

# BLENDED (ONLINE + CLASSROOM) ISO 14001 + ISO 45001 LEAD AUDITOR

## COURSE OVERVIEW

This Integrated EH&S Lead Auditor Training Course will provide learners with the knowledge and skills required to perform 1st, 2nd & 3rd audits of EH&S management systems against ISO 14001:2015 and ISO 45001:2018, in accordance with ISO 19011:2018 and ISO/IEC 17021-1:2015, as applicable.

Course Format: **Blended Learning**

Certification: **Comply Guru**

Blended Type: **18hrs Self-Paced + 4-days Virtual Classroom**

Duration: **47 hours**

Course Fee: **€1,495 per person**

Fee Includes: **Comprehensive Course Manual (Hard Copy)  
Phone & Email Support (Online Modules)**



## COURSE CONTENT

SP = Self-paced Module  
VT = Virtual Classroom Module

### Module 1 - Introduction to ISO 14001:2015 (SP)

- Purpose, benefits, and structure
- EMS Success factors
- Key Terminology
- PDCA and its application to EMS Processes
- Legal compliance

### Module 2 - ISO 14001:2015 Key Requirements (SP)

- Role of top Management
- Environmental policy and objectives
- Environmental Aspects and Impacts
- Support requirements
- Emergency preparedness
- Environmental performance and compliance
- EMS improvement

### Module 3 - Introduction to ISO 45001:2018 (SP)

- Purpose and benefits of ISO 45001
- OHSAS 18001 v ISO 45001
- Success factors
- Key Terminology
- PDCA and its application to OH&S Processes
- Legal compliance

### Module 4 - ISO 45001:2018 Key Requirements (SP)

- Role of top Management
- OH&S policy and objectives
- Consultation and participation of workers
- Hazard identification and associated risks
- Compliance obligations
- Support requirements
- Operational planning and control
- Emergency preparedness
- OH&S performance and compliance
- Incidents, non-conformity and Corrective action

### Module 5 Introduction to Auditing (SP)

- Audit Categories and Standards
- Evaluating legal compliance
- Benefits of Accredited Certification
- Auditing Terminology
- Principles of Auditing
- Audit Program Management

### Module 6 - Audit Planning (SP)

- Audit Objectives, Scope, Criteria
- Audit Location and Methods
- Selection of the Audit team
- Desired Auditor Behaviours
- Roles Throughout the Audit Process

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## ASSESSMENT METHODOLOGY

To complete the course successfully, each Learner must:

### 1) Complete the Self-Paced Modules

- Achieve an overall score of at least 70% in the online assessment (s)

### 2) Attend the Virtual Classroom Modules

- Fully attend and successfully complete the continuous assessments during all virtual classroom-based modules

### 3) Pass the Lead Auditor Examinations via eAssessment

- Achieve 70% or higher in two CQI & IRCA Examination Papers (1 EMS + 1 OHSMS) which are completed online with remote invigilation (live proctored)

## COURSE CONTENT

SP = Self-paced Module  
VT = Virtual Classroom Module

### Module 7 - Audit Initiation and Preparation (SP)

- Establish Contact and Determine Audit feasibility
- Audit Plan and Assigning Work to the Audit Team
- Audit Work Documents

### Module 8 - Conducting the Audit (SP)

- Opening Meeting
- Communication
- Managing Auditee Reactions
- Audit methods and Sampling

### Module 9 - Generating Audit Findings and Closing Meeting (SP)

- Audit Finding Types
- Non-Conformity Grading and Reporting
- Audit Conclusion
- Closing Meetings

### Module 10 - Audit Reporting Completion and Follow-Up (SP)

- Audit Report
- Verifying Corrective Actions

### Module 11 - Introduction to Auditing (VT)

- First, Second- and Third-Party Audits

- Legal compliance – Role of the auditor
- Initial Certification Audits
- Audit Lifecycle

### Module 12 - Audit Planning (VT)

- Audit Objectives, Scope, Criteria
- Selection of the Audit Team
- Audit Duration
- Performing a Document Review
- Risk Based Audit Plan
- Audit Checklists

### Module 13 - Conducting the Audit (VT)

- Opening Meeting
- Simulated Audit [Case Study]
- Interview Skills
- Evaluate Objective Evidence

### Module 14 - Generating Audit Findings and Closing Meeting (VT)

- Documenting Nonconformities
- Prepare Audit Conclusions
- Closing Meeting

### Module 15 - Audit Reporting, Completion and Follow-Up (VT)

- Grading non-conformities
- Audit Report
- Audit Follow-Up

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## ENTRY REQUIREMENTS

CQI & IRCA *recommend* that each Learner have the following prior knowledge before completing this course:

### ISO Standards (Required)

- Knowledge of the requirements of ISO 14001:2015 and ISO 45001:2018 and the commonly used terms associated with each standard is a key pre-requisite in attending this course. Without this knowledge, the course & final examination may be very challenging.
- Knowledge of ISO 14001:2015 and ISO 45001:2018 may be gained by completing a relevant CQI and IRCA Certified Foundation training course or equivalent

### Management Systems (Recommended)

- The Plan, Do, Check, Act (PDCA) Cycle
- The core elements of a management system and the interrelationship between top management responsibility, policy, objectives, planning, implementation, measurement, review and continual improvement.

