

- ✓ *Want to register as an Environmental Auditor?*
- ✓ *Want to manage an audit system for your company?*
- ✓ *Finally, pass that audit EVERY TIME.*

Environmental Management Systems Auditor—AE01 (5 days)

Dual recognition—RABQSA International's Environmental Auditor Competency Standards and IRCA (UK) EMS Auditor Certification.

Course Description

This 5-day comprehensive course will provide you with the knowledge and skills to:

- **Understand** the ISO 14001 EMS standard and how it can be interpreted in both the design and audit of an Environmental Management System
- **Apply best practice** audit tools to verify that an Environmental Management System is operating effectively and efficiently using standard ISO 19011
- **Appreciate** advanced auditing techniques such as process auditing, integrated auditing and risk-focused auditing
- **Perform an audit** of an Environmental Management System to standards acceptable to third party certification
- **Develop** practical audit reports that can be used as the basis for system improvement

Who Should Attend?

- Environmental Managers
- Environmental Officers and Advisors
- Those required to undertake environmental audits within their organisation
- Environmental professionals seeking qualifications to undertake audits or inspections
- Those responsible for monitoring the performance of an Environmental Management System

Special Features Of The Course

We've included a **realistic and detailed case study including a simulated site visit**, documentation reviews and auditing sessions. It's this 'real-life' example that will provide participants with the opportunity to develop skills in performing audits of EMS's against the requirements of ISO 14001.

Included In The Course

- Morning, afternoon tea and lunch, every day.
- Course Manual: **Lead Auditor Training**, S3G, 2007

Day 1— Introduction To Environmental Issues and review of ISO 14001

A powerful day providing participants with an overview of key environmental challenges and how organisations can impact on the environment. Participants will understand the importance of the ISO 14001 requirements and how different industries can address these requirements.

Overview:

Air, water and land issues
The Natural Resources
The Community (human) Receptor
What are environmental indicators?
Global, regional & local impacts
Global environmental outlook—future trends
Exploring sustainable development for commercial enterprises
How to work within Corporate Governance including life cycle assessment and cleaner production
A detailed study of ISO 14001 introduction
Benefits of an Environmental Management System
A comparison of ISO 14001, 9001 & EMAS
Understanding the accreditation & certification steps

HOW TO REGISTER

Price: \$1980pp
(inc GST)

Phone: Toll Free (from
within Australia)
1800 110 034

Fax: 61 7 3856 0099

? Questions

info@s3g.com.au

Course Calender

www.s3g.com.au
S3G offer public courses in
Brisbane, Sydney, Melbourne,
Adelaide Perth.



“ For me, it really helped simplify a daunting process. The case studies and real-life examples and the interactive discussion sessions really helped me fully understand what's required of me. ” **Melbourne, VIC**

Day 2 – Pre-Audit Steps

Participants will grasp key auditing terms and develop the knowledge and skills to plan and organise all aspects of an Environmental Management System audit.

A complete overview of audit terminology.

The 14 steps to auditing an Environmental Management System;

Step 1: Determining audit objectives, scope and criteria

Step 2: Selecting an audit team

Step 3: Contacting the auditee

Step 4: Collecting pre-audit documentation

Step 5: Performing a pre-audit visit;

Activities, aspects and impacts explained

Techniques for identifying & assessing environmental aspects & impacts

Step 6: Developing timetables to notify the auditee;

Vertical and horizontal audit trails

Step 7: Preparing checklists;

Key features of process checklists

Day 3 – Audit Steps

Participants will understand the key steps involved in conducting an Environmental Management System audit;

Step 8: Conducting an opening meeting

Step 9: Performing the audit;

Risk-focused auditing

Effective questioning techniques

Collecting and analysing audit evidence

Sampling techniques

Case study audits

Day 4 – Audit Steps

Participants will understand the technical aspects associated with auditing an Environmental Management System and learn how to **evaluate audit findings** and present them to their management team;

Auditing risk management processes

Qualitative and quantitative risk assessment

Auditing legal and other requirements

Auditing environmental objectives & targets

Key features of an environmental management program

Management, monitoring, pollution control & abatement

Auditing emergency response processes

Step 10: Evaluating results & decisions

Step 11: Raising corrective action requests

Step 12: Presenting the audit findings

Day 5 – Post-Audit Steps

Participants will understand the environmental legislative framework underpinning environmental initiatives in an organisation and learn how to develop practical audit reports and understand the follow-up process for audit findings.

Environmental Legislation;

General legal background

Ecologically sustainable development

Due diligence

Legal professional privilege

Commonwealth legislation

Standards and guidelines

National greenhouse strategy

State legislation

Step 13: Developing the audit report

Step 14: Audit follow-up

Course Approvals



S3G is an RABQSA International approved training provider.

This course provides a learning and assessment pathway to the following knowledge competency units:

RABQSA-AU: Management systems auditing

RABQSA-EM: Auditing environmental management systems

RABQSA-TL: Leading management system audit teams

There are however further requirements to register with RABQSA as an environmental auditor/lead auditor.



RABQSA has signed a bilateral agreement with The Institute of Environmental Management & Assessment (IEMA) that allows for mutual recognition of training course certifications. Successful completion of appropriate RABQSA competency units therefore also meets the training requirements to apply for recognition under IEMA's environmental auditor certification scheme.

Group Discount (all public courses, 1 booking) : 3+ people 5% off total (within the same organisation)
5+ people 10% off total (within the same organisation)

Enquire about our *In-house Courses*

Business Excellence:

- Strategic Planning (OE1)
- Process Analysis and Review (OE2)
- Customer Service (OE3)
- Continual Improvement (OE4)
- Human Resources (OE5)
- Marketing (OE6)
- Communication (OE7)
- Change Management (OE8)
- Project Management (OE9)
- Productivity and Efficiency (OE10)

Quality:

- Developing A Practical Quality Management System (MQ01)

Our trainers are not 'career' trainers.

Instead, our trainers are experts in the industry—called upon by internationally recognised clients, often at crisis time.

This means students of our courses benefit from real-life, in-field experience and knowledge, with much of the case studies used in training coming directly from the field.

The bottom-line advantage to clients means students acquire practical knowledge at the front of their industry trends.

We have trained over 10,000 students and represent over 200 blue-chip clients internationally.

Environment, Health & Safety:

- Developing A Practical Environmental Management System (ME01)
- Environmental Awareness Training (ME02)
- Environment, Health & Safety Internal Auditor (EHS-02)

Health & Aged Care:

- Management System For Community Care (MA01)
- Continuous Improvement—The Next Stage (MA02)
- Understanding Continuous Improvement (MA03)
- Risk Assessment In Aged Care (MA04)
- Understanding The Accreditation Standards—Specifically For Care Staff (MA07)
- Understanding The Accreditation standards—Specifically For Support Staff (MA10)
- Survey Design (MA12)
- Australian Retirement Village Association Surveyor Training (AR04)

OR:

We can address your **specific, key business and training requirements**. Please contact us for a **tailor-made, in-house course** proposal.