

THANJOMI TRAINING AND CONSULTANCY (1285988-T)

29 Jalan Puteri 10/9
Bandar Puteri, 47100 Puchong, Selangor
Tel.: 019-2829502



PRACTICAL INTERNAL AUDITING

For

ISO 14001:2015

(2 day program)

Overview

Internal Audit is a key requirements of ISO Management System Standards.

Clause 9.2 of ISO 14001:2015 Environmental Management System (EMS) requires an organization to carry out Internal Audits at planned intervals. The purpose of the audit is to verify if the organization's EMS meets the requirements of the ISO 14001 standards and its own requirements.

The audit results will be used to further improve the effectiveness of the system.

This two-day workshop will provide theory and practical experience on how to carry out an effective Internal Audit.

Objectives

To enable internal resources to audit the compliance of the organization to ISO 14001 standards.

The following will be learnt in the course of this program:

- **Guidelines of Management System Auditing as per ISO 19011:2018.**
- **Application of the auditing guidelines to ISO 14001:2015.**
- **Initiating and planning an Audit.**
- **Conducting the Internal EMS Audit.**
- **Preparing and distributing an audit report.**
- **When to raise a Non-Conformity Report.**
- **How to follow up on Audit Findings.**

Learning Outcomes

Upon completion of this workshop, participants will be able to: -

- 1. Plan and conduct ISO 14001:2015 Internal Audit on the organizations EMS.**
- 2. Assess the effectiveness of the implementation of EMS.**
- 3. Raise Non-Conformities for gaps found in the implementation of the standard.**

Who must attend

All personnel involved in the audit, maintenance or supervising of ISO 14001:2015 EMS.

PRE-REQUISITIVES: Participants understand the concepts of ISO 14001:2015 EMS.

Methodology

This workshop has been designed to be experiential.

We use 70% Practical Learning through various group activities and 30% theory.

This program is designed to be delivered primarily face to face.

Day 1 will focus on a revision on understanding the requirements of ISO 14001 EMS, Audit guidelines and process, audit procedures, auditor skills requirements and pre-audit preparation.

Day 2, the team will be divided into teams and will carry out audits of the organizations EMS. Each team will prepare an audit report, that will also include non-conformity report is required. The teams will present their finding to the group.

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DAY 1

TIME	AGENDA
8.30 ~ 9.00	Learner Check In. Program Logistics and Safety Requirements
9.00 ~10 .30	Review of ISO 14001:2015 requirements
10.30 ~ 10.50	BREAK
10.30 ~ 12.30	Key terms and Definitions Introduction to Internal Auditing Roles and Responsibilities of Internal Auditors Planning the Internal Audit
12.30 ~ 1.45	Lunch
1.45 ~ 3.30	Conducting an audit
3.30 ~ 3.45	Break
3.45 ~ 5.00	Reporting results of audit and write Non-Conformances
5.00 ~ 5.30	Closing

DAY 2

TIME	AGENDA
8.30 ~ 9.00	Learner Check In.
9.00 ~9.30	Reflection from Day 1 Learning
9.30 ~ 10.30	Conduct Internal Audit Case Study 1
10.30 ~ 10.50	Break
10.50. ~ 11.50	Conduct Internal Audit Case Study 2
11.50 ~ 12.30	Conducting an Internal Audit On-site
12.30 ~ 1.45	Lunch
1.45 ~ 3.30	Continue with Internal Auditing
3.30 ~ 3.45	Break
3.45 ~ 5.00	Prepare and Present Audit report.
5.00 ~ 5.30	Closing