ISO 14001:2015

Environmental Management Systems (live)

COURSE SYNOPSIS

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Introduction

The course is designed for those who have very limited or no knowledge of ISO 14001:2015 and wish to gain insight to the management arrangements needed to satisfy the ISO 14001 standard.

The clauses of the standard are interpreted followed by an explanation of the management arrangements that can be used to achieve conformance. Particular emphasis is provided on Strategic analysis and the context of the organisation, risk based thinking, environmental aspect identification and quantification, and business process management.

Course outcomes:

- Comprehensive understanding of environmental management concepts, principles and the requirements of the ISO 14001:2015 standard.
- Satisfy the ISO 14001 requirements for competence training relating to the standard.

Who should attend:

- This course builds a solid foundation for individuals currently working in, or wanting to develop themselves into, an environmental management role.
- Anyone in a management or supervisory role that is responsible for processes or systems within the scope of an ISO 14001 environmental management system.

Benefits:

- Comprehensive knowledge of the most important elements of environmental management.
- Detailed understanding of the requirements of ISO 14001:2015.
- Facilitators are all extensively experienced in both implementing and auditing environmental management systems.
- Clearly spoken, easy to understand language.
- Live online presentations, in the format of a webinar, allow for the course to be taken from any location and questions can still be asked on-the-fly.

Information is supplemented by written notes, exercises, teamwork and case study.

Online delivery of learning modules, including assessments, is conducted in segments of approximately 3 hours per day over a five-day period. This duration includes presentation time, participation in exercises and interactive discussions.

The facilitator interacts with the class online to assess individual and online teamwork, monitor progress and answer questions. The class is also able to collaborate online in a secure environment under the guidance of the facilitator.

The standard is not provided as part of the courseware and should therefore be obtained from your national standards body or from www.iso.org

Assessment scores result in one of two certificates, a 70% aggregate or more will receive a certificate of successful completion. A final aggregate of less than 70% will receive a certificate of attendance.

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Timeline

Day 1

Time	Duration	Topic	Description
Per advertised start time	15 min	Introduction	Introduction of facilitator, administrative arrangements, structure of notes and technical guidance.
+ 15 min	35 min	Module 1	Corporate Sustainability & non-financial risk - Integrated reporting - Influence of OECD, GRI, ILO and IIRC on ISO standards - Management System Standards (MSS) - ISO MSS High Level Structure - Process systems and Enterprise-wide Risk Management
+50 min	15 min	Exercise 1	Multiple choice questions to reinforce learning.

+ 1 hour 5 min	20 min	Module 2	Introduction to environmental management concepts
			- The environment defined
			- Personal requirements and obligations
			- Government requirements
			- Business requirements
			- Environmental principles
			  • Rio declaration
			  • ICC : Agenda 21

+ 1 hour 25 min	15 min	Exercise 2	Team exercise to explore environmental impacts in the workplace and their implications.
+ 1 hour 40 min	30 min	Module 3	Introduction to ISO 14001 and 'Systems Thinking' Background 1. Scope 2. Normative references 3. Terms and definitions - Systems Thinking
+ 1 hour 50	30 min	Exercise 3	Team exercise to identy issues external to the organisation.
+ 2 hours 20 min	20 min	Exercise 3 feedback	Learner presentations of exercise detail with facilitator feedback.
+ 2 hours 40 min	15 min	Module 4	4. Context 4.1 Understanding the organization and its context. 4.2 Understanding the needs and expectations of interested parties. 4.3 Determining the scope of the environmental management system. 4.4 Environmental management system.
+ 2 hours 55 min	05 min	Q&A	Open discussion to reinforce learning.
+ 3 hours		Close	

