

## ISO 45001:2018 Internal Auditor (3 days)

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### AGENDA

#### Day 1

Time	Subject
8:00 a.m.	<b>Welcome and Introductions</b>  <b>Module 1: Overview of Occupational Health and Safety Management Systems</b> Activity 1 – Benefits of an OHS Management System
9.30 a.m.	Break
9.45 a.m.	<b>Module 2: The ISO 45001:2018 Standard</b> Activity 2 – Auditing Clause 4 Context of the Organization Activity 3 – Auditing Clause 5 Leadership and worker Participation Activity 4 – Auditing Clause 6 Planning
12:00 p.m.	Lunch
12:45 p.m.	<b>Module 2: The ISO 45001:2018 Standard <i>continued</i></b> Activity 5 – Auditing Clause 7 Support Activity 6 – Auditing Clause 8 Operations
2.15 p.m.	Break
2.30 p.m.	<b>Module 2: The ISO 45001:2018 Standard <i>continued</i></b> Activity 7 – Auditing Clause 9 Performance Evaluation Activity 8 – Auditing Clause 10 Improvement  Day 1 Knowledge Check
5.15 p.m.	Review and end of day

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### **AGENDA**

#### **Day 2**

Time	Subject
8:00 a.m.	Review of Day 1  <b>Module 3: OH&amp;S Legislation</b> Activity 9 – Legislation Issues  <b>Module 4: Audit Fundamentals</b> Activity 10 – Terms and Definitions
10.00 a.m.	Break
10.15 a.m.	<b>Module 4: Audit Fundamentals <i>continued</i></b> Activity 11 – Auditor Competence Activity 12 – Successful Auditing
12:00 p.m.	Lunch
12:45 p.m.	<b>Module 4: Audit Fundamentals <i>continued</i></b> Activity 13 – Roles and Responsibilities  <b>Module 5: Internal Audit Planning</b> Activity 14 – Establish Audit Objective, Scope and Criteria Activity 15 – Develop and Audit Plan
2.15p.m.	Break
2.30 p.m.	<b>Module 5: Internal Audit Planning <i>continued</i></b> Activity 16 – Develop Documented Information for Audit Planning  Day 2 Knowledge Check
5:15 p.m.	Review and end of day

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### **AGENDA**

#### **Day 3**

Time	Subject
8:00 a.m.	Review of Day 2 <b>Module 6: Conducting an Audit</b> Activity 17 – Conducting the Audit
10.00 a.m.	Break
10.15 a.m.	<b>Module 6: Conducting an Audit <i>continued</i></b> Activity 18 – Drafting Nonconformity Statements
12:00 p.m.	Lunch
12:45 p.m.	<b>Module 6: Conducting an Audit <i>continued</i></b> Activity 19 – Closing Meeting  <b>Module 7: Reporting Audit Outcomes</b> Activity 20 – Draft Audit Report
2.45 p.m.	Break
3:00 p.m.	<b>Module 8: Audit Follow Up</b> Activity 21 – Corrective Action  End of Day 3 Knowledge Check
5:00 p.m.	<b>Close of course</b>