# **Application Form: Environmental Auditor Registration**

## **(1 January 2024)**

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| **Personal Details** |
| Title  First Name(s) Surname  Organisation Job Title |
| **Invoice Address:**  Line 1  Line 2  Line 3  Town County  Postcode Country  **Correspondence Address:**  Line 1  Line 2  Line 3  Town County  Postcode Country |
| **Contact Information** |
| Contact Number Email |

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| **Application Level** |
| ❑ Associate Environmental Auditor ❑ EMS Auditor  ❑ Environmental Auditor ❑ Lead EMS Auditor  ❑ Principle Environmental Auditor |
| **Sector** |
| Business **❑** Consultancy **❑** Education **❑** Public **❑** |
| **Submissions Checklist** |
| Enclosed with this form are copies of the following (please tick):  ❑ Completed application form  ❑ Two references (Section 5.2)  ❑ Listed verification contacts for core work (Section 5.3)  ❑ Signed Declaration (Part 6 of the application form)  ❑ Include copies of certificates for information provided within Part 1, 2 and 3 (Section 5.1)  Please return to [info@iema.net](mailto:info@iema.net)    IEMA will contact you for payment upon receipt of your application. (Price structure – Section 2.0) |

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| **PART 1: ACADEMIC QUALIFICATIONS** | | | | | | | |
| **Office use** | **Date started** | **Date completed** | **Full/ Part Time** | **Course title** | **Course provider** | **Award/grade** | **Description of subject areas studied** |
| *Example* | *Sept 2016* | *June 2018* | *Full time* | *Environmental Management* | *University of Bath* | *MSc* | *Environmental law, pollution prevention, rural development, environmental economics, Thesis title: “Implementation of ISO14001 in the Wood Industry”* |
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\* Please ensure copies of certificates are enclosed

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| **PART 2: MEMBERSHIP OF PROFESSIONAL BODIES** | | | | | | |
| **Office use** | **Professional Body** | **Official Abbreviation** | **Current Membership Level** | **Date Current Level Achieved** | **Description of Relevant Training/ Exams** | **How was your current membership achieved?**  **(Refer to numbering system below)** |
| *Example* | *Institute of Environmental Management and Assessment* | *IEMA* | *Associate* | *February 2000* | *Open Book Exam* | *3* |
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1 = Academic Qualifications 5 = Structured Training/Development

2 = Professional Qualifications 6 = Interview

3 = Examination for Membership 7 = Seniority/Experience

4 = Peer Nominations 8 = Other (please specify)

\*Please ensure copies of certificates are enclosed

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| **PART 3: RELEVANT TRAINING COURSES** | | | | | | |
| **IEMA Approved Course (previously known as EARA approved courses)** | | | | |  |  |
| **Office use** | **Course Provider** | **Course Start Date** | **Course Completion Date** | **Title of Course** | | **Mark %** |
| *Example* | *XYZ International* | *01/02/96* | *05/02/96* | *Foundation Course in Environmental Auditing* | | *72%* |
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| **OTHER TRAINING – COURSES AND ONSITE TRAINING** | | | | | | |
| **Office use** | **Course/ Training Provider** | **Course/ Training Start Date** | **Course/ Training Completion Date** | **Title of Course/ Details of Onsite Training** | **Subjects Covered** | **Details for Verification Check** |
| *Example* | *ABC Environment* | *03/10/96* | *04/10/96* | *ABC Environment Conference* | *Auditing against EMS’s* | *Name of Individual, Company, Telephone, Email* |
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\* Please ensure copies of certificates are enclosed

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| **PART 4: RELEVANT EXPERIENCE** | | | | | | | | | |
| **Office Use** | **Date(s) work was undertaken** | **Number of days**  **both onsite and offsite** | **Role/**  **Responsibility**  **(Use Guidance Code)** | **Supervised**  **Yes/No** | **Number in (Audit) Team** | **Indicate Core or Non-Core Work** | **Description of work undertaken/ Training Provided** | **Verification Source** | **Industrial Sector**  **(Appendix 3)** |
| *Example* | *20-21 June 2002* | *2* | *L* | *No* | *2* | *Non-core* | *Conducted a full Initial Environmental Review of a garage.* | *Name of Individual, Company, Job Title, Telephone, Email* | *G* |
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| **PART 5: OVERVIEW OF APPROPRIATE WORK EXPERIENCE** | | | | | |
| **Office use** | **Dates Start/ Completion** | **Description of work**  (Provide a 2-3 sentence summary) | **Job title** | **Industrial sector (Appendix 3)** | **Verification Source** |
| *Example* | *November 2002 - October 2003* | *Three years’ work as operations manager. Duties entailed auditing other departments on-site as lead auditor and supervising the work on junior team members.* | *Operations Manager - Quality Division* |  | *Name of individual, company, telephone, email* |
| *Example* | *January 2004 - December 2005* | *Two year working as an environmental consultant specialising in EIA. Work principally involved desk-based baseline studies and water quality assessments (both chemical and ecological)* | *Senior consultant* |  | *Name of individual, company, telephone, email* |
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| **PART 6: DECLARATION** (Further information to support your application) |
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| I hereby apply for registration and agree to observe and abide by IEMA’s Code of Professional Conduct. I certify that the statements contained in this form are correct to the best of my knowledge and belief.  Signature: Date: |

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| **PART 7: SUMMARY** |
| Please describe, in not more than 100 words (not more than 50 words for Associate Environmental Auditor Status), your relevant audit experience, past responsibilities and experience.  ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………  Please note that the IEMA reserves the right to alter the wording or format of the above information for the purposes of standardising, or if the IEMA believes the applicant has improperly represented their professional capabilities; in such circumstances the applicant will be informed of changes.  By signing this application form, you accept that all or part of the information provided on this form may be used and processed by IEMA for membership administration, fulfilling the aims of the IEMA and compliance with IEMA’s statutory obligations. Such use will be in accordance with the provisions of the General Data Protection Regulation 2018. You also certify that to the best of your knowledge, the information given on this application form is correct. |