

AUDITOR TRAINING COURSE CHECKLIST

Applicants for auditing titles must have completed a minimum of 35 hours of lead auditor training that contributes to the development of knowledge and skills as outlined in the table below.

Applicants may use this checklist in the application process to ensure their courses meets the minimum eligibility requirements for training, and to ensure they submit the required documentation.

All courses are subject to review and approval by the Auditing Certification Committee.

CRITERION	GUIDANCE	SUPPORTING DOCUMENTATION
35 hours of formal training	Acting as an Instructor in formal training courses on the topics specified below may also be accepted as (fully or partially) satisfying this requirement	<ol style="list-style-type: none"> 1. Course Title 2. Course Length 3. Dates Completed 4. Location 5. Certificate Provided
Course Curricula	<ol style="list-style-type: none"> 1. the nature of and differences between types of environmental auditing, investigations, inspections and assessments 2. the concepts, principles, components and skills of auditing and the process to approach it (ISO 19011) 3. the components of an effective audit program 4. topics in environmental science and technology sufficient to facilitate an understanding of the fundamental relationships between human activities, the environment and ecosystems 5. relevant requirements of environmental laws, regulations and related documents 6. the nature of environmental aspects and their impacts 7. the elements of an Environmental Management System and the methods and techniques which enable an auditor to generate appropriate audit findings and conclusions 8. the nature of other management and operational systems and their relationship to EMS, e.g. ISO 9001, OHSAS 18001 9. the application of the environmental legislation, regulations, standards and guidelines applicable to the audit 10. the principles and techniques for root cause analysis in order to assess the appropriateness of corrective actions 11. audit report writing techniques and requirements, including the requirements to provide supporting evidence 	<p>Provide specific information on topics covered in the course highlighting each of the 11 required elements described in the Guidance column; work assignments completed; method(s) for evaluation of participants' achievement of learning objectives; reference documentation provided to attendees.</p> <p>Ensure that the supporting documentation provides sufficient detail so that reviewers can assess whether the formal training meets the required elements</p>

CRITERION	GUIDANCE	SUPPORTING DOCUMENTATION
Course Provider and Trainer	Provide detailed information on the training provider (organization) and the course trainer themselves (trainer CV is ideal)	<ol style="list-style-type: none"> 1. Name 2. Contact Information 3. Education 4. Relevant Experience 5. Relevant Certifications Held