

# PAS107: ISO 45001:2018 Certified Lead Auditor Training

**E-learning Course Duration: 14 Hours**

Website: [www.Punyamacademy.com](http://www.Punyamacademy.com)

## Chapter - 1: CONTENTS OF ISO/IEC 45001:2018 CERTIFIED LEAD AUDITOR TRAINING E-LEARNING COURSE

Sr. No.	The entire e-learning course has 9 main parts as below	Details	
1.	<b>Lectures</b>	<b>No. of slides</b>	
	1.	Session - 1 : Overview of Course and Standard	15
	2.	Session - 2 : ISO 45001:2018 Requirements	
		A. ISO 45001:2018 Requirements (Clause - 4.0 to 7.0)	47
		B. ISO 45001:2018 Requirements (Clause - 8.0 to 10.0)	22
	3.	Session - 3 : Documented Information	12
	4.	Session - 4 : Hazard / Risk Identification	17
	5.	Session - 5 : Risk Management	19
	6.	Session - 6 : Audit Process	38
	7.	Session - 7 : Audit Terms and Definitions and Roles and Responsibilities	20
	8.	Session - 8 : Performing an Audit	20
9.	Session - 9 : Nonconformity and Corrective Action	15	
	<b>Total no. of slides (with Audio lectures) →</b>	<b>225</b>	
2.	Hand-outs (each session detail document is given in PDF and participant can download, print, or save it for future reference)	Approx. 210 Pages in PDF	
3.	Actual Meeting and Audit Videos	03 Videos	
4.	Session Exams at end of each session and Final Exam	Total 10 Exams	
5.	Audit Checklist as per Department-wise and Clause-wise	Approx. 400 audit questions	
6.	ISO 45001 Certified Lead Auditor training certificate	Award Certificate	

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## Part – 1 Lectures:

Under this part total nine sessions are given as Presentations with explanatory audio to understand the subject.

### ➤ **Session - 1 :**

In this session, participants will learn about ISO 45001:2018 course and standard in detail. It covers total 15 slides on below topics:

1. Session - 1 : Overview of Course and Standard
2. Lead Auditor Course Objectives
3. ISO Facts
4. Messages from ISO 45001:2018 Standard
5. Purpose of OH&S Management System and Standard
6. Benefits of ISO 45001:2018 OH&S Management System
7. Purpose of Management System Audit
8. ISO 45001:2018 Certification Audit
9. Stage-1 Audit
10. Stage-2 Audit
11. Audit Conclusion
12. Surveillance Audits
13. Re-certification visits
14. Connectivity of System and Confirmative Assessment as per ISO 45001:2018
15. Challenges

### ➤ **Session - 2 :**

In this session, participants will learn about the requirements of ISO 45001:2018 in detail. It covers two parts:

#### **A. ISO 45001:2018 Requirements (Clause - 4.0 to 7.0)**

1. Session – 2A : ISO 45001:2018 Requirements (Clause - 4.0 to 7.0)
2. Overview of ISO 45001:2018 Standard
3. Clauses of ISO 45001: 2018, According to the High Level Structure and their place in the PDCA Cycle
4. Structure of Standard as per ISO 45001:2018
5. Clause 1-2-3 of ISO 45001:2018 Standard

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6. Clause 4.0 - Context of the Organization
7. Clause 4.1-Understanding the Organization and its Context
8. Clause 4.1-Understanding the Organization and its Context (Continued...)
9. External Context
10. Internal Context
11. Clause 4.2-Understanding the needs & Expectations of Workers and Other Interested Parties
12. List of Interested Parties
13. Clause 4.3-Determining the Scope of the Occupational Health and Safety Management Systems
14. Approach of Clause 4.1 to 4.3
15. Clause 4.4-Occupational Health and Safety Management System
16. Clause 4.4-Occupational Health and Safety Management System (Continued...)
17. Clause 5.0-Leadership and Worker Participation
18. Clause 5.1-Leadership and Commitment (continued...)
19. Clause 5.1-Leadership and Commitment (continued...)
20. Clause 5.2-OH&S Policy
21. OH&S Policy Statement And Management Concepts
22. The OH&S Policy Must
23. Clause 5.3-Organizational Roles, Responsibilities, And Authorities
24. Clause 5.4-Consultation And Participation Of Workers
25. Consultation
26. Clause 6.0 - Planning
27. Clause 6.1-Action To Address Risks And Opportunities
28. Clause 6.1-Action To Address Risks And Opportunities (continued...)
29. Hazard Identification Techniques
30. Hazard Identification and Risk Assessment HIRA Tools
31. Clause 6.1-Action to Address Risks and Opportunities (continued...)
32. Some Common OH&S Hazards
33. Clause 6.1-Action to Address Risks and Opportunities (continued...)
34. Register of Regulatory Requirements
35. Clause 6.1-Action to Address Risks and Opportunities (continue...)
36. Clause 6.2-OH&S Objectives & Planning To Achieve Them
37. Inputs for OH&S Objectives

