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ISO 14001:2015 INTERNAL AUDIT TRAINING

ENVIRONMENTAL
COMPETENCY
CONSULTANCY SDN BHD



OBJECTIVES

Participants will benefit by being able to:

- Understand the audit concept
- Understand the audit flow
- Confidently conduct audit in a team
- Develop writing skill on OFI / NCR statement

INTRODUCTION

Introducing the knowledge and understandings on ISO 14001:2015 Internal Audit to the organization and related personnel

TARGET AUDIENCES

- Environmental Management Representative
- EMS / EHS Manager
- ISO 14001 EMS Steering Committee members
- Lead and Internal EMS auditors
- Personnel responsible for legal requirements updating, environmental management monitoring and ISO 14001 conformance
- Quality Directors

COURSE OUTLINE

1. **PRINCIPLE OF AUDIT**
 - Audit concept
 - Type of audit
 - Terms relating to audit
 - Purpose of perform audit
2. **AUDIT PREPARATION & AUDIT PLANNING**
 - Planning flow
 - Exercise - Develop audit plan
 - Pre-audit preparation
 - Documentation Review
 - Audit checklist
3. **PERFORMING THE AUDIT**
 - Opening meeting
 - Audit skill - interview, observe, exam
4. **CONCLUDE FINDINGS & REPORT WRITING**
 - Conformity / Non-conformity / OFI
5. **CORRECTIVE ACTION**
 - Follow up flow



CERTIFICATION

*Certification will be provided by
Environmental Competency
Consultancy Sdn Bhd*