



ISO 14001 Internal Assessor

Overview: 2-day (16 hour course) designed to provide participants with auditing skills to ISO 9001. Class typically taught in two consecutive days. **May be offered as a one-day class for existing internal auditors to ISO 9001:2008 or TS 16949**

Audience: Quality professionals, supervisors/managers, engineers, senior technicians. Students will utilize both analytical and communication skills.

Course Outline:

- Overview of ISO 14001 and Environmental Management System Standards
 - Class objectives
 - History of Environmental Management Standards
 - Environmental Management System Terms and Vocabulary
- Understanding ISO 14001
 - Customer and Community Perspective of ISO 14001
 - Benefits internally of ISO 14001 Certification
 - ISO Demographics –Internationally who is getting ISO Certified
 - History of the ISO 14001 Standard
- Interpreting ISO 14001
 - Overview of the EMS Model
 - Element Analysis Exercise
 - Element by Element Review including
 - Element key points
 - What to look for during an audit
 - Who is audited
 - Role plays
- Audit Process (**Not addressed as part of the one-day internal auditor transition class**)
 - Audit Preparation Activities, Including:
 - Documentation Review
 - Reviewing Previous Audit History
 - Creation of Element Application Matrix
 - Creating the Audit Checklist
 - Audit Performance Activities, Including:
 - Providing Introductions
 - Framing Questions
 - Recording Objective Evidence
 - Audit Report Writing Activities, Including:
 - Creating the Audit Report
 - Presenting Findings
 - Follow-up Activities
- Auditor Skills (**Not addressed as part of the one-day internal auditor transition class**)
 - Audit Responsibilities
 - Communication Skills
 - Do's and Don'ts During the Audit
 - Audit Role Plays
- Presentation of Final Exam