



Learning Outcomes

Participants, after the successful completion of this course, will have the knowledge to conduct internal or external audits of an Environmental and/or OHS Management System, either as a sole auditor, a member of an audit team, or as the team leader.

IMPORTANT:

- ✓ All course work and assessments are conducted and completed during class hours
- ✓ There is no homework
- ✓ Certificates are issued promptly upon the completion of the course
- ✓ We never cancel a course
- ✓ Trainers are practicing audit professionals

This course includes a complimentary copy of ISO 14001 and AS/NZS 4801, along with all learning materials and refreshments.

Standards covered

This 5 day specialised course provides a comprehensive and practical understanding of:

- ✓ ISO 19011:2011 Guidelines for auditing management systems
- ✓ ISO 14001:2015 Environmental management systems – Requirements with guidance for use
- ✓ AS/NZS 4801:2001 OHS management systems – Specification with guidance for use

Course Outline

Participants learn how to perform an audit in accordance with ISO 19011:2011 Guidelines for Auditing Management Systems. The course provides a comprehensive and practical understanding of how to conduct a successful internal or external audit, either as part of an audit team or as the team leader. We focus in particular on the principles and procedures of auditing, the importance of planning, the roles and responsibilities of an auditor, how to gather effective audit evidence and report on the audit findings, and the required follow up activities as an auditor.

Participants also learn the auditing requirements of ISO 14001 and AS/NZS 4801, and how to best apply and integrate the standards for the benefit of an organisation.

Timetable

Monday

Introduction to Management Systems Auditing

- ✓ Introduction to auditing
- ✓ Roles and responsibilities of an auditor
- ✓ Principles and procedures of auditing
- ✓ Communication skills and interview techniques
- ✓ Setting appropriate audit objectives, goals, and criteria
- ✓ Documentation requirements

Tuesday

Management Systems Auditing

- ✓ Planning a Management Systems audit
- ✓ How to ensure that audits add value to an organisation
- ✓ Auditing as a Team Leader
- ✓ Effective audit evidence
- ✓ Difference between Corrective and Preventive actions
- ✓ Management Systems auditing scenarios
- ✓ Developing the audit report and writing audit findings

Wednesday

Management Systems Underpinning Knowledge

- ✓ Scope of Environmental, OHS, and Integrated Management Systems
- ✓ Documentation requirements of ISO 9001 – Quality Management Systems to form underpinning knowledge of management system requirements

Thursday

Environmental and OHS Management Systems

- ✓ Requirements of ISO 14001
- ✓ Environmental Aspects and Impacts
- ✓ Requirements of AS/NZS 4801
- ✓ Organisational Hazards and Controls

Friday

Auditing scenarios

- ✓ Review of Environmental, OHS, and Integrated Management System requirements
- ✓ Environmental audit scenarios
- ✓ Course review

Assessment

During the course, participants will complete a series of workshops which form part of the assessment. Upon the completion of each module



there is a short multiple choice exam. Participants receive continual assistance and feedback from the facilitator.

Qualification

Upon successful completion of the course, each participant will receive a Certificate of Attainment which identifies the 4 Exemplar Global competencies below:

- ✓ Exemplar Global EM
- ✓ Exemplar Global OH
- ✓ Exemplar Global AU
- ✓ Exemplar Global TL

Additionally, participants will receive a nationally recognised Statement of Attainment which shows the units of competency listed below:

- ✓ BSBAUD501 Initiate a quality audit
- ✓ BSBAUD402 Participate in a quality audit
- ✓ BSBAUD503 Lead a quality audit
- ✓ BSBAUD504 Report on a quality audit



The remaining four units of competency required to complete the Diploma of Quality Auditing are available as an additional 3-day workshop. Dates and locations are available on the Auditor Training Centre website. Completion of the full Integrated Management Systems Lead Auditor course is a prerequisite to entrance into the final Diploma of Quality Auditing workshop.

Additional Exemplar Global competencies for Quality Management Systems (Exemplar Global QM) may be added during the same week of training, or attended separately. Competencies for Food Safety Management Systems may be attended separately.

Who should attend

Designed to cater to a variety of people currently involved in the audit and Environmental and OHS Management System process, you should attend if you:

- ✓ want to become an internal EMS/OHSMS auditor

- ✓ want to become a 3rd party Environmental and OHS auditor
- ✓ need to write and implement an EMS/OHSMS
- ✓ are involved in the Environmental and OHS management process
- ✓ are managers responsible for their EMS/OHSMS and EMS/OHSMS auditing
- ✓ wish to consolidate their existing knowledge into a formal qualification

A business background is preferred, however prior experience in auditing and management systems is not essential.

Cost and Payment

The cost of this course is \$2,995 (GST exempt) per person. Payment can be made either by direct debit or credit card. We do offer payment plans, however please be aware that full payment must be received by the Auditor Training Centre prior to the issuing of the certificate.

Trainers

The Auditor Training Centre has a team of expert trainers who are all practicing auditors in the fields of Quality, Environmental, and OHS Management Systems certification. Our trainers have great delivery and training techniques, and make the course relevant and practical with real auditing experiences.

Where to from here?

If you wish to become a registered third-party, or external Environmental and OHS Management Systems auditor with Exemplar Global, completing this course is the first step. Once you have obtained the Exemplar Global competencies from this course, you can follow either a qualification-based certification path, or competency-based. A full explanation of the requirements to become certified with Exemplar Global can be found on our website or contact us for more information.

Contact us

If you would like more information or to enquire about enrolment, please call us on 1300 95 96 92, or email your Auditor Training Centre representative.

www.auditortrainingcentre.com