

AUDIT CHECKLIST

4.4 IMPLEMENTATION AND OPERATION

4.4.2 COMPETENCE, TRAINING AND AWARENESS

ISO 14001 STANDARD REQUIREMENTS

OVERALL CONFORMANCE: **YES NO**

4.4.2

Conforms (Y/N)

The organization shall ensure that any person(s) performing tasks for or on its behalf that have the potential to cause a significant environmental impact(s) identified by the organization is (are) competent on the basis of appropriate education, training or experience, and shall retain associated records.	
The organization shall identify training needs associated with its environmental aspects and environmental management system. It shall provide training or take other action to meet these needs, and shall retain associated records.	
The organization shall establish, implement and maintain a procedure(s) to make persons working for it or on its behalf aware of:	
a) the importance of conformity with the environmental policy and procedures and with the requirements of the environmental management system,	
b) the significant environmental aspects and related actual or potential impacts associated with their work, and the environmental benefits of improved personal performance,	
c) their roles and responsibilities in achieving conformity with the requirements of the environmental management system, and,	
d) the potential consequences of departure from specified operating procedures.	

DOCUMENT REVIEW

<input type="checkbox"/> <u>Procedure to identify training needs/requirements.</u> <input type="checkbox"/> <u>Environmental awareness training procedures or program(s)</u> (e.g., course outline, program description, training materials, etc.) note that awareness training may be part of existing training or established methods of communication (e.g., routine meetings) but attendance and the topics covered should be documented. <input type="checkbox"/> Training records to verify that training was conducted, completed, and recorded. <input type="checkbox"/> Training matrix; list of identified training needs.

EMS LINKS:

- Policy
- Environmental Aspects
- Resources, Roles, Responsibility and Authority
- Operational Control
- Monitoring and Measurement
- Emergency Preparedness and Response

Supplemental Questions by Function

4.4.2 Competence, Training and Awareness:		
<i>DEPUTY DIRECTOR</i>		OBJECTIVE EVIDENCE
a.	How do you identify environmental training needs within your Division?	
b.	How do you ensure that your employees understand the environmental policy?	

<i>DEPARTMENT TRAINING COORDINATOR</i>		OBJECTIVE EVIDENCE
a.	Does the RDD have procedures to assess training needs? If so, how are these needs assessed?	
b.	What different types of environmental training are offered?	
c.	What is the frequency of the various types of training that addresses environmental management?	
d.	How are training records maintained? Who is responsible for doing this?	

<i>EMS REPRESENTATIVE</i>		OBJECTIVE EVIDENCE
a.	How do you identify EMS training needs within your Division?	
b.	What types of EMS training is offered?	
c.	What is the frequency of the various types of training that addresses environmental management?	
d.	Do on-site contractors receive EMS training?	

Supplemental Questions by Function

<i>SENIOR STAFF</i>		OBJECTIVE EVIDENCE
a.	Where are EMS training records for your staff kept? (Verify for dates, signatures, etc.)	
b.	How are new employees made aware of the EMS? How do you ensure they receive the required training?	
c.	What is the procedure for ensuring that employees working on activities having significant impacts on the environment are properly trained and competent? What is this competency based upon (e.g., education, training, and/or experience)?	

<i>DIVISION PERSONNEL</i>		OBJECTIVE EVIDENCE
a.	What training on the environmental management program (in relation to your job) have you received in the past six months?	
b.	How has this training helped you in the performance of your job?	
c.		

NOTES: