

# ISO 14001:2015 and ISO 45001:2018 Internal Auditor Training Course Details

November 10, 2024

## Overview

The 4-Day ISO 14001:2015 Amendment 1 and ISO 45001:2018 Amendment 1 Internal Auditor training course encompasses the following:

- Mireaux's 3-day ISO 14001:2015 Amendment 1 and ISO 45001:2018 Amendment 1 Implementation course
- 1-day Internal Auditing Techniques

The course is essentially three days of hands-on training on the ISO 14001 Environmental Management System standard and the ISO 45001 Occupational Health and Safety (OH&S) Management System standard, plus one day of training in auditing techniques. This course focuses on three areas:

- The foundation of ISO 14001 and ISO 45001 based on the common framework adopted by all ISO standards: the High Level Structure (HLS), common text, and common terminology adopted by all ISO standards.
- In depth overview of each clause of the ISO 14001 and the ISO 45001 standards, drawing parallels between the two standards and explaining what the standards say, how to implement the standards in the real world, and how to audit them.
- The fundamental requirements to create an Internal Audit Program and conduct Internal Audits in accordance with ISO 19011:2018, "Guidelines for Auditing Management Systems".

A well-structured Case Study and Role-playing audit scenarios help develop a hands-on understanding that will facilitate the implementation of an effective Environmental/OH&S Management System and Internal Audit program.

## Learning Objectives

By the end of the course, participants should have attained knowledge and understanding of the following concepts:

### ISO 14001 & ISO 45001 standards

- The common framework of the ISO management system standards, including the High Level Structure, common text, and common terminology.
- How to apply the Process Approach to identify the organization's core and support processes.
- The necessary steps to implement a brand new Environmental/OH&S Management System.
- Each of the ISO 14001 and ISO 45001 standards' clause requirements, how to implement each of these clauses in the real world, and how to audit them, including:
  - How to determine the impacts and aspects within the context of the organization as well as within the organization's processes.
  - Consultation and Participation of Workers.
  - Hazard identification.
  - How to determine the risks and opportunities within the context of the organization, the aspects, the hazards identified, as well as within the organization's processes.
  - How to determine the legal requirements and compliance obligations and how to evaluate the compliance obligations.

- Identification of Emergency Situations and the development of plans to prepare for such.
- The certification process.

### Internal Auditing Techniques

- Roles and responsibilities of Internal Auditors
- How to plan Internal Audits
- How to execute Internal Audits, through interviews, and review of documentation
- How to write clear nonconformities and effective Internal Audit reports
- Following up on nonconformities

### **Prerequisites**

The ISO 14001:2015 Amendment 1 and ISO 45001:2018 Amendment 1 Internal Auditor training course does not have any prerequisite courses.

For individuals with little or no previous knowledge of ISO 14001/ISO 45001 or Environmental/OH&S Management Systems, who would like to maximize their knowledge; we recommend Mireaux's Fundamentals or Advanced Document Control course as a preamble and introduction to management systems.

### **Summary Agenda**

The topics in this course include:

- Background and History of ISO
- Environmental and OH&S Management Principles
- The Common Framework of the ISO Standards
- Structure of ISO 14001 and ISO 45001
- The Process Approach
- About Certification
- Detail overview of ISO 14001 and ISO 45001 standards:
  - Clause 4: Context of the organization
  - Clause 5: Leadership
  - Clause 6: Planning
  - Clause 7: Support
  - Clause 8: Operation
  - Clause 9: Performance Evaluation
  - Clause 10: Improvement
- Auditing Terms and Definitions
- Principles of Auditing and Auditor Competence
- Audit Planning and Audit Agenda
- Document Review and Checklists
- Performing the Audit:
  - Opening meeting
  - Audit Performance and Audit Findings
  - Writing Nonconformities
  - Closing Meeting and Audit Report
- Audit Follow Up

- Keeping your Auditing Skills Sharp

## Training Methods and Requirements

This course is live, Instructor-led, and can be delivered as follows:

- Public Training via **Live Stream**.
- Private Training In-Person at your facility, or via **Live Stream**.

**Live Stream** participants will need the following tools to effectively complete this course:

- Computer or Laptop
- Microphone and Webcam
- Strong internet connection

## Course Materials

Participants will receive comprehensive reference material, including:

- Training Course Workbook
- Workshops
- Case Studies
- Training copy of the ISO 14001:2015 Amendment 1 standard
- Training copy of the ISO 45001:2018 Amendment 1 standard

**Live Stream (within the US):** Hard copies of the training course material will be shipped to participants, 3-5 days prior to the start of training, to the shipping address provided at the time of registration.

**Live Stream (outside the US):** Soft copies of the training course material will be provided via SharePoint links which can be viewed, downloaded or printed, via email 3-5 days prior to the start of training.

**In-Person:** Hard copies of the training course material will be provided to participants on the first day upon arrival.

## Duration and Course Hours

The duration of this course is four days, as follows:

- Day 1 8:30 AM to 4:30 PM
- Day 2 8:30 AM to 4:30 PM
- Day 3 8:30 AM to 4:30 PM
- Day 4 8:30 AM to 4:30 PM

Daily 30-min lunch and hourly breaks are scheduled throughout the duration of the course. Mireaux offers this training course Globally, therefore time zones will vary based on the class selected.

## Successful Completion of Course and Test

Participants' successful completion of the course is determined by:

- Active participation
- Completion of workshops administered at various stages of the class.
- Completion of Implementation and Internal Auditor Tests.

## **Certificate and Continuing Education Units (CEUs)**

A Certificate of Completion is provided to all participants upon successful completion of the course. The Certificate awards a total of 2.8 CEUs to participants who attend the entire duration of the course and pass Tests with a minimum score of 70%.

## **Training Services Disclosure Policy**

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