



## ISO 45001:2018 OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS LEAD 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:

- 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 ACADEMY

-  [www.sgs.com/en/training-services](http://www.sgs.com/en/training-services)
-  [www.facebook.com/sgsglobalacademy](http://www.facebook.com/sgsglobalacademy)
-  [www.linkedin.com/showcase/sgsacademy](http://www.linkedin.com/showcase/sgsacademy)
-  [train.global@sgs.com](mailto:train.global@sgs.com)

**COURSE DURATION:** 5 days  
**DELIVERY METHODOLOGY:** Face to Face  
**COURSE LANGUAGE:** English  
**ACCREDITATION:** CQI/IRCA

### COURSE DESCRIPTION

This course is certified by the Chartered Quality Institute (CQI) and International Register of Certificated Auditors (IRCA). CQI / IRCA Course Certification Number 1910-PT 357.

The objective of this course is to provide learners with the knowledge and skills required to perform first, second and third-party audits of Occupational Health & Safety Management Systems (OHS) against ISO 45001:2018, in accordance with ISO 19011 and ISO 17021-1, as applicable.

Certified by:



- 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 process approach
- The concept of OHS management

### SESSION 2: PROCESS-BASED OHS

- Application of the PDCA cycle
- Context of the organisation
- Leadership and policy
- Actions to address risks and opportunities
- Hazards and risks
- Compliance obligations
- Occupational health and safety objectives
- Competence, awareness and communication
- Documented information
- Operational planning and control
- Emergency preparedness and response
- Monitoring and measurement
- Continual improvement

### SESSION 3: REGISTRATION, CERTIFICATION AND AUDITOR COMPETENCE

- Certification and registration of organisations
- Certification of auditors
- Competence of auditors
- Personal characteristics of auditors

### 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 ON-SITE AUDIT (AUDIT STAGE 1)

- Initial contact with the auditee
- Stage 1 audit
- Document review
- The audit plan
- Work documents

### SESSION 7: DEVELOPING A CHECKLIST

- The audit checklist

### 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: AUDIT REPORTING AND FOLLOW-UP

- Presenting the findings
- Reporting on the audit
- Audit completion
- Corrective action
- Management review
- Follow-up and close out

## 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.