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- 38. Clause 6.2-OH&S Objectives & Planning to achieve them (continued...)
- 39. OH&S Program
- 40. Clause 7.0-Support
- 41. Clause 7.1-Resources
- 42. Clause 7.2-Competence
- 43. Clause 7.3-Awareness
- 44. Clause 7.4-Communication
- 45. Clause 7.5-Documented Information
- 46. Clause 7.5-Documented Information (continued...)
- 47. Sample List Of Documented Information

### **B. ISO 45001:2018 Requirements (Clause - 8.0 to 10.0)**

- 1. Session - 2B : ISO 45001:2018 Requirements (Clause - 8.0 to 10.0)
- 2. Clause 8.0-Operation
- 3. Clause 8.1.1 & 8.1.2-General Control and Reducing Risks
- 4. Clause 8.1-Operational Planning and Control
- 5. Operational Control Measures
- 6. Clause 8.1-Operational Planning and Control (continued...)
- 7. Clause 8.1-Operational Planning and Control (continue...)
- 8. Clause 8.1-Operational Planning and Control (continue...)
- 9. Clause 8.2-Emergency Preparedness And Response
- 10. Possible Emergencies
- 11. Emergency Preparedness
- 12. Emergency Preparedness
- 13. Emergency Plan
- 14. Selection Criteria For Emergency Planning
- 15. Clause 9.1-Monitoring, Measurement, Analysis and Performance Evaluation
- 16. Monitoring & Measurement
- 17. Clause 9.2-Internal Audit
- 18. Clause 9.3-Management Review
- 19. Clause 10.0-Improvement
- 20. Clause 10.1-General
- 21. Clause 10.2-Incident, Nonconformity And Corrective Action
- 22. Clause 10.3-Continual Improvement.

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### ➤ **Session - 3 :**

In this session, participants will learn about ISO 45001:2018 documented information. It covers total 12 slides on below topics:

1. Session – 3 : ISO 45001:2018 Documented Information
2. What is Documented Information?
3. Flexibility in Documentation in ISO 45001:2018
4. ISO 45001:2018 OH&S System Documented Information
5. Documented Information Four -tier Document Structure
6. Tier : 1 OH&S Manual (Optional) Top Management's Handbook
7. Tier : 2 OH&S Procedures (Optional)
8. Tier : 3 OH&S System Documented Information (It is required to make a good system)
9. Tier : 4 OH&S System Documented Information (It is required to make a good system)
10. List Of Maintain Documented Information (Documents to be maintained) as per ISO 45001:2018
11. Summary of Retain Documented Information (Records to be maintained) as per ISO 45001:2018
12. Control of Documented Information

### ➤ **Session - 4 :**

In this session, participants will learn Hazard / Risk Identification. It covers total 17 slides on below topics:

1. Session - 4 : Hazard / Risk Identification
2. Terms And Definitions
3. Hazard / Risk Identification
4. Planning For Hazard Identification, Risk Assessment And Risk Control
5. Hazard Identification And Risk Assessment Must:
6. Common Health & Safety Hazards
7. Occupational Health Hazards
8. Physical Hazards
9. Chemical Hazards
10. Biological Hazards
11. Ergonomic Hazards & Stress

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12. Hazard Identification
13. Common Control Methods
14. Common Control Methods (continued...)
15. Product Life Cycle
16. Hazard Significance Criteria Evaluation Method - 1
17. Hazard Significance Criteria Evaluation Method – 2

### ➤ **Session - 5 :**

In this session, participants will learn about ISO/IEC 45001:2018 Risk Management. It covers total 19 slides on below topics:

1. Session - 5 : Risk Management
2. What is Risk Management?
3. Risk Management
4. Why use risk-based thinking?
5. How we do Risk Management?
6. Risk Management Approach
7. Risk Management Process
8. Risk Management Phases
9. Phase-1 : Risk Analysis
10. Severity / Impact
11. Risk assessment in organization
12. Risk Assessment Likelihood Examples
13. Phase-2 : Risk Evaluation
14. Risk Evaluation-Managing and Qualifying Risks
15. Phase-3 : Risks Monitoring and Control
16. Risk Treatment
17. Phase-4 : Post-test Operation Information
18. Areas to Consider for Risk and Opportunity Identification
19. Possible Risks in an Organization

### ➤ **Session - 6 :**

In this session, participants will learn about Audit Process. It covers total 38 slides on below topics:

