



PECB



PECB CERTIFIED ISO 20121 LEAD AUDITOR

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 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

DAY 5

Certification Exam



LEARNING OBJECTIVES

- ▶ To acquire the expertise to perform an ISO 20121 internal audit following ISO 19011 guidelines
- ▶ To acquire the expertise to perform an ISO 20121 audit following ISO 19011 guidelines and the specifications of ISO 17021
- ▶ To acquire the necessary expertise to manage an ESMS audit team
- ▶ To understand the operation of an ISO 20121 conformant event sustainability management system
- ▶ To understand the relationship between an Event Sustainability Management System, including controls and compliance with the requirements of different stakeholders of the organization
- ▶ To improve the ability to analyze the internal and external environment of an organization and also to remove or reduce negative impacts through improved planning and processes

EXAMINATION

The “PECB 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:

1 Domain 1: Fundamental principles and concepts in Event Sustainability Management

Main Objective: To ensure that the ISO 20121 Lead Auditor candidate can understand, interpret and illustrate the main Event Sustainability Management concepts related to an Event Sustainability Management System (ESMS)

2 Domain 2: Event Sustainability Management System (ESMS)

Main Objective: To ensure that the ISO 20121 Lead Auditor candidate can understand, interpret and illustrate the main concepts and components of an Event Sustainability Management System based on ISO 20121

3 Domain 3: Fundamental Audit Concepts and Principles

Main Objective: To ensure that the ISO 20121 Lead Auditor candidate can understand, interpret and apply the main concepts and principles related to an ESMS audit in the context of ISO 20121

4 Domain 4: Preparation of an ISO 20121 audit

Main Objective: To ensure that the ISO 20121 Lead Auditor candidate can prepare appropriately an ESMS audit in the context of ISO 20121

5 Domain 5: Conduct of an ISO 20121 audit

Main Objective: To ensure that the ISO 20121 Lead Auditor candidate can conduct efficiently an ESMS audit in the context of ISO 20121

6 Domain 6: Conclusion and follow-up of an ISO 20121 audit

Main Objective: To ensure that the ISO 20121 Lead Auditor candidate can conclude an ESMS audit and conduct follow-up activities in the context of ISO 20121

7 Domain 7: Management of an ISO 20121 audit program

Main Objective: To ensure that the ISO 20121 Lead Auditor understands how to establish and manage an ESMS audit program

- ▶ The “PECB Certified ISO 20121 Lead Auditor” exam is available in different languages (the complete list of languages can be found in the examination application form)
- ▶ Duration: 3 hours
- ▶ For more information about the exam, please visit: www.pecb.com



CERTIFICATION

- ▶ After successfully completing the exam, participants can apply for the credentials of PECB Certified ISO 20121 Provisional Auditor, PECB Certified ISO 20121 Auditor or PECB 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	ESMS Audit Experience	ESMS Audit Experience	Other Requirements
PECB ISO 20121 Provisional Auditor	PECB ISO 20121 Lead Auditor Exam	None	None	None	Signing the PECB code of ethics
PECB ISO 20121 Auditor	PECB 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
PECB ISO 20121 Lead Auditor	PECB 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

- ▶ Exam and certification fees are included in the training 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
- ▶ In case of failure of the exam, participants are allowed to retake the exam for free under certain conditions