

PAS105: ISO 14001:2015 Certified Internal Auditor Training

E-learning Course Duration: 8 Hours

Website: www.Punyamacademy.com

Chapter - 1: CONTENTS OF ISO 14001:2015 CERTIFIED INTERNAL AUDITOR TRAINING E-LEARNING COURSE

Sr. No.	The entire e-learning course has 5 main parts as below	Details	
1.	Lectures	No. of slides	
	1. Session – 1 : Overview of ISO 14001:2015	15	
	2. Session – 2 : ISO 14001:2015 Requirements	A. ISO 14001:2015 Requirements (Clause 4.0 to 7.0)	44
		B. ISO 14001:2015 Requirements (Clause 8.0 to 10.0)	18
		3. Session – 3 : Documented Information	13
	4. Session – 4 : Internal Management System Audit	40	
	5. Session – 5 : ISO 14001:2015 Internal Audit Records	9	
	6. Session – 6 : Environmental Aspect – Impact, Objective & Plan	33	
	Total no. of slides (with Audio lectures) →		172
2.	Hand-outs (each session detail document is given in PDF and participant can download, print, or save it for future reference)	Approx. 135 Pages in PDF	
3.	Session Exams at end of each session and Final Exam	Total 7 Exams	
4.	Audit Checklist as per Department-wise and Clause-wise	Approx. 700 audit questions	
5.	ISO 14001 Certified Internal Auditor training certificate	Award Certificate	

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Part – 1 Lectures:

Under this part total four sessions are given as Presentations with explanatory audio to understand the subject.

➤ **Session - 1 :**

In this session, participants will learn about an overview of ISO 14001:2015 Standard. It covers total 15 slides on below topics:

1. Overview of Session 1
2. ISO Facts
3. Environmental Management System Terms and Definitions
4. What is ISO 14001?
5. Messages from ISO 14001:2015 Standard
6. What are the goals of ISO 14001?
7. Overview of Environment Management System (EMS)
8. Why Implement Environmental Management System?
9. Managing Environment through EMS
10. Environmental Approach
11. Advantages of ISO 14001:2015 Environmental Management System
12. ISO 14001:2015 - Important Issues
13. Environmental Aspects
14. Connectivity of EMS and Confirmative Assessment as per ISO 14001:2015
15. Conclusion

➤ **Session - 2 :**

In this session, participants will learn about the requirements of ISO 14001:2015 in detail. It covers two parts:

A. ISO 14001:2015 Requirements (Clause 4.0 to 7.0)

1. Overview of Session 2A
2. Overview of ISO 14001:2015 Standard
3. Structure of Standards as per ISO 14001:2015

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4. Clause 1-2-3 of ISO 14001:2015 Standard
5. Clause 4.0:Context of the Organization
6. Clause 4.1:Understanding the organization and its context
7. Considerations for determining the issues
8. External Context
9. Internal Context
10. Clause 4.2:Understanding the Needs & Expectations of Interested Parties
11. Interested Parties – Stakeholders
12. List of Interested Parties
13. Clause 4.3:Determining the Scope of Environment Management System
14. Approach of Clauses 4.1 to 4.3
15. Clause 4.4:Environmental Management System
16. Clause 5.0:Leadership
17. Clause 5.1:Leadership and Commitment
18. Clause 5.2: Environmental Policy
19. Environmental Policy Statement and Management Concepts
20. The Environmental Policy: Key Points
21. Environmental Policy
22. Clause 5.3:Organizational Roles, Responsibilities and Authorities
23. Clause 6.0:Planning
24. Clause 6.1: Actions to address risks and opportunities
25. Clause 6.1: Actions to address risks and opportunities (Continued...)
26. Clause 6.1: Actions to address risks and opportunities (Continued...)
27. Clause 6.1: Actions to address risks and opportunities (Continued...)
28. Clause 6.1: Actions to address risks and opportunities (Continued...)
29. Register of Regulatory Requirements
30. Clause 6.1: Actions to address risks and opportunities (Continued...)
31. Clause 6.2: Environmental Objectives and Planning to Achieve them
32. Clause 6.2: Environmental Objectives and Planning to achieve them (Continued...)
33. Clause 6.2: Environmental Objectives and Planning to achieve them (Continued...)
34. Clause 6.2: Environmental Objectives and Planning to achieve them (Continued...)

