



## Competency Unit: Exemplar Global-EM

### Competency Unit: Exemplar Global- EM Environmental Management Systems

#### How to use this document

The purpose of this Competency Unit is to give Training Providers detailed information on the performance criteria required of those who are seeking to become certified **Exemplar Global Environmental Management Systems Auditors**. This competency unit applies to the knowledge requirements for several Exemplar Global personnel certification schemes.

A **Training Provider** is someone who has received the Exemplar Global Training Provider and Examiner Certification Scheme (TPECS) certification for the development and delivery of the Exemplar Global-EM examination.

A **potential Exemplar Global EMS Auditor** is someone who conducts environmental management system audits, oftentimes as a member of an audit team.

To become a **certified Exemplar Global EMS Auditor**, an individual must show evidence that they have adequate skills in the seven (7) areas of Competencies shown in the tables below. These individuals show competency by meeting the performance criteria shown in the second column. Training Providers are responsible for ensuring that these individuals provide adequate evidence of the performance criteria, according to the Evidence Guide.

Training Providers use an accompanying Examination Profile to document how evidence will be collected and are authorized to administer the TPECS Competency Unit examination through their TPECS certification.

All TPECS examinations will measure the performance criteria shown in this competency unit as written.

**Competency Unit: Exemplar Global-EM**

Competency	Performance Criteria	Evidence Guide
<p>1. Environmental (EMS) in the context of ISO 14001:2015.</p>	<p>1.1 The intended outcome and requirement of each clause of ISO 14001:2015.</p> <p>1.2 Understand the documentation required by ISO 14001:2015 and analyse the relationships among various EMS documents.</p> <p>1.3 Understand how EMS planning, policy, objectives and processes are implemented according to the ISO14001 standard.</p> <p>1.4 Understand the steps required to implement ISO 14001:2015 and to demonstrate the effectiveness in meeting its requirements.</p> <p>1.5 Understand the environmental and specific organizational/environmental terminologies, including the terms used in ISO 14001:2015.</p> <p>1.6 Evaluate the operational effectiveness of the entire EMS, including the Plan, Do, Check, Act (PDCA) process approach, continual monitoring and improvement activities.</p> <p>1.7 Understand the relationship of conformity and compliance obligations within the context of</p>	<p>E1.1 The intended outcome and requirement of each element of ISO 14001:2015, is explained.</p> <p>E1.2 The documentation required for conformity to ISO 14001:2015 is identified and described within the context of a specific organization, including how these documents relate to other EMS documentation.</p> <p>Situations where an organization may omit or deviate from the documentations requirements are described or identified.</p> <p>E1.3 The components of the EMS planning, policy, objectives, and processes are explained.</p> <p>E1.4 Policies, procedures, and processes needed to demonstrate conformity to the clauses if ISO 14001:2015 are identified, and the steps an organization may take to implement an EMS are described within the context of a specific organization.</p> <p>E1.5 Environmental and organizational/environmental terms are defined and described, and used appropriately within the context of a specific organization.</p> <p>E1.6 The operational effectiveness of an EMS, using ISO 14001:2015 as the reference, is identified within the context of a specific organization.</p>

**Competency Unit: Exemplar Global-EM**

	<p>the ISO 14001:2015 and specific organizational requirements.</p> <p>1.8 Understand the internal and external context of the organization taking into account its environmental impact on interested parties: such as employees, suppliers, contractors, communities, physical surroundings and the global ecosystem.</p> <p>1.9 Understand the relationship between leadership and commitment with respect to the EMS.</p>	<p>E1.7 The relationship between legal compliance obligations and conformity with the applicable environmental management system is accurately described.</p> <p>E1.8 The environmental context of the organization is described and documented in the scope of the EMS.</p> <p>E1.9 The relationship between the leadership of the organization and its commitment with respect to the EMS is described.</p>
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Competency Unit: Exemplar Global-EM**

