

TRAINING BROCHURE

# Internal Enviromental Audits – ISO 14001

# Internal Environmental Audits - ISO 14001

## Introduction

Internal environmental auditing is a systematic examination of the environmental management system to evaluate whether it is working as intended. Environmental audits are conducted with the aim of identifying opportunities for improvement within the company and are carried out by competent personnel. ISO 14001 requires that staff carrying out environmental audits have received specific training to ensure that the results are as desired.

## Continuous improvements

A dynamic organization constantly learns from its mistakes and adapts to new conditions. Immediately after a major transformation, such as a reorganization, the correction of the remaining shortcomings begins. You can live with them, but that is not an argument for simply accepting them as something inevitable. Companies operate in a rapidly changing world and conditions are constantly varying, making the existing way of working increasingly improper and ineffective. The way of working must therefore always be reconsidered to maintain and increase its suitability and effectiveness.

Internal environmental audits are a key instrument for gathering information on deficiencies in the system. They question the current way of working and suggest improvements. Deviations found cannot be ignored or half-heartedly fixed; the whole system requires serious corrective action. When staff in the organization see that improvements are being made, it creates motivation for other types of improvement activities, such as small groups and suggestion schemes.

Occasionally, major changes still must be made, but these can now be implemented from a starting point at a higher level. Real success is a fact.

## The aim of the course

The aim of the course is to convince you that internal environmental audits are a tool to improve the efficiency of a company's environmental work and to give you in-depth knowledge of internal audit methodology - planning & preparation, implementation, reporting



and follow-up. Participants should act from an improvement perspective, not as fault finders. The course explains the background and purpose of the ISO 14001 environmental management system requirements. This leads to an increased understanding and interest among participants. All the requirements of the standard are carefully reviewed. The training provides methods and skills for taking action to inform management of results and provides information on the appropriate characteristics an internal auditor should have and develop to be successful in her or his role. The training methods are based on the requirements of ISO 19011.

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## For whom?

The training is primarily intended for those who carry out internal quality audits and those who need a deeper knowledge of how to conduct internal audits in order to find opportunities for efficiency gains, such as quality managers, purchasing managers, and business managers.

## Contents

### Background

- Introduction.
- Environmental audits.
- Auditing for continuous improvement.
- Documenting an environmental management system.

### Interpreting the requirements

- Terminology.
- ISO 14000 series.
- ISO 14001 – contents and interpretations.
- Laws & authorities.

### General about internal environmental audits

- Planning the company's internal environmental auditing activities.

### Preparations

- Planning the audit.
- Checklists.
- The auditor and the auditee.
- Guides.

### Conducting an internal environmental audit

- Opening meeting.
- Conducting the audit.
- Closing meeting.
- Documentation and follow-up of the audit.
- Finding facts.

### Closing meeting

- Third party certification.

### Case study

- Environmental impact of companies.
- ISO 14001.
- Checklists.
- Audit of a company.

### Appendix

- Sustainable development.
- Environmental problems and successes.
- Homework assignment.

An original ISO 14001:2015 standard is included each course booklet.

## Program

### Day 1

09.00–18.00

- Introduction.
- Environmental auditing.
- Environmental challenges and sustainable development.
- Identifying the environmental impact of an organization.
- Workshop: The environmental impact of companies.
- The content of ISO 14001.
- Workshop: Getting acquainted with ISO 14001, part 1.
- Review of the homework assignment.
- Information on the exam.
- Closing session.

### Day 2

08.00–18.00

- Content of ISO 14001, cont.
- Workshop: Getting to know ISO 14001, part 2.
- The legal requirements of ISO 14001.
- Environmental legislation.
- Rehearsal of environmental auditing.
- Planning the company's internal audit activities.
- Planning an audit.
- Checklists.
- *Lunch*
- Workshop: Checklists.
- Opening meeting.
- Conducting the audit.
- Documentation of the audit.
- Workshop: Writing observation reports.
- Closing meeting.

### Day 3

08.00–17.00

- Workshop: Conducting an audit, preparations.
- Workshop: Conducting an audit, interviews.
- Closing meeting.
- Workshop: Closure meeting, preparation.
- Corrective actions and follow-up.
- The auditor and the auditee.

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- Rehearsal.
- Test.
- Discussion and closure.

## Assignment

To facilitate learning, an assignment is carried out before the course where the ISO 9001 standard is studied.

## Workshop

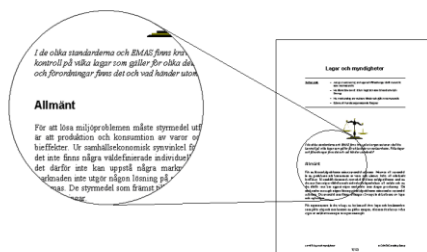
The theory sections of the course are mixed with several workshops. These workshops are based on assignments carried out by CANEA consultants.

