

# ***IEMA Approved EMS Internal Auditor Course*** ***Pre-course Information & Directions***



## **GENERAL INFORMATION:**

### **Timings**

Courses begin at 9.00am - it would be appreciated if delegates could arrive in time for a prompt start, however, if you are stuck in traffic please (safely) give us a quick call on 0114 2669292 to let us know. Courses generally finish by 5.00pm on each day.

### **Travel to ECUS**

Our offices are located in close proximity to Meadowhall Interchange, therefore we encourage the use of public transport.

### **Car Parking**

ECUS has free parking for delegates outside the course venue. On arrival at our offices, please park within the right-hand section of the car park.

### **Accommodation**

The table below provides details on hotels within a short travelling distance to ECUS. We are happy to provide assistance in booking hotel accommodation should you require:

<b>Hotels</b>	
Premier Inn Sheffield Meadowhall	Sheffield Road Sheffield S9 2YL Tel: 0114 242 9100 <a href="http://www.premierinn.com/en/hotel/SHEPTI/sheffield-meadowhall">http://www.premierinn.com/en/hotel/SHEPTI/sheffield-meadowhall</a>
Travelodge Sheffield Meadowhall	299 Barrow Road Meadowhall Sheffield S9 1JQ Tel: 0871 984 6435 <a href="http://www.travelodge.co.uk/search_and_book/hotel_overview.php?hotel_id=403">http://www.travelodge.co.uk/search_and_book/hotel_overview.php?hotel_id=403</a>
Further information on accommodation in the area can be found at <a href="http://www.yorkshiresouth.com">http://www.yorkshiresouth.com</a>	

### **Food**

The delegate rate includes lunch and refreshments for each day of the course. It is important to us that you are comfortable and suitably refreshed so if you have any special dietary requirements and have not already informed us, please could you let us know at your earliest convenience.

### **Group Size**

Our courses tend to have between 4 and 8 delegates from a variety of different organisations which adds to the experience of the course. We aim to keep the course as informal as possible and encourage delegates to get as much from the course as possible by asking specific questions related to your own organisation.

### **Attire**

We want you to feel comfortable during the course so feel free to wear anything that you feel comfortable in!

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## EMS INTERNAL AUDITOR COURSE

### Objectives and Learning Outcomes

The course has been designed to equip internal auditors with the knowledge to be able to audit an environmental management system to ISO 14001: 2004. The course will cover the following:

- Background and current practice of EMS, sustainability and environmental issues;
- Environmental legislation and policy;
- Waste audits;
- Developing audit programmes
- Systems audits;
- Operational audits;
- Preparing audit reports.

### Pre-Requisites

There are no pre-requisites for attending the course. The course has been designed to include general environmental information which will enable any delegate to gain understanding of environmental issues. If you have started working on your organisation's EMS, please feel free to bring any documentation such as records, licences, procedures or policies that you would like us to look at during the course.

## HOW TO FIND US

### Travelling By Car

Our full address is Brook Holt, 3 Blackburn Road, Sheffield S61 2DW. The attached map should assist you in finding us. **The driveway** to the ECUS offices is on Blackburn Road, about 100 metres away from the M1 Junction 34 northern roundabout.

- If approaching from the **M1 Southbound**, take the sixth roundabout exit (this being after the northbound M1 sliproad exit), signposted "Blackburn/Wincobank"; the office block is on the left-hand side of the road after around 1/4 mile, directly across from a car wash.
- If approaching from the **M1 Northbound**, take the third exit from the roundabout, beneath and parallel to the M1, take the third exit at the next roundabout signposted "Blackburn/Wincobank"; the office block is on the left-hand side of the road after around 1/4 mile, directly across from a car wash.
- Go through the green gates and turn right to find the ECUS offices/car park.

**Free parking** is available at ECUS' offices; visitors have earmarked spaces.

### Travelling by Public Transport

#### **Bus/Train/Taxi**

Sheffield is well served by the public transport network; our offices are located 10 minutes walk from Meadowhall Interchange, down the Transpennine Trail. Walk past the Travelodge and past Chesterfield Special Cylinders, the offices are opposite the gas holders on the right-hand side. You may need to ring us to get the green gate unlocked.

#### **Coach**

National Express operates a comprehensive coach service from most parts of the country to Meadowhall Interchange. ECUS is a 10 minute walk down the Transpennine Trail (see above) from Meadowhall Interchange.

**We look forward to welcoming you to ECUS!**

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## Location map