Competency	Performance Criteria	Evidence Guide
2. Environmental requirements	<p>2.1 Understand the impact of human activities on the environment and how it is applied to environmental auditing.</p> <p>2.2 Assess the effectiveness of an organization's aspect assessment and environmental impact analysis methodologies.</p> <p>2.3 Analyse how compliance obligations of the organizations ability to fulfil those obligations are incorporated into the aspect analysis and environmental impact methodologies.</p> <p>2.4 General methods of environmental protection are understood and applied to environmental auditing. Monitoring and measurement techniques for environmental management are understood and applied to environmental auditing.</p>	<p>E2.1 The application of environmental science and technology within the organizational context is described.</p> <p>E2.2 Risks and opportunities analysis and environmental methodologies are assess to ensure the appropriate characteristics are included in each as described in ISO 14001:2015.</p> <p>E2.3 The application of compliance obligations into the aspect analysis and impact methodologies is identified and analysed within the context of a specific organization.</p> <p>E2.4 The application of appropriate methods of environmental protection within the organizational context is described.</p> <p>E2.5 The application of monitoring and measurement techniques for environmental management within the organizational context is described.</p>

**Competency Unit: Exemplar Global-EM**

<p>3. Application of environmental systems to different operational processes.</p>	<p>3.1 Understand how supporting activities are evaluated effectively in order to establish their environmental impact and verify the degree of conformity to the environmental management system.</p> <p>3.2 Understand how process-based activities and associated inputs, outputs, controls, and resources, are understood in different organizational contexts.</p>	<p>E3.1 The environmental impact of different operational processes is described. The interrelationship of the environmental management system with other operational systems is accurately described.</p> <p>E3.2 The impact of process-based activities and associated inputs, outputs, controls, and resources on the relevant ecosystems is described.</p>
<p>4. Identification and relative significance of risks and opportunities of environmental impacts and activities within the context of the organization's EMS management system.</p>	<p>4.1 Understand the level of risks and opportunities for each environmental impact to determine significance.</p> <p>4.2 Understand how the risks and opportunities assessment methodology used is soundly and scientifically and/or impact based, within the EMS system.</p> <p>4.3 The risks and opportunities assessment methodology used is appropriate to the business type or industry sector.</p>	<p>E4.1 All risks and opportunities of identified environmental impacts are accurately assessed using scientifically based and relevant methodologies are described.</p> <p>E4.2 Procedures used to assess risks and opportunities within the organizational context are accurately described.</p> <p>E4.3 Appropriateness of procedures used to assess risks and opportunities within the organizational context is described.</p>

**Competency Unit: Exemplar Global-EM**

<p>5. Effectiveness of methodologies to control environmental hazards.</p>	<p>5.1 Control measures are in place for all identified significant environmental impacts.</p> <p>5.2 The appropriateness and effectiveness of controls based on legislative requirements, industry codes, and other technical information is clearly established.</p> <p>5.3 Understand that the control measures are effective in eliminating or reducing the identified significant environmental impacts.</p>	<p>E5.1 Relevant and effective control measures for identified significant environmental impacts are effectively applied. E5.2 Appropriateness and effectiveness of controls based on legislative requirements is accurately evaluated.</p> <p>Appropriateness and effectiveness of controls within the organizational context is accurately evaluated.</p> <p>All steps in the process at which control must be applied are accurately identified.</p> <p>E5.3 The effectiveness of control measures used in reducing significant environmental impacts within the auditee organization is described.</p>
<p>6. EMS roles and responsibilities within the context of the organizational environment.</p>	<p>6.1 Understand the roles and responsibilities of auditee personnel responsible for environmental management.</p> <p>6.2 Understand the inter-relationship between the EMS hierarchy and the corporate organizational structure.</p> <p>6.3 Understand possible barriers to the effective implementation of the EMS.</p>	<p>E6.1 The competence of personnel with responsibility for EMS within the auditee organization is accurately described.</p> <p>E6.2 The relationship of environmental management within the corporate structure is described. The importance of organizational influence in identified EMS roles is stressed.</p> <p>E6.3 Organizational barriers to the effective implementation of the EMS system are described.</p>

**Competency Unit: Exemplar Global-EM**

<p>7. Adequacy and effectiveness of the EMS.</p>	<p>7.1 Understand how appropriate verification procedures must be in place to establish the currency, relevance, and effectiveness of the EMS.</p> <p>7.2 Understand how to identify omissions in the EMS that could affect environmental health and safety.</p> <p>7.3 Understand the importance of the adequacy of the EMS in preventing, reducing, or eliminating significant environmental impacts.</p>	<p>E7.1 Appropriate verification activities within the context of the organizational situation are accurately described. Appropriateness of verification procedures that are in place is described.</p> <p>E7.2 Effectiveness of verification activities that are in place is described.</p> <p>E7.3 The adequacy of the EMS in terms of protection of environmental health and safety is stressed.</p>
--------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------