

ISO 14001:2004 Internal Auditor : 2-Day Certificate Course

Management Support Network offers a 2-day ISO 14001:2004 Internal Auditor Training Program at your facility. This course is taught by our senior consultant who is a certified environmental auditor (CEA) and an ISO 14001:2004 lead assessor (EMS-LA) that perform audits for the registrars.

Who Should Attend:

- Individuals managing and conducting internal audits

Professional Fees: \$2,400; Manual & Certificate: \$50 per person. Ideal for groups between 3-12 employees.

Learning Objectives:

During this 2-Day Certificate Course (Option A – See below), participants will:

- Understand how each ISO 14001:2004 requirement applies to your organization
- Understand the differences between the old ISO 14001 standard and the new standard.
- Understand environmental aspects, impacts and environmental programs
- Create an Internal Audit Schedule
- Create an audit checklist based on your organizations procedures
- Conduct and practice an audit
- Summarize an audit in an audit report
- Raise corrective actions

This course can be conducted using one of the following two options:

Option A – Traditional: Using the traditional approach, about 1.5 days are spent in the classroom discussing the details of the standard, conducting classroom exercises and understanding the audit process. The other 0.5 days is spent conducting a practice audit at your facility.

Option B – Hands-on Workshop: Using the workshop approach, about 0.5 days are spent in the classroom discussing the audit process and reviewing the standard at a very high level. The majority of the time (about 1.5 days) is spent developing the audit program & conducting audits at your facility.

ISO 14001:2004 Awareness : 1-Day Certificate Course

Who Should Attend:

- Individuals responsible for managing in an ISO 14001 environment
- Individuals responsible to help their organization earn ISO 14001:2004 Registration

Professional Fees: \$950; Manual & Certificate: \$25 per person. Ideal for groups between 3-12 employees.

Learning Objectives:

During this 1-Day Certificate Course, participants will understand:

- How each ISO 14001:2004 requirement applies to your organization.
- Understand the differences between the old ISO 14001 standard and the new standard.
- Understand environmental aspects, impacts and environmental programs
- Options for documenting the environmental management system (or how to integrate into your ISO 9001:2000 system, if applicable)
- The evidence that will be required for ISO 14001:2004 registration

Day-by-Day Consulting Support for ISO 14001:2004 Registration

Management Support Network provides on-site consulting and training support to help organizations earn ISO 14001:2004 registration.

Suitable for Organizations:

- That have the resources to lead their organization to successful ISO 14001:2004 registration but require support on an “as needed” basis
- That wants some ideas from a consulting organization on how to streamline and fine-tune their environmental management system, so it is done right the first time.

Professional Fees: \$900/day

Regulatory audits performed by a Certified Environmental Auditor at \$1,250/day.

Work Plan:

The consultant will work with the ISO Team through the following process, as necessary:

- Identify existing documentation that can be used as the starting place for the ISO 14001 environmental management system
- Identify environmental aspects, prioritize the environmental impacts and develop management programs as necessary.
- Identify areas in the business where there are consistent environmental problems, and provide suggestions on how the ISO 14001 system can reduce these problems.
- Identifying applicable environmental regulations and determining the level of compliance
- Provide coaching support and some documentation samples to help the ISO Team develop an ISO 14001:2004 compliant Environmental Manual.
- Provide coaching, training and auditing support to help the ISO team implement the environmental system and to earn successful registration on the first attempt.

Guaranteed Registration Consulting & Training Support for ISO 14001:2004 Registration

Our “front-to-finish” ISO 14001 package is the same as the day-by-day package (above) but provides more training and document writing support.

Our on-site ISO 14001 Package includes:

- Project planning and project management assistance to ensure projects are completed on-time and on-budget
- Preparing flowcharts, procedures and form templates that are in compliance to the Standard

Our ISO 14001 Package includes (continued):

- Awareness training for all management and all employees
- Internal auditor training for the audit team
- Compliance audit and readiness training for employees.

Professional Fee Estimate:

Typical consulting packages cost between \$6K - \$20K

ISO 14001:2004 Gap Audits or Environmental Regulatory Compliance Audits

Management Support Network offers “Gap Audits” to help organizations identify the gaps that are preventing their organization from earning ISO 14001:2004 registration or from being in compliance to environmental regulations.

Part 1 – Document Review

To get the most value out of our Gap Analysis, it is best if the client creates a “paper pile” of any existing policies, procedures, work instructions and forms before the start of the gap audit.

When our senior consultant arrives on-site, they:

- Review the documents
- Assesses the gaps in the documentation by comparing against the ISO 14001:2004 Standard or against the applicable federal, provincial, state or municipal regulation.
- Records the findings in the Gap Audit Report

Part 2 – On-Site Gap Analysis

Next, the senior consultant performs an on-site assessment of the existing processes against the requirements of the ISO 14001:2004 Standard or against the applicable regulation. The consultant writes a report that identifies the areas that are in compliance and the areas that are not in compliance.

During the audit, the senior consultant works with the appropriate employee from your organization to discuss the ISO 14001 or regulatory requirements and the various options to meet the requirements.

Approximate Professional Fees:

2-4 days at \$850/day = \$1,700 - \$3,400
(for a qualified ISO 14001 Consultant)

Regulatory audits performed by a Certified Environmental Auditor (CEA) at \$1,250/day.

Support to Maintain ISO 14001:2004 Registration

Management Support Network helps some organizations maintain their environmental management system. Some organization want an extra pair of hands to ensure the system stays healthy, continually improves and changes with the organization.

Options for ongoing maintenance support include:

- General maintenance of the EMS
- Performing internal EMS & regulatory audits
- Managing environmental programs & regulations
- Facilitating and providing input at the management review meetings
- Providing continuous improvement training courses based on the needs of the organization

Benefits of our ongoing support:

- Regular visits ensure the environmental management system is always in compliance with the Standard and to ensure there are no surprises during Registrar audits
- Provides more time for internal resources to focus on running the business
- Provides an experienced set of eyes to ensure the ISO system is practical, with the “right amount” of paperwork and support the goals of your organization.
- Provides your employees with the guidance, as necessary, to get over the hurdles

Professional Fee Estimate:

Typical maintenance packages start at \$2K/ year