



## Health & Safety | ISO45001:2018 Lead Auditor CQI and IRCA

International training

Number of days

5

### 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.



## Agenda

### Day 1

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| <ul style="list-style-type: none"><li>• Benefits to you, welcome and introductions</li><li>• Course aims, objectives and structure</li><li>• <b>KNOWLEDGE</b></li><li>• First, second and third-party audits</li><li>• Typical audit activities</li><li>• Audit objectives, scopes and criteria</li><li>• Audit resources</li><li>• Roles and responsibilities and confidentiality</li><li>• Audit methods</li><li>• Stage 1 audit</li><li>• Stage 2 audit</li></ul> | <ul style="list-style-type: none"><li>• Audit plan</li><li>• Work documents</li><li>• Opening meeting</li><li>• Audit evidence</li><li>• Effective communication</li><li>• Audit findings</li><li>• Audit meetings</li><li>• Closing meeting</li><li>• Audit reports</li><li>• Audit follow-up</li><li>• Close day 1</li></ul> |
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### Day 2

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| <ul style="list-style-type: none"><li>• Day 1 review</li><li>• <b>KNOWLEDGE continued</b></li><li>• Purpose and benefits of an OH&amp;S management system</li><li>• Terminology</li><li>• ISO 45001 model and Plan-Do-Check-Act</li><li>• OH&amp;S processes</li><li>• Identifying legal and other requirements</li><li>• Role of the OH&amp;S auditor</li></ul> | <ul style="list-style-type: none"><li>• COH&amp;S documentation</li><li>• <b>SKILLS</b></li><li>• Initiating the audit</li><li>• Document review</li><li>• Audit plan</li><li>• Work documents</li><li>• Opening meeting</li><li>• Observations</li><li>• Interviewing 'Top Management'</li><li>• Close day 2</li></ul> |
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### Day 3

<ul style="list-style-type: none"> <li>• Specimen exam: Sections 1 and 2 review and process audit preparation</li> <li>• Calibration against any documented information (e.g. Context, Planning, MR) i.e. confirm line-of-sight for the OH&amp;S MS</li> <li>• Video – Workers’ representative interview</li> <li>• Auditing processes: Design, technical sales and procurement (+WRULD, stress)</li> </ul>	<ul style="list-style-type: none"> <li>• Auditing processes: Printed Circuit Board (PCB) population and Wave solder (+ electrical safety)</li> <li>• Audit trails</li> <li>• Auditing processes: Frame construction and assembly (+WRULD and stress)</li> <li>• Close day 3</li> </ul>
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### Day 4

<ul style="list-style-type: none"> <li>• Specimen exam: Section 3 review</li> <li>• <b>SKILLS</b></li> <li>• Auditing processes: Cabinet testing (Test Lab) and loading onto lorries (+ electrical safety, stress and WRULD)</li> <li>• Nonconformities</li> </ul>	<ul style="list-style-type: none"> <li>• Closing meeting</li> <li>• Audit report</li> <li>• Audit follow-up</li> <li>• Specimen exam: Section 4</li> <li>• Close day 4</li> </ul>
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### Day 5

<ul style="list-style-type: none"> <li>• Hand in homework – audit report</li> <li>• The certification and accreditation process, the role of CQI and IRCA, the CQI and IRCA OHS auditor certification requirements and code of conduct</li> <li>• Final questions/final revision</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation</li> <li>• Introduction/readiness to the exam</li> <li>• Exam</li> <li>• End of course</li> </ul>
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# International Training

## ISO45001:2018 Lead Auditor CQI and IRCA

### 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, delegates 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.

### 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

# International Training

## ISO45001:2018 Lead Auditor CQI and IRCA

**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.

\*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](mailto:training.france@bsigroup.com) or [01 89 79 00 40](tel:0189790040)