



COURSE OUTLINE

Aim: To provide auditors with the necessary knowledge and skills to competently conduct third party assessments of Environmental Management Systems.

Options: This course includes modules AU, EM, and TL (RABQSA TPECS). Recognition of prior learning will be awarded for Modules AU and TL if they have been completed within the previous three years.

Pre-requisites: Nil.

Length: 5 days (2 days if Modules AU and TL have been completed previously.)

Accreditation: RABQSA accredited (EM791) – RABQSA & IRCA Certificate.

Scope:

This Course is in module format such that the first two days provide an introduction to auditing management systems and focuses on the skills required for auditing (Module AU). The third and fourth days focus on ISO 14001 and EMS specific issues, particularly relevant to external auditing (Module EM). The fifth day is focused on requirements specific to a lead auditor, and the certification process (Module TL).

Days 1 & 2:

Module AU – ‘Management Systems Auditing’

- Quality and history of management systems
- continual improvement
- standards & ISO 9001
- the audit process
- communication skills
- roles, responsibilities and skills of an auditor
- developing questions
- ISO 19011
- planning audits & reviewing documentation
- audit reports and corrective action
- auditor techniques
- process based auditing and sampling
- role play – dummy internal audit.

Day 3 & 4:

Module EM – ‘Auditing Environmental Management Systems’

- EMS & documentation
- eco systems and pollution control
- Initial Environmental Reviews and risk assessment
- principals of environmental management
- ISO 14001 in detail
- Process-based auditing and sampling
- role play – dummy external audit.

Day 5:

Module TL – ‘Leading Management Systems Audit Teams’

- the certification process
- lead auditor skills, abilities and Code of Conduct
- legal/ethical aspects of auditing
- JAS-ANZ and RABQSA.

Examination:

Participants are competently assessed during activities throughout the course, including a role play external audit during the afternoon of Day 4 and a written examination on the afternoon of the final day. All participants on the Course receive a Certificate of Attendance. Those who are deemed ‘competent’ receive a Certificate of Attainment in lieu and automatically qualify as a Provisional Auditor with RABQSA.

For more information please contact us at enquiries@acehealthandsafety.com.au

Or on **1800 60 41 48**