



## Environmental, Health and Safety Compliance Auditing and Environmental, Health and Safety Management Systems Auditing Training Workshops

Argue and Associates Management Consultants, Inc. is pleased to be hosting two, two-day environmental, health and safety (EHS) auditor training workshops.

The first workshop will focus on EHS Compliance Auditing and will provide potential auditors with the theoretical knowledge and practical application of the compliance audit process. It will cover the reasons behind auditing, the compliance audit process, as well as a discussion on how compliance auditing fits into EHS management systems.

The second workshop will provide an overview of EHS management system standards and the audit process as it relates to EHS management systems.

The workshops will include lectures, exercises, and group activities and will close with an audit case study.

Previous workshops have been attended by representatives of a variety of industries, allowing for sharing of valuable information between workshop participants.



### Dates of Workshop:

#### EHS Compliance Auditor Training:

Tuesday, March 6 –  
Wednesday, March 7,  
2012

9:00 am to 4:00 pm

#### EHS Management System Auditor Training:

Thursday, March 8 –  
Friday, March 9, 2012

9:00 am to 4:00 pm

*ENGINEERING YOUR BUSINESS SOLUTIONS*



### Argue and Associates Management Consultants, Inc.

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Phone: 306-347-8083  
Fax: 306-347-8084  
E-mail: [info@argueandassociates.com](mailto:info@argueandassociates.com)

### Location of Workshops:

The Saskatoon Club  
417 21st Street East  
Saskatoon, SK

Note that the Saskatoon Club has a dress code—no denim is allowed. Casual business attire recommended.

# Environment, Health and Safety (EHS) Compliance Workshop Outline

## Day 1 (March 6, 2012)

### Introduction:

- definitions, types of audits
- due diligence
- Canadian and international auditing standards and principles
- Audit roles
- Auditor certification
- Auditing ethics

### Audit Process:

- audit risk and planning
- defining audit scope and objectives
- reviewing background information
- preparing audit protocols
- developing audit plans
- audit logistics
- opening meetings
- information gathering:
  - ◇ inspections
  - ◇ review of documents
  - ◇ interviews
- preparation of preliminary findings
- closing meetings
- audit reporting



## Day 2 (March 7, 2012)

### Audit Process (Continued):

- audit action plans
- due diligence

### Compliance Audits and Management Systems:

- root cause analysis
- trace forward analysis
- flow charting

### Case Study

### Wrap up/Evaluations

### Testimonials:

Here's what previous participants have said about this workshop:

"Great location!"

"Relaxed learning environment. Well worth the money!"

"Although I've participated in previous audits, it was good to practice what I've learned and to see the overall framework/process."

"Instructor has vast knowledge in the area and plenty of real world examples to share."

"Good use of lectures, discussion and exercises."

"A must for anyone starting out in the compliance audit field!"

# Environment, Health and Safety (EHS) Management Systems Workshop Outline

## Day 1 (March 8, 2012)

### Introduction:

- Implications of EHSMS and Auditing
- Business Management Practices
- PDCA Continual Improvement Cycle
- Need for EHS Management Standards

### Scope of an EHSMS

### EHSMS Principles

### EHSMS Assessment Basics

### Systems Auditing:

- Definitions
- Types
- Approaches
- Objectives
- Auditor Qualifications
- Phases of an audit

### Begin Standard Reviews and Assessment Techniques

### Audit Preparation Activities



## Day 2 (March 9, 2012)

### Continue Standard Reviews and Assessment Techniques

### Conducting the Audit

- Opening Meeting
- Document Review
- Interviews
- Inspections
- Documenting Non-conformances
- Closing/Exit Meeting

### Audit Programmes and Principles

### Reporting

### Case Study

### Wrap up/Evaluations

### Testimonials:

Here's what previous participants have said about this workshop:

"Very useful and practical."

"Use of exercises was very effective."

"Enthusiastic and professional instruction."

"Instructor had thorough knowledge of the subject matter and answered questions well."

"I had no idea what a management system was before taking this class. Now I have a good understanding."

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WE'RE ON THE WEB!

WWW.ARGUEANDASSOCIATES.COM

**Your Instructor:**

Your instructor will be Ms. Shawna Argue, MBA, P.Eng., EP(CEA), EP(EMSLA), FEC – President and Principal Consultant of AMMC.

Ms. Argue has over 25 years of compliance auditing experience and 20 years of management system development, implementation and auditing experience. She has worked throughout Canada and around the world, providing audit services to a variety of clients and industries. Ms. Argue was one of the first 60 Certified Environmental Auditors (CEA) in Canada and is the only consulting Environmental Management Systems Lead Auditor (EMS(LA)) in Saskatchewan.

Ms. Argue has delivered a variety of training programs to various audiences around the world. She brings practical experience to the theory of the topic presented.

Please note that both classes require at least six participants in order to run

**Sign-Up Form**

Fax to 306-347-8084

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Registration Deadline: February 24, 2012

Lunch will be provided. Do you have dietary issues?

No  Yes: \_\_\_\_\_

Signature \_\_\_\_\_

Sign up for: Early Bird (before Feb. 1, 2012)	Date	Price
<input type="checkbox"/> EHS Compliance Auditor Training	March 6 & 7, 2012	\$950.00
<input type="checkbox"/> EHS Management Systems Auditor Training	March 8 & 9, 2012	\$950.00
<input type="checkbox"/> EHS Compliance and Management Systems Auditor Training	March 6—9, 2012	\$1,600.00
After February 1, 2012		
<input type="checkbox"/> EHS Compliance Auditor Training	March 6 & 7, 2012	\$1,200.00
<input type="checkbox"/> EHS Management Systems Auditor Training	March 8 & 9, 2012	\$1,200.00
<input type="checkbox"/> EHS Compliance and Management Systems Auditor Training	March 6—9, 2012	\$1,800.00

Subtotal: \_\_\_\_\_

GST (5%): \_\_\_\_\_

Total: \_\_\_\_\_

**Include cheque or indicate if you would like to be invoiced.**

**Cancellation Policy: Before Feb. 15 – 100%, after Feb. 27 – 50%, After March 1 or no show – 0%**