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1. Session - 6 : Audit Process
2. Outline of this session
3. Audit Definition
4. What is an audit?
5. Why Audit?
6. Tips for trained auditors
7. Principles of Auditing
8. Types of Audit
9. Management System Audit Techniques
10. Steps involved in audit
11. Implementing the Audit Program
12. Seven Steps of Implementation of Audit Program
13. Step no. 1 - Audit Planning
14. Contents of Audit Plan
15. Sample Audit Plan
16. Step no. 2 - Developing Checklists
17. Step no. 3 - Conducting Opening Meeting
18. Step no. 3 - Conducting Opening Meeting (continued...)
19. Step no. 4 - Conducting the audit
20. Conducting the Audit Activities
21. Interview and Questioning Techniques
22. Collecting Evidences of Compliance
23. Objective Evidences
24. Step no. 5 - Recording Audit Findings
25. Identifying Non-compliances
26. Observations (Opportunities for Improvement)
27. Nonconformity Report
28. Step no. 6 - Conducting the Closing Meeting
29. Checklist for Conducting the Closing Meeting
30. Step no. 7 - Preparing the Audit Report
31. Contents of Audit Report
32. Conducting Audit Follow-up
33. Auditor's Qualities
34. Auditor's Personal Behavior

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- 35. Auditor's Conduct
- 36. The Audited Persons' Conduct
- 37. Overview of the Process of Collecting and Verifying Information
- 38. Reference

### ➤ **Session - 7 :**

In this session, participants will learn about Audit Terms and Definitions and Roles and Responsibilities. It covers total 20 slides on below topics:

- 1. Session - 7: Audit Terms and Definitions and Roles and Responsibilities
- 2. Terms and Definitions
- 3. Audit Roles and Responsibilities
- 4. Role and Responsibilities of Auditing Organization (Certifying Body)
- 5. Role and Responsibilities of Lead Auditor / Team Leader
- 6. Role and Responsibilities of Lead Auditor
- 7. Role and Responsibilities of Auditor
- 8. Role and Responsibilities of Auditee Organization
- 9. Role and Responsibilities of Audited Person
- 10. Role and Responsibilities of Guide
- 11. Role and Responsibilities of Observer
- 12. Audit Communication - Effective Communication with Auditee
- 13. Evaluation of the system by Auditor
- 14. Essential Characteristics of Auditor
- 15. Bad habits to avoid
- 16. Interviewing – A Critical Audit Step
- 17. Interviewing Technique
- 18. Questioning Technique for Interviews
- 19. Open Questions – Auditor's Friends
- 20. Need for Auditor's Confidentiality

### ➤ **Session - 8 :**

In this session, participants will learn how to Performing an Audit. It covers total 20 slides on below topics:

- 1. Session - 8: Performing an Audit
- 2. Performing audit activities

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3. Overview of OH&S Management System Audit
4. Audit Techniques
5. Ways of Performing Audits
6. How do auditors find evidence?
7. What should be reviewed as part of document review?
8. Observations
9. Auditors' Proverb: "Seeing is believing" Visit the field! See the 'real world'!!!
10. Three Approaches for Auditing
11. Auditing Using Process Approach
12. Auditing Using Process Approach
13. Why Prepare a "Checklist" Before an Audit?
14. Checklist Format
15. Audit Checklists: Should and Should Not
16. Follow Audit Trails
17. Auditing Top Management
18. Always Take Notes
19. Time Management
20. Can auditors provide solutions as well..?....

### ➤ **Session - 9 :**

In this session, participants will learn about Nonconformity and Corrective Action. It covers total 15 slides on below topics:

1. Session - 9 : Nonconformity and Corrective Action
2. Nonconformity Reporting
3. Objective Evidence
4. Non-conformity Report (NCR)
5. Wording of NCR
6. Categorizing Non-Compliances
7. Observations (Notes of Auditors)
8. Agreement between Auditor and Auditee on NCR
9. Care to be taken while creating an NCR
10. Sample Non-Conformity Report (NCR)
11. Closing Meeting
12. Conducting the Closing Meeting

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13. Communicating Audit Findings in Closing Meeting
14. Corrective Action
15. Audit Follow-up Activity

### Part – 2 Hand-outs:

For each lecture, hand-out is given in PDF format. The participant can download or print any documents to read it later to get detailed knowledge of all the six topics.

Sr. No	Name of Literature	Total Pages
1	Overview of ISO 45001:2018 OH&S Management System	13
2	Clause-wise Requirements of OH&S Management System	33
3	ISO 45001:2018 Documented Information	10
4	Hazard / Risk Identification	15
5	Risk Management	12
6	Audit Process	26
7	Audit Terms and Definitions and Roles and Responsibilities	12
8	A. Performing Audit-OH&S Management System	13
	B. ISO 45001:2018 Audit Checklist	28
	C. OH&S Manual	39
9	Nonconformity Reporting and Corrective Action	9

### Part – 3 Actual Meetings and Audit Videos:

A complete video demonstration of opening – closing meetings as well as Audit meeting is provided under this section. Auditor can watch and learn how to perform audit in organization and manage the opening and closing meetings with management employees.

