

INTRODUCTION

This course will guide you how to perform ISO14001 Environmental Management System audit. You will learn audit process, how to create an audit plan and how to write NC report. This course will take you through the process of auditing by real examples and practical way.

OBJECTIVE

Participants will be benefit by being able to:

Explain the role of an auditor to plan, conduct, report and follow up an EMS audit in accordance with ISO 19011.

Specific objective:

- Understand the audit concept and type of audit
- Understand the audit flow
- Conduct audit in a team
- Develop writing skill on OFI/NCR statement

COURSE CONTENTS

Principle of audit

- Audit concept
- Type of audit
- Terms relating to audit
- Purpose of perform audit

Audit preparation & audit planning

- Planning flow
- Exercise- Develop audit plan
- Pre-audit preparation
- Documentation Review
- Audit checklist
- Exercise- Live audit

Performing audit

Opening meeting
Audit skill - interview, observe, exam

Conclude Finding & Report writing

Conformity/NCR/OFI
Exercise- Write OFI/NCR
Close meeting
Follow up corrective action

TARGET GROUP

Pre-requirement: Anyone has a good knowledge of ISO14001:2015 requirement or completed ISO14001:2015 requirement awareness training course.

- EHS Manager/ Personnel
- ISO 14001 EMS Steering Committee Members
- Lead and internal EMS Auditors
- Personnel Responsible for legal requirement update, environmental management monitoring and ISO 14001 conformance

* Maximum 25 pax per group

METHODOLOGY

Theory Presentation

Showing
Implementation
document sample

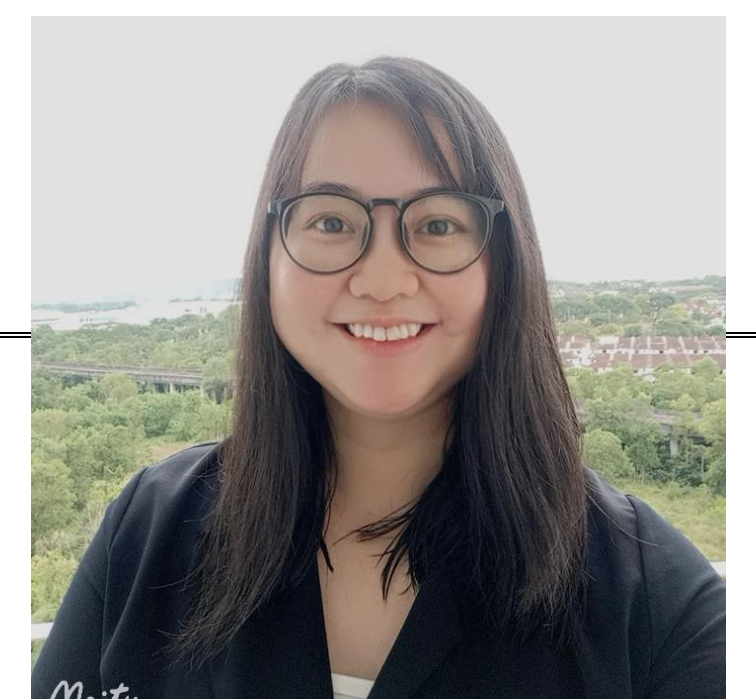
Exercise & Discussion

HRDF SBL-KHAS
Claimable



ABOUT SPEAKER

Trainer: Elaine Tan



Education

- Degree in Environmental and Occupational Health, UPM

Qualification

- 10 years experience involved in environmental, safety and health
- Certified Safety and Health Officer (HQ/16/SHO/04/00559)
- ISO14001:2015 & ISO45001:2018 lead auditor
- Waste water treatment plant competent person (CePIETSO-PCP/00772)
- Scheduled waste competent person (CePSWAM/02181)
- Scrubber competent person (CePSO/00573)
- Certified HRDF Trainer (TTT/6343)

FOR MORE DETAIL, PLEASE CONTACT

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Other Safety and Health Consultancy Services are provided. Please contact to get more details.