



# Two-Day ISO 45001 : 2018 CQI/IRCA Certified Internal Auditor Course



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### CQI/IRCA Certified Internal Auditor Course

#### 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

This Interactive and very practical 'classroom-based' course guides delegates through the entire OHSMS internal audit process. Delegates perform each key stage of the audit process so that, over the two days, they conduct a complete internal audit. This ensures delegates gain the skills, knowledge, techniques and understanding that ensure a successful audit as well as a positive and successful working relationship with the auditee.

The Course is designed to be enjoyable whilst simultaneously providing the confidence, knowledge and skills for delegates to subsequently perform effective internal audits within their own organisations.

#### Aims and Objectives

The aim of this course is to provide delegates with the knowledge and skills required to perform an internal audit of part of an occupational health and safety management system based on ISO 45001 (or equivalent), and report on the effective implementation and maintenance of the management system in accordance with ISO 19011.

#### 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.
- A basic knowledge 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
- An understanding 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

#### Who Should Attend

- Anyone involved in the auditing, maintaining or supervising of an ISO 45001:2018 OHSMS.
- Staff responsible for conducting internal audits.
- Those who want to monitor the OHSMS performance

#### Content

The focus of the course is on understanding and applying the 'skills' needed to be a successful OHSMS internal 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 internal audit on a Company with a fully functioning ISO 45001:2018 system. This course develops the necessary skills to assess and report on the conformance and implementation of processes based on ISO 45001:2018. You'll learn how to initiate an audit, prepare and conduct audit activities, compile and distribute audit reports and complete follow-up activities.

#### Subjects covered include:

- Understanding how internal audits benefit an organisation
- Understanding the complete lifecycle of an internal audit
- Identifying improvements, performing corrective action and adding value
- How to be an effective auditor
- Understanding risk-based auditing
- Creating audit plans and checklists
- Holding successful opening and closing meetings
- Writing effective reports
- Getting buy-in from staff and management

## Course Benefits

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

- With reference to the PDCA cycle, explain the process-based occupational health and safety management system model for ISO 45001 and the role of an internal audit in the maintenance and improvement of occupational health and safety management systems
- Explain the role and responsibilities of an auditor to plan, conduct, report and follow-up an internal occupational health and safety management system audit, in accordance with ISO 19011
- Plan, conduct, report and follow-up an internal audit or part of an occupational health and safety management system based on ISO 45001, and in accordance with ISO 19011

## Assessment

There is a short written test on day 1 of this course as well as continuous assessment throughout the course.

## Certification

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

Delegates who successfully complete this ISO 45001:2018 Internal Auditor OHSMS course will satisfy part of the training requirements for initial certification as an IRCA Certificated OHSMS Internal Auditor. In addition to this course, delegates must also complete a CQI and IRCA Certified ISO 45001:2018 Foundation OHSMS training course to meet the full training requirements for initial certification as an IRCA OHSMS Internal Auditor.

## 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 two-day classroom-based course.

## CQI/IRCA Course Approval

Approved Training Partner No: 6039048

OHSMS ISO 45001:2018 Internal Auditor Course ID: 1924

CQI/IRCA Course Specification PT249

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