Sr. No	Name of Videos	Duration
1	Session 6 : Audit Opening Meeting	10 Minutes
2	Session 8 : Performing Actual Audit	6 Minutes
3	Session 9 : Conducting Audit Closing Meeting	7 Minutes

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### Part – 4 Exams:

Each session contains session exam, Participants have to pass the exam after completion of each session. After passing all session exams there is one final exam, participant must have to pass exam with minimum 80% marks. User can reappear and clears each exam to complete the course and get download/print their ISO 45001:2018 lead auditor training certificate.

### Part – 5 Audit Checklists:

The Audit checklists with more than 200 quality management system audit questions as below:

1. ISO 45001:2018 requirement wise questions
2. Department wise audit questions

### Part – 6 Training Certificate:

After passing the exam the colorful training certificate is generated and user can download it or print it. Any one globally can cross verify the training certificate through our LMS platform.

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### Chapter - 2: COURSE OBJECTIVES

**Upon Completion of this course, participants will be able to:**

- ✓ Familiarize yourself with ISO 45001:2018 requirements clauses and sub clauses.
- ✓ Get an overview of ISO 45001:2018 and the benefits to implement it.
- ✓ Understand General and structural requirements of ISO 45001:2018 standard.
- ✓ Know about the resource requirements and process requirements.
- ✓ Know about the management system requirements of the ISO 45001:2018 standard.
- ✓ Understand documentation and list of procedures and records and to check them as lead auditor.
- ✓ Get the knowledge of lead auditing and use of audit checklist.
- ✓ Understand the processes involved in auditing.
- ✓ Know about the types of auditing and questioning techniques.
- ✓ Understand how to prepare and maintain lead audit records.
- ✓ Get the ready-to-use lead audit checklist with clause-wise questions to perform an effective audit.
- ✓ Understand the new concepts of impartiality, risk management and risk evaluation techniques, decision rule, and process approach.
- ✓ Make a team of lead auditors to establish quick and effective system for ISO 45001:2018 accreditation.

### Chapter - 3: WHO SHOULD ATTEND THIS COURSE?

This course is developed and brought to you by Punyam Academy; an ISO/IEC 17024 accredited training provider company, which offers various e-learning as well as classroom training courses for working professionals, college students, and other individuals for enhancing their career to new heights. Our e-learning courses help them to succeed in today's competitive environment, to renew licenses, and to update, strengthen and add quality to their existing knowledge and skills. Our courses are also useful for those who want to get certification, or start a new profession.

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### Chapter - 4: USER MANUAL

#### Compatibility and Requirements for smoothly running our course

1. **Bandwidth:** Internet bandwidth must be 1 MBPS or higher.
2. **Operating System:** Microsoft Windows XP and higher versions, iOS, Android.
3. **Browser:** Best viewable in Mozilla Firefox, Google Chrome. Also supports Internet Explorer.
4. **Screen Resolution:** To view slides properly, you must have a screen resolution of 1024 x 768 or higher.
5. **Cookies:** You must have browser cookies enabled, so that we can maintain your current session as you navigate through the application.
6. **JavaScript:** You must have enabled JavaScript, so that application runs smoothly.
7. **Adobe Acrobat Reader:** Some documents in our application are in .pdf format, so you must have installed adobe acrobat reader in your computer to be able to read such documents that you download.
8. **Pop-up Enable:** In your browser setting, check Pop-up blocker off, or enable Pop-up window.
9. **Speaker:** You must have speakers or a headphone attached to your computer, so that you can listen to the course lecture while learning.

Click  to Purchase this Course.

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### Chapter - 5: ABOUT COMPANY

Punyam Academy is an ISO/IEC 17024 certified training provider company, which offers various **ISO Training Courses** and conducts webinars for online certification as well as classroom training. We are a leading name in E-learning, training and certification on ISO standards and all other types of management system standards. Punyam Academy specializes in a complete range of courses on awareness, auditor and lead auditor courses on ISO 9001, ISO 14001, ISO 45001, ISO 22000, ISO 27001, OHSAS 18001, ISO/IEC 17025, ISO/IEC 17020, ISO/IEC 17021, FSSC 22000, ISO 27001, ISO 50001, ISO 13485, ISO 20000, ISO/IEC 17024, ISO 17034, Sedex, ISO 22301, NABH, Certified Calibration Engineer and other management system training courses. We provide E-learning courses on all of these topics through effective, enjoyable and time-saving online training sessions and webinars. We have conducted more than 300 public training programs as well as online corporate training sessions in more than 45 countries.

To review how our LMS works, [Click Here](#)

Visit Our Website for more E-learning Courses and PPT Packages:

<https://www.punyamacademy.com/eshop>

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