



TRAINING THAT DEVELOPS  
*REAL CAPABILITY*



**ISO 45001:2018 Lead Auditor  
(OH&SMS) - CQI and IRCA  
Certified**  
HS018

## ISO 45001:2018 Lead Auditor (OH&SMS) – CQI and IRCA Certified

This course is delivered in association with CQI and IRCA Approved Training Partner Antaris.

A 5-day CQI IRCA certified (1942) Training Course - The aim of this course is to provide learners with the knowledge and skills required to perform external audits of management systems against ISO 45001, in accordance with ISO 19011 and ISO 17021.

ISO 45001 has replaced OHSAS 18001 and will afford organisations an opportunity to align their strategic direction with their health and safety management system thereby improving their occupational health and safety performance.

To be effective, the assessment of an organisation's conformance with OH&S requirements and specifications requires that auditors who understand OH&S risks are properly competent to audit systems. ISO 45001 is the new international standard for OH&S management systems. CQI IRCA – the International Register of Certificated Auditors is the world's original and largest international certification body for auditors of management systems.

The purpose of CQI IRCA's OH&S Auditor programme is to provide confidence to organisations, regulatory authorities, accreditation bodies, certification bodies, business, and to stakeholders at large, that auditors certified to this program are competent. Also, when auditing suppliers or contractors against applicable OH&S requirements, it is necessary to represent an individual's organisation in a professional, thorough and fair manner.

The aim of this course is to provide delegates with the knowledge and skills required to perform first, second and third-party audits of occupational health and safety management systems against ISO 45001, in accordance with ISO 19011 and ISO/IEC 17021. All references in this document to ISO standards are to the current versions unless otherwise stated.

This course is designed to give learners a broad range of knowledge and skills to enable them to competently audit entire Occupational Health & Safety Management Systems against the requirements of ISO 45001. The course presents the most up-to-date approaches to auditing and utilises case studies, workshops and accelerated learning to allow learners to apply and practice their knowledge and skills throughout all the main phases of the audit process.

The structure of ISO 45001 is based on Annex SL format and terminology. Annex SL was developed to ensure that all ISO management system standards share a common format irrespective of the specific discipline to which they relate.

ISO 45001 has introduced a number of enhanced requirements as follows:

- Understanding the organizational context
- Understanding the needs and expectations of interested parties
- Leadership and commitment
- Participation and consultation

- Documented information
- Eliminating hazards and reducing OH&S risks
- Management of change
- Procurement
- Contractors
- Outsourcing

## Duration & Price

Duration: 5 days

Public Virtual Training: €995 + €62 fees

Delivery mode: This programme is available In-Company, and via Public Virtual Training

## Dates & Locations

Date	Venue	
19-20 & 23-25 Sept 2024	Virtual	<a href="#">Book Date</a>
28-29 Nov & 02-04 Dec 2024	Virtual	<a href="#">Book Date</a>

## In-Company Training

Please [contact us](#) for more information on our In-Company training options

## What's covered?

- 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.
- The purpose of an occupational health and safety management system and the business benefits of improving occupational health and safety management system performance.
- The PDCA cycle and its application to occupational health and safety management system processes.
- The processes involved in establishing, implementing, operating, monitoring, measuring, analysing, evaluating, reviewing, maintaining and improving an occupational health and safety management system, including the significance of these for OHSMS auditors.
- The terms and definitions used in ISO 45001.
- State the requirements for OHSMS documented information and explain the difference between maintaining and retaining documented information
- Explain the purpose of and differences between first-party, second-party and third-party certification audit of management systems.
- Explain the role of the occupational health and safety management system auditor in evaluating an organisation's ability to meet its legal and other requirements, including the difference between this role and the regulatory role of evaluating legal compliance.
- Explain the benefits of third-party accredited certification of occupational health and safety management systems for organisations and interested parties
- 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).
- The audit process including how to conduct, report and follow-up OH&SMS audits based on the ISO 19011 and ISO 17021 where appropriate, including various audit methodologies, questioning techniques, roles and responsibility in order to collect and analyse evidence, exercise objectivity and make decisions on the significance of observation made in accordance to relevant audit criteria.
- Auditor responsibilities.
- Planning the audit.
- Conducting the audit.
- Auditing OHS management system requirements.
- Generating audit findings.
- Reporting the audit.
- Audit follow-up.
- Outline CQI IRCA Auditor Certification requirements.

This course contains a total of 40 hours study time, which necessitates some evening work. For those who are attending the course on a non-residential basis we must stress that the course is very intense and team-based activities extend to each evening (see course times); learners must be prepared for these long hours.

## Who should participate?

The course has been designed for learners who intend to become practising auditors and is suitable for individuals of any background -- manufacturing, service, public, or private sectors. It will be of particular interest to individuals who have responsibility for conducting external audits either as a single person or in a team, are managing the development and implementation of OH&S Management Systems, and/or who want to enhance their auditing skills and knowledge.

Examples of functions who may wish to attend this course include;

- Staff involved in designing, implementing or managing occupational health and safety management systems
- Staff who have responsibility for internal, external and cross-audits of occupational health and safety
- Health and safety officers and managers
- Technical, quality and environmental managers
- Safety Representatives
- Those wishing to apply for CQI IRCA OH&SMS Auditor grades
- Sub-contractors and suppliers who wish to gain an insight into customer OH&S audits (2nd Party audits) and how they can prepare for and facilitate these audits

## What will I learn?

On successful completion of this course delegates will have the knowledge and skills to:

### Knowledge

- 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.

