



# ISO 45001:2018 Internal Auditor - International



Your partner  
in progress



## Course descriptive

The adoption of an OH&S MS is intended to help an organization to continually improve its OH&S performance, fulfill legal and other requirements, and achieve its OH&S objectives. An internal audit is an essential element to an effective OH&S MS, and by attending this course you will benefit by learning and developing the skills necessary to assess an organization's ability to achieve these intended outcomes.

This course develops the necessary skills to assess and report on the implementation and effectiveness of processes based on ISO 45001. You'll learn how to initiate an audit, prepare and conduct audit activities, compile and distribute audit reports, and complete follow-up activities.

## Pedagogical objectives

- Recognize areas your Certification Body (CB) will be generally looking for to comply with generic internal auditing requirements in management system standards. This will include the meanings and intention of certification criteria and associated theories, methodologies, techniques or tools
- Prepare, conduct and follow-up on ISO 45001 audit activities
- Identify and apply the benefits and requirements of an ISO 45001 audit
- Gain the skills to assess an organization's ability to manage its OH&S (and OH&S MS) risks and opportunities, and achieve its intended outcomes for its OH&S MS
- Write factual audit reports and suggest corrective actions.

## Skills to be acquired

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

- The guidelines of management system auditing according to ISO 19011
- The application of these guidelines to auditing ISO 45001

Have the skills to:

- Initiate the audit
- Prepare audit activities
- Conduct audit activities
- Prepare and distribute the audit report
- Complete the audit
- Audit follow up



## Targeted audience

Anyone involved in auditing, maintaining, or supervising, of an ISO 45001 management system.

## Prerequisites

You should have a good knowledge of ISO 45001, and the key principles of an OH&S MS. If not, we strongly recommend you attend our ISO 45001 Requirements course; as the requirements of ISO 45001 are not taught on this course.

## Duration

2 days – 14 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	Topic
09:00	Benefits to you, welcome and introductions
	Course aim, objectives and structure, ISO 45001 refresh quiz
	ISO 45001 components overview
	Requirements for internal audits
	Guidelines for auditing management systems ISO 19011
	Auditing terms and definitions
	Intended outcome: ISO 45001
	What is a management system audit
	Plan, execute, report, close-out
	Audit process, evidence and criteria
	Principles of auditing and typical audit activities
	Audit program
	Audit objective, scope and criteria
	Auditor responsibilities
	Initiating the audit
	Document review
	Sampling
	Audit plan
	Work documents, checklist preparation
	Opening meeting
Communications and personal behaviour	
Verifying information and recording the facts	
Internal audit video	
17:00	End of day 1



## Agenda - Day 1

Time	Topic	
09:00	Review of day 1 quiz	
	Audit findings	
	Generating audit findings – simulated audit	
	Documenting nonconformities	
	Preparing audit conclusions	
	Closing meeting	
	Conduct a closing meeting	
	Audit report (typical contents)	
	Conducting audit follow-up	
	Reflection quiz	
	Course review and final questions	
	17:00	End of course

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

\*\*Each delegate receives a training convention after enrolment.

\*\*\*Please note that for the public sessions, you have until 48h before the start of the course to confirm your enrolment. For the in-house sessions, the deadline would be 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](mailto:training.france@bsigroup.com) or **01 89 79 00 40**.