10 November 2010

Dear Sir,

<div align="center">

**Internal Auditor Training Programme on
Design & Implementation of Environmental Management Systems as Per
ISO-14001: 2004
2& 3 Deceber 2010; CII-Sohrabji Godrej Green Business Centre; Hyderabad**

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Worldwide, businesses are waking up to the fact that key markets are on the verge of rapid changes driven by new environmental standards and related customer requirements. Expectations are changing, bringing both risks and opportunities.

There is growing requirement on industry and service companies to demonstrate environmental responsibilities to stakeholders – employees, customers, shareholders, investors and legislators.

This requires governments, society, organizations and individuals to rethink how we use our resources, how we interact with the environment and what we want to achieve. The major dilemma is how to effectively manage the environmental issues without compromising on the economic bottom line of an organization.

The only solution is to build effective management systems. The advent of International Standards on Environmental Management such as ISO 14001 was a turning point in this direction.

Environment Management System (EMS)

The ISO 14001 environment management system has a business oriented, systematic and structured approach, which makes it a useful tool, for organization of any type to improve its environmental performance in line with the existing resources.

The ISO 14001 environment management system (EMS), since its inception in 1996, has got overwhelming response from industry and corporate alike, all across the globe. There are more than 80000 organizations certified to ISO 14001 internationally and more than 1600 organizations in India alone.

Some of the major benefits achieved by these certified units include:

❖ Awareness on environmental issues and reduction of adverse environmental impacts associated with an organization's activities, product and services
❖ Compliance with relevant environmental legislation
❖ Improve operational efficiency by identifying opportunities for cost saving
❖ Effective management of environmental issues and reduced liability
❖ Demonstrate commitment and promote concern for the stakeholders

The EMS as per ISO 14001 was first published in 1996 as ISO 14001:1996. This was subsequently revised in the year 2004 and launched as the second edition, ISO 14001:2004, effective 15 November 2004. The International Accreditation Forum (IAF) has given 18 months to organizations certified to the earlier editions, to align their systems as per the second edition of ISO 14001:2004.

ISO 14001:2004 is easier to understand and use. The intent of its requirements has been made clearer, which will facilitate its interpretation and consistent implementation around the world. In addition, its compatibility with the
ISO 9001:2000 standard for quality management systems has been increased.

Two-Day Training Programme

CII – Sohrabji Godrej Green Business Centre (CII-Godrej GBC), Hyderabad is pleased to announce a two-day awareness programme on design & implementation of EMS as per second edition of the International standard ISO 14001:2004.

The programme intends to provide tools to incorporate the revisions in the existing management system or while implementing a new system.

Date & Venue

Date   :   2&3 December 2010
Time   :   0900 – 1730 hrs
Venue   :   Confederation of Indian Industry
                 CII – Sohrabji Godrej Green Business Centre
                 Survey No 64, Kothaguda Post
                 Near Hitech City, R R District
                 Hyderabad – 500084
                 Direct No.09989091744
                 Tel: 040-2311 2971 to 76 Extn. 114

Course Contents

- ❖ Overview of Major Environmental issues – National and International
- ❖ Introduction to Environment Management System (EMS)
- ❖ Introduction to Elements of EMS as per ISO 14001:2004
- ❖ Modifications/ changes made in the second edition ISO 14001:2004

Target Audience

- ❖ Organizations certified to ISO-14001:1996
- ❖ Organizations in the process of getting certification
- ❖ Organizations who are planning to go for ISO 14001 implementation
- ❖ Management Representatives/ Core group of ISO 14001:1996
- ❖ Certification Bodies
- ❖ EMS Auditors/Consultants
- ❖ Government/ Regulatory Authorities
- ❖ Educational Institutions

Registration Fees

Category	Delegate Fee/delegate (INR)
CII, IGBC Members	Rs. 4,000/-
Non-Members	Rs. 5,000/-
• **Delegate fee is inclusive of service tax**	

- ❖ Programme is non-residential
- ❖ Registration will be on a first-come-first-served basis
- ❖ Registration will be confirmed only on receipt of filled-in registration form
- ❖ Registration fee is non-refundable
- ❖ Change in nominations is acceptable
- ❖ Organizers reserve the right to change the training course/ venue due to unforeseen circumstances

The Delegate Fee should be in the form of a DD/Cheque in favour of **Confederation of Indian Industry**, Payable at Hyderabad. The program is non–residential.

Members kindly specify the membership number. Students are required to submit bonafide letter from their institution, to register under student category.

To ensure a highly interactive programme, the number of participants is restricted to 40 and the registration will be on a first-come-first served basis.

You are requested to take advantage of this unique workshop, by nominating suitable delegates from your organization at the earliest. You may kindly send your nominations through the appended reply form.

With Kind Regards,

Veera Chakra Dora P
CII – Sohrabji Godrej Green Business Centre
Hyderabad

CII

Confederation of Indian Industry
Since 1895

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We are nominating the following person(s) to attend the programme.

	Full Name	*Designation*
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

The DD/Cheque No. _____dated _____ for Rs. _____ towards delegate fee drawn in favour of the **Confederation of Indian Industry** *payable at Hyderabad is enclosed.*

CII /IGBC Membership Number: _____   **Event code: CII/CO/02773/10**

Name: _____

Designation: _____

Organisation: _____

Address: _____
PIN Code: _____

Tel: _____   **Mobile No** _____

Fax: ——————————————   **E-mail** ——————————————————

Category	Delegate fee (INR)
CII/IGBC Member	4,000/
Non Member	5,000/
• Delegate fee is inclusive of service tax. • Delegate fee is non-refundable; however change in nomination(s) is acceptable. • Prior registration is essential.	

Complete the form and mail/fax/email to:
P Veera Chakra Dora
Confederation of Indian Industry
CII – Sohrabji Godrej Green Business Centre
Survey No 64, Kothaguda Post
Near Hitech City, Hyderabad – 500084
Tel: 91-40-23112971-75 Ext: 114; Mobile: 9989091744; Fax: 91-40-23112837
veera.chakra@cii.in
www.greenbusinesscentre.com

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Tentative Program Sheet

- Registration

- Introduction to CII – Godrej GBC

- The background of ISO 14001

- The implementation process and PDCA

- Identification of legal and other requirements

- Overview of ISO 14001:2004, in relation to auditing the requirements

- Clause-by-clause requirements of ISO 14001:2004

- Auditor competence, knowledge and skills

- The audit process

- Scheduling and planning

- Conducting the audit

- Reporting the audit

- Close out of findings

- Identification of effective corrective action

Note

1) Exercise will be given and case studies will be discussed during the sessions

2) The two day training includes refreshments, lunch and course materials.

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