

## ISO 45001:2018 Internal Auditor Training Course Details

October 14, 2022

### Overview

The 3.5-Day ISO 45001:2018 Internal Auditor training course encompasses the following:

- Mireaux's 2.5-day ISO 45001 Implementation course
- 1-day Internal Auditing Techniques

The course is essentially two days of hands-on training on the ISO 45001:2018 Occupational Health and Safety Management Systems International standard, plus one day of training in auditing techniques. This course focuses on three areas

- The foundation of ISO 45001:2018 based on the common framework adopted by all ISO standards; and the High Level Structure (HLS), common text and common terminology.
- In-depth overview of each clause of the standard, explaining what the standard says, how to implement the standard in the real world, and how to audit it.
- The fundamental requirements to create an Internal Audit Program and conduct Internal Audits in accordance with ISO 19011:2018, "Guidelines for Auditing Management Systems".

A well-structured Case Study and Role-playing audit scenarios help develop a hands-on understanding that facilitate the implementation of an effective Occupational Health and Safety Management System and Internal Audit program.

### Learning Objectives

By the end of the course, participants should have attained knowledge and understanding of the following concepts:

#### ISO 45001:2018 standard

- The common framework of the ISO management system standards, including the High Level Structure, common text, and common terminology.
- How to apply the Process Approach to identify the organization's core and support processes.
- The necessary steps to implement a brand new Occupational Health and Safety Management System.
- Each of the ISO 45001:2018 standard's clause requirements, how to implement each of these clauses in the real world, and how to audit them, including:
  - Consultation and Participation of Workers
  - Hazard identification
  - How to determine the risks and opportunities within the context of the organization, within the hazards identified, as well as within the organization's processes.
  - How to determine the legal requirements.
- The certification process.

#### Internal Auditing Techniques

- Roles and responsibilities of Internal Auditors
- How to plan Internal Audits
- How to execute Internal Audits, through interviews, and review of documentation

- How to write clear nonconformities and effective Internal Audit reports
- Following up on nonconformities

## Prerequisites

The ISO 45001:2018 Internal Auditor training course does not have any prerequisite courses.

For individuals with little or no previous knowledge of ISO 45001 or Health and Safety Management Systems, who would like to maximize their knowledge; we recommend Mireaux's Fundamentals or Advanced Document Control course as a preamble and introduction to management systems.

## Summary Agenda

The topics in this course include:

- Concepts and Terms
- Background and History of ISO
- OH&S Management Principles
- The Common Framework of the ISO Standards
- Structure of ISO 45001:2018
- The Process Approach
- The Certification Process
- Detail overview of the ISO 45001:2018 standard:
  - Clause 4: Context of the organization
  - Clause 5: Leadership
  - Clause 6: Planning
  - Clause 7: Support
  - Clause 8: Operation
  - Clause 9: Performance Evaluation
  - Clause 10: Improvement
- Auditing Terms and Definitions
- Principles of Auditing and Auditor Competence
- Audit Planning and Audit Agenda
- Document Review and Checklists
- Performing the Audit:
  - Opening meeting
  - Audit Performance and Audit Findings
  - Writing Nonconformities
  - Closing Meeting and Audit Report
- Audit Follow Up
- Keeping your Auditing Skills Sharp

## Training Methods and Requirements

This course can be delivered via:

- Public Training via **Live Stream**
- Private Training at your facility, via **Live Stream**, or both

**Live Stream** Participants will need the following tools to effectively complete this course:

- Computer or laptop with MS Windows software or operating system compatible with MS Teams
- Audio and Visual equipment (i.e., webcam, microphone, headset, etc.)

- Strong Internet Connection

## Course Materials

Participants will receive comprehensive reference material, including:

- Training Course Workbook
- Workshops
- Training copy of the ISO 45001:2018 standard

## Duration and Course Hours

The duration of this course is 3.5 days, as follows:

- Day 1 8:30 AM to 4:30 PM (CST)
- Day 2 8:30 AM to 4:30 PM (CST)
- Day 3 8:30 AM to 4:30 PM (CST)
- Day 4 8:30 AM to 12:30 PM (CST)

## Successful Completion of Course and Test

Participants' successful completion of the course is determined by:

- Active participation and completion of workshops administered at various stages of the class.
- Completion of Implementation and Internal Auditor Tests.

## Certificate and Continuing Education Units (CEUs)

A Certificate of Completion is provided to all participants upon successful completion of the course. The Certificate awards a total of 2.5 CEUs to participants who attend the entire duration of the course and pass Tests with a minimum score of 70%.

## Exemplar Global Value-Added Benefits

Mireaux courses are certified by Exemplar Global under the Recognized Training Provider program. Participants attending this course will receive the following benefits:

- 12 months of ongoing professional development and support through direct access to a series of tailored learning content.
- Exemplar Global Graduate certificate to enhance their employment potential.
- Access to an exclusive LinkedIn community to interact with other graduates and industry professionals to promote networking opportunities and skill sharing.
- Continuing professional development opportunities through access to webinars, online articles, and events.
- Greater support on their career path.



### **Training Services Disclosure Policy**

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