### Skills

- 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.

## What are the entry requirements?

Please note that CQI IRCA recommend that students have a basic knowledge of OH&S issues and the requirements of the current version of ISO 45001 before they start this course.

Delegates who are not familiar with the purpose and intent of the ISO 45001 current standard should familiarise themselves with these before attending this course.

**Before starting this course, 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 continuous 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 an [ISO 45001 Foundation \(OHSMS\) CQI & IRCA](#) training course or equivalent.

If you have access to a copy of ISO 45001, please bring a clean copy of the standard with you. If you don't have access, a copy will be provided for you and will be collected at the end of the course.

The CQI IRCA exam is quite challenging with a pass mark of 70%. A good understanding of the ISO 45001 standard is required to achieve a pass mark.

Fluency in spoken and written English is an entry requirement for this course. For applicants whose first language is not English, SQT recommends a minimum English language competency of IELTS 5.5 (or equivalent) for successful completion of this programme. It is important to note that learners are not expected to have an IELTS or equivalent examination complete. Potential delegates are expected to [self-assess](#) their English language competency against the IELTS Band scores which can be found in [this](#) document.

## How will I be assessed?

Delegates are assessed throughout the course by continual assessment and then by an online examination, completed in the delegates own time, within a 30 day window from the last day of the course.

All Lead Auditor online exams are structured as follows:

Lead Auditor exam	
Exam duration	1 hour 45 minutes (40 questions in total)
Exam content areas:	Recommended time for each section:
<ul style="list-style-type: none"><li>Section 1: Concepts and principles of Management Standards and Systems</li></ul>	10 minutes (6 questions)
<ul style="list-style-type: none"><li>Section 2: Audit concepts and auditor responsibilities</li></ul>	10 minutes (6 questions)
<ul style="list-style-type: none"><li>Section 3: Planning the audit</li></ul>	10 minutes (6 questions)
<ul style="list-style-type: none"><li>Section 4: Conducting the audit</li></ul>	45 minutes (14 questions)
<ul style="list-style-type: none"><li>Section 5: Reporting and closing out the audit</li></ul>	30 minutes (8 questions)

Continual assessment is based upon the delegate's participation and demonstrable performance during the exercises, role-plays, case study and question & answer sessions. It is essential that delegates take an active part in all course activities during the week in order that the tutor can make a full assessment of the delegate's performance. Feedback on individual delegate's performance will be provided (confidentially) during the week. Please note it is essential for delegates to be in attendance for the full course.

The exam questions will be a mix of:

- Multiple choice (choose one correct answer)
- Multiple response (choose several correct answers)
- Fill in the blanks (drag and drop the correct words into the sentence)
- Matching (drag and drop responses to correctly match items)
- Sequencing (drag and drop responses to form the correct order)

The last two sections of the exam will include scenario questions related to conducting, reporting on, and closing out audits. You will be asked to evaluate the scenario presented to you and select the correct course(s) of action.

All questions will be computer-marked. Once you have answered a question and clicked Next, you will not be able to navigate backwards to review or change your answer. This is a security measure to reduce the risk of cheating.

The exams are open book, so you can refer to your notes from your training course. However, you are not permitted to use the internet to search for answers to questions. You will need access to a copy of the ISO management systems requirements standard associated with your course to answer some of the questions. The standards can be paper or electronic format.

To help you prepare for your exam, 24 practice questions have been created for the Lead Auditor exam. It is strongly advised that you take the practice questions before taking your online exam to familiarise yourself with the question types and how SARAS works. Access to the practice system and practice questions will be available towards the end of the training.

**You will have 30 days from the last day of your course to take your exam.**

Exam Results will be issued 7 weeks after course completion.

Pass Mark:

70% for continuous assessment

50% for online exam

**IT Requirements for accessing the Proctoring System and other important information are set out in this [document](#) – it is important that you familiarise yourself with this document prior to the training and examination.**

## How do we train and support you?

### **In-House Courses**

For In-house courses the tutor will contact your organisation in advance. In-House courses can be customised to meet your organisation's specific requirements. Where appropriate, course exercises can be carried out using procedures, data etc. from your organisation.

### **Course Manual**

Delegates will receive a very comprehensive course manual.

## Programme accreditation

This course is certified by [CQI IRCA](#). The International Register of Certificated Auditors (CQI IRCA) is the world's original and largest international certification body for auditors of management systems.

## Professional body membership

Delegates who successfully complete this CQI and IRCA Certified ISO 45001:2018 Lead Auditor (OHSMS) Training course (within the five years prior to making an application to become a certificated auditor) will satisfy the training requirements for initial certification as an IRCA OHSMS auditor. However, additional educational, work experience and auditing experience requirements apply (see [www.IRCA.org](http://www.IRCA.org)).



## Tutors



**Elizabeth Walker**  
[View Profile](#)



**Finbarr Stapleton**  
[View Profile](#)



**Gerry Higgins**  
[View Profile](#)



**Peter Fleming**  
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## What Our Learners Say

We believe in excellence through transparency and continuous improvement. That's why we invite all our delegates to share their experiences on [CourseCheck.com](https://www.coursecheck.com), an independent platform dedicated to genuine, unfiltered feedback. Learner insights help us not only to enhance our training programmes but also empower potential learners to make informed decisions. Click on the link below to read firsthand experiences and testimonials from past learners.



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SQT Training Ltd. | T: +353 61 339040 | E: [info@sqt-training.com](mailto:info@sqt-training.com)  
W: [sqt-training.com](http://sqt-training.com)



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