

The Do-It-Yourself Internal Auditor Training Course (For ISO 14001 Environmental Management systems only) Outline

Description: This course is for individuals who wish to qualify to internally audit management systems compliant with the requirements of ISO 14001 (2004). The course complies with the guidance of ISO 19011.

Pre-requisites: We recommend that each student have his/her own copy of the ISO 14001 standard. This is not mandatory.

Introduction

- The 4 reinforcement aspects
- Why we do internal audits
- Internal audit philosophy
- Who's who in internal auditing: "the players"
- Overview: the internal audit system and process
- The 5 key principles of effective internal audits

Unit 0: Requirements of the Standard

- Key definitions
- Structure of the Standard
- Summary: Requirements of the Standard

Unit 1: Types of EMS Internal Audits

- Compliance audit - laws and regulations
- Compliance audit - ISO 14001 standard
- Environmental control audit
- EMS compliance audit

Unit 2: Audit Preparation – Process Review and Audit Checklist

- Process Review
- Audit checklist
- Auditing for evidence
- Audit checklist information sources
- How to prepare your Audit Checklist
- Checklists: a final note

Unit 3: Gathering Data

- Opening meeting
- Gathering data – overview
- Note-taking
- The 5 most important rules
- Data gathering techniques: General things to ask about

Questioning techniques
Things to be alert for
Handling potential noncompliances

Unit 4: Rationalizing Findings

Overview
Complete the audit checklist
Identify system strengths
Identify noncompliances
Noncompliances: the four elements to report
Noncompliance element 1: the citation
Noncompliance element 2: the finding
Noncompliance element 3: the evidence
Noncompliance element 4: the ranking
Check for "repeaters"
Preparing the audit analysis

Unit 5: Documenting and Reporting Findings

Documentation rules
Completing the documentation
Documenting "repeaters"
Audit report: Front
Audit Report: Back
Closing meeting