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- 35. Clause 6.2: Environmental Objectives and Planning to achieve them
(Continued...)
- 36. Environmental Objectives
- 37. Clause 7.0: Support
- 38. Clause 7.1: Resources
- 39. Clause 7.2: Competence
- 40. Clause 7.3: Awareness
- 41. Clause 7.4: Communication
- 42. Clause 7.5: Documented Information
- 43. Clause 7.5: Documented Information (Continued...)
- 44. Sample List of Documented Information for EMS

B. ISO 14001:2015 Requirements (Clause 8.0 and 10.0)

- 1. Overview of Session 2B
- 2. Clause 8.0: Operation
- 3. Clause 8.1: Operational planning and control
- 4. Operational Control Measures
- 5. Clause 8.2: Emergency preparedness and response
- 6. Possible Emergencies
- 7. Emergency Preparedness: Key Points
- 8. Emergency Preparedness
- 9. Emergency Plan
- 10. Clause 9.0: Performance Evaluation
- 11. Clause 9.1: Monitoring, measurement, analysis & evaluation
- 12. Clause 9.1: Monitoring, measurement, analysis & evaluation (continued...)
- 13. Clause 9.2: Internal audit
- 14. Clause 9.3: Management Review
- 15. Clause 10.0: Improvement
- 16. Clause 10.1: General
- 17. Clause 10.2: Nonconformity and corrective action
- 18. Clause 10.3: Continual improvement

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➤ **Session - 3 :**

In this session, participants will learn about ISO 14001:2015 documented information. It covers total 13 slides on below topics:

1. Overview of Session 3
2. What is Documented Information?
3. Flexibility in Documentation in ISO 14001:2015
4. ISO 14001:2015 Documented Information
5. Documented Information Four- tier Document Structure
6. Tier:1 Environmental Manual (Optional) (Top Management's Handbook)
7. Tier:2 Environmental Procedures (Optional)
8. Sample Environmental Procedure
9. Tier:3 Environmental System Documented Information
10. Tier:4 Environmental System Documented Information
11. List of Maintain Documented Information
12. List of Retain Documented Information
13. Control of Documented Information

➤ **Session - 4 :**

In this session, participants will learn Internal Management System Audit. It covers total 40 slides on below topics:

1. Overview of Session 4
2. Outline of this topic
3. Audit
4. What is an Audit?
5. Why Audit?
6. What is Internal Audit?
7. Overview of Internal Management System Audit
8. Key Elements of Internal Audit
9. Requirements for Internal Audit
10. Tips for Trained Internal Auditors
11. Principles of Auditing
12. Types of Audit

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13. Management System Internal Audit Techniques
14. Steps Involved in Management System Audit
15. Implementing the Audit Program
16. Seven Steps of Implementation of Audit Program
17. Step no. 1- Audit Planning
18. Contents of Audit Plan
19. Step no. 2- Developing Checklists
20. Step no. 3- Conducting Opening Meeting
21. Step no. 4- Conducting the Audit
22. Interview and questioning techniques
23. Collecting Evidences of Compliance
24. Objective Evidences
25. Step no. 5- Recording Audit Findings
26. Identifying Non-compliances
27. Categorizing Non-Compliances
28. Nonconformity Report
29. Nonconformity Reporting
30. Step no. 6 - Conducting the Closing Meeting
31. Step no. 7 - Preparing the Audit Report
32. Contents of Audit Report
33. Conducting Audit Follow-up
34. Auditor's Qualities
35. Auditor's Personal Behavior
36. Auditor's Conduct
37. The Audited Persons' Conduct
38. Overview of the Process of Collecting and Verifying Information
39. Management System Internal Audit Process
40. Reference

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➤ **Session - 5 :**

In this session, participants will learn about ISO 14001:2015 Internal Audit Records. It covers total 9 slides on below topics:

1. Overview of Session 5
2. Internal Environmental System Audit Records
3. Internal Environmental System Audit Records (continued...)
4. Internal Environmental System Audit Records (continued...)
5. Form No. 1 - Internal Environmental Audit Plan
6. Internal Environmental Audit Records (continued...)
7. Form No. 2 - EMS Internal Environmental Audit Nonconformity Report
8. Internal Environmental Audit Records (continued...)
9. Form No. 3 - ISO 14001:2015 EMS Clause-wise audit review report

➤ **Session - 6 :**

In this session, participants will learn about Environmental Aspects and Impact in details. It covers total 33 slides on below topics:

1. Overview of Session 6
2. Definition of Environmental Aspect & Impact
3. What is Environmental Aspect & Impact
4. Requirements of ISO 14001:2015
5. Environmental Aspects
6. Common Environmental Aspects
7. Environmental Aspect Identification
8. Aspect - Impact identification
9. Aspect Identification Techniques
10. Aspect Identification: Core Team and Initial Review
11. Interrelationship Between Activity, Aspect, Impact & Effect – Examples (Continued...)
12. Interrelationship Between Activity, Aspect, Impact & Effect (Continued...)
13. Interrelationship Between Activity, Aspect, Impact & Effect
14. Product Life-cycle
15. Requirements of ISO 14001:2015

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16. Significant Aspect-Impact Assessment Tools
17. Impact / Severity Rating
18. Probability Rating
19. Detectability Rating
20. Significant Aspects: Key Points
21. Significance Criteria Evaluation Method - 1
22. Significance Criteria Evaluation Method - 2
23. Environmental Objectives, Targets, Achievement & Management Plan
24. Requirements of ISO 14001:2015
25. Establishment of Environmental Objectives
26. Environmental Objectives and Targets
27. Inputs for Environmental Objectives
28. How to measure progress towards objectives?
29. An Integrated Environmental Objective
30. Few Examples of Objectives and Targets
31. Environmental Objectives & Targets
32. Environmental Objectives Achievement Plan
33. Environmental Management Plan

Part – 2 Hand-outs:

For each lecture, hand-out is given in PDF format. The participant can download or print any documents to read it later to get detailed knowledge of all the six topics.

