

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	

BIOSKETCH – Orett Campbell

**Orett L Campbell MSc, CQE, CQA, CQI/IRCA Certified Lead Auditor
Management System Consultant, IRCA Registered ISO 9000 Principal Auditor and
Certified Trainer with Bywater Training Ltd of the UK.**

Orett Leighton Campbell holds a BSc Degree (Hons) in Civil Engineering and an MSc Degree in Construction Engineering and Management, from the University of the West Indies. Professional certifications include American Society for Quality (ASQ) Certified Quality Engineer and Certified Quality Auditor. Orett was also registered as a Quality Management Systems Lead Auditor with the International Register of Certificated Auditors (IRCA) of the Chartered Quality Institute (CQI) of the UK from 1995 to 2004. Since 2004, his registration was upgraded to being an ISO 9000 Principal Auditor with the IRCA (Registration # AA009944). Membership in professional associations includes the Association of Professional Engineers of Trinidad and Tobago and the Institution of Standards Engineers of India.

He has been employed in the field of Standards and Quality Management since 1982 when he joined the Trinidad and Tobago Bureau of Standards (TTBS), as a Standards Officer. Orett worked with the TTBS for a period of sixteen (16) years in various capacities including being the TTBS Project Manager for a combined US\$ 3.6 million World Bank funded project implemented by TTBS, CARIRI, and the Government to enhance the quality competitiveness of local industry. He has been a Licensed Excel Partnership (UK) Tutor for the IRCA registered ISO 9001 QMS Lead Auditor training course since 1996. Since the merger of Excel Partnership and Bywater (then known as Bywater-Excel and now known as Bywater Training Ltd), he conducts the Bywater ISO 9001:2015 QMS Lead Auditor and ISO 45001:2018 OHSMS Lead Auditor courses throughout the Caribbean. He also conducts courses in Internal Quality Auditing, Internal Environmental Management System Auditing, QMS and EMS documentation and implementation, Risk Based Thinking, Root Cause Analysis, Process Mapping and Data Analysis for Continual Improvement for a variety of clients including governmental clients throughout the Caribbean.

He has also conducted ISO 9000 audits in the UK on behalf of Excel Partnership, in Singapore on behalf of the Productivity and Standards Board of Singapore (PSB) and currently conducts ISO 9001 Certification Audits for the Trinidad and Tobago Bureau of Standards.

Orett has provided consultancy services to assist several organizations to become registered to ISO 9001:2015 and ISO 14001:2015. For integrated ISO 9001 & 14001 systems some of these companies include Berger Paints (Trinidad) Ltd, Berger Paints (Barbados) Ltd, National Quarries Ltd and the Guyana Geology and Mines Commission. For ISO 9001:2015 only, some of these companies include Trinidad & Tobago National Petroleum Marketing Company Ltd, Kennicon Engineering Limited, Trinidad & Tobago Civil Aviation Authority, Mustapha's Engineering Ltd, the Guyana National Bureau of Standards and the National Milling Company of Guyana. Caribbean organizations for which services have been provided in management systems consultancy and training include; the Guyana National Bureau of Standards, the CARICOM Secretariat, the Caribbean Export Development Agency, the Government of St Lucia, Edward Beharry & Co Ltd (Guyana), the Aeronautical Engineering School (Guyana) and the Guyana Sugar Corporation in Guyana.