

Excel in the Certification Exam With Real PECB ISO-14001-Lead-Auditor Questions

Excel Certification Exam With Properly Answered Questions

import files CORRECT ANSWERS data>get external data
specify delimiter, column formats

Comments CORRECT ANSWERS Review > new comment

Wrap text CORRECT ANSWERS home > wrap text

center across selection CORRECT ANSWERS home > alignment > alignment setting
(arrow in BR)> Horizontal alignment

insert a column in between each column CORRECT ANSWERS use CTRL when
selecting the columns

manually adjust column and row height CORRECT ANSWERS home > format > column
width

export a worksheet to pdf CORRECT ANSWERS file > export >pdf

inspect a w/s for personal info CORRECT ANSWERS file > check for issues > inspect>
inspect> remove all doc prop and personal info

inspect a w/s for accessibility, compatibility CORRECT ANSWERS file > check for
issues > check compatibility or accessibility

adjust page breaks CORRECT ANSWERS view > page break preview> drag around

specify print titles CORRECT ANSWERS page layout > print titles > select rows and
columns to have print on each page

change page margins and scaling CORRECT ANSWERS file > print

outline data CORRECT ANSWERS data > group >auto outline (has to already have
subtotals)

format cell borders CORRECT ANSWERS home > font > square

format painter CORRECT ANSWERS select cells > clipboard > format painter
DC to do sets of cells
esc to stop

insert image CORRECT ANSWERS easier fit: format, arrange and align, snap to grid

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PECB ISO-14001-Lead-Auditor Exam Syllabus Topics:

Topic	Details

Topic 1	Managing an ISO 14001 audit program: This section of the exam evaluates the ability of EMS auditors to manage a complete audit program. It includes planning, implementing, monitoring, and continually improving the audit program to align with organizational and compliance goals.
Topic 2	Conducting an ISO 14001 audit: This part tests the practical skills of EMS auditors in executing the audit, including conducting meetings, collecting audit evidence, interviewing personnel, and documenting findings in accordance with ISO 14001 standards.
Topic 3	Environmental management system requirement: This section evaluates the ability of audit consultants to interpret and apply the specific requirements of ISO 14001. It focuses on understanding the structure of the standard, including context of the organization, leadership, planning, support, operations, and performance evaluation.
Topic 4	Closing an ISO 14001 audit: This domain focuses on the responsibilities of audit consultants during the audit closure process. It includes evaluating findings, preparing audit conclusions, holding closing meetings, and ensuring proper reporting and communication of results.

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PECB Certified EMS ISO 14001 Lead Auditor Exam Sample Questions (Q35-Q40):

NEW QUESTION # 35

Sparkle is an organisation that provides mobile car cleaning services at customers' premises. It has been certified to ISO 14001 for some time and has appointed a full-time Environmental Management System Manager. The audit plan during a surveillance audit includes continual improvement and the auditor asks to see the most recent management review meeting minutes.

The minutes indicate that the Environmental Management System Manager reported that the last review of the organisation's environmental legislation register was made three years ago instead of annually as planned in the Environmental Management System. At that time, he asked for finances to employ a legislation expert to update the register but was denied the request by top management on the basis that it was unlikely that many changes to legislation had occurred. No related improvement actions were documented in the minutes.

Based on the scenario, select the two options which best describe the evidence for raising such a non- conformity.

- A. Determine if the local authority has been informed that the organisation is exceeding VOC emissions.
- B. Recommend that staff in the five shops should have medical check-ups due to air pollution.
- C. Extend the audit plan to include the five shops.
- D. The organisation failed to update its legislation register following the planned frequency of review.
- E. Raise an opportunity for improvement (OI) to reduce damaging emissions.
- F. Evaluate whether the process for measuring environmental performance is effective.

Answer: D,E

NEW QUESTION # 36

ABC is a large lubricant oils manufacturer located in country A. Due to tax exemption and other economic issues, they decided to move the whole plant to a neighbouring country B. They moved every single piece of the plant (equipment, systems); the new plant has the same layout, the same dimensions, the same suppliers of raw materials and the same customers. Even more, most personnel

accepted to move to country B.

They operate a third-party certified EMS; the certificate was transferred to the new plant after a half-day audit from the certification body. You are auditing ABC's EMS in the new location, representing ABC's largest customer. When interviewing the Environmental Manager (EM), you ask:

You: Can I see the plan you developed to keep under control the impact of the EMS due to the change of site?

