



BUREAU  
VERITAS

# CQI-IRCA PR 376 ISO 14001:2026 LEAD AUDITOR EMS TRAINING COURSE (2803)

(หลักสูตรหัวหน้าผู้ตรวจประเมิน CQI/IRCA มาตรฐาน ISO14001:2026)

Bureau Veritas

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## BENEFITS

Upon successful completion of the course, students will be able to:

- › Conduct audits in accordance with the requirements of ISO 14001:2026.
- › Understand the key elements of ISO 19011 and ISO/IEC 17021-1.
- › Understand key environmental issues.
- › Plan an audit based on a set of audit criteria.
- › Successfully conduct an environmental management system audit.
- › Understand the differences between QMS and EMS audits.
- › Produce clear, concise and relevant audit reports.
- › Communicate the audit results to the client.

The course uses a combination of lectures, discussions and practical exercises to achieve its objectives. The practical exercises are based on a fictional company. However, the procedures, work instructions and data are typical and could equally apply to many different companies. The practical exercises have been carefully designed to focus on issues that commonly arise during EMS audits.

## COURSE LOCATION

The courses are held at various training centres, but can also be delivered at your premises and tailored to your specific requirements. For bespoke courses, the number of participants will depend on the facilities available. For further information, please contact your local Bureau Veritas office.

## FURTHER INFORMATION

The maximum number of participants for this course is 25 and the minimum is 4 (in-person event). The maximum number of participants for this course is 10 and the minimum is 3 (online event).

## PREREQUISITES

Have completed secondary education.

Knowledge of report writing is desirable.

Understanding of the following principles and concepts of environmental management and the intended outcome of an environmental management system.

Improving environmental performance

- › Compliance with regulatory requirements.
- › Achievement of environmental objectives.

Knowledge of the requirements of the ISO 14001 standard, which can be gained through work experience in the field of environmental management.

In addition, delegates should also be familiar with generic management systems, including the PDCA cycle and the interrelationship between the basic elements of a management system and top management, policy, objectives, planning, implementation, review and continuous improvement.



## Assessment and certification

There will be two types of assessment: continuous assessment and an examination. Examination methods and duration: online examination (2 hours) or electronic assessment (CQI online examination) (1 hour and 45 minutes). The examination method will depend on the course delivery format, with priority given to electronic assessment. The use of electronic devices, including laptops and mobile phones, is not permitted in the examination room. Participants will also be assessed on their progress throughout the exercises. Participants who successfully complete both the exam and the continuous assessment will receive a certificate of achievement and will meet the official training requirements for the CQI and IRCA EMS Auditor Certification Programme.

Participants who do not successfully complete both the exam and the continuous assessment will receive a certificate of attendance for having attended the course, based on its duration. They are entitled to retake the exam once within 12 months of the last day of the training course.

## CONTENTS

- › Environmental issues.
- › Overview of environmental management systems.
- › Key considerations within the organisational context.
- › Key considerations regarding implementation and operation.
- › Key considerations regarding leadership. Planning and support
- › What to consider regarding operation, performance reviews and improvements
- › Environmental legislation and auditing for the implementation and compliance process
- › Management and auditing techniques
- › Accreditation and certification processes (ISO 17021, IAF MD1)
- › Auditor competence (ISO 19011, CQI-IRCA standards)
- › Practical workshops and feedback sessions.

## REFRESHMENTS

Courses organised by Bureau Veritas. Refreshments and lunch are provided throughout the course. To arrange accommodation and evening meals, please contact your local Bureau Veritas office.

Courses held at your premises. Accommodation and refreshments are not included in the course fee.



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# Course Schedule

(This Course Schedule is only for Classroom or VITL (virtual) mode course, where the Exams are called ATP-Marked Exams and had to be carried out the last day of the course, as per the language of the course doesn't have access to SARAS Platform for CQI online exams)

## Day One

Session	Title	Start	End
1.	Register	08:45	09:00
2.	Chapter 1 - Introduction to the course	09:00	09:30
3.	Exercise 1 - Mini interview	09:30	10:30
4.	Break	10:30	10:45
5.	Meeting 1 – Review of the assessment and pre-course assignment	10:45	12:00
6.	Exercise 2 – EMS Key Terms	12:00	12:30
7.	Meeting 2 – Review and Feedback Exercise 2	12:30	13:00
8.	Lunch break	13:00	14:00
9.	Workshop 1 – Documented Information Review – Study Case	14:00	14:30
10.	Meeting 3 – Feedback Workshop 1	14:30	14:40
11.	Workshop 2 – Context of the organization	14:40	15:30
12.	Meeting 4 – Review and Feedback Workshop 2	15:30	16:00
13.	Break	16:00	16:15
14.	Workshop 3 – Leadership	16:15	16:45
15.	Meeting 5 – Review and Feedback Workshop 3	16:45	17:15
16.	Workshop 4 – Planning	17:15	18:00
17.	End of the day 1	18:00	18:15