## Course certificate

A certificate of attendance will be issued for participation on all days of the course.

## Course material

The course material consists of a course binder in which the different lectures are documented in detail. It is detailed enough to be used as a reference in daily work.



*Our goal is to always offer the best training material on the market.*

## The lecturers

The course is given by lecturers with good pedagogical skills and expertise in project management. All lecturers have extensive experience in project management work and contribute with examples from real situations.

## Course fee

The price per participant is specified in the training calendar. The price includes full course documentation, lunch, and morning and afternoon coffee.

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## Our training methodology

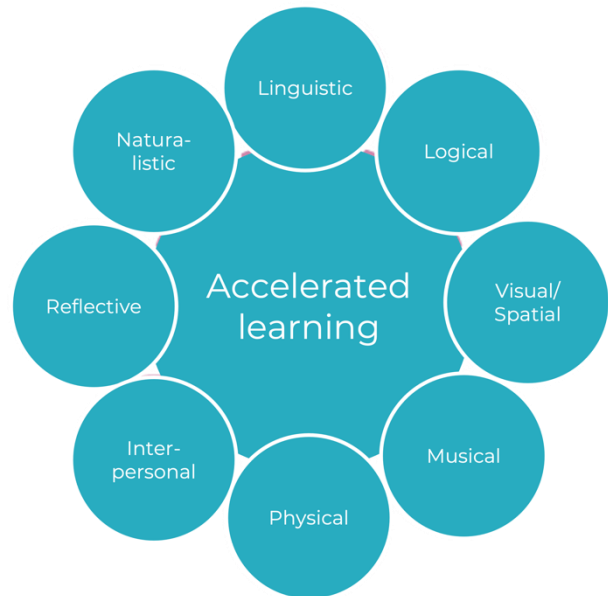
We run both open and in-house training courses. Knowledge is the basis for fact-based decisions and a prerequisite for engaging management and staff. Knowledge is part of our approach to changing behavior. Simply providing information is seldom enough to make people act differently.



*The staircase model for information transfer and processing of values and attitudes*

We complement the information with methods to address the values and attitudes of the participants. Through well-thought-out workshops, we go through all stages of the learning process. In in-house training, we often use the staircase model (see picture above) with training in the company's own operations and follow-up.

To further customize the training, company visits and consultations with our experienced consultants often precede in-house training. Part of our strength is that we can offer a complete solution for each company's training needs, from operator level to senior management. Our training courses are based on best practices from practical work in companies, where the lecturer provides many real-life examples. This is combined with a theoretical foundation.



The Accelerated Learning methodology, which involves stimulating learning with all the senses, is widely applied. The training group should consist of a maximum of 20 people, which gives the lecturer the opportunity to activate all participants in discussions. By alternating theory with activities and workshops, participants are given the opportunity to apply what they learned, which facilitates learning.

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### Contact us for more information:

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# CANEA – lasting success

There are three key factors for a successful change process: Competence to create and drive the change. IT systems that control and support it properly. And relevant know-how among your employees to maintain it over time. We are unique in bringing these three factors together in an integrated offering. This is a key reason why we have been able to deliver great results to hundreds of customers over the past 20 years.



## **CANEA Management – making your organization better**

Our experience from numerous assignments shows that there are valuable opportunities for improvement in every organization. To meet increasingly stringent requirements, it is important to develop your own operations.

We have extensive experience with what works. This is gathered in our own method library, which forms the core of our knowledge and experience management. Based on each client's situation, an adaptation is made so that both the whole and the details work.

Our consultants understand both the whole and the details of an organization's environment, function, and management. Additionally, they have well-developed analytical mindsets and the ability to motivate. Teaching skills are also a given since we place great emphasis on knowledge transfer.

## **CANEA ONE – an integrated software suite**

CANEA ONE is a comprehensive software suite for effective business management. The system enables control, implementation, monitoring and improvement of the business thanks to a fully integrated management of strategies, projects, processes, cases and documents.



### **CANEA Document**

A document management system that creates order. Ideally managing an integrated management system.



### **CANEA Workflow**

A case management system that allows you to design, deploy and monitor all types of workflows in a single solution.



### **CANEA Project**

A comprehensive and easy-to-use project, portfolio, and resource management system supporting all aspects of project activities.



### **CANEA Process**

An effective solution for modeling, communicating, collaborating, and improving business processes.



### **CANEA Strategy**

Enables strategy activation through smart features such as goal decomposition, communication, and visualization.

