ISO 45001:2018 OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS
INTERNAL AUDITOR TRAINING COURSE

COURSE CRITERIA
UPON COMPLETION OF THIS COURSE, LEARNERS WILL BE ABLE TO:

- Explain the purpose of an OHS management system and the business and societal benefits of improving OHS performance;

- Explain the role of an auditor to plan, conduct, report and follow up an OHS management system audit in accordance with ISO 19011 and ISO 17021-1 where appropriate;

- Plan, conduct, report and follow up an audit of an OHS management system to establish conformity (or otherwise) with ISO 45001:2018 and in accordance with ISO 19011 (and ISO/IEC 17021-1 where appropriate).

Learners will need to demonstrate acceptable performance in all areas to complete the course successfully.

PRIOR KNOWLEDGE
Before starting this course, learners are expected to have the following prior knowledge:

- Knowledge of the following OHS management principles and concepts:

Certified by:

CERTIFIED COURSE

- The concept of OHS sustainable development whereby an organisation must ensure that actions of today do not degrade the environment of the future.

- The purpose of an initial review as the basis for establishing an OHS management system where none currently exists.

- Evaluation of activities, products and services to establish the risks and hazards associated with normal operating conditions and abnormal conditions such as start-up and shutdown and emergency situations and accidents.

- Considerations of risks and hazards in respect of:

- workplace locations;

- workplace activities;

- work-related activities carried out away from the normal place of work or base;

- employees, visitors and other interested parties in areas where the organisation has control and influence over health and safety;

- vulnerable individuals within the workplace or control of the organisation.

- Occupational Health and Safety legislation and how legal compliance forms part of an OH&S management system.

SGS ACACEMY

COURSE DURATION: **2 days**
DELIVERY METHODOLOGY: **Face to Face**
COURSE LANGUAGE: **English**
ACCREDITATION: **CQI/IRCA**

COURSE DESCRIPTION

This course is certificated by the Chartered Quality Institute (CQI) and International Register of Certificated Auditors (IRCA). CQI / IRCA Course Certification Number 1890-PT 249.

The objective of this course is to provide learners with the knowledge and skills required to perform first-party audits of Occupational Health & Safety Management Systems (OHS) against ISO 45001:2018, in accordance with ISO 19011 and ISO 17021, as applicable.

- A good appreciation of typical methods for evaluation of risks and hazards and their mitigation and the identification of improvements (e.g., risk assessments and method statements).

ISO 45001:2018

Knowledge of the requirements of ISO 45001:2018, which may be gained by completing an OHS Foundation Training course or equivalent.

COURSE CONTENT
SESSION 1: INTRODUCTION TO OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS

- The need for and benefits of an OHS system
- ISO 45001, the standard
- Compatibility with other standards
- The concept of OHS management
- The organisation's strategic direction, internal and external issues
- Relevant interested parties and their relevant needs and expectations

SESSION 2: PROCESS-BASED OHS

- Application of the PDCA cycle
- Structure of ISO 45001:2018
- Key points of ISO 45001:2018
- The role of the Auditor

SESSION 3: AUDIT EVIDENCE AND AUDIT TRAILS

- Relevant information
- Audit evidence

SESSION 4: AUDITS: DEFINITION, PRINCIPLES AND TYPES

- Audit definition
- Principles of auditing
- Types of audit

SESSION 5: THE AUDIT PROCESS

- Certification process
- Planning the audit
- Auditor roles and responsibilities
- Good practice at meetings

SESSION 6: PREPARING FOR THE AUDIT

- Document review
- The audit plan

SESSION 7: DEVELOPING A CHECKLIST

- The audit checklist
- Process review
- The "Turtle Diagram"

SESSION 8: CONDUCTING THE ON-SITE AUDIT (AUDIT STAGE 2)

- Collecting and verifying information
- Opening meeting
- Roles and responsibilities of guides
- Conducting the audit
- Questioning techniques
- Controlling the audit
- Communication with the audit client and auditee

SESSION 9: AUDIT REVIEW

- Audit review meeting
- Audit findings
- Finding statements
- CARs
- Classification of CARs
- Opportunities for improvement

SESSION 10: CQI / IRCA AUDITOR REGISTRATION

- Certification and registration of organisations
- Certification of auditors

COURSE CERTIFICATION

Learners who pass both the examination and continuous assessment will be issued with a "Certificate of Achievement" that satisfies the formal training for an individual seeking certification as an CQI / IRCA auditor/lead auditor. The "Certificate of Achievement" is valid for a period of five years from the date of the last day of the Course for the purpose of certifying as an auditor with the CQI / IRCA.
Learners who do not pass the continuous assessment and have been in attendance for the full duration of the course will be issued with a "Certificate of Attendance". Learners who fail the written test and pass the continuous assessment will receive a "Certificate of Attendance" and will be allowed to re-sit the test within 12 months of the end date of the original course.

WHEN YOU NEED TO BE SURE

SGS