

# OH&S MANAGEMENT SYSTEMS AUDITOR CONVERSION TRAINING COURSE\*

(3 days) **IRCA CERTIFIED** Focus Standard: ISO 45001:2018  
with  
8 Workshops!

## Objective

\* Course is certified by the IRCA (Cert. No. 2435) and satisfies the formal training requirement for individuals seeking certification under the IRCA OHSMS Auditor Certification Scheme.

On successful completion the delegate will know the ISO 45001, be trained Auditors, be competent to audit their own organization, subcontractors and suppliers as Auditors or Lead Auditors, be able to prepare for audits and understand the economic and health and safety advantages of OH&S Management Systems.

Interactive learning techniques are used to maximize delegate participation, including workshops designed to broaden the knowledge of system and audit applications.

From an auditor's perspective, persons who should attend this course include:

- Managers introducing Occupational Health and Safety Management Systems,
- Personnel who audit within their organization and those of their suppliers,
- Management consultants who need to know more about ISO 45001, and
- Persons wishing to pursue a career as third party OHSMS Auditors and Lead Auditors.

**NOTE:** This course is not intended to be an implementer's course, or one that will create an expert in OH&S legislation.

**NOTE:** Prerequisite ... If the candidate has already successfully completed a QMS or EMS Auditor/Lead Auditor training course, the prerequisite shall be considered satisfied for sitting this 3-day ISO 45001:2018 Auditor Conversion training course. There is no requirement that the candidate be a certified IRCA Auditor or equivalent.



## Overview

This 3-day OH&S Management Systems Auditor Conversion Training Course offered by Ashbrooke has been developed to progress the delegate through a series of modules, each containing a day's activities of presentation and participation;

Developing good communication skills is encouraged early and is reinforced throughout the course as it is essential for an Auditor / Lead Auditor to hold well developed written and verbal communication skills. This is achieved with verbal and written evaluation activities, open forum presentation format; and, active delegate participation throughout the course.

The course examines these issues by opening with the Auditor's Code of Conduct. This is followed by examining and exploring:

- Key Vocabulary
- OH&S Legislation Review
- ISO 45001:2018
- OH&S Policy
- OH&S Objectives
- Hazards Registers
- Risk Assessment
- Continual Improvement
- Corrective Action
- Risk-Based Auditing
- Audit Process
- OH&S Management System Documentation
- Checklists
- Audit Plans
- Pre-Audit Contact
- Conformance Audits
- Follow-up and Completion

Plus, over 90% of the course timing is dedicated to syndicate activities designed to examine and explore the disciplines of planning and conducting OHSMS audits. **This course contains 2 Questionnaires and 8 Workshops.**

# Prior Knowledge Expectation ...

## a) ISO 45001

Knowledge of the requirements of ISO 45001 and the commonly used OHSMS management terms and definitions, as given in ISO 45001, which may be gained by completing an IRCA Certified OHS Foundation Training course or the equivalent.

## Course Content

### Day 1 (8:30 a.m. - 6:30 p.m.)

Introduction

*Pre-Course Questionnaire review*

Auditor Code of Conduct

Key Vocabulary – Review

Introduction to OH&S Management Systems

Benefits to ISO 45001 Implementation

*Case Study 1 – Examining ISO 45001:2018*

Hazard Identification, Risk Assessment, Risk Control

*Case Study 2 – Hazard Identification Risk Assessment, Risk Control*

*Case Study 3 – Examining Documentation to ISO 45001:2018*

Audit Trail Challenge

### Day 2 (8:30 a.m. - 6:30 p.m.)

*Open Review*

*Questionnaire No. 1*

OH&S Legislation Review and Exercise

Audit Trail Challenge

*Case Study 4 – Preparing an Audit Plan*

Auditor's Challenge – Incident ... 1

*Case Study 5 – Conducting an Interview*

Auditor Trail Challenge

### Day 3 (8:30 a.m. - 6:30 p.m.)

*Open Review*

*Questionnaire No. 2*

Audit Trail Challenge

*Case Study 6 – Writing Audit Reports*

*Case Study 7 – Conducting a Closing Meeting*

Audit's Challenge – Incident 2

*Case Study 8 - Follow-up and Review of Corrective Action*

Auditor's Bingo

Final Instructions and Questions  
Review CQI/IRCA Practice E-Exam

Course Close