## Day Two

Session	Title	Start	End
18.	Brief summary: Day 1	09:00	09:30
19.	Meeting 6 – Review and Feedback Workshop 4	09:30	10:00
20.	Exercise 3 – Environmental Objectives	10:00	11:00
21.	Break	11:00	11:15
22.	Meeting 7 – Review and Feedback Exercise 3	11:15	11:45
23.	Workshop 5 – Support	11:45	12:30
24.	Meeting 8 – Review and Feedback Workshop 5	12:30	13:00
25.	Lunch break	13:00	14:00
26.	Workshop 6- Operations	14:00	15:00
27.	Meeting 9 – Review and Feedback Workshop 6	15:00	15:30
28.	Workshop 7 – Performance evaluation and Improvement – Questionnaire	15:30	16:15
29.	Break	16:15	16:30
30.	Meeting 10 – Review and Feedback Workshop 7	16:30	17:00
31.	Chapter 2 – Accreditation and Certification	17:00	17:45
32.	End of the day 2 – Assignments for Day 2 – Specimen Exam, Section 1	17:45	18:00

### Day Three

Session	Title	Start	End
33.	Brief summary: Day 2	09:00	09:30
34.	Workshop 8 – Auditing Principles	09:30	10:00
35.	Meeting 11 – Review and Feedback Workshop 8	10:00	10:30
36.	Break	10:30	10:45
37.	Workshop 9 – Planning and Audit – Stage 1	10:45	11:45
38.	Meeting 12 – Review and Feedback Workshop 9	11:45	12:30
39.	Workshop 10 – Stage 1 Audit	12:30	13:00
40.	Lunch break	13:00	14:00
41.	Meeting 13 – Review and Feedback Workshop 10	14:00	14:30
42.	Workshop 11 – Non-Conformity Report	14:30	16:00
43.	Break	16:00	16:15
44.	Meeting 14 – Review and Feedback Workshop 11	16:15	17:45
45.	End of the day 3 - Assignments for Day 3 – Specimen Exam, Section 4	17:45	18:00

### Day Four

Session	Title	Start	End
46.	Brief summary: Day 3 – Assignment review (Section 4 Specimen Exam)	09:00	10:00
47.	Workshop 12 - Planning and Audit – Stage 2	10:00	11:00
48.	Break	11:00	11:15
49.	Meeting 15 – Review and Feedback Workshop 12	11:15	12:00
50.	Exercise 4 – Communication	12:00	12:20
51.	Meeting 16 – Review and Feedback Exercise 4	12:20	12:30
52.	Lunch break	12:30	13:15
53.	Workshop 13 – Review of photographs and documented information	13:15	14:00
54.	Workshop 14 – Stage 2 Audit Preparation – Checklist	14:00	14:45
55.	Workshop 15 – Opening Meeting (Role-play)	14:45	15:30

56.	Meeting 17 – Review and Feedback Workshop 15	15:30	16:00
57.	Break	16:00	16:15
58.	Workshop 16 – Stage 2 Audit (Role-play)	16:15	17:15
59.	Meeting 18 – Review and Feedback Workshop 16	17:15	17:45
60.	End of the day 4 - Assignments for Day 4 – Specimen Exam, Section 2 and 3	17:45	18:00

#### Day Five

Session	Title	Start	End
61.	Brief summary: Day 4 – Assignment review (Sections 2 and 3 Specimen Exam)	09:00	10:00
62.	Break	10:00	10:15
63.	Workshop 17 – Preparation of the Report and Closing Meeting	10:15	11:15
64.	Workshop 18 – Closing Meeting (Role-play)	11:15	12:15
65.	Meeting 19 – Review and Feedback Workshop 18	12:15	13:00
66.	Lunch break	13:00	14:00
67.	Exercise 5 – Review of Corrective Actions	14:00	14:45
68.	Meeting 20 - Review and Feedback Exercise 5	14:45	15:15
69.	Preparing the examination room	15:15	15:30
70.	Examination* (120min) ( <i>in paper or google forms</i> )	15:30	17:30
71.	Break	17:30	17:45
72.	End of the course, summary, Q&A forum / assessment formats	17:45	18:00

\* Note: Where delegates take the examination in a language other than their first language these timings are 30 minutes later