auditors@quality.org

Please email this application form, together with all required documents to

#  Your details

All parts of this application must be completed in BLOCK CAPITALS and in English. **Your Auditor Certification no.**

If you need more space than the form allows please continue on additional, clearly

marked pages.

## Personal details

**Title**

**First name**

**Last name**

**Telephone**

**Email**

**Date of Birth**

#  Requirements

Migrating your Auditor Certification to new ISO 45001:2018 standard normally requires you to attend a CQI/IRCA Auditor Migration Training Course. However, we acknowledge that not everybody will have an opportunity to attend such a training course, which is why we have created an alternative route for Auditor Migration, applying the following Criteria:

**Knowledge**

The ability to communicate any changes in OH&S specific requirements arising as a result of Migrating from OHSAS 18001:2007 to ISO 45001:2018.

1. **With reference to Annex SL, Appendix 2**
	1. Understanding of the purpose of Annex SL Appendix 2 and its use by standards writers.
	2. Understanding the framework for a generic management system standard and being able to make reference to the high-level structure and drawing comparison with previous management system standards where appropriate.
	3. Understanding new and revised terms and definitions – including interested party, risk and opportunities, competence, documented information, and performance and monitoring – referencing previously used terms and definitions where appropriate.
	4. Being able to understand the relationship between external and internal issues, the relevant requirements of relevant interested parties, the actions to address risks and opportunities, and the management system processes needed to implement them.
2. **Context of the organisation**
	1. Comprehension of the requirements for understanding the organisation and its context, understanding the relevant requirements of relevant interested parties, and determining the boundaries and applicability of the management system to establish its scope. Being able to give examples of how organisations may achieve this and examples of a management system scope.
	2. Being able to give examples of objective evidence, and their source(s), that auditors could gather and evaluate to determine conformity or nonconformity with these requirements.
3. **Leadership**
	1. Understanding the new and enhanced requirements for leadership including management systems policy.
4. **Planning**
	1. Understanding the requirements for planning the management system, taking into consideration the organisation and its context, and the needs and expectations of interested parties.
	2. Understanding the requirements for determining and addressing risks and opportunities. Giving examples of ways in which organisations may determine, evaluate, and address risks and opportunities.
5. **Support**
	1. Understanding new and enhanced requirements for awareness and communication.
	2. Understanding how Annex SL requirements for documented information differ from previous management system standard requirements.
6. **Operation**
	1. Being able to outline the new and enhanced requirements for operational planning and control concerning outsourcing and relating this to the context of the organisation and planning, and the relevant needs and expectations of relevant interested parties.

**Skills**

**Skills must be demonstrated by providing relevant examples of practical application in form of a Case Study and submission of related documents (e.g. Audit Plan, Audit Report, List of Findings) for an organisation that has been audited by the applicant against ISO 45001:2018**

1. **Planning and Conducting the audit**
	1. Establish that the scope and criteria for an audit are appropriate.
	2. Prepare an on-site audit plan that is appropriate for the organisation's context and processes.
	3. Demonstrate the ability to collect and verify appropriate audit evidence, including appropriate sampling.
2. **Auditing OH&S Management System requirements**
	1. Verify the purpose and the intended outcome(s) of the management system, and the relevant external and internal issues, as determined by the organisation.
	2. Verify the relevant interested parties and any relevant requirements that have been determined by the organisation.
	3. Verify the scope of the management system in relation to:
		1. The external and internal issues.
		2. The relevant requirements of the relevant interested parties.
		3. The boundaries and applicability of the management system.
	4. Verify that the management system policy and objectives have been established by top management and that they:
		1. Are compatible with the organisation’s strategic direction.
		2. Have been communicated with the management system policy to relevant interested parties.
	5. Evaluate the actions to address risks and opportunities, to ensure that the management system meets its intended result(s), and that it prevents (or reduces) undesired effects. These should take into consideration:
		1. The external and internal issues in 2.1 (see above).
		2. The relevant requirements of relevant interested parties in 2.2 (see above).
	6. Verify that the actions in 2.5 (see above) have been implemented and integrated into the management system processes.
	7. Evaluate the internal and external communication process.
	8. Evaluate the arrangements for monitoring, measuring, analysis and evaluation:
		1. What needs to be monitored and measured?
		2. The methods for monitoring, measurement, analysis and evaluation – when it will take place, and who will perform it?
		3. When will the results be analysed and evaluated, and who will perform it?
	9. Evaluate the management review of the management system based on changes in relevant external and internal issues, feedback on management system performance, and feedback from relevant interested parties.
	10. Evaluate improvement, including the organisation’s arrangements for continual improvement of the suitability and adequacy of the management system.
3. **Generating audit findings**
	1. Demonstrate the ability to evaluate audit evidence to identify correctly conformity and nonconformity with requirements. Particular emphasis should be placed on:
	* The context of the organisation
	* Internal and external issues
	* Relevant interested parties
	* Top management (Clause 5)
	* Actions to address risks and opportunities (Clause 6.1)
	* Operational planning and control (Clause 8.1).

