

# CQI IRCA Certified ISO 14001:2015 EMS Auditor/Lead Auditor Course

## DESCRIPTION:

The purpose of this training course is to provide knowledge and skills required to perform first, second and third-party audits of environmental management systems (EMS) against ISO 14001, in accordance with ISO 19011 and ISO/IEC 17021-1, as applicable.

Capitalizing on the powerful Accelerated Learning Technique, this course spends a good portion of the time on discussions, exercises and case studies to help students to consolidate knowledge and acquire hands on experience that are instrumental in their capacity as an EMS auditor or as an environmental personnel.

## OBJECTIVES:

On completion, successful students will be able to:

### Knowledge

- Explain the purpose of an EMS, of EMS standards, of a management system audit and third-party certification, and the business and societal benefits of improving environmental performance;
- Explain the role and responsibilities of an auditor to plan, conduct, report and follow-up an EMS audit in accordance with ISO 19011 and ISO/IEC 17021-1, as applicable.

### Skills

- Plan, conduct, report and follow-up an audit of an EMS to establish conformity (or otherwise) with ISO 14001, and in accordance with ISO 19011 and ISO/IEC 17021-1 as applicable.

## TARGET AUDIENCE:

- Staff who are charged with the responsibility to develop and maintain a EMS;
- All EMS auditors who wish to acquire an internationally recognized auditor status;
- Those who wish to explore career opportunities in management system auditing.

## PREREQUISITE:

CQI IRCA recommends that students are expected to have the following prior knowledge:

### **Management systems**

- The Plan, Do, Check, Act (PDCA) cycle
- The core elements of a management system and the interrelationship between top management responsibility, policy, objectives, planning, implementation, measurement, review, and improvement.

### **Environmental management**

The intended outcomes of an environmental management system:

- Enhancement of environmental performance
- Fulfilment of compliance obligations
- Achievement of environmental objectives.

### **ISO 14001**

- Knowledge of the requirements of ISO 14001 and the commonly used environmental management terms and definitions, as given in ISO 14001, which may be gained by completing a CQI IRCA Certified EMS Foundation Training course or the equivalent.

## METHODOLOGY:

There is a balance between knowledge-based presentation, discussions, exercises and case studies. About two third of the time is spent on activity based learning. A mock examination paper will be discussed throughout the course to help students to be familiar with the style of the questions.

## CONTENTS:

- General introduction;
- Environmental management principles, vocabulary and ISO 14001 requirements;
- Stage 1 audit (including document review); Audit planning;
- Process auditing and audit skills;
- Writing NC reports and audit reporting;
- Audit follow up.

**DATE & TIME:**

20 – 24 March 2017 (Mon-Fri) 5 days (40 hours including a 2 hour written examination)

20 – 23 March 2017 9:00am – 6:10pm

24 March 2017 9:00am – 1:00pm

**Venue:**

To be announced

**Language:**

Cantonese with English terminology

**Course Fee per delegate:**

HKD11,000/\*HKD10000 (\*Settle payment on or before 27 Feb 2017 or 3 delegates apply together)

**The Trainer:**

IRCA approved trainer

**Certificate:**

Students who passed the continuous assessment and the two (2) hour closed book examination will be awarded a Certificate of Achievement issued by HKV. Based on CQI IRCA policy, this course satisfies the training requirement for certification as a CQI IRCA registered EMS Lead Auditor/Auditor.

**Enquiry:**

For more information, please contact us at Tel: (852) 2153 9887 / Email: training@ced.edu.hk

**Enrolment:**

Please make cheque payable to “**CED School of Business**” and send it together with the Enrolment Form to: CED School of Business, 210 Java Road, 3/F., North Point, Hong Kong

## Enrolment Form

### Course Name: CQI IRCA Certified ISO 14001:2015 EMS Auditor/Lead Auditor Course

*Applicants should fill in all details in block letters and fax to (852) 2770 3230 or e-mail to training@ced.edu.hk*

Company Name	Contact Person Name:
Address	Telephone:
	Position:
	Email:
Delegate Name (Mr/Ms)	Delegate Name (Mr/Ms)
Position	Position
Telephone                      Fax	Telephone                      Fax
Email	Email

- ✓ Seats are limited and available on a first-come-first-served basis.
- ✓ Confirmation of class schedule will be sent one week before class starts. If you do not receive any confirmation three days prior to the course, please call (852) 2153 9887
- ✓ Payment should be made together with the enrolment form before the course commencement or before the early bird deadline.
- ✓ Applicants are expected to attend the training at the place and time specified in the leaflet. In case of cancellation, please notify us in writing 14 working days prior to the event. Substitutions can be made at any time without penalty.
- ✓ Should a delegate fails to attend or withdraw after cancellation deadline, the full course fee remains payable and no refund.
- ✓ Official receipt will only be issued upon written request.
- ✓ Training Services Provider reserves the right to make alternations regarding arrangements.
- ✓ Which channel do you get the information of this training courses? 1. ☐ Fax 2. ☐ Email 3. ☐ Website 4. ☐ Seminar  
5. ☐ Advertisement 6. ☐ Business Manager 7. ☐ Others : (Please specify) \_\_\_\_\_

All the above information will be strictly used by CED School of Business for processing the application of the course only. For the details of the Personal Data (Privacy) Ordinance, please visit: <https://www.pcpd.org.hk/english/files/pdpo.pdf>

I agree and accept the above terms and conditions      Signature : \_\_\_\_\_ Date : \_\_\_\_\_