

# ISO 14001 Lead Environmental Auditor

(IRCA Course No. A17262)

(In collaboration with SGS (Malaysia) Sdn Bhd)



RM3500 ~ Kuala Lumpur

## Aims

By the end of this course, participants will be able to:

- describe the purpose of an environmental management system
- explain the scope EMS standards and, where applicable, other criteria against which an EMS audit could be performed
- describe the principles, processes and techniques used for the assessment of risk and the significance of these in all environmental management systems
- interpret the requirements of the ISO 14001:2004 management systems specification in the context of an audit
- effectively plan and conduct an audit of the management and operation of an organisation in accordance with the requirements of relevant EMS audit criteria and ISO 19011

## Profile

This IEMA approved five day course provides an opportunity for both Environmental and Quality professionals to update their skills in interactive and supportive surroundings. Case study materials and role-play exercises are used to develop and practice skills in all phases of auditing. Participants are continually assessed and required to complete a midcourse test along with an end-of-course written examination

## Course Timetable

Day 1

<b>Time</b>	<b>Subject</b>
09.00	<b>Course Registration - Delegate Registration</b>
	<b>Course Introduction - Overview of Course</b>
	<b>Delegate Icebreaker Exercise</b>
	<b>Lecture 1 - Review and Update on EMS Standards</b>
	<b>Lecture 2 – Identification of Environmental Aspects</b>
	<b>Workshop 1 Part 1 – Environmental Aspects Identification</b>
<b>12.45 -13.45</b>	<b>Lunch</b>
13.45 – 17.00	<b>Workshop 1 Part 2 - Environmental Aspects Identification and Delegate Presentations</b>
	<b>Lecture 3 – Legal Issues associated with ISO 14001 – 4.3.2</b>
	<b>Lecture 4 – EMS Policy – ISO 14001 4.2</b>
	<b>Workshop 2 Preparation - Individual consideration of findings statement</b>

*Note :* There will be a break of 15 minutes mid-morning and mid-afternoon.

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Day 2

<i>Time</i>	<i>Subject</i>
08.30	<b>Review - Question and Answer and discussion on Findings Statement</b> <b>Lecture 5 - Evaluation of the Significance of Aspects</b> <b>Workshop 3 - Evaluation of Significance</b>
<b>12.30 -13.30</b>	<b>Lunch</b>
13.30 – 17.00	<b>Lecture 6</b> <b>Part 1 – National Environmental Legislation</b>  Lecture 6 <b>Part 2 - National Environmental Legislation</b>  <b>Lecture 7 - Objectives and Targets and Establishing an Environmental management Program – 4.3.3 &amp; 4.3.4</b>  <b>Workshop 4 - Environmental Policy, Objectives &amp; Targets</b>  <b>Workshop 2</b> <b>Preparation - Individual consideration of findings statement</b>

Day 3

<i>Time</i>	<i>Subject</i>
08.30	<b>Review - Question and Answer and discussion on Findings Statement</b> <b>Lecture 8 - Structure and Responsibilities – 4.4.1</b> <b>Lecture 9 - Environmental Communication and Training – 4.4.2 – 4.4.3</b> <b>Workshop 5 – Training Needs Analysis</b> <b>Lecture 10 - Requirements for Document Systems – 4.4.4 – 4.4.5</b> <b>Lecture 11 - Operational Control and Emergency Preparedness - 4.4.6 – 4.4.7</b> <b>Lecture 12 - Checking and Corrective Action – 4.5.1, 4.5.2 &amp; 4.5.3</b>
<b>12.30 -13.15</b>	<b>Lunch</b>
13.15 – 17.00	<b>Lecture 13 – EMS Audit – 4.5.4</b> <b>Lecture 14 – Management Review – 4.6</b> <b>Workshop 6 – Review of Internal Audit Schedule</b> <b>Lecture 15 – EMS Audit Planning and Preparation</b> <b>Workshop 7 – Audit Itinerary</b> <b>Lecture 16 Part 1 - EMS Audit Performance</b> <b>Workshop 8 – Desk Study and Preparation of Audit Checklist</b>

Note : There will be a break of 15 minutes mid-morning and mid-afternoon.

