



## **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 Auditing Association of Canada (AAC). Graduates successfully completing both courses will have the instruction necessary to satisfy the formal training requirements to become an Environmental Professional Compliance Environmental Auditor or EMS Lead Auditor.

Environmental Management Systems (EMS) and the Environmental Auditing Programs that support them have become essential elements of business. Business customers, governments and the public are increasingly demanding certification of company environmental management systems to the ISO 14001 Standard. The opportunities offered by "sustainable enterprise" require state-of-the-art environmental management programs, advanced 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
- ✓ How to integrate management systems and auditing processes
- ✓ The requirements for auditor training and certification
- ✓ 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 EP(EMSLA) or EP(CEA) auditors
- ✓ Health and safety personnel wishing to acquire management system and compliance audit skills and knowledge



## 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 (Current and Proposed to High Level Structure)
  - 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

### **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 for each course (2.5 days plus exam).

### **Course Location**

Markham (Toronto), Ontario, Canada. Other locations can be arranged with sufficient enrollment.

### **Course Evaluation and Certification**

Evaluation is based on participation and a final exam administered at the end of the course. Attendees with exam marks of 70% or better receive a signed certificate of completion. **Each course provides 20 hours of the total 40 hours of formal training required to apply to become an Environmental Professional (Compliance Environmental Auditor) or an Environmental Professional (EMS Lead Auditor).**

### **Course Pre-requisites**

No formal pre-requisites. However, 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 Information**

#### **RANDY SINUKOFF** M.A.Sc., P.Eng., EP(CEA), EP(EMSLA)

Management System and Auditing Consultant; Stantec - Toronto

- ✓ Lead Instructor for the Stantec ISO 14001 and Lead Auditor courses since 1996
- ✓ Developed and implemented EMS to the ISO 14001 standard for a variety of companies
- ✓ 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
- ✓ 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

#### **REBECCA CAMERON**, B.Sc. (Hons.), EP(CEA), EP(EMSLA)

Management System and Auditing Consultant; Stantec – Toronto

- ✓ Assistant instructor and course developer for Stantec 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
- ✓ Developed and implemented EMS to the ISO 14001 standard for a variety of companies



**Course Cost:** \$900 + HST (Student rate is \$400 + HST) per course. Registration includes all program materials, a continental breakfast, and afternoon snack each day. Lunch and accommodation are not included.

**Cancellations:** A full refund will be provided for cancellations made three weeks prior to the course start date. For all other cancellations a fee of 25% of the course fee will be charged. Fees may be deferred to the next course offering date(s).

**Discount:** A discount of \$100.00 applies to the second and subsequent participants from the same organization (excludes student rate).

**Other Important Information:** Stantec and the Schulich School of Business at York University are pleased to present this series of professional training courses for management development towards improved environmental performance in business. Stantec and York University 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 [LearningSolutions@stantec.com](mailto:LearningSolutions@stantec.com) or call 613-738-6093 or toll-free within Canada at 1-866-467-0313.