 **A. Knowledge**

**The ability to communicate any changes in OH&S Management System specific requirements arising as a result of migrating from OHSAS 18001:2007 to ISO 45001:2018.**

* 1. **Annex SL/High Level Structure**Briefly describe the framework for a generic management system in accordance with Annex SL/the high-level structure and how this is influenced by the relationship between external and internal issues, the requirements of relevant interested parties and the actions to address risks and opportunities. Include the typical documentation an organisation would require to achieve this. Please draw comparison with previous management system standards where appropriate. (Maximum 300 words)

**2. Context of the organisation**Briefly describe how an organisation would identify and document its context and how they would define the scope of its OH&S Management System. (Maximum 300 words)

**3. Leadership**Please describe the new and enhanced requirements for leadership and the resulting impact on an OH&S Management Systems’ policy. (Maximum 300 words)

**4. Planning**Please describe how the context of the organisation, the needs and expectation of interested parties and the requirements for determining and addressing risks and opportunities influence the planning of the OH&S Management System. (Maximum 300 words)

**5. Support**Please demonstrate your understanding of the new and enhanced requirements for awareness and communication and how the requirement for documented information differs from previous OH&S Management System standards. (Maximum 300 words)

**6. Operation**Please outline the new and enhanced requirements for operational planning and control, especially concerning outsourcing, and also explain how this relates to the context of the organisation and the needs and expectations of relevant interested parties. (Maximum 300 words)

#  B. Skills

## Skills must be demonstrated by providing relevant examples of practical application in form of a Case Study and submission of related documents (e.g. Audit Plan, Audit Report, List of Findings) for an organisation that has been audited by the applicant against ISO 45001:2018

Please provide a full set of documentation for a First, Second or Third Party Audit you have carried out against ISO 45001:2018, containing as a minimum:

* The Audit Plan
* The Scope of the Organisation’s OH&S Management System
* The resulting Audit Report
* The resulting Findings Report
* Any Checklists or Aids used during the audit

## Evidence references

Please list below all pieces of evidence submitted from your audit

Make sure the title of your evidence and the reference number appears at the top of each attached document.

**REFERENCE**

**HEADING / TITLE OF MY EVIDENCE**

e.g. Audit Plan; Checklist 001 etc.

Please describe how this audit against the new ISO 45001:2018 standard has differed from previous audits against the OHSAS 18001:2007 standard, especially with regards to the skills-based Criteria as outlined above regarding Planning and Conducting the audit, Auditing OH&S Management System requirements and Generating audit findings. (Maximum 500 words)

#  Application checklist

I have provided;

## A. Knowledge

Written statements about my understanding of the new standard requirements with regards to the Annex SL/High Level Structure for Management Systems and the specific implications for ISO 45001:2018

## B. Skills

A full set of documentation for a First, Second or Third Party Audit I have carried out against ISO 45001:2018

A Written statement about the difference carrying out an audit against the new ISO 45001:2018 as opposed to previous audits I have carried out against OHSAS 18001:2007, taking into account key skills-based Criteria as outlined under “Skills 1.-3.” above.

#  Your declaration

By supplying your details you are allowing the CQI and IRCA to process your personal data in relation to your migration assessment.

I confirm that the information supplied in relation to this submission is correct. If necessary, I agree for the CQI and IRCA to contact the relevant parties to verify the authenticity of my evidence.

Signature

Date