



ISO 45001:2018 Lead Auditor CQI and IRCA -International



Your partner
in progress



Course descriptive

Our OH&S Management Systems Auditor/Lead Auditor Training Course teaches the fundamental auditing principles and practices, in conformance with national and international accepted norms and regulations relating to OH&S requirements.

By attending this course, delegates will also gain the necessary auditing skills through activity-based learning, and practical auditing experience with coaching, group workshops and open forum discussions. Experienced BSI tutors will guide delegates through the entire audit process; from initiation to conducting audit follow-up.

Successful completion of this CQI and IRCA certified training course, by passing the relevant CQI and IRCA examination and skills assessment, will demonstrate knowledge and basic skills to undertake and lead a management systems audit.

Pedagogical objectives

- Identify the aims and benefits of an ISO 45001 audit
- Interpret ISO 45001 requirements for audit application
- Plan, conduct and follow-up auditing activities that add real value
- Grasp the application of risk-based thinking, leadership and process management
- Access the latest auditor techniques and identify appropriate use
- Build stakeholder confidence by leading audit activities in line with the latest requirements
- Meet training requirements for CQI and IRCA certification

Skills to be acquired

Upon completion of this training, you will be able to:

- Explain the purpose of an occupational health and safety management system, of occupational health and safety management system standards, of management system audit, of third-party certification, and the business benefits of improved performance of the occupational health and safety management system.
- Explain the role of an auditor to plan, conduct, report and follow up an occupational health and safety management system audit in accordance with ISO 19011 and ISO/IEC 17021, as appropriate.
- Plan, conduct, report and follow-up an audit of an occupational health and safety management system to establish conformity (or otherwise) with ISO 45001, and in accordance with ISO 19011 and ISO/IEC 17021 where appropriate.



Targeted audience

Anyone with the need to audit an organization's OH&S management system.

Prerequisites

Delegates are expected to have the following prior knowledge:

Management systems

- 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.

Occupational health and safety management

- The concepts 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

ISO 45001

Knowledge 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 our ISO 45001 Requirements training course, or the equivalent.



Duration

5 days – 35 hours

Pedagogical, technical and framing means

Course materials including:

- Introduction to the training, detailed program and security assignments
- Course presentation, theory and activities/ role plays
- Answers to the activities
- Videos
- Additional documents, distributed during the sessions, to use for the activities
- Attendance sheet to be signed

Assessment specifics

- Questionnaire to assess the knowledge at the end of the training
- Customer survey

What is included?

- Course materials, provided electronically
- Letter of attestation
- Official certificate



Agenda - Day 1

Time	Subject
09:00	Benefits to you, welcome and introductions
	Course aims, objectives and structure
	KNOWLEDGE
	First, second and third-party audits
	Typical audit activities
	Audit objectives, scopes and criteria
	Audit resources
	Roles and responsibilities and confidentiality
	Audit methods
	Stage 1 audit
	Stage 2 audit
	Audit plan
	Work documents
	Opening meeting
	Audit evidence
	Effective communication
	Audit findings
	Audit meetings
	Closing meeting
	Audit reports
	Audit follow-up
17:30	Close day 1



Day 2

Time	Subject
09:00	Day 1 review
	KNOWLEDGE continued
	Purpose and benefits of an OH&S management system
	Terminology
	ISO 45001 model and Plan-Do-Check-Act
	OH&S processes
	Identifying legal and other requirements
	Role of an OH&S auditor
	OH&S documentatio
	SKILLS
	Initiating the audit
	Document review
	Audit plan
	Work documents
	Opening meeting
	Observations
	Interviewing 'Top Management'
17:30	Close day 2



Day 3

Time	Subject
09:00	Specimen exam: Sections 1 and 2 review and process audit preparation
	Calibration against any documented information (e.g. Context, Planning, MR) i.e. confirm line-of-sight for the OH&S MS
	Video – Workers’ representative interview
	Auditing processes: Design, technical sales and procurement (+WRULD, stress)
	Auditing processes: Printed Circuit Board (PCB) population and Wave solder (+ electrical safety)
	Audit trails
	Auditing processes: Frame construction and assembly (+WRULD and stress)
17:30	Close day 3

Day 4

Time	Subject
09:00	Specimen exam: Section 3 review
	SKILLS
	Auditing processes: Cabinet testing (Test Lab) and loading onto lorries (+ electrical safety, stress and WRULD)
	Nonconformities
	Closing meeting
	Audit report
	Audit follow-up
17:30	Specimen exam: Section 4
	Close day 4



Day 5

Time	Subject
09:00	Hand in homework – audit report
	The certification and accreditation process, the role of CQI and IRCA, the CQI and IRCA OHS auditor certification requirements and code of conduct
	Final questions/final revision
	Evaluation
	Introduction/readiness to the exam
17:30	Exam
	Close training

*These training modules are eligible to the subsidizing by the public institutions in France (OPCO).

**Each delegate receives a training convention after the enrollment.

***Please note that for the public sessions, you have until 48h before the start of the course to confirm your enrollment. For the in-house sessions, the deadline would be of two weeks prior to the start of the course.

****Should you be in a disabled situation, please contact us and indicate what details should be taken into account.

You can contact us on training.france@bsigroup.com or **01 89 79 00 40**.