Sr. No	Name of Literature	Total Pages
1	Overview of ISO 14001:2015	9
2	Clause-wise Requirements of Environment Management System	27
3	ISO 14001:2015 Documented Information	13
4	Management System Audit Process	38
5	ISO 14001:2015 Internal Audit Records	34
6	Environmental Aspect – Impact, Objective & Plan	15

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Part – 3 Exams:

Each session contains session exam, Participants have to pass the exam after completion of each session. After passing all session exams there is one final exam, participant must have to pass exam with minimum 80% marks. User can reappear and clears each exam to complete the course and get download/print their ISO 14001:2015 internal auditor training certificate.

Part – 4 Audit Checklists:

The Audit checklists with more than 700 environment management system audit questions as below:

1. ISO 14001:2015 requirement wise questions
2. Department wise audit questions

Part – 5 Training Certificate:

After passing the exam the colorful training certificate is generated and user can download it or print it. Any one globally can cross verify the training certificate through our LMS platform.

Chapter - 2: COURSE OBJECTIVES

Upon Completion of this course, participants will be able to:

- ✓ Familiarize yourself with ISO 14001:2015 Environment Management System (EMS).
- ✓ Understand the Plan-Do-Check-Act Cycle of EMS requirements.
- ✓ Familiarize yourself with the high level structure and the framework of EMS.
- ✓ Understand the ISO 14001:2015 EMS requirements and sub-clauses.
- ✓ Understand organizational issues and context of the organization.
- ✓ Understand the needs and expectations of interested parties.
- ✓ Know about the leadership, planning, and support clauses.
- ✓ Know about the operation and performance evaluation clauses.
- ✓ Understand how improvement can be achieved in the organization.
- ✓ Understand, maintain and retain Documented Information list.

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- ✓ Get the knowledge of internal auditing and use of audit checklist.
- ✓ Understand the processes involved in auditing.
- ✓ Know about the types of auditing and questioning techniques.
- ✓ Understand how to prepare and maintain internal audit records.
- ✓ Understand the new concepts of risk management and risk evaluation techniques.

Chapter - 3: WHO SHOULD ATTEND THIS COURSE?

This course is developed and brought to you by Punyam Academy; an ISO/IEC 17024 accredited training provider company, which offers various e-learning as well as classroom training courses for working professionals, college students, and other individuals for enhancing their career to new heights. Our e-learning courses help them to succeed in today's competitive environment, to renew licenses, and to update, strengthen and add quality to their existing knowledge and skills. Our courses are also useful for those who want to get certification, or start a new profession.

Chapter - 4: USER MANUAL

Compatibility and Requirements for smoothly running our course

1. **Bandwidth:** Internet bandwidth must be 1 MBPS or higher.
2. **Operating System:** Microsoft Windows XP and higher versions, iOS, Android.
3. **Browser:** Best viewable in Mozilla Firefox, Google Chrome. Also supports Internet Explorer.
4. **Screen Resolution:** To view slides properly, you must have a screen resolution of 1024 x 768 or higher.
5. **Cookies:** You must have browser cookies enabled, so that we can maintain your current session as you navigate through the application.
6. **JavaScript:** You must have enabled JavaScript, so that application runs smoothly.

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7. **Adobe Acrobat Reader:** Some documents in our application are in .pdf format, so you must have installed adobe acrobat reader in your computer to be able to read such documents that you download.
8. **Pop-up Enable:** In your browser setting, check Pop-up blocker off, or enable Pop-up window.
9. **Speaker:** You must have speakers or a headphone attached to your computer, so that you can listen to the course lecture while learning.

Click **ENROL** to Purchase this Course.

Chapter - 5: ABOUT COMPANY

Punyam Academy is an ISO/IEC 17024 certified training provider company, which offers various **ISO Training Courses** and conducts webinars for online certification as well as classroom training. We are a leading name in E-learning, training and certification on ISO standards and all other types of management system standards. Punyam Academy specializes in a complete range of courses on awareness, auditor and lead auditor courses on ISO 9001, ISO 14001, ISO 45001, ISO 22000, ISO 27001, OHSAS 18001, ISO/IEC 17025, ISO/IEC 17020, ISO/IEC 17021, FSSC 22000, ISO 27001, ISO 50001, ISO 13485, ISO 20000, ISO/IEC 17024, ISO 17034, Sedex, ISO 22301, NABH, Certified Calibration Engineer and other management system training courses. We provide E-learning courses on all of these topics through effective, enjoyable and time-saving online training sessions and webinars. We have conducted more than 300 public training programs as well as online corporate training sessions in more than 45 countries.

To review how our LMS works, **Click Here**

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