

ISO 14001 Lead Auditor

Course Outline

Module 1: Introduction to Lead Auditing

Lessons:

- Definitions and Terms
- Internal and External Audit
- Purpose of Auditing
- Functions and Limitations of Auditing
- Types of Audit

Module 2: Tasks of a Lead Auditor

Lessons:

- Review the EMS Documentation
- Verify that EMS Conforms to ISO 14001
- Samples Elements After Verification
- Review of Gap Analysis
- Following Procedures
- Reviewing Procedures

Module 3: Leading Management System Audit Teams

Lessons:

- Establish and Plan the Activities of a Team
- Effective Communication with Auditee and Audit Client
- Organising and Directing Team Members
- Prepare and Complete Reports
- Use of Remote Auditing Methods

Module 4: Roles and Responsibilities of the Audit Team

Lessons:

- Initialise, Plan, and Conduct Audit
- Report Results
- Communicate Effectively
- Formal Training
- Evaluate Results
- Present Complex Issues
- Fair Presentation of Reports
- Follow Standards of ISO 14001
- Follow Instructions Given by an Auditor