



One day ISO 14001:2004 Internal Audit workshop

Programme

Duration: 9.30am – 4.30pm

Aims: To provide the knowledge and skills required to carry out Internal Audits of an Environmental Management System registered to ISO 14001:2004. This course is designed for those with a basic existing knowledge of the Standard and provides the ideal follow up to our one day course ISO 14001:2004 Interpretation and Appreciation.

Objectives: At the end of the workshop delegates should be able to:

- Understand the roles and responsibilities of Internal Auditors
- Understand the scope and purpose of an internal audit
- Understand the term 'Process'
- Plan an internal audit
- Carry out a process audit
- Complete an audit report and non conformance report
- Follow up a process audit

Content:

- Introduction, aims and objectives
- Review of the ISO 14001:2004 framework
- Review of clause 4.5.5
- Roles and responsibilities of Internal Auditors
- Scope and purpose of an internal audit
- Understand the term 'Process'
- Types of process
- Planning an internal audit
- Stages in carrying out a process audit
- Completing an audit report
- Completing a non-conformance report
- Practical exercise – case study
- Action plans
- Summary and close