

Environmental Management Systems (EMS) – Standards, Practices and Aspects

Environmental Auditing, Legislation and Other Canadian Requirements

Course Description: These two courses are based on the Standards Council of Canada’s auditor training syllabus and the Body of Skills and Knowledge of the Canadian Environmental Auditing Association (CEAA). Graduates successfully completing both these courses will have the instruction necessary to satisfy the formal training requirements to become a Certified Environmental Auditor, EMS Auditor or EMS Lead Auditor.

Environmental Management Systems (EMS) and the Environmental Auditing Programs that support them are quickly becoming essential elements of business. Certification of company environmental management systems to the ISO 14001 Standard is increasingly being demanded by business customers and expected by governments and the public. The opportunities offered by “sustainable enterprise” require state-of-the-art environmental management programs, advanced environmental/social auditing procedures and reporting processes.

Attendees to these courses will learn:

- The business case for EMS and Environmental Auditing;
- How to design and manage an effective EMS;
- The requirements of the ISO 14001 EMS Standard;
- The role of Environmental Auditing in an EMS and corporate governance;
- How to design and operate an effective audit program;
- The requirements for auditor training and certification; and
- The linkages to risk management, cost reduction, innovation, supply-chain management and corporate sustainability.

Target Audience: This course is appropriate for:

- Individuals involved with developing or implementing an EMS, especially ISO 14001;
- Facility managers who may be subject to an EMS or compliance audit;
- Internal or external compliance or EMS auditors;
- Quality and internal auditors;
- Audit program managers and ISO 14001 program managers;
- Individuals wishing to obtain certification as EMS/ CEA/SFM auditors; and
- Health and safety personnel wishing to acquire management system and compliance audit skills and techniques.

Course Outline: Environmental Management Systems (EMS) – Standards, Practices and Aspects

The course content includes: Objectives, Principles and Components of Environmental Management Systems; General Requirements of ISO 14001:2004; Environmental Management Tools and Techniques for Planning, Operating, and Maintaining EMS; Management Review and Continual Improvement; Preparation and Process for ISO 14001 EMS Registration.

DAY 1

- Business and Sustainability
- Introduction to Management Systems
- Requirements and Elements of Environmental Management Systems (EMS)
- The ISO 14001 EMS Model
 - Workshop – ISO Definitions
- Scope and Applicability of ISO 14001 and ISO 14004;
- Purpose, Scope and Benefits of EMS Standards
- Other types of Management Systems and their relationship with EMS
 - Workshop – Comparison of ISO 9001/14001
- EMS Implementation
- General Requirements of ISO 14001.
- EMS Tools and Techniques
 - Planning an EMS (including Environmental Policy, Aspects, and Impacts)
 - Workshop – Environmental Policy

DAY 2

- EMS Tools and Techniques (cont.)
 - Environmental Aspects and Impacts
 - Workshop – Environmental Aspects and Impacts
 - External Expectations and Requirements
 - Environmental Objectives, Targets and Programs
 - Workshop – Environmental Planning Logic Chain
 - Reporting and Verification
 - Implementation and Operation of an EMS
 - Workshop – Operational Control Procedures
 - Checking an EMS (including Evaluating Audit Results)

DAY 3

- EMS Tools and Techniques (cont.)
 - Checking an EMS (including Evaluating Audit Results)
- Management Review and Continual Improvement
 - Workshop – Management Review
- Preparation for the ISO 14001 EMS Registration Process
- Review and Exam

Course Outline: Environmental Auditing, Legislation and Other Canadian Requirements

The course content includes: Auditing Concepts, Principles, and Skills; Audit Planning, Process and Roles and Responsibilities; Gathering Evidence, Writing and Prioritizing Findings and Reporting; Environmental Legislation and Other Relevant Auditing Standards and Guidelines; Introduction to Social Auditing

DAY 1

- Introduction and Definitions of Environmental Auditing
- Audit Program Design
 - Objectives and Scope
 - Criteria
- Setting an Audit Schedule
- Various Types of Auditing, Investigations and Assessments
- Stakeholders in the Audit Process
- Professional Ethics in Environmental Auditing
 - Workshop – Code of Ethics

DAY 2

- The Basic Audit Process
 - Preparation and Planning (including Federal and Provincial Legislation)
 - Workshop – Audit Protocols
 - On-Site Activities
 - Workshop – Opening Meeting
 - Workshop – Interviews

DAY 3

- The Basic Audit Process (continued)
 - On-Site Activities (continued)
 - Workshop – Closing Meeting
 - Post Audit
- Auditors' Personal Attributes and Skills
- Sources of Environmental and Other Relevant Auditing Standards and Guidelines
- Review and Exam

Length of the Course: Three days each.

