



Domain & Job Task Analysis

PEEB 14001 Lead Auditor

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Sr. No.	Domain Category	Percentage
Domain 1	Standards and Theories/Concepts of Environmental Management System	10%
Domain 2	Fundamentals of Environmental Management System	12%
Domain 3	Principles of ISO 14001 Audit	11%
Domain 4	Managing /Organizing an ISO 14001 Audit Programme	20%
Domain 5	Conducting an ISO 14001 Audit (Stages/Process)	20%
Domain 6	Closing of ISO 14001 Audit	15%
Domain 7	Managing/Controlling an ISO 14001 Lead Auditor Programme	12%

1 Domain 1. Standards and Theories/Concepts of Environmental Management System – 10%

Knowledge of:

1. Understanding of the scop, terminology, principles, and requirements of the ISO 14001 standard in different organizations.
2. Understanding of application of the seven ISO management principles in environmental management.
3. Difference sources of environmental management requirements for the organization contain rules regulations, international laws and industry standard, market practice, contracts, and internal policies.
4. Significance complying to legal conditions and other requirements and type of constraints which may be applicable to an organization.
5. Methodologies, theories used to classify the common causes of environmental accidents/collisions.
6. Environmental characteristics vulnerability, threats, impacts, risks, and related control.

Skills:

1. Ability to understand and explain the EMS terminologies based on ISO 14001 standard.
2. Describe standard requirements, policies for the interest of involved parties.
3. Understand and explain the operations of the ISO organization and the development of environment management standard.
4. Analyse, identify environmental management compliance requirements for an organization.
5. Demonstrate what EMS system is and core terms of related to EMS.

2 Domain 2. Fundamentals of Environmental Management System – 12%

Knowledge of:

1. Entire knowledge of the Environment Management system standard and the terms, conditions, as mentioned in ISO 14001.
2. Knowledge of terms, conditions, scope definition, legal requirements of other environment related standard within the organization.
3. Understanding the concepts, principles of the environmental management system.
4. Knowledge of "Plan-Do-Check-Act" (PDCA) model.
5. Understanding of the corrective and preventive actions within the EMS framework.
6. Theory of continual development and its application towards an ISO EMS 14001.
7. Knowledge of conflict resolution techniques with best practice.

Skills:

1. Ability to understand and utilize PDCA Model.
2. Identify, and classify standard requirements principal processes.
3. Describe the components of an environmental management system stated in ISO 14001 standard.
4. Identify and interpret corrective and accurate preventive actions for continual improvement.

5. Ability to understand core elements of the management system and responsibilities, policy objectives.

3 Domain 3. Principles of ISO 14001 Audit – 11%

Knowledge for:

1. Knowledge of main concepts principles, characteristics of an audit ISO 14001.
2. Understand standard concepts and terminologies as mentioned in ISO 19011.
3. Understanding and make clear the differences between first, second, and third-party audit involved in this audit.
4. Knowledge Number of principles (Integrity, fair presentation, dual professional care, confidentiality, independence).
5. Knowledge of Professional job responsibilities, legal requirements for audit and PEEB Code of Ethics.
6. Explain the purpose of EMS and the business and societal advantages of improving environment functioning.
7. Types of evidence such as (technical, confirmative, mathematical, physical, analytical, documentary and verbal).
8. Extensive knowledge of evidence-based approach in an audit.
9. Systematic approach to environmental management to achieve long-term business sustainability.
10. Evidence-based approach, risk -based approach to an audit and the different types of risk related activities such as inherent risk, control risk, and identification of risk.
11. Understand the density of an organization's EMS depends on the context and size of the organization.

Skills:

1. Ability to understand the common structure, identical core requirements of audit ISO 19011.
2. Understand the applications of the audit principles in the context of an ISO 14001 audit.
3. Ability to understand the concept of materiality and its application in an audit.
4. Professional responsibility and PEEB Code of Ethics. (Care, fair presentations, confidentiality, independence, integrity).
5. Apply evidence approach and compare characteristics of evidence.
6. Ability to demonstrate and justify what type of evidence and which evidence are required in the specific EMS audit program.
7. Foundation of professionalism: explain their competence while performing their work.
8. Judge the appropriate level of reasonable assurance needed for a specific ISO 14001.

4 Domain 4. Managing /Organizing an ISO 14001 Audit Programme – 20%

Knowledge of:

1. Knowledge of the main job responsibilities of the auditee and audit team members.
2. Basic responsibilities of technical experts in EMS audit.
3. Explain the audit purpose/objectives, audit scope and criteria.

4. Clarify the audit requirements, functionality with the context of the organisation which is being audited.
5. Knowledge of the policy and objectives in driving improvement based on systematic measurement and analysis of data
6. Describe the role of an auditor to plan, conduct, report and follow up an environmental management system audit in accordance with ISO 19011.
7. Evaluate capability for Continual Improvement including the effectiveness of methods for corrective and preventive action.
8. Understanding of the elements to conduct the review during the feasibility study of an audit.
9. Characteristics of terms of the audit engagement and the best practices to establish the initial contact with an auditee.
10. Develop environmental management system processes, standards, requirements defined by the organisation or other parties/competitors.

Skills:

1. Ability to explain terminology as stated in standard.
2. Ability to distinguish the legal compliance and conformance with the standard.
3. Understand and establish the steps and activities for preparing EMS audit.
4. Ability to consider the specific context and condition of the audit mission.
5. Ability to define and understand the roles and responsibilities of the audit team leader members, and team leader.
6. Determine, evaluate the audit objectives, audit criteria and audit scope for a specific ISO 14001 audit mission.
7. Ability to explain, demonstrate and identify the attributes of the audit terms of engagement.
8. Ability to apply the best practices to establish a first contact with an auditee in the context of a specific ISO 14001 audit mission.

