



ISO 14001:2004 Lead Auditor Workshop (RAB/QSA-Certified) (5 Days)

Workshop Outline:

This five-day workshop provides an explanation of the ISO 14001 requirements and the design of a functional and effective environmental management system. It explains the auditing process and audit instruments, the documentation process, how to conduct an audit, how to write the audit report and take corrective action. Presentation materials include real-world case studies to develop skills for auditing and identifying nonconformities.

Workshop Goals:

- Extensive review and application of ISO 14001 EMS – Requirements & ISO 19011 – Guidelines for Quality and/or Environmental Management Systems Auditing
- Understand and create effective audit plans
- Review and understand auditing codes of practice
- Understand ISO 14001 audit trails to perform effective audits
- Learn document review skills
- Identify and document nonconformances
- Apply decision-making skills on the ISO 14001 standard in a variety of audit situations
- Conduct opening and closing meetings
- Complete the audit report

Recommended Training and/or Experience:

Background in ISO 14001.

Workshop Particulars:

Date: March 19 - 23

Location: 16 Forest Road, Suite 301 (Old Queen's College Building)

Time: 8:00 am to 6:00 pm

Fee: \$1895.00 plus HST and Administration Fee
(Meals and materials will be provided)

All workshop fees must be paid at the time of registration.

Cancellation Policy:

Cancellation requests received more than 21 calendar days before the start date of the seminar will receive a full refund of the workshop fee minus a \$150 administration fee. Cancellation requests received within the 21 calendar days before the start date of the workshop will be non-refundable. Quality Matters Inc. reserves the right to cancel any workshop; full refunds will be granted.

Substitution Policy:

Substitutions of participants will be permitted at any time prior to the start of the workshop.

For more information or to register, contact Quality Matters Inc. at (709) 722-7860, or email us at training@qualitymatters.net or visit our web site @ <http://www.qualitymatters.net/>.



**WORKSHOP
REGISTRATION FORM**



**ISO 14001:2004 Lead Auditor Workshop (RAB/QSA-Certified)
(5 Days)**

Please fax to: **Quality Matters Inc.**
16 Forest Road, Suite 301
St. John's, NL A1E 0A5
Fax: 709-739-4864

Name: _____

Company: _____

Title: _____

Address: _____

Town/City: _____ Province: _____

Postal Code: _____

Telephone: _____ Fax: _____

Email Address: _____

Workshop Date: _____

IMPORTANT NOTE: For the Internal Auditor and Lead Auditor workshops, there is a prerequisite that the registrant must have an adequate knowledge and understanding of the applicable standard or specification, gained through training and/or experience. If you are registering for any of these workshops, have you met the specified prerequisite? Yes No

Method of Payment: Cheque enclosed (payable to Quality Matters Inc.)
 Invoice me

Signature: _____

How did you hear about this workshop?
 Brochure Website Email
 Referral Other Sales Call

Is your company registered to ISO 9001, ISO 14001 or OHSAS 18001? Yes No

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