EM: We listed all elements and processes of the EMS that might need to be changed and selected those that we considered needed a careful review and probably a revision.

Below you will find that list; select six that you consider will need to be revised.

- A. Significant environmental aspects
- B. Environmental conditions
- C. Requirements ABC chooses to comply with
- D. Legal requirements
- E. Roles and their responsibilities
- F. Personnel competence
- G. Emergencies from external conditions
- H. External issues related to the context of the organisation
- I. Maintenance of infrastructure
- J. ABC's Environmental policy
- K. Process for assessing risks

Answer: A,B,D,F,G,H

NEW QUESTION # 37

A small services organisation has been contracted to handle the disposal of waste for a local hospital. You are an auditor conducting a Stage 2 audit of the care home to ISO 14001. You are reviewing the contract with the Service Manager (SM). An addendum to the contract only requires that biological waste is disposed of in the most environmentally friendly way, without reference to any regulatory requirements.

You: How was the waste disposal plan for the contract developed?

SM: We have a basic template that covers the materials, labour requirements and methods to be employed.

Some of that is specified by the contractor.

You: How does the plan deal with specific items like biological waste, which are included in the contract and can pose biological hazards to the environment?

SM: The basic plan covers general waste, but we have an addendum that covers biological waste.

You: Are you aware of the regulatory requirements for waste disposal standards in hospitals?

SM: Yes but we depend on the contractor to look after that side of things.

You raise a nonconformity against section 8.1.d of ISO 14001.

At the Stage 2 closing meeting of the audit, the EMS Manager objects to the nonconformity raised and asks for it to be withdrawn. He insists that they meet all the regulations.

Choose one of the options that the audit team leader should take in response to the request.

- A. Confirm that it is a valid nonconformity supported by a lack of evidence for meeting the requirement.
- B. Offer to downgrade the nonconformity to an opportunity for improvement if the organisation can prove its compliance with regulations.
- C. Advise that the nonconformity will be reconsidered after the meeting.
- D. Consult with the auditor who raised the nonconformity and ask whether he will agree to withdraw it.

Answer: A

NEW QUESTION # 38

Showitoff is an organisation specialising in the design and production of wall decorating materials for the domestic market. During an ISO 14001 certification audit of the site, the auditor comes across an open, walled area just outside the maintenance department. It contains various scraps of wood and metal as well as several rusty components. They are lying on an oily floor. When asked about it, the EMS Manager states that he presumes that the materials come from maintenance work.

The auditor interviews the Maintenance Manager in his department. He notes that shelves containing various spares are well labelled and neatly stacked. He asked about the "dump" outside and is told that it contains some excess materials that the Manager likes to keep in case they come in handy at some stage. The auditor points out that the "dump" might be classed under regulations as a landfill site, which requires an operating licence. The Maintenance Manager is not aware of such a licence.

The auditor decides to review the process for evaluation of compliance with environmental regulations in more depth. Select three options that provide a meaningful audit trail for this process.

- A. Are operators trained in the identification of legal requirements?
- B. How is the material content of scrap items verified?
- C. How is the cost of unused or excess materials calculated?
- **D. What environmental aspects have been identified as being associated with regulations?**
- E. What are the qualifications of the EMS and Maintenance Managers?
- **F. How is the handling of waste materials monitored?**
- **G. How are maintenance staff made aware of regulatory requirements?**
- H. Is a regulatory expert employed on the internal audit programme?

Answer: D,F,G

NEW QUESTION # 39

You are auditing the ISO 14001 management system of a primary school (School 21st Century) located in downtown Lima, Peru. There are 400 students, attending classes from 9 am until 5.30 pm.

You have presented a nonconformity at the closing meeting:

Non-conformity - No environmental aspect has been identified related to the impact of the education provided by the school on students' awareness (as future adults) related to generic environmental issues.

Select the three best acceptable corrections that the school may take.

- A. Revise the school's environmental policy to include environmental concerns
- B. Establish environmental objectives for the school
- **C. Add the education on generic environmental issues to the list of environmental aspects of the school's EMS**
- D. Hire an environmentalist next month to deliver a couple of lectures on the environment to all employees of the school, except students
- **E. Hire an environment expert next week to deliver a lecture on the environment to all students**
- F. Ask the National Environmental Agency for reading materials to give to students before the lecture by the expert
- **G. Thoroughly review the syllabus for next year to include environmental issues whenever appropriate**
- H. Review the procedure for waste management in the school

Answer: C,E,G

NEW QUESTION # 40

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