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ISO 14001

Internal Auditor Training

Trainer's Guide

Overview

These course materials are meant to train people to conduct internal environmental audits within your organization, which are necessary to meet the internal audit requirements of the ISO 14001:2004 standard.

The course is divided into two sections:

1. The first section will familiarize the students with the requirements ISO 14001 environmental management system.

   - Allow 4 hours for this section.

2. The second section is devoted to the auditing process. The students will go through all the steps required for an audit, with hands on involvement in performing each step by conducting a mock audit of a fictitious company.

   - Allow 8 hours for this section.

This guide contains everything the instructor needs to lead the class. **We recommend that you print this guide** as you'll need the PowerPoint speaker notes to lead the class.

Notes:

- It is assumed that the instructor has certified Lead Auditor credentials or equivalent experience. This is not meant as a self study course.

- It is recommended that the first audit the student is involved with be under the leadership of a lead auditor who has audit experience.

Course Materials

The supplies you will need are:

- PowerPoint: **ISO 14001 Guide to Internal Audits** (included).

- PowerPoint: **Requirements of ISO 14001** (included).
    - A complete version with Speaker Notes is in this Trainer's Guide

- PowerPoint: **Steps of Internal Audit** (included).
    - A complete version with Speaker Notes is in this Trainer's Guide

- Student Manual (included).
    - Print one copy for **each student**
    - You may wish to have extra copies of the CPAR form
    - It includes reduced versions of all the PowerPoints

- The ISO 14001:2004 Standard (**NOT** **Included***)
    - One copy for every 2-3 students.
    - Standards are available electronically from
      http://www.14000store.com/Buy_standards.aspx

*The ISO 14001:2004 Standard is a copyrighted document and we are unable to include it.

- Eco Toy Company (ETC) Documents and Records (included).
    - Print one copy for **each team** of two or three students.
    - See contents table (next page)

The purpose of the internal audit is to demonstrate that ETC is doing what the company says it does. Documents and records are required to prove that systems are in place. These copies are provided in the Eco Toy Company (ETC) Documents and Records file.
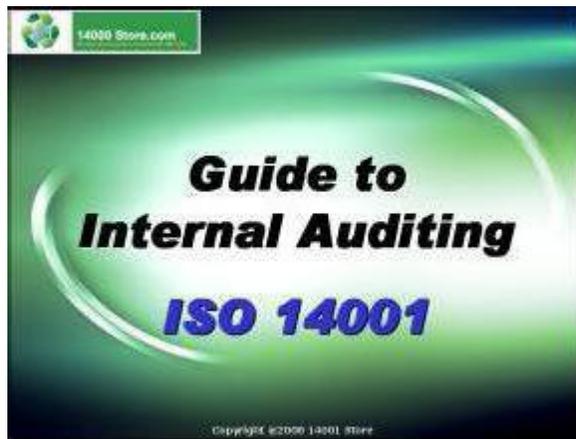
Pages 3 through 14 in ETC Documents and Records contain the documentation that makes up the introductory section of the ETC Environmental Management System. The remaining pages contain the ETC Documentation and Records required for the Internal Audit training.

The Standard

Introduction to Auditing

This section will familiarize the students with the requirements ISO 14001:2004 environmental management system (EMS).

1. Review the "***ISO 14001 Internal Auditing Guide***" Power Point Presentation with the group.
2. Review and discuss the organization of the ISO 14001:2004 document so the students can familiarize themselves with how the standard is structured.
3. Complete the exercise "Is it a Requirement?"

Exercise: Is it a Requirement**?**

Have the students open to "**Is it a Requirement**" in the student manual.
Working in groups of 2 or 3, have them determine whether or not:
- The statement is true or false
- Write down the clause of the standard where they found it.

Notes:
- This is not a test, but an exercise to get them familiar with the standard, so the trainer can go around and help the teams, particularly the slower teams.
- This can be done individually ahead of time to reduce class time

After one or two teams finish, or after a maximum of about 45 minutes, you can go through the statements and discuss the answers.
- An answer key is on the next page.
- Remind the students that there are some things that are mentioned in more that one place in the standard, so there could be more than one correct answer in some cases.

ISO 14001:2004 Requirements

Now that the students are familiar with the organization of the standard, this section will outline *the requirements* of each section – what it is really asking them to do?

Requirements of ISO 14001:2004 Power Point presentation

First, there is a brief 6-page introduction to serve as a review:
- What is ISO 14001?
- The Process Model/Process Approach

Second, the rest of this presentation outlines the requirements of ISO 14001.
- If you use the speaker's notes this review could take about 2 hours
- Students can take notes in their manual.
- We've included the presentation in this Trainer's Guide so you can review the notes while presenting.

1. Review ***"Requirements of ISO 14001:2004"*** Power Point presentation
2. Complete the exercise "Find the Requirement" (following presentation speaker notes.)
3. Answer questions about ISO 14001:2004 to ensure they understand the material.

Exercise: Find the Requirement.

1. Introduce the 2nd exercise "**Find the Requirement**" in the student manual.
2. Have them find the clause in the standard that applies.
3. Have them work in groups as in the previous exercise.
4. Discuss the answers together.

To conclude this first section of the course, open it up to questions and answers on the standard.