

CERTIFIED ISO 20121 LEAD AUDITOR

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MASTERING THE AUDIT OF EVENT SUSTAINABILITY MANAGEMENT SYSTEM (ESMS) BASED ON ISO 20121, IN COMPLIANCE WITH THE REQUIREMENTS OF ISO 19011 AND ISO 17021

SUMMARY

This five-day intensive course enables the participants to develop the necessary expertise to audit an Event Sustainability Management System (ESMS) as specified in ISO/IEC 20121 and to manage a team of auditors by applying widely recognized audit principles, procedures and techniques. During this training, the participant will acquire the necessary knowledge and skills to proficiently plan and perform internal and external audits in compliance with ISO 19011 and ISO 17021. Based on practical exercises, the participant will develop the skills (mastering audit techniques) and competencies (managing audit teams and audit program, communicating with customers, conflict resolution, etc.) necessary to efficiently conduct an audit.

WHO SHOULD ATTEND?

- ▶ Internal auditors
- ▶ Auditors wanting to perform and lead an Event Sustainability Management System (ESMS) audit
- ▶ Project managers or consultants wanting to master the Event Sustainability Management System
- ▶ Managers working in the organization of the events or who implement the sustainable events or policies for companies
- ▶ Members of an Event Sustainability team
- ▶ Members of the event industry supply chain including organizers, event managers, stand builders, caterers and logistics suppliers

COURSE AGENDA

DURATION: 5 DAYS

DAY 1

Introduction to Event Sustainability and ISO 20121

- ▶ Course objectives and structure
- ▶ Standard and regulatory framework
- ▶ Certification process
- ▶ Fundamental principles of information security
- ▶ Event Sustainability Management System(ESMS)

DAY 2

Audit principles, preparation and launching of an audit

- ▶ Fundamental audit concepts and principles
- ▶ Audit the approach based on evidence and risk
- ▶ Initiating the audit
- ▶ Stage 1 audit
- ▶ Preparing the stage 2 audit (on-site audit)
- ▶ Stage 2 audit (Part 1)

DAY 3

On-site audit activities

- ▶ Stage 2 audit (Part 2)
- ▶ Communication during the audit
- ▶ Audit procedures
- ▶ Creating audit test plans
- ▶ Drafting audit findings and non-conformity reports

DAY 4

Closing the audit

- ▶ Documentation of the audit and quality review
- ▶ Closing the audit
- ▶ Evaluating action plans by the auditor
- ▶ Beyond the initial audit
- ▶ Managing an internal audit program
- ▶ Competence and evaluation of auditors
- ▶ Closing the training

Final exam

- DAY 5** ▶ PECB's 3 Hour Certified ISO 20121 Lead Auditor Exam is available in different languages. The candidates who do not pass the exam will be able to retake it for free within 12 months from the initial exam date.



EXAMINATION

- ▶ The “Certified ISO 20121 Lead Auditor” exam fully meets the requirements of the PECB Examination and Certification Program (ECP). The exam covers the following competence domains:
 - » Domain 1: Fundamental principles and concepts of Event Sustainability
 - » Domain 2: Event Sustainability Management System (ESMS)
 - » Domain 3: Fundamental audit concepts and principles
 - » Domain 4: Preparation of an ISO 20121 audit
 - » Domain 5: Conducting of an ISO 20121 audit
 - » Domain 6: Closing an ISO 20121 audit
 - » Domain 7: Managing an ISO 20121 audit program
- ▶ For more information about the exam, please contact: info@excelledia.com

CERTIFICATION

- ▶ After successfully completing the exam, the participants can apply for the credentials of Certified ISO 20121 Provisional Auditor, Certified ISO 20121 Auditor or Certified ISO 20121 Lead Auditor, depending on their level of experience. Those credentials are available for internal and external auditors
- ▶ A certificate will be issued to participants who successfully pass the exam and comply with all the other requirements related to the selected credential:

| Credential | Exam | Professional Experience | SMSE Audit Experience | SMSE Project Experience | Other Requirements |
|--------------------------------------|-----------------------------|---|-------------------------------------|-------------------------|---------------------------------|
| ISO 20121 Provisional Auditor | ISO 20121 Lead Auditor Exam | None | None | None | Signing the PECB code of ethics |
| ISO 20121 Auditor | ISO 20121 Lead Auditor Exam | Two years One year of Sustainability Management System for Events work experience | Audit activities totaling 200 hours | None | Signing the PECB code of ethics |
| ISO 20121 Lead Auditor | ISO 20121 Lead Auditor Exam | Five years Two years of Sustainability Management System for Events work experience | Audit activities totaling 300 hours | None | Signing the PECB code of ethics |

GENERAL INFORMATION

- ▶ Certification fees are included in the exam price
- ▶ Participant manual contains over 450 pages of information and practical examples
- ▶ A participation certificate of 31 CPD (Continuing Professional Development) credits will be issued to participants

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For additional information,
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