



ISO 14001:2004 Internal Audit

COURSE DESCRIPTION

Auditing is critical to compliance. It also ensures that you maximize the benefits that implementing ISO 14000 can bring.

This intensive course provides an understanding of auditing Environmental management systems the practical knowledge, tools and actual auditing experience for planning and scheduling an audit program for ISO 14001:2004

Participants will learn about auditor conduct and the different roles of an auditor, including how to structure and plan an effective audit, and how to evaluate and communicate audit findings.

Provide participants with sufficient training that will permit them to function immediately as members of an Environmental management systems audit team

This is an interactive workshop blending classroom instruction and simulated audit processes that leads delegates step-by-step through each stage, taking auditing from theory to practice.

COURSE OUTLINE

- An Overview on requirements of ISO 14001:2004 standard
- International Auditing Standards
- Introduction to the Audit system and its requirements
- Recognize the principles, practices, types of audits and Audit Responsibilities
- Conduct all phases of an internal audit (plan, execute, report, record, follow up, closure)
- Internal Audit and External audit
- Principals of planning and controlling audits
- Opening Meeting Agenda
- Estimate time and resource requirements
- Confirmation of Audit Plan / Audit Arrangement / Clarification
- Nonconformity Statements and Audit Summary
- Reviewing Audit observations
- Closing Meeting Preparation, Agenda
- Prepare and present effective reports and use checklists
- Corrective Action and Follow Up

Who Should Attend

- *Individuals interested in conducting, managing, or participating in first-party audits*
- *ISO Coordinators / Team Members*
- *Individuals who want to become internal auditors for their company under ISO 14001:2004*

COURSE DURATION: 3 Days

TRAINING HOURS: 15 hrs

FEES/TRAINEE: 450\$

MINIMUM NO. OF TRAINEES: 15

LANGUAGE : English / Arabic