Course Location: To be determined.

Course Evaluation and Certification: Attendees are evaluated by their participation during the courses, as well as by an exam at the course conclusion. Attendees with exam marks of 70% or better receive a signed certificate describing successful completion of the course. Each course provides 20 hours of the total 40 hours of formal training required to apply to become a Certified Environmental Auditor or an EMS Auditor.

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Course Pre-requisites: None formally. Knowledge of environment, quality and/or health and safety systems, as well as the technical aspects of facility and/or manufacturing operations is an asset.

Materials: A comprehensive course manual incorporating all presentation and supplemental materials is provided for each course. Copies of relevant ISO standards and guidelines are provided for reference only.

Supplementary Reading(s): ISO 14001, ISO 14004, ISO 9001, ISO 19011, and related materials.

Instructor's Information:

J. EDWARD ARNOLD, B.Sc.

Vice President and Senior EHS and Risk Management Consultant; Jacques Whitford – Toronto

- 38 years experience in EHS and Risk Management including managing a corporate environmental affairs department;
- Performed and managed numerous environmental health and safety audits for major industrial clients in a variety of industries;
- Lead trainer for Arthur D. Little of Canada for 8 years; Past President of the Canadian Environmental Auditing Association and member of the Standards Council of Canada's Environmental Management Systems Forum.

RANDY SINUKOFF M.A.Sc., P.Eng., CEA

Principal, Jacques Whitford - Toronto

- Lead Instructor for the JWTI ISO 14001 and Lead Auditor courses since 1996.
- Assisted in development and implementation of EMS to the ISO 14001 standard for a wide variety of industries.
- Significant contributor to the development of auditing programs and documents for the Canadian Government and similar organizations.
- Joint Author of four Environmental Audit and Site Assessment Standards for the Canadian Standards Association, including Environmental Compliance Auditing, Phase I Environmental Site Assessment, and Phase II Environmental Site Assessment, and one of two Canadian experts who wrote the International Organization for Standardization (ISO) international ESA/due diligence assessment standard (ISO14015) under ISO Technical Committee TC207.

VANESSA LITHGOW, B.Sc., CEA, EMS(LA)

Management System and Auditing Consultant; Jacques Whitford – Toronto

- Led and participated in hundreds of EMS and compliance audits;
- Has a comprehensive understanding of Federal and Provincial environmental legislation and best management practices;
- Experienced in the development and evaluation of various quality, environmental, health and safety management systems;
- Instructor and advisor for auditing and management system courses for Jacques Whitford and clients.

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BRIAN KELLY, B.Sc

Deputy Director, Haub Program in Business and Sustainability, Schulich School of Business, York University

- Founding Director of the Sustainable Enterprise Academy, an executive education program based at the Schulich School of Business, York University;
- President of EcoPathways Consulting Inc., specializing in green electricity and corporate sustainability strategy;
- Former Director of Environment and Sustainable Development for Ontario Hydro.

REBECCA CAMERON, B.Sc. (Hons.), CEA

Management System and Auditing Consultant; Jacques Whitford – Toronto

- Assistant instructor and course developer for JWTI since 2000;
- Has a comprehensive understanding of Canadian federal and provincial environmental legislation and best management practices used to assess environmental compliance;
- Lead auditor for numerous environmental, health and safety audits, both compliance and management system oriented;
- On-site consultant for the development and implementation of various ISO 14001 Environmental Management Systems.

Course Cost: \$900 +GST (Student Rate is \$400 +GST) per course. Registration covers all program materials and a continental breakfast each day. Lunch and accommodation are not included.

Cancellations: A full refund will be provided for cancellations made prior to 3 weeks before the course start date, otherwise a fee of 25% of the course fee will be charged.

Discount: A discount of \$100.00 applies to a second and subsequent participant from the same organization. (Excludes student rate.)

Other Important Information: The Jacques Whitford Training Institute and the Sustainable Enterprise Academy at the Schulich School of Business, York University are pleased to present this series of professional training courses for management development towards improved environmental performance in business. Jacques Whitford and the Sustainable Enterprise Academy reserve the right to cancel or change the date or location of its courses and instructors.

Available Support Services: If you have any questions, please contact course_admin@jacqueswhitford.com or call Course Admin at JWTI 613-738-0708 ext 3204 or toll-free within Canada at 1-866-467-0313.