
IFC ISTR (International Standards and Technical Regulation Program) in cooperation with GTZ – Albania

is pleased to invite you to participate in the Training Course

“EMS Auditor/Lead Auditor” Course on ISO14001:2004

**On June 16 – 20, 2008
in Hotel Mondial, Tirana**

About the course:

Environmental Management System for Auditor/Lead Auditors is an IRCA (International Register of Certificated Auditors) certified course. EMS auditor training courses is a comprehensive five day course that provides hands-on training to ensure that the Auditor/Lead Auditor thoroughly understands the role and acquires the expertise needed to perform the audit effectively. Students completing the course will be presented with an IRCA independently accredited certificate for Auditors/Lead Auditors. The course will provide industry professionals with the knowledge and skills required to assess the conformance of an organization's environmental management system to ISO 14001:2004.

EMS auditor courses will help you to:

- ✚ Understand the principles, processes and techniques used for the assessment and management of environmental aspects/impacts including the significance for Environmental Auditors
- ✚ The purpose and benefits of an Environmental Management System (EMS)
- ✚ Understand the purpose, content and interrelationship of ISO 14001, the ISO 14000 Series guidance standards and the legislative framework relevant to an EMS
- ✚ Understand the responsibilities and competencies of an Auditor
- ✚ Conduct process based audits in accordance with ISO 19011:2002
- ✚ Gathering evidence through observation, interview and sampling of documents and records
- ✚ Write objective and verifiable audit findings and summary report
- ✚ Conduct audit follow up to verify the effectiveness of corrective actions

This course is 5 day scheduled class training with a 2 hours exam at the end of the course.

About the Trainers:

The training course will be delivered by Business Edge ltd. Consultants. Business Edge is a leading International Training, Consulting and Technology organization specialized in developing, implementation and maintenance of management systems, business excellence models, tools and techniques, organization and management development and technology solutions.



Business Edge is an Internationally Accredited Training Organization with the International Register of Certificated Auditors (IRCA), the world's oldest and largest Auditor Registration and Training Organization Body. Business Edge has been an IRCA Accredited Training Organization since 1996.

Who should attend the course:

This course is intended to build the capacities of local Albanian consultants in the area of Environmental Management Systems – ISO14000, in order to further support companies in Albania in implementing these systems. If you are interested in gaining new knowledge on the EMS – ISO14001:2004 standard and be a step away from becoming IRCA Registered Auditor you should attend this course. Target Audience may include:

- ✚ Those participants with an Environmental background and wish to learn about an Environmental Management System (EMS), the requirements and how to conduct process based audits (internal, 2nd party & 3rd party) including receiving training on leading an Audit Team
- ✚ Those who wish to learn how to implement an EMS based on ISO 14001:2004
- ✚ Individuals wishing to lead the assessment of a company's EMS compliance against ISO 14001:2004
- ✚ Existing auditors and assessors in quality systems and health & safety management systems
- ✚ Staff from organizations seeking accreditation with a Certification Body/Registrar for certification against ISO 14001.

Requirements that participants should meet to attend this course:

- ✚ Participants should have very good knowledge of English language
- ✚ Participants should have a really good understanding of quality management systems
- ✚ University Degree preferably in engineering or other related fields
- ✚ Participants should complete the self preparation requirement for this course: the study materials and the form will be given to the accepted participant on due time. This assignment must be completed prior to attending and handed to the Tutor on Day 1 of the course. Any queries on the assignment or support can be sought by emailing: support@businessedge.ie

Participation fee:

In order to register and attend this course you should register at IFC office and pay a fee of **EUR250 by June 10, 2008.**

For registration please contact Mr. Bledar Basha Tel: (4) 231 401, Mobile: 0692078320, e-mail: bbasha@ifc.org.

Please note that according to IRCA requirements there is a maximum number of attendants for the course currently set at 10 participants. The participants that meet the above criteria will be accepted on a first-come-first-serve-basis.

This fee includes:

- ✚ Course attendance (including coffee breaks, lunch and refreshments)
- ✚ Exam
- ✚ Certification for attending and successfully pass the IRCA certified EMS Auditor/Lead Auditor Course

Participants that are unsuccessful in the first exam have the right to take the exam for a second time only, at NO additional cost. The date and time for the second time exam will be arranged between the trainers and IFC.

The fee does not include the individual registration of successful participants as Auditors/Lead Auditors with IRCA. Successful participants that wish to register with IRCA should meet the following additional criteria (as listed in the IRCA official website, however for more information and updates visit: www.irca.org):

Education

- At least secondary education

Work Experience

- Five years, or 4 years with a degree or near degree
- Two years environment related work experience

Auditor Training (*criteria satisfied by this course*)

- An IRCA certified EMS Auditor/Lead Auditor course or accepted alternative

Auditing Experience (in total, i.e. assuming you do not currently hold the EMS Auditor grade)

- Four audits as an auditor-in-training totaling 20 days, 10 days minimum on-site
- Three audits as lead auditor-in-training totaling 15 days, 10 days minimum on-site.

Pay the initial registration fee (currently estimated at around £120)

Pay the annual membership fee

For any additional questions please contact IFC Project Manager Ms. Ledia Terpo (Cirko), Tel: (4) 231 401

or

GTZ Project Coordinator Ms. Ilda Themeli Tel: (4) 230 414 (ext. 17).