
Dress code: smart casual

Course Duration

5 Days Course Delivery
(40 hours learning) plus on-line exam

On-line Examination

The exam can be only taken online through the CQI and IRCA Portal. All eligible participants will be able to take this exam at their convenience within 30 days after taking the course. For those who failed the initial on-line exam, you have the option to re-sit the exam within 1 year after taking the class and re-sit fee will be charged.

Language

Cantonese (Supplemented with English Handout and Examination Paper)

Venue

ACI Learning Centre, Hong Kong