

# ISO 14001 Internal Auditor Training Materials



## *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  
here: [14000 Store - Standards](#)

***\*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.

# Eco Toy Company Documents and Records



Qty.	Documents and Records	# of Pages
1	Environmental Management System – EMS Manual ..... <i>Includes Organization Chart and Master Document List</i>	12
1	Internal Audit Master Schedule .....	1
1	MSP-431 Environmental aspects procedure .....	2
1	Form #431-1 Initial environmental review .....	2
1	Form #431-1 Environmental assessment worksheet .....	2
1	WI-EP-1, WI-EP-2, WI-EP-3 Environmental programs .....	3
1	MSP-442 Competence, training and awareness procedure .....	3
1	Form #442-2 Job interview evaluation worksheet .....	1
2	Form #442-3 Personnel training / evaluation record .....	2
2	Certificate of completion .....	2
1	Form #442-4 employee capability – competence matrix.....	1
1	MSP-453 Nonconformity, corrective and preventive action .....	3
1	R-451 Nonconformity register .....	1
1	Form #443-1 Public response report .....	1
2	Form #447-1 Spill investigation report .....	2
1	Form #453-1 Environmental non-conformance report .....	2
1	Form #453-2 Corrective action report –operations .....	1
1	MSP-460 Management review procedure .....	2
1	Form #460-1 Meeting agenda - management review .....	1
1	Minutes of management review .....	2

# Agenda

## **I. The Standard**

**Introduction to auditing**

**0:15 Presentation: 14001 Internal Auditing Guide**

**0:15 Review Document: ISO 14001:2004**

**0:30 Exercise – Is it a requirement?**

**2:00 Presentation: Requirements of ISO 14001:2004**

**0:45 Exercise - Find the requirement**

**0:15 Questions**

## **II. The Audit**

**0:30 Scheduling the audit**

**0:30 Planning the audit**

**0:45 Opening meeting**

**0:45 Audit 4.2 Environmental policy**

**0:45 Audit 4.3.1 Environmental aspects**

**0:45 Audit 4.4.2 Competence, training and awareness**

**0:45 Audit 4.5.3 Nonconformity, corrective action and preventive action**

**0:45 Audit 4.6 Management review**

**0:30 Auditors Document the Findings**

**0:30 Final Audit Report**

**0:30 Closing Meeting**

**0:30 Creating the Audit File**

# Conclusion

After the students have completed their presentations, you can:

1. Show them the final slides in the **“Steps of ISO 14001:2004 Internal Audit”** Power Point presentation outlining the non conformances for each section.  
Remember, there is often more than one way to look at a situation, especially in a fictitious setting like ETC. Therefore, encourage open discussion on why they consider items a non conformance.  
You may want to add their suggestions to the course material for next time.
2. If you feel that the student has satisfactorily understood the material, you may issue them a certificate (this is a separate MS Word file in your package). Use your judgment to issue this based upon:
  - Participation
  - Ideas
  - Leadership
  - Approach
  - Etc.
3. Schedule an audit of your facility to reinforce the material.

