



CERTIFIED OHSAS 18001 LEAD AUDITOR



MASTERING THE AUDIT OF AN OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM (OHSMS) BASED ON OHSAS 18001, IN COMPLIANCE WITH THE REQUIREMENTS OF ISO 19011 AND ISO 17021

SUMMARY

This five-day intensive course enables the participants develop the necessary expertise to audit an Occupational Health and Safety Management System (OHSMS), and manage a team of auditors by applying widely recognized audit principles, procedures and techniques. During this training, the participant will acquire the needed knowledge and skills to proficiently plan and perform internal and external audits in compliance with the certification process of the OHSAS 18001 standards. Based on practical exercises, the participant will develop the skills (mastering audit techniques) and competencies (managing audit teams and audit program, communicating with customers, conflict resolution, etc.) necessary for efficient conduct of an audit.

COURSE AGENDA

DURATION: 5 DAYS

DAY 1

Introduction to Occupational Health and Safety Management System (OHSMS) concepts as required by OHSAS 18001

- ▶ Normative, regulatory and legal framework related to occupational health and safety
- ▶ Fundamental principles of occupational Health and Safety
- ▶ OHSAS 18001 certification process
- ▶ Occupational Health and Safety Management System (OHSMS)
- ▶ Detailed presentation of OHSAS 18001 clause-by-clause

DAY 2

Planning and initiating an OHSAS 18001 audit

- ▶ Fundamental audit concepts and principles
- ▶ Audit approach based on evidence and hazard
- ▶ Preparation of an OHSAS 18001 certification audit
- ▶ OHSMS documentation audit
- ▶ Conducting an opening meeting

DAY 3

Conducting an OHSAS 18001 audit

- ▶ Communication during the audit
- ▶ Audit procedures: observation, document review, interview, sampling techniques, technical verification, corroboration and evaluation
- ▶ Audit test plan
- ▶ Formulation of the audit findings and documenting of nonconformities

DAY 4

Concluding and ensuring the follow-up of an OHSAS 18001 audit

- ▶ Audit documentation
- ▶ Conducting a closing meeting and conclusion of an OHSAS 18001 audit
- ▶ Evaluation of corrective action plans
- ▶ OHSAS 18001 surveillance audit and internal audit management program

DAY 5 ANSI Accredited Certification Exam



WHO SHOULD ATTEND?

- ▶ Internal auditors and expert advisors in Health & Safety
- ▶ Auditors wanting to perform and lead Occupational Health and Safety Management System (OHSMS) certification audits
- ▶ Project managers or consultants willing to master the OHSMS audit process
- ▶ Individuals responsible for the Occupational Health and Safety or conformity in an organization
- ▶ Experts wanting to prepare for an Occupational Health and Safety audit function

LEARNING OBJECTIVES

- ▶ To acquire the expertise needed to perform an OHSAS 18001 internal audit following the ISO 19011 guidelines
- ▶ To acquire the expertise needed to perform an OHSAS 18001 certification audit following the ISO 19011 guidelines and the specifications of ISO 17021
- ▶ To acquire the expertise necessary to manage an OHSMS audit team
- ▶ To understand the operation of an OHSAS 18001 corresponding to OHSMS
- ▶ To understand the relationship between an OHSMS, including hazard assessment & management, controls and compliance with the requirements of different stakeholders of the organization



ANSI Accredited Program
PERSONNEL CERTIFICATION
#1003

www.pecb.org/accreditation



ANSI Accredited Program
PERSONNEL CERTIFICATION
#1003

www.pecb.org/accreditation

EXAMINATION

- ▶ The “Certified OHSAS 18001 Lead Auditor” exam fully meets the requirements of the PECB Examination and Certification Program (ECP). The exam covers the following competence domains:

DOMAIN 1: FUNDAMENTAL PRINCIPLES AND CONCEPTS IN OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT

- 1 Main Objective:** To ensure that the OHSAS 18001 Lead Auditor candidate can understand, interpret and illustrate the main Occupational Health and Safety Management concepts related to an Occupational Health and Safety Management System (OHSMS)

DOMAIN 2: OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM (OHSMS)

- 2 Main Objective:** To ensure that the OHSAS 18001 Lead Auditor candidate can understand, interpret and illustrate the main concepts and components of an Occupational Health and Safety Management System based on OHSAS 18001

DOMAIN 3: FUNDAMENTAL AUDIT CONCEPTS AND PRINCIPLES

- 3 Main Objective:** To ensure that the OHSAS 18001 Lead Auditor candidate can understand, interpret and apply the main concepts and principles related to an OHSMS audit in the context of OHSAS 18001

DOMAIN 4: PREPARATION OF AN OHSAS 18001 AUDIT

- 4 Main Objective:** To ensure that the OHSAS 18001 Lead Auditor candidate can prepare appropriately an OHSMS audit in the context of OHSAS 18001

DOMAIN 5: CONDUCT OF AN OHSAS 18001 AUDIT

- 5 Main Objective:** To ensure that the OHSAS 18001 Lead Auditor candidate can conduct efficiently an OHSMS audit in the context of OHSAS 18001

DOMAIN 6: CONCLUSION AND FOLLOW-UP OF AN OHSAS 18001 AUDIT

- 6 Main Objective:** To ensure that the OHSAS 18001 Lead Auditor candidate can conclude an OHSMS audit and conduct follow-up activities in the context of OHSAS 18001

DOMAIN 7: MANAGEMENT OF AN OHSAS 18001 AUDIT PROGRAM

- 7 Main Objective:** To ensure that the OHSAS 18001 Lead Auditor understands how to establish and manage an OHSMS audit program

- ▶ The “Certified OHSAS 18001 Lead Auditor” exam is available in different languages, including English, French, Spanish and Portuguese
- ▶ Duration: 3 hours
- ▶ For more information about the exam, please visit: www.pecb.org



CERTIFICATION

- ▶ After successfully completing the exam, participants can apply for the credentials of Certified OHSAS 18001 Provisional Auditor, Certified OHSAS 18001 Auditor or Certified OHSAS 18001 Lead Auditor depending on their level of experience. Those credentials are available for internal and external auditors
- ▶ A certificate will be issued to participants who successfully passed the exam and comply with all the other requirements related to the selected credential:

Credential	Exam	Professional Experience	OHSMS Audit Experience	OHSMS Project Experience	Other Requirements
OHSAS 18001 Provisional Auditor	OHSAS 18001 Lead Auditor Exam	None	None	None	Signing the PECB code of ethics
OHSAS 18001 Auditor	OHSAS 18001 Lead Auditor Exam	Two years One year of Occupational Health and Safety work experience	Audit activities totaling 200 hours	None	Signing the PECB code of ethics
OHSAS 18001 Lead Auditor	OHSAS 18001 Lead Auditor Exam	Five years Two years of Occupational Health and Safety work experience	Audit activities totaling 300 hours	None	Signing the PECB code of ethics

GENERAL INFORMATION

- ▶ Certification fees are included in the exam price
- ▶ Participant manual contains over 450 pages of information and practical examples
- ▶ A participation certificate of 31 CPD (Continuing Professional Development) credits will be issued to the participants
- ▶ In case of failure of the exam, participants are allowed to retake it for free under certain conditions



For additional information,
please contact us at info@pecb.org



ANSI Accredited Program
PERSONNEL CERTIFICATION
#1003

www.pecb.org/accreditation