



Three-Day ISO 45001 : 2018
CQI/IRCA Certified Auditor
Conversion Course



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Background to ISO 45001:2018

ISO 45001:2018, which was published in March 2018, is the world's first internationally agreed ISO standard for OHSMS (Occupational Health and Safety Management Systems).

Every organisation, whether manufacturing or service, is unique. ISO 45001 is, therefore, a 'high-level' set of requirements that can be applied to any organisation regardless of size, culture, location or technical discipline.

The intended outcomes of an OH&S management system are to prevent injury and/or ill health to workers and to provide safe and healthy workplaces. To put this into context in 2016/17, in the UK alone, 31.2 million working days were lost due to work-related illness and workplace injury. This equates to an estimated cost of £14.9 billion in one year. More importantly, 1.3 million people suffered from a work-related illness, 137 workers were killed at work and over 600,000 injuries occurred. The International Labour Organisation estimates that globally 6,000 people die as a result of occupational health-related issues every day.

Course overview

At the end of this IRCA Registered training course, you will have a thorough appreciation of the audit life cycle for first party (Internal), second party (Supplier), and third party (Certification) OHSMS audits.

You will gain skills, knowledge, techniques and understanding that ensure a successful audit as well as a positive and successful working relationship with the auditee.

Aims and Objectives

The aim of this course is to provide delegates with the knowledge and skills required to perform first, second and third-party audits of occupational health and safety management systems against ISO 45001, in accordance with the auditing standards ISO 19011 and ISO 17021.

Course Pre-requisites

CQI/IRCA recommends that all students have knowledge of the following before attending this course:

- The Plan, Do, Check, Act (PDCA) cycle
- The core elements of a management system and the interrelationship between top management responsibility, policy, objectives, planning, implementation, measurement, review and continual improvement.
- The concepts of managing occupational health and safety through hazard identification, risk assessment and risk control and compliance with legal requirements and other requirements.
- The relationship between occupational health and safety management and the provision of safe and healthy workplaces, the prevention of work-related injury and ill health, and the proactive improvement of health and safety performance.
- Common examples of relevant national and local OH&S legislation and requirements

- Knowledge of the requirements of ISO 45001 and the commonly used occupational health and safety management terms and definitions, as given in ISO 45001, which may be gained by completing a CQI and IRCA Certified ISO 45001:2018 Foundation (OHSMS) Training course or equivalent.
- Knowledge of management systems audit through satisfactory completion of a CQI and IRCA Certified Lead Auditor Training course (or acceptable alternative) in another discipline. Delegates who have not successfully completed a CQI and IRCA Certified (or acceptable alternative) Lead Auditor Training course in another discipline are unlikely to complete this 24 hour course successfully and will find the 40 hour ISO 45001:2018 Lead Auditor (OHSMS) Training course more appropriate.

Who Should Attend

Auditors and Lead Auditors who have already successfully completed an IRCA Certified Lead Auditor Course in another discipline – such as ISO 9001:2015 or ISO 14001:2015 and wish to upgrade their auditing skills and knowledge to include ISO 45001:2018.

Content

The focus of the course is on understanding and applying the 'skills' needed to be a successful OHSMS auditor. Here lectures are kept to a minimum, with learning provided through exercises, discussion, role play and presentations from attendees. This includes performing a realistic and simulated audit on a Company with a fully functioning ISO 45001:2018 system.

Subjects covered include:

- The purpose of Occupational Health and Safety Management systems
- The structure and requirements contained within ISO 45001 including top management and leadership requirements
- The process of implementing and maintaining a OHSMS System
- The business benefits of improved performance of the OHSMS
- An explanation of the key definitions contained within ISO 45001
- Conducting an audit against all the clauses within ISO 45001:2018
- Communicating effectively during the audit
- Preparing accurate audit conclusions
- Reporting audit results concisely and clearly

The Course is effectively a three-day version of the five-day Lead Auditor Course. This is possible because delegates on this course must have already successfully completed an IRCA Registered Lead Auditor Course in a different discipline. Consequently there is no need to repeat the theory relating to 'common elements' to all Lead Auditor Courses – such as, creating checklists, conducting Stage 1 audits, selecting audit teams, holding opening and closing meetings and how to be an effective auditor.

Course Benefits

On completion successful delegates will have the knowledge and skills to:

- Explain the purpose of an occupational health and safety management system, and of occupational health and safety management systems standards and the business benefits of the improved performance of the occupational health and safety management system.
- Plan, conduct, report and follow-up an audit of an occupational health and safety management system to establish conformity (or otherwise) with ISO 45001, and in accordance with ISO 19011 and ISO/IEC 17021, as applicable

Assessment

There is a final examination for this course. Detailed exam instructions will be provided. Delegates will also be assessed on the basis of their progress throughout the course. Please note that course examination questions could relate to any requirement of ISO 45001 and the prior knowledge.

Certification

A Certificate of Achievement will be awarded to students who successfully complete both the examination and the continuous assessment. Certificates of Attendance may be provided to those who do not pass the exam.

Delegates who successfully complete this CQI and IRCA Certified ISO 45001:2018 Auditor Conversion (OHSMS) training course (within the three years prior to making an application to become a certificated auditor) will satisfy the training requirements for initial certification as an IRCA OHSMS auditor. Should a delegate pass the course but fail the exam they are allowed one retake which has to be taken within a 12 month timescale of the end of the original course.

Course Materials

Students will receive a comprehensive printed course manual with reference materials. Reference copies of ISO 45001:2018, ISO 17021 and ISO 19011 will be available for the classroom-based course.

Duration

This is a three-day classroom-based course.

CQI/IRCA Course Approval

Approved Training Partner No: 6039048

OHSMS ISO 45001:2018 Auditor Conversion Course ID: 1944

CQI/IRCA Course Specification PR356

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