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Day 4

<i>Time</i>	<i>Subject</i>
08.30	<b>Review - Question and Answer and discussion on Findings Statement</b> <b>Lecture 16 Part 2 –EMS Audit Performance</b> <b>Workshop 9 Part 1 – Constructing Audit Trails</b> <b>Lecture 17 - EMS Audit – Report and Follow-up</b> <b>Workshop 10 Part 1 – Interview Role Play – Information Gathering</b>
<b>12.30 -13.30</b>	<b>Lunch</b>
13.15 -17.00	<b>Workshop 10 Part 2 – Interview Role Play – Information Gathering</b> <b>Lecture 18 Part 1 - EMS Registration Audit – Planning and Preparation</b> <b>Workshop 9 Part 2 – Constructing Audit Trails – Discussion and Feedback</b> <b>Lecture 18 Part 2 - EMS Registration Audit – Performance, Report and Follow-up</b> <b>Revision for exam</b>

Day 5

<i>Time</i>	<i>Subject</i>
08.30	<b>Review - Question &amp; Answer</b> <b>Lecture 19 – EMS and Environmental Report Verification</b> <b>Workshop 11</b> <b>Part 1 – Classification of Workshop 2 and Workshop 9 Findings</b> <b>Workshop11</b> <b>Part 2 – Simulated Closing Meeting</b> <b>Workshop 11</b> <b>Part 3 – Report Preparation and Submission</b> <b>Workshop 11</b> <b>Part 4 – Review of Closing Meetings</b>
<b>12.30 -13.30</b>	<b>Lunch</b>
13.15 – 17.00	<b>Final Discussion and Revision</b> <b>Exam</b> <b>Close of Course</b>

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## REGISTRATION FORM *Please (/) your preferred date*

9-13 January 2012

2-6 Apr 2012

28 May - 1 June 2012

### Billing Details

Company Name : \_\_\_\_\_

Contact Person (Mr / Mrs / Ms) : \_\_\_\_\_

Designation : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax : \_\_\_\_\_

Email : \_\_\_\_\_

Company Stamp: \_\_\_\_\_

Authorised Signature : \_\_\_\_\_

## PARTICIPANT(S) DETAILS

### **Participant 1**

Name (IC No) : \_\_\_\_\_

Designation : \_\_\_\_\_

Email : \_\_\_\_\_

Contact No : \_\_\_\_\_

### **Participant 2**

Name (IC No) : \_\_\_\_\_

Designation : \_\_\_\_\_

Email : \_\_\_\_\_

Contact No : \_\_\_\_\_

### **Participant 3**

Name (IC No) : \_\_\_\_\_

Designation : \_\_\_\_\_

Email : \_\_\_\_\_

Contact No : \_\_\_\_\_

### Method of Payment

Kindly select the method of payment on the following:

( ) Pay the 1 week before the training

( ) By bank transaction

( ) By courier / by post

( ) Pay during the training

Bank Draft/Cheque No

RM

( ) HRDF-SBL claimable

Application is subject to PSMB approval. You may submit the application with this brochure, together with the programme agenda and speaker's profile which is we will provide to you upon request once you have registered.

### ADMINISTRATIVE DETAILS CONTACT PERSON

Ms YY Lee / Mrs Nor Aini Bahrom  
Tel: 03-6241 5211 / 016-226 4799 /  
012-278 666  
Fax: 03-6259 5455  
Email: yylee@cammgnt.com /  
admin@cammgnt.com

### ADDRESS

**CAMBRIDGE MANAGEMENT SDN BHD**  
No. 33-3A-1 Jalan Metro Perdana Barat 1,  
Taman Usahawan Kepong Utara, 52100  
Kuala Lumpur

### COURSE FEE

Normal fee – RM3500

### REGISTRATION

Complete the Registration Form and fax or email for reservation. All registrations will be confirmed **ONE WEEK** before the commencement of the course.

### PAYMENT

Payment of fee must be made **PRIOR** to commencement of the programme.

Crossed cheques should be made payable to "**CAMBRIDGE MANAGEMENT SDN BHD**" or bank-in payment to **Maybank Account No. 5-12389-117631**.

Please fax the bank-in slip with your company's name to 603-6259 5455 as proof of payment.

### CANCELLATION

Once a registration is confirmed, no cancellation will be allowed. If the registered delegate is unable to attend, a substitute is allowed and please inform us in writing via fax or email. Confirmed delegate who failed to attend and last minute cancellation is liable for the entire fee of the training.

### CONFIRMATION

You will receive an invoice indicating course fee and seminar date. Check it for accuracy.

### DISCLAIMER

CAMBRIDGE MANAGEMENT reserves the right to change the speaker, date and to cancel the programme should circumstances beyond the company control arise. CAMBRIDGE MANAGEMENT also reserves the right to make alternative arrangements without prior notice should it be necessary to do so.

**"ALL TRAININGS ARE 100%  
HRDF CLAIMABLE UNDER  
SBL SCHEME"**