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Day 2

Time	Duration	Topic	Description
Per advertised time	5 min	Recapitulation	Reinforcement of key topics from day 1, answers to further questions and allowance for class to connect.
+ 5 min	20 min	Module 5	5. Leadership 5.1 Leadership and commitment. 5.2 Environmental Policy. 5.3 Organizational roles, responsibilities and authorities.
+ 25 min	30 min	Exercise 4	Develop an Environmental Policy Statement
+ 55 min	15 min	Exercise 4 feedback	Learner presentations of exercise detail with facilitator feedback.
+ 1 hour 10 min	45 min	Module 6	Process management.
+ 1 hour 55 min	25 min	Exercise 5	Facilitated development of a process diagram.
+ 1 hour 10 min	45 min	Module 7	6. Planning – Actions to address risk and opportunity - Introduction - Risk management, assessment, evaluation and treatment - Risk monitoring and review - Opportunity assessment - Planning
+ 1 hour 55 min	45 min	Exercise 6	Identify inputs, activities, outputs, products and services.
+ 2 hours 40 min	15 min	Exercise 6 feedback	Learner presentations of exercise detail with facilitator feedback.
+ 2 hours 55 min	5 min	Q&A	Open discussion to reinforce learning.
+ 3 hours		Close	

Day 3

Time	Duration	Topic	Description
Per advertised time	5 min	Recapitulation	Reinforcement of key topics from day 2, answers to further questions and allowance for class to connect.
+ 5 min	35 min	Module 8	Risk and planning – environmental aspects.
+ 40 min	30 min	Exercise 7	Identify aspects and their significance.
+ 50 min	30 min	Exercise 7 feedback	Learner presentations of exercise detail with facilitator feedback.
+1 hour 20 min	30 min	Module 9	Risk and Planning – Compliance obligations, objectives and planning to achieve them
+ 1 hour 50 min	30 min	Exercise 8	Consider environmental controls and legislation
+ 2 hours 20 min	30 min	Exercise 8 feedback	Learner presentations of exercise detail with facilitator feedback.
+ 2 hours 50 min	10 min	Q&A	Open discussion to reinforce learning.
+ 3 hours		Close	

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Time	Duration	Topic	Description
Per advertised time	5 min	Recapitulation	Reinforcement of key topics from day 3, answers to further questions and allowance for class to connect.
+ 5 min	30 min	Module 10	7. Support - Resources - Competence - Awareness - Communication - Documented information
+ 35 min	15 min	Exercise 9	Objectives and plans
+ 50 min	15 min	Exercise 9 feedback	Learner presentations of exercise detail with facilitator feedback.
+ 1 hour 5 min	30 min	Module 11	Documented information – document control Control of hard copy - Drafting - Review - Approval - Publishing - Change
+ 1 hour 35 min	30 min	Exercise 10	Identify documented information that must be maintained.
+ 2 hours 5 min	15 min	Exercise 10 feedback	Review and discuss model answers.
+ 2 hours 20 min	30 min	Module 12	Documented information – control of records - Applicable legislation and standards - Understand the need for control and protection of records - Appreciate the cause of record deterioration - Role of records in business continuity
+ 2 hours 50 min	10 min	Q&A	Open discussion to reinforce learning.
+ 3 hours		Close	

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Day 5

Time	Duration	Topic	Description
Per advertised time	5 min	Recapitulation	Reinforcement of key topics from day 3, answers to further questions and allowance for class to connect.
+ 5 min	30 min	Module 13	8. Operation - Operational planning and control - Emergency planning and response 9. Performance evaluation - Monitoring, measurement, analysis and evaluation - Evaluation of compliance - Internal audit - Management review
+35 min	10 min	Exercise 11	Identify document types
+45 min	5 min	Exercise 11 feedback	Learner presentations of exercise detail with facilitator feedback.
+ 50 min	15 min	Module 14	10. Improvement - General - Nonconformity and corrective action - Continual improvement
+ 1 hour 10 min	30 min	Exercise 12	Multiple choice questionnaire
+ 1 hour 40 min	15 min	Exercise 12 feedback	Interactive discussion to address areas for improvement
+ 1 hour 55 min	15 min	Q&A	Open discussion to reinforce learning and closing remarks.
+ 2 hours 10 min		Close	
	Own time	Final test	

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