5 Domain 5. Conducting an ISO 14001 Audit (Stages/Process) – 20%

Knowledge of:

1. Develop/Establish audit objectives and contents of opening meeting with the auditee in audit program.
2. Evaluate boundaries and verify audit objectives, criteria, and applicability scope for environmental Management system audit.
3. Estimate the auditee's environmental management Policy and Objectives.
4. Assess the auditee's process for identifying and keeping up to date the environmental Legislation related to its environmental aspects
5. Knowledge of the action plans with means and timescales that establish the Programme to reveal the objectives and targets.
6. Verify the Operational Controls associated with significant environmental aspects meet specified conditions including operating criteria.
7. Verify that sufficient emergency plans are established to prevent or mitigate adverse environmental impacts associated emergency situations.

8. Confirm that the auditee's state of Legal Compliance is periodically evaluated based on objective evidence from internal audit.
9. Understand the documentation review criteria and the requirements as mentioned in standard 14001.
10. Select communication channels, and authority to conduct the audit.
11. Access relevant and documented information for evaluate criteria of requirements.
12. Roles and responsibilities of directors and observers during an audit EMS.
13. Evidence collection, audit procedures and tools such as interview, opinions, analysis, sampling, documented information, and technical verification.
14. Statistical techniques, sampling methods, principles and concepts that used in auditing process.
15. Knowledge of organizing interview questions, concluding an interview and assessment.
16. Determining the feasibility of the audit (information for planning, cooperation with auditee, resources).

Skills:

1. Demonstrate the ability to manage meetings effectively in audit process.
2. Conduct the opening meetings in the context of a specific ISO 14001 audit.
3. Ability to conduct and implement the audit plan, use work documents, and follow audit tracks.
4. Ability to build rapport with the auditee during the audit, including sensitivity to needs and expectations of the auditee.
5. Describe, illustrate, and apply evidence gathering tool and process.
6. Manage audit interviews effectively and generate effective audit questions.
7. Appropriately collect and verify the audit evidence, including appropriate sampling.
8. Ability to open, conduct and close an interview approach in an EMS audit.
9. Apply audit evidence methodologies and approaches in an EMS audit.
10. Ability to Value the auditee's process for evaluating its environmental aspect to determine those with a Considerable Impact on the environment and their relative importance.
11. Review the audit findings and determine the audit conclusion.

6 Domain 6. Closing of ISO 14001 Audit – 15%

Knowledge of:

1. Contact with auditee and conduct closing meetings with auditee.
2. Evaluate management commitment to the EMS
3. Evaluate the process of evidence to draft audit outcomes and prepare audit closing.
4. Review arrangements for monitoring and measurement performance of operations with significant environmental impact.
5. Characteristics and differences between the concepts of minor conformity, non-conformity, major NCR, variance, observation.
6. Knowledge to evaluate audit evidence to correctly identify conformity and nonconformity with requirements.
7. Demonstrate the ability to prepare audit conclusions, including the extent of conformity of the management system.

8. Complete the audit according to the stated and conduct review of documents and perfume quality review.
9. Guidelines and provide best practice to present audit finding and conclusions to the management of an audited organization.
10. Provide Identification of positive feedback about audit findings in addition to nonconformity, and recognition of potential risks and opportunities for improvement
11. Generate possible recommendations that and audit can issue during the certification audit.
12. Knowledge of audit follow-ups, investigation, and recertification audit constraints steps, and actions.
13. Explain the condition for the modification, extension, suspension, or withdrawal of an organization's certification.

Skills:

1. Ability to organize the closing meetings and conduct the activities for closing.
2. Apply evaluation process of evidence to make clear audit findings.
3. Ability to windup the audit document working and present the audit conclusion.
4. Distinguish the levels of conformity and the concepts of the benefits of the doubt.
5. Generate appropriate audit observations in accordance with audit rules and principles.
6. Best practice to draft clear and concise report about audit NCR's.
7. Review and conduct quality check for the EMS and documentation.
8. Write an ISO 14001 audit report and justify the recommendations for certification.
9. Ability to organize the activities following an initial audit, including the evaluation of activity plans, follow ups, and surveillance actions.
10. Ability identifies the corrective actions and differentiate between correction and corrective actions.
11. Distributing the audit reports (should be dated, reviewed, accepted, and appropriate) in accordance with the audit program.
12. Ability to organize and conduct the audit closing meetings.

7 Domain 7. Managing/Controlling an ISO 14001 Lead Auditor Programme – 12%

Knowledge for:

1. Understanding of PDCA application in the management of the audit program of EMS.
2. Manage the significance of protecting the integrity, availability, and confidentiality of audit records and the auditors' responsibilities in this regard.
3. Deep understanding of professional tools used by the professional experts.
4. Knowledge of the requirements, best practice, guidelines regarding audit resources, procedure, and policies of ISO 14001.
5. Understanding of combined management audit, and management audit records.
6. Status of required actions from previous and existing management reviews.
7. Potential requirements of resources to mitigate the customers satisfactions.
8. Knowledge of the personal attributes and behaviours of a professional auditor.
9. Particularities to implement and manage first, second, or third-party audit program.

Skills:

1. Best practice and understanding of the establishment audit program and the application of the PDCA cycle in audit.
2. Demonstrate the importance of protecting the integrity, availability and confidentiality of audit records and the auditors' job roles in this audit.
3. Evaluate the audit process and efficiency and understand the documented information management process.
4. Evaluate proposals for corrective action and differentiate between correction and corrective action.
5. Ability to distinguish the nonconformity outputs, before and after.
6. Determining the same NCR existence in review procedure.
7. Ability to understand the requirements related to the components of the management system of an audit as EMS, record management, and complaint management.