

# PAS108: ISO 45001:2018 Certified Internal Auditor Training

**E-learning Course Duration: 8 Hours**

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

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

Sr. No.	The entire e-learning course has 5 main parts as below	Details	
1.	<b>Lectures</b>	<b>No. of slides</b>	
	1. Session – 1 : Overview of ISO 45001:2018	19	
	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 : Internal Management System Audit	40	
	5. Session – 5 : ISO 45001:2018 Internal Audit Records	09	
	6. Session – 6 : Risk Management	19	
	7. Session - 7: Hazard / Risk Identification	17	
	Total no. of slides (with Audio lectures) →		185
2.	Hand-outs (each session detail document is given in PDF and participant can download, print, or save it for future reference)	Approx. 40 Pages in PDF	
3.	Session Exams at end of each session and Final Exam	Total 8 Exams	
4.	Audit Checklist as per Department-wise and Clause-wise	Approx. 500 audit questions	
5.	ISO 45001 Certified Internal Auditor training certificate	Award Certificate	

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## Part – 1 Lectures:

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

### ➤ **Session - 1 :**

In this session, participants will learn about ISO 45001:2018 standard in detail. It covers total 19 slides on below topics:

1. Overview of Session 1
2. ISO Facts
3. What is ISO 45001?
4. List of ISO 45001 Series Standards
5. What are the goals of ISO 45001?
6. Scope of ISO 45001:2018 Standard
7. Messages from ISO 45001:2018 Standard
8. Why Implement OH&S Management System?
9. Benefits of ISO 45001:2018
10. ISO 45001:2018 Standard – An Overview
11. Structure of ISO 45001:2018 Standard
12. Some Key Terms and Definitions used in ISO 45001
13. ISO 45001 - OH&S Management System must:
14. ISO 45001 Issues
15. Basic Causes of OH&S Hazards
16. Immediate Causes of OH&S Hazards
17. OH&S Integration
18. Peter Drucker Says...
19. End of Session – 1

### ➤ **Session - 2 :**

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

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

1. Overview of Session 2A
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
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

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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
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. Overview of Session 2B
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

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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

### ➤ **Session - 3 :**

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

1. Overview of Session 3
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 Internal Management System Audit. It covers total 40 slides on below topics:

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1. Overview of Session 4
2. Outline of this topic
3. Audit
4. What is an Audit?
5. Why Audit?
6. What is Internal Audit?
7. Overview of Internal Management System Audit
8. Key Elements of Internal Audit
9. Requirements for Internal Audit
10. Tips for Trained Internal Auditors
11. Principles of Auditing
12. Types of Audit
13. Management System Internal Audit Techniques
14. Steps Involved in Management System Audit
15. Implementing the Audit Program
16. Seven Steps of Implementation of Audit Program
17. Step no. 1- Audit Planning
18. Contents of Audit Plan
19. Step no. 2- Developing Checklists
20. Step no. 3- Conducting Opening Meeting
21. Step no. 4- Conducting the Audit
22. Interview and questioning techniques
23. Collecting Evidences of Compliance
24. Objective Evidences
25. Step no. 5- Recording Audit Findings
26. Identifying Non-compliances
27. Categorizing Non-Compliances
28. Nonconformity Report
29. Nonconformity Reporting
30. Step no. 6 - Conducting the Closing Meeting
31. Step no. 7 - Preparing the Audit Report
32. Contents of Audit Report
33. Conducting Audit Follow-up

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- 34. Auditor's Qualities
- 35. Auditor's Personal Behavior
- 36. Auditor's Conduct
- 37. The Audited Persons' Conduct
- 38. Overview of the Process of Collecting and Verifying Information
- 39. Management System Internal Audit Process
- 40. Reference

### ➤ **Session - 5 :**

In this session, participants will learn about ISO 45001:2018 Internal Audit Records. It covers total 9 slides on below topics:

- 1. Overview of Session 5
- 2. Internal OH&S System Audit Records
- 3. Internal OH&S System Audit Records (continued...)
- 4. Internal OH&S System Audit Records (continued...)
- 5. Form No. 1 - Internal Audit Plan
- 6. Internal OH&S System Audit Records (continued...)
- 7. Form No. 2 - ISO 45001:2018 OH&S Clause-wise audit review report
- 8. Internal OH&S System Audit Records (continued...)
- 9. Form No. 3 - Internal Audit Nonconformity Report

### ➤ **Session - 6 :**

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

- 1. Overview of Session 6
- 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

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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 – 7 :**

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

1. Overview of Session 7
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
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

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## 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 seven topics.

Sr. No	Name of Literature	Total Pages
1	Overview of ISO 45001:2018 System	11
2	Clause-wise Requirements of OH&S Management System	33
3	ISO 45001:2018 Documented Information	10
4	Management System Audit Process	38
5	ISO 45001:2018 Internal Audit Records	40
6	Risk Management	12
7	Hazard / Risk Identification	15

## Part – 3 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 internal auditor training certificate.

## Part – 4 Audit Checklists:

The Audit checklists with more than 500 OH&S management system audit questions as below:

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

## Part – 5 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 occupational, health & safety management system (OH&SMS) principles.
- ✓ Understand the Plan-Do-Check-Act Cycle of OH&SMS requirements.
- ✓ Familiarize yourself with the high level structure and the framework of OH&SMS.
- ✓ Understand the ISO 45001:2018 OH&SMS requirements and sub-clauses.
- ✓ Understand organizational issues and context of the organization.
- ✓ Understand the needs and expectations of interested parties.
- ✓ Know about the leadership, planning, and support clauses.
- ✓ Know about the operation and performance evaluation clauses.
- ✓ Understand how improvement can be achieved in the organization.
- ✓ Understand, maintain and retain Documented Information list.
- ✓ Get the knowledge of internal 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 internal audit records.
- ✓ Understand the new concepts of risk management and risk evaluation techniques.

### 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 [ENROL](#) 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.

**How Our E-learning Course Works,** [Click Here](#)

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