



Energy Management System (ISO 50001:2011) Internal Auditing

PDU to be awarded by Professional Engineers Board, Singapore

Date : 18 & 19 April 2012

Time : 9.00 am to 5.00 pm

Venue : Hotel Re!
175A Chin Swee Road
Singapore 169879

A robust internal audit methodology is an inherent need within a management system to ensure its continued effectiveness and capability to deliver legal compliance and continual improvement.

It is a tool to facilitate monitoring of processes, system performance and identification of improvement opportunities.

The courses aim at providing insight, understanding, knowledge and skills to apply an effective audit methodology based on business goals and the existing risks in your company.

The course introduces participants to best audit practices and the activities essential to effective auditing such as understanding and appreciation of behavioural impact on communication and fact-findings. Awareness and understanding of key issues is fostered through modern interactive learning methods, aimed at motivating auditing styles which have improvement as a driver.

Pre-requisite

Energy Management System (ISO 50001:2011) Foundation Course

Objectives

At the end of the course delegates will:

- Understand the application of an Energy Management System and the requirements of ISO 50001
- Realise the true role and potential of internal EnMS audits
- Be conversant with the responsibilities of internal auditors
- Have the ability to plan and organise an internal audit
- Be able to collect and analyse evidence, exercising objectivity
- Know how to evaluate and report the results of an internal audit

Target Audience

Existing and prospective EnMS internal auditor and candidates.

Programme Outline

The course combines discussions, workshops and exercises necessary to provide the knowledge and principles of management systems and their practical application in EnMS implementation and auditing.

- **Introduction to and Principles of Energy Management**
- **Planning for Energy Management**
 - Energy Profiling
 - Energy Baseline
 - Applicable Legal and other requirements
 - Performance Indicators
 - Energy Management Action Plans
- **Implementing Energy Management System**
 - Competence and Training
 - Communication
 - Design of systems
 - Purchasing
 - Operation and Maintenance
- **Performance Monitoring**
 - Energy use
 - Regulatory compliance
 - Management system
 - Corrective and Preventive Actions
 - Continual improvement
- **Documenting EnMS**
 - Documentation Requirements
 - Control of Documents
 - Control of Records
- **Audits – why and what?**
 - Accreditation and Certification
 - Steps in the Certification Process
 - Auditor Responsibilities & Competence
 - Accreditation and Certification
- **Planning for Audits**
 - The audit planning process
 - Document Reviews
 - The audit plan
- **Conduct an audit**
 - Opening Meeting
 - Conducting the audit
- **Audit Reporting and follow up**
 - Audit findings
 - The closing meeting
 - Follow-up
- **2 hours Examination**

Organised by:



Supported by:



Sustainable Energy Association of Singapore (SEAS)

2 Bukit Merah Central #18-02 SPRING Building Singapore 159835 Tel: (65) 63388578 Fax: (65) 62764257 www.seas.org.sg

About SEAS

Sustainable Energy Association of Singapore (SEAS) an industry association launched in 2006, today has 160 members in the area of Energy Efficiency, Solar, Wind, Biomass, Carbon and Clean Energy Financing. SEAS aims to be the voice of sustainable energy industry and promote the business of its member companies.

Today, SEAS is also specializing in running trainings, courses and conferences only in the area of sustainable energy. SEAS aims to be the one stop, information and training provider, in the area of sustainable energy. Our trainers and lectures are not only highly qualified academic professionals but also industry specialists and professionals that are successful and sought after practitioners in the area of Sustainable Energy. Majority of Key Qualified Personnel(KQP) and Accredited Energy Services Companies are members of SEAS. They have, as a group successfully executed a multitude of energy projects with varying complexities both locally and regionally.

About the Trainer

Mr. Lim Jit Ting is a Country Manager of DNV Business Assurance S.E.A which is a world-leading certification body that helps customers manage risks and create opportunities within business excellence, Corporate Responsibility, energy and efficiency, product responsibility, and health and safety. He has more than 30 years' working experience which includes being in a Senior Management position as well as Lead Auditor and Trainer for quality, environment, safety & health courses. He is also involved in Quality System Certification and Fabrication Inspection of offshore installations, ship-repairing and as a Welding Specialist resource for Oil and Gas development projects.

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Registration Form

- Yes! I would like to register for this programme.
 I am unable to attend but please put me on your mailing list.

	Early Bird (Registration with payment made on/before 20 Feb 2012)	Normal Fee (Closing date: 19 Mar 2012)	Group Fee (Closing date: 19 Mar 2012)	No. of Delegates	Fee Payable
<input type="checkbox"/> SEAS Member	S\$963	S\$1284	-		
<input type="checkbox"/> Non Member	S\$1284	S\$1605	S\$963		

- * Fees are inclusive of GST.
- * Fees include refreshments, lunch and programme collateral.
- * Enjoy group discount for 4 or more delegates registered at the same time from the same organization and same billing source.
- * Only one type of discount scheme is applicable at any one time.
- * Please print and complete additional sheets where necessary.
- * Important: Walk-in delegates will only be admitted on the basis of space availability and with full payment made on site.

Participant's Details

1 Name (*Dr/Mr/Mrs/Ms): NRIC:.....
Designation:..... HP No:..... Email:.....
2 Name (*Dr/Mr/Mrs/Ms): NRIC:.....
Designation:..... HP No:..... Email:.....
3 Name (*Dr/Mr/Mrs/Ms): NRIC:.....
Designation:..... HP No:..... Email:.....

*Please delete accordingly

Organization's Details

Company Name:
Company Address:
Postal:.....
Contact Person's Name : (*Dr/Mr/Mrs/Ms)
Tel: Fax:
Email:

Administrative Information

Registration and Payment

Please complete the enclosed registration form and forward it together with your **cheque at least 7 days** before the commencement of the programme to

Sustainable Energy Association of Singapore
2 Bukit Merah Central
#18-02, Spring Building Singapore
Singapore 159835

Crossed cheque should be made payable to
"Sustainable Energy Association of Singapore"
Application will close on **19 March 2012**.

Cancellation

SEAS reserves the right to change programme venue, cancel or reschedule the programme if necessary or warranted by circumstances beyond our control.

There will be no refund of fees for withdrawal. However, if the registration participant is unable to attend, a representative may be allowed to attend at no extra cost. Please inform us of the changes by fax or via email 3 days before the commencement of the programme.

Confirmation of Registration

Confirmation of registration will be given 5 working days before the commencement date via email. Registration is confirmed only upon receipt of payment.

If you do not hear from us
Please contact Ms Queenie Heng at:
Tel: 63388578
Email: training@seas.org.sg
Fax your registration form to 62764257