



The Auditing Roundtable

The Professional Organization For EHS Auditors

ANNOUNCES EHS AUDITOR TRAINING

Upcoming Schedule

(all courses)

September 2-4, 2008
Crystal City, VA

April 2009
San Antonio, TX

September 2009
Baltimore, MD

January 2010
Phoenix, AZ

September 2010
Philadelphia, PA

April 2011
Cleveland, OH

September 2011
Denver, CO

January 2012
San Diego, CA

September 2012
Washington, DC

Course A

EHS Basic Auditing Skills Training

Course B

Environmental Compliance Auditor Training

Course C

Health and Safety Compliance Auditor Training

The AR EHS auditor training provides participants with the fundamental principles, skills, procedures, techniques and EHS regulatory knowledge necessary to conduct EHS audits properly and in conformance with BEAC auditing standards. Individuals desiring to obtain BEAC auditor certification will benefit significantly from the AR EHS auditor training courses. Three courses are currently offered, the content of the courses is briefly described below. AR offers both public venue and in-house courses.

Please [CLICK HERE](#) to indicate your interest in attending the September 2008 Auditor Training Course(s) in Crystal City, VA

Course A—EHS Basic Auditing Skills Training

Course B—Environmental Compliance Auditor Training

Course C—Health and Safety Compliance Auditor Training

For more information on the AR Auditor Training Program, please contact Ms. Constance Manders, Interim Director, Education and Training

310-985-1985

cmanders@socal.rr.com

www.auditing-roundtable.org

Course A: EHS Basic Auditing Skills Training

Module 1. Ethics and Standards of Conduct for Auditors

This section will enhance the candidate's understanding, judgment and perception of how an auditor should behave and react to ethical situations that can occur in the audit process. Training will focus on topics such as:

- Conflict of Interest
- Independence of Auditors
- Due Professional Care
- Material Facts and Disclosure
- Auditor Proficiency

Module 2. Audit Program Design and Planning

This section includes issues related to the design, structure and key planning elements of EHS audit programs. Training will focus on topics such as:

- Senior Management Commitment
- Scope of Audit Programs
- Audit Tools
- Site Selection/Frequency of Audits
- Quality Assurance Mechanisms
- Auditor Staffing/Training
- Legal Protection/Confidentiality of Results

Module 3. Pre-Audit Activities

This section relates to activities associated with preparing to conduct an EHS audit. This is different from Category 2 above which focuses on audit program planning issues.

Training will focus on topics such as:

- Pre-Visit Questionnaire
- Regulatory Information Review
- Pre-Visit Facility Contact
- Preparation of Audit Plan
- Pre-Audit Team Coordination
- Selection of Audit Criteria

Module 4. On-Site Audit Activities

This section relates to the activities auditors typically conduct once on-site to verify compliance with regulatory requirements. Training will focus on topics such as:

- Opening Meeting
- Orientation Tour of Facility
- Records/Document Review
- Interviewing
- Visual Inspection
- Closing Meeting
- Handling Sensitive Situations
- Use of Working Papers

Module 5. Post-Audit Activities

This section relates to those activities that occur after the on-site verification activities are concluded and the auditors leave the facility. Training will focus on topics such as:

- Writing Audit Findings & Recommendations
- Corrective Action Procedures
- Follow-Up/Close-Out of Findings

Module 6. Internal Controls

This section relates to an auditor's need to understand the systems and procedures that exist at the audited facility to ensure compliance with regulatory criteria. Training will focus on topics such as:

- Identification of Applicable Compliance Areas
- Responsibility/Accountability for Compliance Task/Functions
- Training/Qualifications of Facility Staff
- Availability of Compliance Procedures
- Quality Assurance Mechanisms for Compliance

Course B—Environmental Compliance Auditor Training

Module 7. Environmental Legislative/Regulatory Applicability

This section relates to an auditor's need to understand what environmental laws and regulations apply to a particular process or operation at audited facilities. Training will focus on topics such as:

- Major Regulatory Thrust of Nine Major Environmental Laws
- EPA/State Jurisdiction/Enforcement of Laws
- Regulatory Process (interim, draft, final)
- Ability to Determine Applicability of Environmental Laws to Audited Facility Operations/Processes

Module 8. Typical Process Operations and Related Pollution Control Technologies

This section relates to an auditor's ability to evaluate what environmental impacts and compliance issues result from typical process operations and understanding the generic pollution control technologies to control the impacts. Training will focus on topics such as:

- Typical Waste Steams and Pollutants Generated by Process Operations
- Thresholds that Trigger Compliance Requirements
- General Concepts of Operation of Pollution Control Technologies
- Typical Compliance Related Requirements Associated with Pollution Control Technologies

