



Quality Management & Operational Excellence

## **ISO 45001:2018 - Occupational health and safety management– Lead Auditor**

## Course Introduction

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This five-day highly interactive Lead Auditor course is ideal for those seeking to develop their professional auditing skills in planning, implementing and reporting effective audits in health and safety and provides an in-depth understanding of the ISO 45001:2018 model.

Those attending this course are expected to have knowledge of the following:

### **Occupational health & safety management principles and concepts:**

- The Plan, Do, Check, Act (PDCA) cycle
- The purpose and benefits of an occupational health and safety (OH&S) management system
- A basic knowledge of managing occupational health and safety (OH&S) through hazard identification, risk assessment and risk control and compliance with legal and other requirements
- A basic awareness of common examples of relevant national and local OH&S legislation and requirements
- Commonly used OH&S terms and definitions as given in ISO 45001:2018
- This knowledge can be gained in a number of ways;
- Previous experience and existing knowledge • Attending an IRCA ISO

## Target Audience

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- practitioners in quality and audits
- Senior members and managers of organisations who need to understand the significance of training employees on quality management
- Quality team members
- Professionals aspiring to undertake a quality-related certification
- Construction project owners
- Design consultants
- Construction contractors
- Architects

- Non-engineering construction professionals

## Learning Objectives

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- Fundamental Concepts of Occupational Health & Safety, Health and Safety Hazards, Risk Assessment, etc.
- Understanding requirements of Occupational Health & Safety Management System Standard
- ISO 45001:2018 and their application to effectively and efficiently manage the processes of the organization.
- Practical training to establish, document, implement, maintain and continually improve Occupational Health & Safety Management System as per the standard
- In-depth knowledge and practice to plan, conduct, report and close of internal Occupational Health & Safety Management System audit and continual improvement of the effectiveness of the Internal Audit Process.
- Learning and practicing effective management of Corrective Actions and Continual Improvement practices.
- The train the trainer techniques.

## Course Outline

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### • 01 DAY ONE

#### **Introductions & Course Objectives**

- Introduction to OHSMS
- Workshop 1 – ISO 45001:2018 and Audit Evidence
- Workshop 2 – ISO 45001:2018 Terms and Definitions Occupational Health and Safety Management Systems and the relationship between ISO 45001:2018 and other the ISO standards Compliance in an OHSMS Hazard identification, risk assessment and determining controls

- Workshop 3 – Cairn Gorm Construction Company - Hazard Identification, Risk Assessment and Determining Controls – and peer review or audit (90 minutes) Continual Improvement – Policy, OHS Objectives and Programmes
- Workshop 4 - Auditing Continual Improvement

## • 02 DAY TWO

### Day 1 Review – Quiz or similar

- The Auditor/Lead Auditor – ISO 19011 and ISO 17021 Requirements Process Auditing
- Workshop 5 – Preparing a process flow chart – and 10 minutes peer review, Working Documents - Audit protocols, Mind maps, Checklists
- Workshop 6 – Preparing a process-based checklist - and peer review
- Workshop 7 Discussion on DVD Power or Process Auditing or Workshop 7 Audit Stages and Activities – Terms and definitions, types of audit and audit programmes
- Workshop 8 – Identifying ISO 45001:2018 nonconformity Certification Audit Stages
- Workshop 9 – Stage 1 audit activities – includes peer review

## • 03 DAY THREE

### Day 2 Review

- Audit Preparation including feasibility, logistics, audit planning, sampling and selection of methodologies
- Workshop 10 – Stage 2 Audit Planning – and peer review Opening Meeting and the Role of Guides and Observers Auditing Techniques ,Evidence gathering
- Workshop 11 - Auditing conformance to the ISO 45001:2018 standards - evidence of conformity Group exercise evaluating & Presenting Non-Conformity
- Workshop 12 - Documenting a Nonconformity
- Workshop 12 – Review: Interim Progress Review and Revision Session
- Workshop 13 – Evaluation

## • 04 DAY FOUR

### Review of course learning so far

- Workshop 14 – Evaluation – continued
- Workshop 14 – Review
- Workshop 15 – 2nd Stage Audit – Preparing audit checklists
- Workshop 15 – 2nd Stage Audit – conducting the audit Group exercise Closing Meeting, reporting and follow-up
- Workshop 16 - Closing Meeting Preparation

- Role Play Review Summary
- **05 DAY FIVE**

### Day 4 Review

- Workshop 17 Corrective Actions Preparation and Role-Play
- Exam preparation - Workshop 18 Audit Stages Revision
- Tutor led session
- Examination
- IRCA Registration, Certification & Accreditation
- Review of Learning Objectives
- End of course evaluation and administration

## Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 12, 2025	May 16, 2025	5 days	4250.00 \$	UAE - Dubai
July 14, 2025	July 18, 2025	5 days	4950.00 \$	England - London
Dec. 8, 2025	Dec. 12, 2025	5 days	4250.00 \$	UAE - Abu Dhabi
Oct. 5, 2025	Oct. 9, 2025	5 days	4250.00 \$	Oman - Muscat