



the **key** consultancy limited

In-company Training

Environmental Audit 1 Day

Aims

This one day course aims to familiarise delegates with environmental standards and processes for auditing these within the company.

Objectives

At the end of the course each delegate should be able to:

- Explain the role of auditing within a management system
- Explain the principles ISO 14001
- Outline the company's environmental management systems and policy
- Identify specific types of hazard and environmental aspects which should be examined as part of the auditing process
- Develop and carry out environmental audits
- Follow up their recommendations, agreeing suitable corrective actions with the responsible line managers, and ensuring that they are implemented

Programme Content

Principles of HSE management systems and ISO14001

The audit process

- What to look for
- What should be managed?
- Developing an audit framework

Interviewing & questioning skills

- Setting the scene for an interview and asking the right questions
- Listening skills and finding out more by "Tell me, show me"

Where's the evidence?

- Documentation to look for

Planning the audit

- Where to go, who to see, what to look for
- Risk assessment first! Are there any safety procedures to follow?

After the audit

- Review the process, what went well, and what was learned?
- What follow up action needs to be specified?