



## **ISO 14001:2004 EMS Transition Auditor CPD Syllabus**

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### **1. Aim of this syllabus**

This syllabus is intended to provide guidance for IRCA training organizations and Organizations Employing Auditors (OEA) that wish to offer transitional CPD in the principles, concepts and requirements of the ISO 14001:2004 for auditors currently competent to undertake 2<sup>nd</sup> and/or 3<sup>rd</sup> party audits against ISO 14001:1996.

This syllabus also provides IRCA certified EMS auditors with an outline of the areas that transitional CPD should cover, and EMS auditors should ensure that completed CPD logs submitted for renewal contain CPD that has covered the learning objectives in section 2 below.

IRCA will not formally certify transitional CPD (training, seminars or events), but we will include any CPD courses or events offered by IRCA training organizations and OEAs that support transition for EMS auditors on the IRCA website. If you would like to add your course or events to this list, please contact IRCA.

### **2. Learning objectives**

Students who successfully complete this CPD will be able to:

#### **2.1 Environmental performance**

Describe the focus throughout ISO 14001:2004 on environmental performance, defined as "measurable results of an organization's management of its environmental aspects", and the implications for organizations and auditors.

#### **2.2 Alignment with ISO 9001**

Identify clauses which have been aligned to ISO 9001:2000 and the implications for organizations and auditors, notably, the change in requirement for documented procedures.

#### **2.3 Evaluation of compliance**

Describe the requirement to extend the evaluation of compliance to 'other requirements', how legal and other requirements are linked to environmental aspects, and how the organization implements its commitment to comply with legal and other requirements.

#### **2.4 Describe the transition arrangements from the 1996 version to the 2004 version of ISO 14001, for organizations and IRCA auditors.**

Note: You should read IRCA/231, *ISO 14001:2004 briefing note and transition requirements for IRCA EMS auditors*, when preparing any CPD courses or events.

### **3. Duration**

IRCA will require EMS auditors to complete 4 CPD hours on ISO 14001:2004. Please see the IRCA website for a definition of how CPD hours are calculated.

### **4. Other recommendations**

4.1 Tutors, presenters and speakers involved in delivery of transition CPD, must be competent in the audit of the ISO 14001:2004 revision.

4.2 Where possible we recommend that training and events include practical examples of changes required by organizations with certified EMS's, and how auditors could approach these changes.

4.3 Where possible we recommend that students, delegates and participants are given some kind of test of their knowledge to indicate to the individual how much he/she has understood, and any areas that may require more work or research.



- 4.4 You should provide participants who complete transitional training or event with a certificate that includes;
  - 4.4.1 The participant's name
  - 4.4.2 The date of the training or event
  - 4.4.3 What was included in the training or event
  - 4.4.4 The organization that delivered the training or event

**End**