

**APPROVAL CRITERIA FOR FOUNDATION
COURSE IN ENVIRONMENTAL AUDITING**

Revised April 2004

FOUNDATION COURSE IN ENVIRONMENTAL AUDITING

IEMA requirements for training course providers

FOUNDATION COURSE IN ENVIRONMENTAL AUDITING

Institute of Environmental Management and Assessment
St Nicholas House
70 Newport
Lincoln
LN1 3DP
UK
Tel: 01522 540069
Fax: 01522 540090
e-mail: professional.standards@iema.net
website: <http://www.iema.net>



Table of Contents:

FOUNDATION COURSE IN ENVIRONMENTAL AUDITING	2
IEMA requirements for training course providers	2
FOUNDATION COURSE IN ENVIRONMENTAL AUDITING	2
BACKGROUND	3
ASSESSMENT CRITERIA	3
COURSE DETAILS	3
INTRODUCTION	4
Practical Exercise	4
Delegate Assessment	5
LEARNING OUTCOMES FOR THE IEMA FOUNDATION COURSE IN ENVIRONMENTAL AUDITING	6

On completion of this course a student will have:

- **Knowledge and understanding of Environmental Management Systems**
- **Knowledge of auditing and consultancy skills**
- **Knowledge of environmental legislation**
- **Knowledge and understanding of environmental aspects/ impacts and performance**

BACKGROUND

The Foundation course in Environmental Auditing will equip trainee environmental auditors with the basic knowledge/awareness necessary to participate effectively in environmental audits and other related activities.

Successful completion of the Foundation Course in Environmental Auditing, does not infer that an individual has the competence to carry out audits unsupervised. Successful delegates are encouraged to apply for registration as an Associate Environmental Auditor, thereafter they may progress to the Environmental Auditor and Principal levels by acquiring appropriate experience and further specialist training.

ASSESSMENT CRITERIA

Approval will be granted to those courses which meet all the criteria established by the IEMA, in particular:

- the course is run to a high quality, over an aggregate period of 5 days (40 hours excluding breaks)
- fully covers the appropriate IEMA generic syllabus (see later)
- includes an appropriate practical audit exercise or site visit
- normally includes an appropriate end-of-course test for participants

COURSE DETAILS

Aim	To equip trainee environmental auditors with a basic knowledge and awareness necessary to participate effectively in environmental audits and other related activities.
Entry requirements	Open to all developing careers in environmental auditing.
Duration	5 days (40 hours). . These five days may be concentrated within a single residential course or, in the case of academic/ distance learning courses, spread over a number of weeks or possibly months.
Tutor Competence	In addition to the existing procedures IEMA employ to ensure tutor competence, only tutors who have proven experience of EMS internal auditing and IEMA Environmental Auditor Registration or similar industry experience will be approved to deliver this course.
IEMA Auditor Registration	All delegates who have successfully completed this IEMA approved course will gain credit towards Environmental Auditor Registration on the IEMA Environmental Auditor Register. Those gaining more than 70% have sufficient credit to apply for IEMA Associate Environmental Auditor registration. All delegates are encouraged to apply for registration to the higher levels of the IEMA auditor registration scheme. <ul style="list-style-type: none">• Those specialising in environmental

	<p>auditing may wish to apply for 'Environmental Auditor' and 'Principal Environmental Auditor';</p> <ul style="list-style-type: none"> • Those responsible for carrying out internal audits of their company EMS may wish to apply for 'EMS Auditor' or 'Lead EMS Auditor' levels. <p>All of these levels require a candidate to demonstrate appropriate auditing experience and further specialist training/education</p>
--	--

INTRODUCTION

The IEMA Foundation course in Environmental Auditing will be expected to cover each topic listed under the four main section headings highlighted overleaf. It is considered that a minimum duration of five training days (40 hours excluding breaks) is needed to cover the syllabus adequately. The course will normally include a practical audit exercise (site visit or case study) and an end-of-course test. Courses may go beyond the minimum requirements of the syllabus and expand upon certain issues to suit the particular needs of their audience.

The proportional weighting, given to the different elements of the Foundation course in Environmental Auditing should be appropriate to the delegate's knowledge and experience.

The time apportioned to each element of the syllabus is left to the discretion of the course provider. However, if IEMA considers that certain topics are not being given adequate coverage, approval of a course may be withheld until the course is modified appropriately.

The correct emphasis should be placed on 'key' elements of the syllabus. For example, the 'identification of environmental effects of an operation' is central to the functions of an environmental auditor and will require a significant amount of time to teach. Whereas, for a course of this level and duration, attendees would not be expected to gain a detailed knowledge of environmental legislation.

