

# ISO 45001:2018 Occupational Health and Safety Management Systems Auditor/Lead Auditor Training Course



## COURSE DESCRIPTION

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

Learners who successfully complete this ISO 45001:2018 Occupational Health & Safety Management Systems Lead Auditor Training Course will satisfy part of the formal training requirements for initial certification as a CQI and IRCA Certificated auditor/lead auditor.

**DURATION:** 5 Days  
40 hours

**ACCREDITATION:** CQI and IRCA

**DELIVERY:** Face to Face  
VILT

**LANGUAGE:** English



DESIGNED FOR OH&S  
PROFESSIONALS



## LEARNING OBJECTIVES

Upon completion of this course, learners will be able to:

- Explain the purpose of an OH&S 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 OH&S 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).

## AUDIENCE

This course is designed for:

- Professionals looking to audit organisations against ISO 45001:2018.
- Occupational Health & Safety management representatives.

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## COURSE AIM

The aim 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.



## PRIOR KNOWLEDGE

Learners are expected to have knowledge of the following:

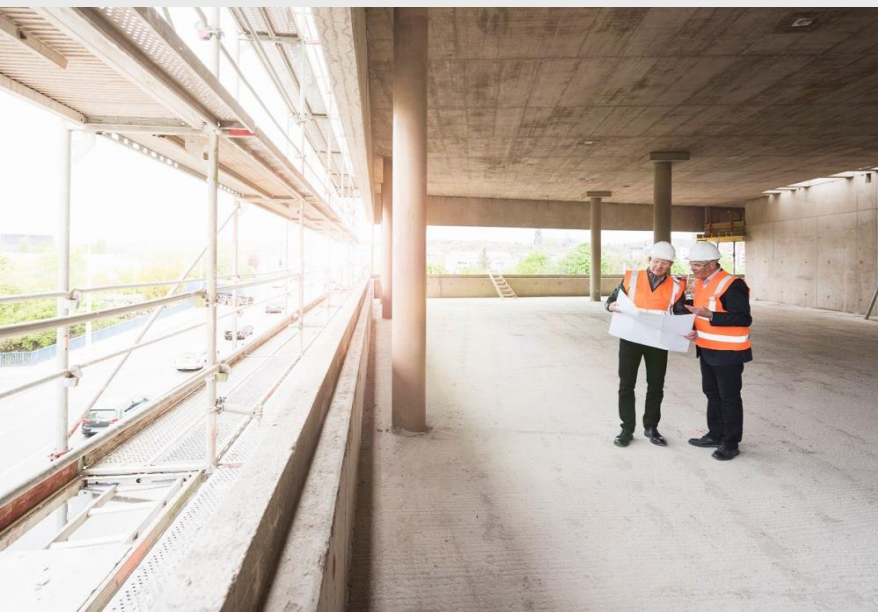
- Knowledge of the following OH&S management principles and concepts:
  - the concept of OHS sustainable development whereby an organisation must ensure that actions of today do not degrade the environment of the future;
  - the purpose of an initial review as the basis for establishing an OHS management 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.
- Consideration of risks and hazards in respect of:
  - workplace locations and 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.
- OH&S legislation and how legal compliance forms part of an OHS management system.
- A good appreciation of typical methods of evaluation of risks and hazards and their mitigation, and the identification of improvements (e.g. risk assessments and method statements).
- Knowledge of the requirements of ISO 45001:2018, which may be gained by completing a CQI and IRCA certified OH&S Foundation Training Course or equivalent.

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## COURSE CONTENT

- Introduction to OH&S management systems, including process-based OHS
- Registration, certification and auditor competence
- Audit definitions, types and principles
- The audit process
- Preparing for the on-site audit (Audit Stage 1)
- Developing the checklist
- Conducting the on-site audit (Audit Stage 2)
- Audit review, report and follow-up
- VILT ONLY – 1 day face to face course within 180 days



## COURSE CERTIFICATION

On completion of this course:

- 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 a CQI and IRCA auditor / lead auditor. The “Certificate of Achievement” is valid for a period of five years from the date of the examination for the purpose of certifying as an auditor with the CQI and 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 examination and pass the continuous assessment will receive a “Certificate of Attendance” and will be allowed to re-sit the examination within 12 months of the date of the first examination.

## VILT COURSES

- There will be a requirement to attend and complete a one day face to face refresher and examination (classroom based within 180 days of the VILT course start date).
- Those who pass both the face to face examination and continuous assessment will be issued with a “Certificate of Achievement” that satisfies the formal training for an individual seeking certification as a CQI and IRCA auditor / lead auditor. The “Certificate of Achievement” is valid for a period of five years from the date of the examination for the purpose of certifying as an auditor with the CQI and IRCA.



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