

ISO 14000 LEAD AUDITOR TRAINING COURSE

Environmental Management System Auditor/Lead Auditor Training Course
(ISO 14001:2004)

Certificated by

International Register of Certificated Auditors (IRCA) - UK

Course provider

NIGEL BAUER & ASSOCIATES, UK

(Course Registration No. A14479)

Organized by

FICCI QUALITY FORUM

72nd Course – 30th Jan to 3rd Feb, 2012

at

FICCI, NEW DELHI



Quality Forum

Be the Best



Quality Forum

Be the Best

1. COURSE OBJECTIVE

The aim of the course is to provide an understanding of the principles and practices of environmental management system (EMS) auditing and to impart practical training on environmental auditing skills.

2. WHO SHOULD ATTEND?

The course is suitable for those:

- Who require a detailed knowledge of EMS auditing process.
- Whose jobs involve assessment of EMS of suppliers and potential suppliers.
- Who are responsible for managing the internal EMS audit function within their organisation.
- Who are involved in preparing their organisation for assessment by customers or certification body.
- Who wish to become registered as EMS Auditor or Lead Auditor with International Register of Certificated Auditors (IRCA, IQA - UK).

3. PREREQUISITE

Prior to commencement of the course, participants are expected to have an understanding of the content & implementation of ISO 14001 international standard on EMS.

4. COURSE CONTENTS

- Review and update on ISO 14001:2004 and relationship between different EMS standards.
- Techniques for the identification of environmental aspects ranging from risk assessment methodologies, life cycle analysis, emission analysis, identification of significant releases.
- Assess the degree of control of environmental impacts within an organisation and how to evaluate the effectiveness of these measures.

- Environmental legislations and international treaties, conventions and charters.
- Assessing the programmes and delivery of internal EMS auditing within an organisation and investigating the management review of the system.
- The EMS Auditing Process including exercises and examples of documents and other evidence, which reveals the effectiveness of the EMS.
- Understanding the roles of national, international bodies, certifiers and auditors in the certification of EMS.

Note: The course methodology includes a series of formal presentations, case studies, syndicate group exercises and extensive role play activities on real life situations.

5. RECOGNITION

The course is certificated with the IRCA -UK (International Register of Certificated Auditors) as an approved EMS Auditor/Lead Auditor Course (Course Registration No. A14479). The course meets the training requirements for individuals seeking registration as Auditors/Lead Auditor with IRCA.

6. COURSE MATERIAL

Registered participants are sent pre-course material in advance for preparation. Course kit comprising detailed course material and International Standard on EMS is given to each participant at the start of the training.

7. CERTIFICATE

Those participants who successfully complete the continuous assessment during the course and also the written examination, which is conducted on 5th day of the course, **will be issued certificate by Nigel Bauer & Associates, UK.**

8. COURSE ORGANISATION, SCHEDULE & REGISTRATION PROCEDURE

The course is of 5 days duration and starts at 0900 hrs and goes up to 1830 hrs daily for the first four days & on the fifth day the course finishes at 1700 hrs after the written examination. Tea/Coffee and working lunch is provided by the organizers.

The fee for the course is Rs. 19,850/- per participant plus 10.30% Service Tax (Total Rs 21,895/-)

For joining the course, the particulars of the participants (name, designation, email, postal address, phone number, etc) along with fee by draft/cheque payable at Delhi in favour of "FICCI QUALITY FORUM" should be sent to FICCI New Delhi address as given below.

The seats in the course are limited to maximum 20 and are allocated on first-come-first served basis.

Note: Discount available for two or more participants from same organization, self sponsored delegates, students, retired defence personnel and senior citizens.

An early bird discount of 5% of total fee is given to those participants who register with full fee at least 15 days in advance of the course.