Module 9. Environmental Media Specific Regulatory Knowledge

This section relates to an auditor's knowledge of key environmental regulatory requirements that are typically evaluated during an audit. Training will focus on topics such as:

- Wastewater/Stormwater
- Air Emissions
- Hazardous Waste/Solid Waste
- SARA Title III
- UST's
- Drinking Water
- Spill Control/Response (SPCC)
- TSCA (PCB's)

Course C—Health and Safety Compliance Auditor Training

Module 10. Health & Safety Legislative/Regulatory Applicability

This section relates to an auditor's need to understand what health and safety laws and regulations apply to particular worker activities or operations at audited facilities. Training will focus on topics such as:

- Major Regulatory Thrust of General and Construction Standards and Recordkeeping
- Federal OSHA/State Jurisdiction/Enforcement of Laws
- Regulatory Process (interim, draft, final)
- Ability To Determine Applicability Of Occupation Safety and Health Laws/Regulations to Typical Worker Activities and Work Place Environments at the Audited Facility
- Relationship of OSHA standards to: ANSI Standards, National Electric Code, NFPA, ASTM, ASME
- DOT Hazmat regulations

Module 11. Occupational Safety & Health Impacts of Various Worker Activities and Work Place Environments and Related Exposure Reducing Practices and Technologies

This section relates to an auditor's ability to evaluate what occupational safety and health impacts and compliance issues result from typical worker activities and work place environments and understanding the generic engineering, administrative, and personal protective equipment and technologies to control the impacts. Training will focus on topics such as:

- Typical Health and Safety Exposures Generated by Various Work Place Activities and Environments
- Exposure Thresholds that Trigger Compliance Requirements
- General Concepts of Operation of Engineering, Administrative, and Personal Protective Equipment Practices and Technologies
- Typical Compliance Related Requirements Associated with Engineering, Administrative, and Personal Protective Equipment Practices and Technologies

Module 12. Health & Safety Specific Regulatory Knowledge (29 CFR 1910 and 1926)

This section relates to an auditor's knowledge of key regulatory requirements that are typically evaluated during an audit. Training will focus on topics such as:

- 1910 - Occupational Safety and Health Standards (General Industry)
 - Injury/Illness Recordkeeping
 - Hazard Communication
 - Emergency Action Planning
 - Respiratory Protection
 - Hearing Conservation
 - Control of Hazardous Energy
 - Confined Space Entry
 - Blood borne Pathogens
 - Ergonomic Programs
 - Laser Safety
 - Laboratory Safety Management
 - Process Safety Management
 - Radiation Safety
 - Walking - Working Surfaces
 - Powered Platforms, Man lifts, and Vehicle-Mounted Work Platforms
 - Occupational Health and Safety Environmental Controls
 - Hazardous Materials
 - Personal Protective Equipment
 - General Environmental Controls
 - Medical and First Aid
 - Fire Protection
 - Compressed Gas and Compressed Air Equipment
 - Materials Handling and Storage
 - Machinery and Machine Guarding
 - Hand and Portable Powered Tools and Other Hand-Held Equipment
 - Welding, Cutting and Brazing (Special Industries)
 - Electrical
 - Construction Safety



September 2008 Course Registration

Each training course will be offered September 2-4, 2008
concurrently with the Auditing Roundtable
National Meeting in Crystal City, VA.

Course registrants may attend the Auditing Roundtable meeting
on September 5, 2008 free of charge.

*(While this is not a commitment on your part to attend at this time,
for planning purposes, please give us a "tentative yes or no" on your attendance)*

Registration Fees (per course):

Members: \$695.00

Other Organization Members: \$695.00
(IIA, ASSE, ACHMM, AWMA, ACC, BEAC)

Non-Members: \$895.00*

**Special Note: With this fee, all non members will be given a complimentary one year membership to The Auditing Roundtable.*

Course	Fee
Basic Auditing Skills Sept. 3-4, 2008	\$695 (member) \$895 (non-member)
Environmental Compliance Auditing Sept. 2-4, 2008	\$695 (member) \$895 (non-member)
Health and Safety Compliance Auditing Sept. 2-4, 2008	\$695 (member) \$895 (non-member)

Includes break and lunch (both days)

Continuing Education Units: An attendance letter will be sent to you to use as appropriate.

Training to be held at the

Hyatt Regency Crystal City

2799 Jefferson Davis Highway Arlington, VA 22202

703-418-1234

Negotiated room rate is \$169.00

Block of rooms under "The Auditing Roundtable"

For more information please contact

The Auditing Roundtable at 480-659-3738

Click Here for
more information
or visit
auditing-roundtable.org