

ISO 45001 Lead Auditor Course

Bywater
EXCEL

Duration: 5 Days

Course Code: BE89



Overview

This 5 day **ISO 45001 Lead Auditor training course** teaches delegates the knowledge and skills required to conduct a complete OH&S audit, from effectively planning the audit, to conducting the audit, reporting on the findings and ensuring follow up action is completed. It is designed for those carrying out first, second or third-party audits of an OH&S Management System

ISO 45001 presents significant changes from OHSAS 18001 (the OH&S management system standard that ISO 45001 is replacing), including being based on ISO's new *Annex SL* high level structure and requiring organisations to consider the *context* they operate in.

Key topics

- ISO 45001 and other OH&S standards
- Audit planning
- Documentation requirements
- OH&S legislation and codes of practice
- Hazard identification
- Audit checklists
- Risk assessment and development of risk management controls
- Audit frequency, emergency planning and audit scope
- Opening meetings
- On-site audit process, including interviewing techniques, notetaking and making judgements
- Non-conformances, corrective actions and follow-up
- Closing Meetings

Who should attend

- Those wishing to perform first, second or third party audits of an OH&S management system
- Those implementing and responsible for an ISO 45001 certified OH&S management system
- Anyone seeking CQI and IRCA registration as an OH&S Lead Auditor (other membership criteria may apply)
- Those leading audit teams

Some delegates find it beneficial to attend our *Introduction to ISO 45001 training course*.

Learning outcomes

Through the combination of interactive tutorials, practical workshops and case studies, our course will enable the delegates to:

- Apply the requirements and principles of OH&S standards to the OH&S programme and how this relates to other management systems which may be in place.
- Assess compliance of an organisation to meet your company's own internal or external (eg. Certification Body) requirements.
- Plan, develop and implement an internal audit process appropriate to your organisation and which supports your OH&S policy.
- Conduct audits to professional criteria with confidence, gathering objective evidence through observation, interviewing and document trails to provide factual audit reports

ISO 45001 Lead Auditor Course Programme

Day 1

Time	Module/Workshop	Subject
08.30		Registration
09.00		Welcome and Introduction
	Module 1	Workshop – Icebreaker
	Module 2	H&S Overview – Concepts and background
	BREAK	
	Module 3	Management Systems Audit
	Module 4	Workshop - Questionnaire
12.15	LUNCH	
13.00	Module 5	ISO 45001 requirements and other standards
	Module 6	Audit planning and background
	Module 7	Workshop – Audit Preparation
	BREAK	
	Module 8	OHS legislation, Codes of practice
17:00	Module 9	Workshop – Audit Preparation: Part 1 & 2 (2 hours)

Day 2

Time	Module/Workshop	Subject
08.30	Module 9	Workshop (cont'd) – Documentation and manual assessment: feedback
	Module 10	Hazard identification
	BREAK	
	Module 11	Workshop – Site tour and questions
	Module 12	Checklists
12.15	LUNCH	
13.00	Module 13	Workshop – On-site audit plan and checklists
	BREAK	
	Module 14	Risk assessment and development of risk management controls
16.00	Module 15	Workshop – Simulated site audit: Risk assessment (2 hours)
17.00	Module 20	Workshop – Simulated site audit: OHSAS Audit Case Study (2 hours)

(Final module of the day may be completed in the training room or as evening work dependent on tutor discretion)

Day 3

Time	Module/Workshop	Subject
08.30	Module 15	Workshop – Feedback: Risk assessment; Audit frequency; Audit scope
	Module 16	Workshop – Opening Meeting
	Module 17	Workshop – Senior management review: high level auditing
	BREAK	
	Module 18	Audit process
	Module 19	Non-conformances, corrective actions and follow-up
	Module 20	Workshop – Audit Case Study: Part 1
12.15	LUNCH	
13.00	Module 20	Workshop (cont'd) – Audit Case Study: Part 1
	Module 20	Workshop – Feedback: Audit Case Study: Part 1
	BREAK	
	Module 21	Workshop – Non-conformance statement writing
16.30	Module 22	Workshop – Audit Case Study: Part 2 (2½ hours)
		(Final module of the day may be completed in the training room or as evening work dependent on tutor discretion)

Day 4

Time	Module/Workshop	Subject
08.30	Module 22	Workshop – Feedback: Audit Case Study: Part 2 and corrective action
	BREAK	
	Module 23	Workshop – Audit Case Study: Part 3
12.15	LUNCH	
13.00	Module 23	Workshop – Feedback: Audit Case Study: Part 3
	BREAK	
	Module 24	Examination comments
	Module 25	Closing Meetings
	Module 26	Audit reporting
16.30	Module 27	Workshop – Closing Meetings: preparation
18.00	Module 28	Workshop – Audit report and nonconformity preparation (1¼ hours)
		(Final module of the day may be completed in the training room or as evening work dependent on tutor discretion)

Day 5

Time	Module/Workshop	Subject
08.30	Module 27	Workshop – Present Closing Meeting; Feedback
	BREAK	
	Module 29	Accreditation, Certification & Registration
	Module 30	Workshop – Course review
12.15	LUNCH	
13.00	Module 28	Workshop – Feedback: Audit reports
	Module 30	Workshop – Course review discussion
14.30	Examination	Closed book – 2 hours
		Course Evaluation
16.30	CLOSE	