9. ABOUT LEAD FACULTY

Lead Faculty of this course Mr. S.C. Arora has rich experience of over 40 years in quality/environmental management systems. He is IRCA UK certificated ISO 9000 QMS Lead Auditor and ISO 14000 EMS Lead Auditor (Registration No. A 005025) and has conducted more than 200 Lead Auditor Courses till date in India and other countries viz. Bangladesh, Bahrain, Bhutan, Kyrgystan, Malawi, Maldives, Mauritius, Nepal Oman, Sri Lanka, Tajikistan, etc. He is the author of six books on quality management related subjects published by International Trade Centre, UNCTAD/WTO, Geneva and United Nations Industrial Development Organization (UNIDO), Vienna for worldwide distribution. He is the Principal Consultant of FICCI Quality Forum and has provided consultancy to multinational, large, medium and small companies for effective implementation of the ISO 9001/ISO 14001 based quality/environmental management system both in manufacturing and service sector.

10. ABOUT FICCI QUALITY FORUM

FICCI Quality Forum (FQF) is a specialized division of FICCI set up to sharpen the competitive edge of Indian Industry. FQF provides training, consultancy and research services focused on enhancing the quality quotient of clients and partner organization. FQF in collaboration with Nigel Bauer and Associates, UK offers IRCA, UK approved Auditor Lead Auditor training courses on Quality Management System (QMS) ISO 9001, Environment Management System (EMS) ISO 14001, Food Safety Management System (FSMS) ISO 22000 and Occupational Health and Safety Management System (OHSAS) 18001 standards. In addition we also provide training on Six Sigma Green and Black belt certification, training on Leadership, Organizational Excellence, Creativity and Innovation etc. We also provide consultancy on effective implementation of above management systems standards leading to certification and six sigma implementation.

11. COURSE DATES

January 30 – February 3, 2012

12. COURSE VENUE

Federation of Indian Chambers of Commerce & Industry (FICCI),
Federation House,
1 Tansen Marg, Near Mandi House
New Delhi –110001, India

For further details & to reserve your seat, please contact:

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For any technical clarification you may contact our Lead Faculty

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13. COURSE CONTENT

Introduction

- Environmental Issues
- Pressures on Business
- Initial Environmental Review

Understanding ISO 14001

- Introduction to Business Management System
- Introduction to ISO 14001
- ISO 14001 – Policy
- ISO 14001 – Planning
- ISO 14001 – EMS Implementation
- ISO 14001 – Checking and Review
- Eco Management and Audit Scheme

The EMS Audit Process

- Introduction to EMS Auditing
- Certification of an EMS to ISO 14001
- Planning the Audit
- Undertaking the Audit
- Reporting the Audit
Corrective Action, Audit Follow-Up and Close – Out

Environmental Legislation

- International Environment Law

Audit Tools & Techniques

- Detailed Planning & Check List development
- Searching for Evidence
- Conducting Interview and Asking Questions
- Auditor and Auditee Tactics
- Recording the Results

Exercises on above

Comments from participants of our ISO Lead Auditor Courses

Reproduced below are some of the answers given by past participants to the question, “What did you enjoy most about the course”?

- ☞ The course and the manner in which it was delivered certainly deserve high grades on the scale. It has gone beyond what I had actually expected before being part of it.
- ☞ The friendly and tension free environment created by the trainers.
- ☞ Calmness of trainers in answering all the queries.
- ☞ The learning that comes with each course is always good but the way it is given is really important. The Course material/learning were very well disseminated and the ease with which I could learn was good. I enjoyed learning.
- ☞ The group activities conducted for assimilation of subject.
- ☞ The structured methodology and experience and expertise level of the faculty.
- ☞ Ample time being given to every clause of the standard.
- ☞ Training material was very clear and sequential methodology was conducive to learning.
- ☞ The deliberations by the Lead Faculty were the best thing. His pace & pitch during the entire course was constant which led to good learning.
- ☞ Good learning and understanding on Standard and also its practical applicability is well understood.
- ☞ Lively presentation, healthy interaction and professional approach.
- ☞ Teaching method was excellent, still can't believe that whole concept can be understood so well in 5 days.