Practical Exercise

The Foundation course in environmental auditing should incorporate either an audit simulation exercise or a site visit. The purpose of the audit simulation exercise and/ or site visit is to give course attendees a practical 'hands-on' perspective in environmental auditing. Any practical exercise should involve problem-solving activities and should attempt to simulate the conditions of a real audit. In this respect, individual participants will be required to assume set responsibilities within the 'audit team(s)' and to conduct the 'audit' using an established audit protocol/ procedure.

The practical exercise should be scheduled towards the end of the course, or developed as a series of exercises during the course so that the instructed theory can be applied in a practical context. The exercise should include activities such as:

- developing pre-site visit questionnaires
- site inspections
- interviews
- meetings with site management
- analysing audit data
- prioritising issues
- audit report writing
- drafting recommendations for corrective action
- presentations of audit findings

These activities should be conducted in an interactive manner, with each team member providing an equal contribution to the work.

IEMA Foundation courses in Environmental Auditing should not focus on any one type of environmental audit e.g. EMS Audits, but include information on audit principles and processes applicable to any environmental audit a delegate might become involved in. Course providers who want to concentrate on the auditing of an EMS should develop a course in accordance with the Internal EMS Auditor/Advanced EMS Auditor syllabi.

Delegate Assessment

The Foundation Auditing course should also include at least one practical exercise/site visit, usually conducted within a morning or afternoon session. It might be desirable for course attendees to complete the exercise in their 'own-time' and to present their findings at the following morning session.

End-of-course examination: The end-of-course examination should examine the delegate's understanding and application of the course topics – it should not be a test of memory of the course discussions or literature.

The course examination may be either:

- 'open book' (delegates may have the supplied course notes, standards and their own course notes); or
- 'closed book' (delegates may have only the standards).

LEARNING OUTCOMES FOR THE IEMA FOUNDATION COURSE IN ENVIRONMENTAL AUDITING

Skills Level	Foundation course in Environmental Auditing	Outcome
No formal environmental training, open to those people wanting to develop a career in environmental auditing		Candidates will be considered as trainee environmental auditors and be able to participate in audits

On completion of this course a delegate will have:

1. Environmental Management Systems

- The information requirements for establishing an environmental policy
 - Knowledge of the contents of an environmental policy
 - An understanding of how to develop an environmental policy using real policies from a number of companies as examples.
- Knowledge of the implementation and requirements of Environmental Management System (EMS) standards.
 - Consideration of the inter-relationships and differences between the ISO 14000 series, EMAS, the ISO 9000 series and Total Quality Management.

2. Auditing and Consultancy Skills

- A clear understanding of the different types of environmental audit including a description of each: compliance audits, environmental risk assessments, pre-acquisition/divestment audits, EMS audits, environmental statement audits, single issue audits (e.g. waste or energy).
- Knowledge of the audit process including:
 - audit planning and preparation,
 - selection of audit team
 - examination of documented systems and internal control
 - site setting
 - site inspections and interviews
 - audit reporting
 - follow-up.
- An appreciation of audit skills including the interview, document review, ('inspection' removed - repetition) and observation techniques.
- An appreciation of types of audit protocols (e.g. checklists and professional judgement) and the advantages and disadvantages of each approach.
- An understanding of the similarities/differences between auditing an EMS and Quality Management System. The IEMA Auditor Code of Practice
- Knowledge of audit skills in accordance with ISO 14011

3. Environmental Legislation

- An overview of roles and responsibilities of all national environmental regulatory agencies; local government and regional planning authorities; waste, environmental health and water regulatory authorities.
 - Further details on any other relevant bodies responsible for enforcement of environmental law.
- Knowledge of major national environmental legislation, including national Environmental Protection Acts, Environmental Policy Plans or equivalent. Including:
 - outline of their main implications
 - relevance for/ impact on industry
 - how to ensure compliance with environmental legislation
- Knowledge of the purpose and approach of risk/hazard assessment regulations, relevant health and safety legislation and the requirements of life-cycle analysis regulations, (if any exist).

4. Environmental Aspects/Impacts and Performance

- An appreciation of how to identify the environmental aspects/ impacts of an operation. Including identification of fugitive emissions and waste streams including the interpretation of process flow diagrams.
- An appreciation of how to monitor the environmental performance of suppliers and assessing the environmental effects of products during the research & design stage and by using Life-Cycle Analysis.
- An understanding of the ways of monitoring and reporting environmental performance used by industry.
- An understanding of amelioration techniques that can be applied to mitigate adverse environmental effects across a range of market sectors.
- An appreciation of the importance of biodiversity to business

The time apportioned to each element of the syllabus is left to the discretion of the course provider however; recommendations might be made to modify coverage of certain elements if the IEMA consider that this would improve the balance of the course.