### Occupational Health and Safety Management (Recommended)

- The concepts of managing occupational health and safety through hazard identification, risk assessment and risk control and compliance with legal requirements and other requirements.
- The relationship between occupational health and safety management and the provision of safe and healthy workplaces, the prevention of work-related injury and ill health, and the proactive improvement of health and safety performance.
- Common examples of relevant national and local OH&S legislation and requirements

### Environmental Management (Recommended)

The intended outcomes of an environmental management system:

- Enhancement of environmental performance
- Fulfilment of compliance obligations
- Achievement of environmental objectives.



## CERTIFICATE OF ACHIEVEMENT

Successful completion of this course will entitle each Learner to receive a Certificate of Achievement.

## WHAT OUR CUSTOMERS ARE SAYING



The blended learning approach was excellent efficient effective and the classroom exercises really did help to reinforce the learning. The facilitator was knowledgeable credible and had excellent business experience which made the course very real world. First Class course overall.

**Catherine**



I learned so much this week and would strongly recommend this to others. I am looking forward to further learning with Comply Guru.

**Peter**



Thoroughly enjoyed the opportunity to train with Comply Guru. The opportunity to do half the course at home was crucial for me as I am self employed and cannot afford 5 days away from work. However more importantly I believe that doing the prescriptive element of the standard at home gave me the opportunity to really cement the information in my knowledge base before applying it to the practical element of the classroom portion.

**Angela**

# HOW YOU WILL LEARN WITH COMPLY GURU™'S ONLINE MODULES

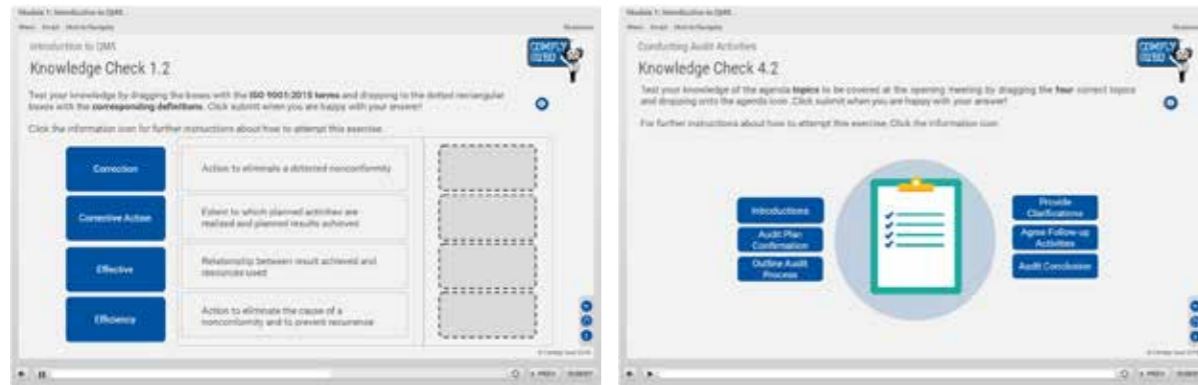
## 1. HIGHLY ENGAGING, VISUAL LEARNING

All of our courses have leading edge instructional & graphic design to offer a learning content that is highly engaging and visual for an effective learning experience



## 2. REGULAR INTERACTIVE KNOWLEDGE CHECKS

Throughout each Module, we have regular interactive knowledge checks to ensure that each Learner is absorbing the content as they progress through their chosen course



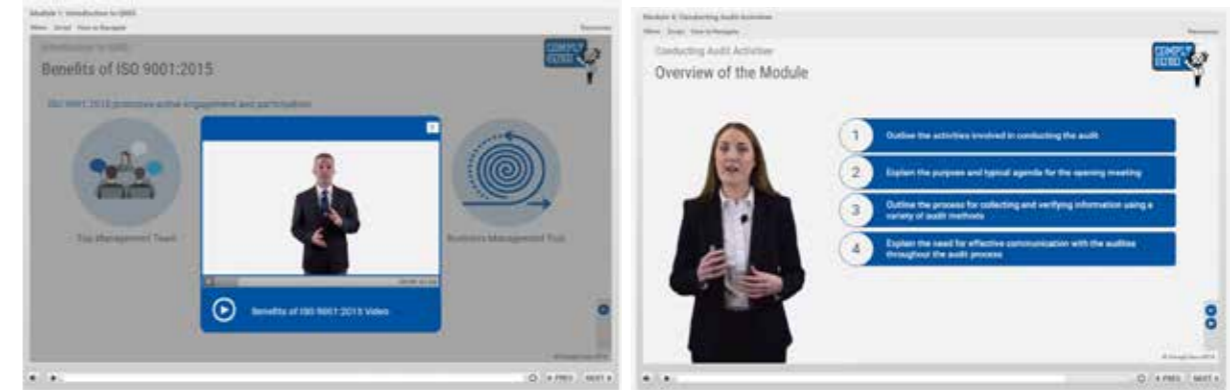
## 3. REAL LIFE SCENARIOS AND PRACTICAL EXAMPLES

An important part of learning is to ensure we provide real life scenarios and practical examples so Learners understand how the content relates to the real world.



## 4. EXPERT VIDEOS

Each course includes professional videos where our Subject Matter Experts will explain key concepts & topics to help each Learner master the learning content.



## 5. Excellent Customer Support

Should any Learner need support during their training, our team will be willing & available to assist by phone or email or within the Learning Management System, by clicking the mail icon while taking one of our courses. Just get in touch!



+353 (61) 529100



E. training@complyguru.ie



Through the LMS

