



- Quality Management ISO 9001
- Environmental Management ISO 14001
- Food Safety Management ISO 22000
- OHSAS 18000
- ISO Training
- ISO IMPLEMENTATION
- SHEQ Consulting
- HACCP (Food Safety)
- EUREPGAP



## ISO 14001:2004 INTERNAL AUDITOR COURSE

### 3 DAYS COURSE PROGRAMME

### OBJECTIVES OF THIS COURSE

**Key objective:** The objective of this course is to ensure that environmental practitioners and line managers have the knowledge and practical skills to prepare for, plan and process a structured environmental management system audit – understanding the basic concepts of ISO 14001:2004 and applicable legislation.

### Other objectives of this course:

- to introduce students to the world of environmental auditing
- to train students to conduct an audit during the environmental audit process
- to enable students to complete and use relevant audit documentation
- to give students a chance to apply their newly acquired knowledge.

NOTE: At the end of the course (day 3) delegates need to write a theoretical examination to prove effectiveness of training.

The following requirements apply to all sections of the training course, regardless of media and method of delivery:

- Training is highly participative to allow all students to apply new knowledge and enhance their learning, and the training methods will involve and engage students throughout the duration of the course.
- Each student must participate in practical, interactive activities.

The following topics/ learning outcomes (amongst others) will be covered during the course

### **DAY 1: INTRODUCTION TO ISO 14001:2004**

- **Explain the purpose and intent of the ISO 14001 standard:**
- Explain the purpose of an environmental management system.
- Explain the purpose of the ISO 14001:2004 standard, how they interrelate to other systems (ISO 9000, ISO 22000, SANS 0330 and OHSAS 18001) and the benefits to organisations using these ISO standards.
- Explain the elements of ISO 14001.
- Outline the content of ISO 14001.
- **Describe the ISO 14001:2004 requirements: For each numbered clause of ISO 14001:2004**
- Explain the intent of the requirement.
- Suggest possible ways in which organisations might satisfy the requirement.
- Explain key ISO definitions and terminology.
- Draw the continual improvement cycle, based on the requirements of relevant ISO standards

### **DAY 2: DEVELOPMENT OF ENVIRONMENTAL MANAGEMENT SYSTEMS AND THE AUDIT PROCESS**

- **Explain the relationships between the clauses of the ISO standards:**
- Describe how the requirements of the relevant ISO standards relate to the model of a process-based management system.

- Determine conformance of a management system to the relevant requirements.
- Use and development of documentation as required by the standard and legislation:
- Process flow charts
- Aspect and impact registers
- Legal register
- Document templates
- Procedure writing
- Environmental policies
- Environmental management system manual
- Environmental management system procedures
- Environmental management system work instructions
- Control of documents

### **The auditing process**

- Steps in the audit process
- Types of audits
- Audit techniques
- Audit findings
- Findings matrix
- Non-conformances

### **DAY 3: AUDIT DOCUMENTATION**

- Applying auditing techniques - using case studies and practical examples.
- Completing all related records and documents according to ISO 19011 – Standard for auditing.

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