

ISO 45001:2018 Internal Auditor (OH&SMS)

– CQI & IRCA Certified

REPLACING OHSAS 18001

This course is available for *virtual delivery*
– please contact us for further details

1 face-to-face training day typically translates into 2 to 4 virtual sessions per day, this is determined by the specific course content. Number of sessions and specific session times will be confirmed in advance of course delivery.



Duration	Two day training programme
Course Times	9.00am - 5.00pm
Public Price	€595 (includes course documentation, lunch and refreshments)
Accreditation Fees	€30 (CQI IRCA Course Certification)
Total Public Price	€625
In-House Price	Available on request

Introduction

ISO 45001 has replaced OHSAS 18001 and will afford organisations an opportunity to align their strategic direction with their health and safety management system thereby improving their occupational health and safety performance.

The aim of this course is to provide students with the knowledge and skills required to perform an internal audit as part of an occupational health & 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. (Note: this document references ISO 45001 as the management system standard that provides the context for the internal audit. However, this course does not address ISO 45001 in detail, and does not aim to equip students with the knowledge and skills to determine conformity, or otherwise, with ISO 45001).

The structure of ISO 45001 is based on Annex SL format and terminology. Annex SL was developed to ensure that all ISO management system standards share a common format irrespective of the specific discipline to which they relate.

ISO 45001 has introduced a number of enhanced requirements as follows:

- Understanding the organisational context
- Understanding the needs and expectations of interested parties
- Leadership and commitment



- Participation and consultation
- Documented information
- Eliminating hazards and reducing OH&S risks
- Management of change
- Procurement
- Contractors
- Outsourcing

Students requiring the knowledge and skills to conduct entire occupational health & safety management system audits against ISO 45001 should be directed to attend an [OH&SMS Auditor/Lead Auditor training course](#).

What are the entry requirements?

We recommend all students have the following prior knowledge before commencing the course:

Management systems

- Understand the Plan-Do-Check-Act (PDCA) cycle.

Occupational Health & Safety management

- A basic knowledge of the concepts of managing occupational health and safety (OH&S) through hazard identification, risk assessment and risk control and compliance with legal and other requirements.
- A basic awareness of common examples of relevant national and local OH&S legislation and requirements.
- Understand commonly used OH&S management terms and definitions, as given in ISO 45001.

ISO 45001

- An understanding of the requirements of ISO 45001, which may be gained by completing an CQI IRCA-certified OH&S Foundation training course or equivalent.

This prior knowledge may be gained by completing an [ISO 45001 Foundation \(OHSMS\) CQI & IRCA](#) training course or equivalent.

What's covered?

- Introduction to Occupational Health and Safety Systems and the purpose of Occupational Health and Safety Audits and the Plan Do Check Act cycle
- ISO 45001 and ISO 19011 standards
- The purpose and structure of ISO 45001
- The relationship between the OHSMS purpose, internal and external issues, relevant interested parties and their relevant requirements, scope, leadership and worker participation, OHS Policy, objectives, resources, operation, monitoring, measurement, analysis, evaluation and performance improvement, incidents, non-conformity and corrective action and the significance of these for OHSMS auditors and how to audit requirements



- The Risk Assessment Process and compliance with legal and other requirements in OHS management and their significance for OHS auditors and how to audit these
- The importance of the audit process
- Audit preparation - pre-audit activities
- Audit checklists
- Conducting the OHS audit – gathering evidence
- Interview techniques/questioning skills
- Auditor behaviour including roles and responsibilities
- Reporting the audit and follow-up
- Correction & corrective action

If you have access to a copy of ISO 45001, please bring a copy of the standard with you. If you don't have access, a copy will be provided for you and will be collected at the end of the course.

Who Should Attend?

- Any person in the organisation with responsibility for conducting internal OHS audits
- Departmental managers and supervisory staff
- Health and Safety Managers, Health and Safety Co-ordinators and supervisory staff
- Staff with responsibility for designing and implementing Occupational Health and Safety systems.

For applicants whose first language is not English, SQT recommends a minimum English language competency of IELTS 5.5 (or equivalent) for successful completion of this programme. It is important to note that learners are not expected to have an IELTS or equivalent examination complete. Potential delegates are expected to [self-assess](#) their English language competency against the IELTS Band scores which can be found in [this](#) document.

What will I learn?

Participants achieve the following learning outcomes from the programme and delegates will have the following **knowledge** and **skills**:

Knowledge

- With reference to the Plan, Do, Check, Act cycle, explain the OH&S management system model for ISO 45001, and the role of internal audit in the maintenance and improvement of OH&S management systems.
- Explain the role and responsibilities of an auditor to plan, conduct, report and follow up an internal OH&S management system audit, in accordance with ISO 19011.

Skills

- Plan, conduct, report and follow up an internal audit of part of an OH&S management system based on ISO 45001, and in accordance with ISO 19011.



Course Accreditation

This course is certified by [CQI IRCA](#) course certificate number 1971. The International Register of Certificated Auditors (CQI IRCA) is the world's original and largest international certification body for auditors of management systems.

How will I be assessed?

A variety of exercises will be carried out throughout the course using role-plays, case studies and sample documentation. Delegates are assessed throughout the course by continuous assessment. Continuous assessment is based upon the delegate's participation and performance during the exercises, role-plays and question & answer sessions. It is essential that delegates take an active part in all course activities during the course in order that the tutor can make a full assessment of the delegate's performance. Please note it is essential for delegates to be in attendance for the full course. Students who successfully complete this Internal OH&SMS Auditor course will satisfy part of the training requirements for initial certification as a CQI IRCA Internal OH&SMS Auditor.

Expert Course Tutors - Profile & Testimonials

This Programme (PT249) is presented by [Antaris](#) (01185832)

In-House Courses

For In-House courses, the tutor will contact you in advance to discuss the course programme in more detail in order to tailor it specifically for your organisation. Course exercises can be carried out using the company's own Occupational Health and Safety system culminating in a supervised internal audit.

Course Manual

Delegates will receive a very comprehensive course manual.

Rev 2

