

COURSE OVERVIEW HE1339
Certified Lead Auditor (ISO 45001:2018)

Course Title

Certified Lead Auditor (ISO 45001:2018)

Course Date/Venue

November 03-07, 2024/ Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE

Course Reference

HE1339

Course Duration/Credits

Five days/4.0 CEUs/40 PDHs



Course Description



This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.



This Occupational Health Safety Management System Auditor/Lead Auditor course is designed and developed to provide delegates with the knowledge and skills required to perform audits (first party, second and third-party) of Occupational Health Safety management system against ISO 45001 in accordance with ISO 19011 and ISO 17021 as applicable.



During the course, participants will learn the fundamental concepts and basic understanding of OHSMS; the auditing context of organization and auditing leadership; the OHS policy, auditing planning process and support process; the documented information, auditing operation, performance evaluation and improvement; the audit management and the roles and responsibilities of an auditor; the audit process-audit programme; sequencing audit activities; planning the audit, preparing audit checklist conducting audit and finding nonconformances; and writing NCR and audit report.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Get certified as a “**Lead Auditor in ISO 45001:2018**” from the Chartered Quality Institute (CQI) and the International Register of Certificated Auditors (IRCA)
- Discuss the fundamental concepts and basic understanding of OHSMS
- Carryout auditing context of organization and auditing leadership
- Review OHS policy and apply auditing planning process and support process
- Assess documented information and employ auditing operation, performance evaluation and improvement
- Perform audit management and explain the roles and responsibilities of an auditor
- Describe audit process-audit programme and illustrate sequencing audit activities
- Plan the audit, perform document review, prepare audit checklist and open the meeting
- Review the specimen questionnaire, employ auditing techniques, conduct audit, find nonconformances and write NCR
- Close the meeting, write audit report and apply NCR closure

Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials, sample video clips of the instructor’s actual lectures & practical sessions during the course conveniently saved in a **Tablet PC**.

Who Should Attend

This course provides an overview of all significant aspects and considerations of occupational health safety management system audit in accordance with ISO 45001 for management representatives, core group members and other process heads responsible for establishing, implementing, maintaining and auditing occupational health safety management system; all employees whose work responsibility directly affects OHSMS; those who are responsible conducting first party, second party or third-party audits; management system professionals and consultants; personnel from the certification bodies; those who wish to learn and develop cross functional skills for the challenging future assignments; and those individuals willing to take up external auditing as a future profession by becoming an independent auditor and to become a registered iso 45001:2018 lead auditor.

Course Fee

US\$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons

Virtual Training (If Applicable)

If this course is delivered online as a Virtual Training, the following limitations will be applicable:-

Certificates	Only soft copy certificates will be issued to participants through Haward’s Portal. This includes Wallet Card Certificates if applicable
Training Materials	Only soft copy Training Materials (PDF format) will be issued to participant through the Virtual Training Platform
Training Methodology	80% of the program will be theory and 20% will be practical sessions, exercises, case studies, simulators or videos
Training Program	The training will start at 0830 and ending at 1600
H-STK Smart Training Kit	Not Applicable
Hands-on Practical Workshops	Not Applicable
Site Visit	Not Applicable
Simulators	Only software simulators will be used in the virtual courses. Hardware simulators are not applicable and will not be used in Virtual Training

Course Certificate(s)

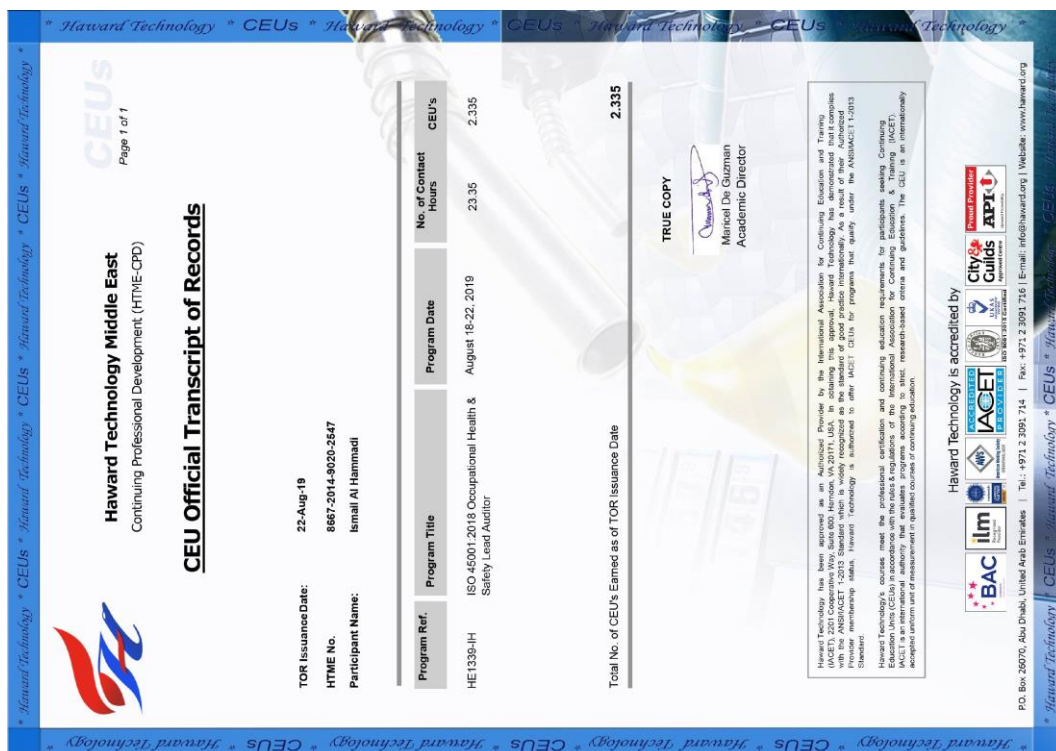
- (1) CQI/IRCA certificates will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Successful candidate will be certified as a "Lead Auditor in ISO 45001:2018". Certificates are valid for 5 years.

Sample of Certificates

The following are samples of the certificates that will be awarded to course participants: -




- (2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.



Certificate Accreditations

Certificates are accredited by the following international accreditation organizations:-

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International Register of Certificated Auditors (IRCA)


This course is an IRCA-accredited PR357(1911). Participants who successfully complete both the examination and the continuous assessment will be awarded an IRCA accredited Certificate of Achievement which will satisfy the formal training requirements for the IRCA OHSMS 45001:2018 Lead Auditor Certification Scheme.

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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **4.0 CEUs** (Continuing Education Units) or **40 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Mr. Saji George, MCA, BSc, NEBOSH-IGC, ISO, CQI, IRCA, is a **Senior Quality Management Consultant** and an **International Health, Safety & Environment (HSE) Expert** with almost **30 years** of extensive experience in the areas of **ISO 45001** Occupational Health & Safety Management System Auditing, **Occupational Risk Management, Auditing & Risk Assessment**, Effective Quality Management System (QMS), **QMS Framework, Quality Assurance**

Standards, QA Audit Process & Techniques, Quantified Risk Assessment, Auditing Skills, Questioning & Gathering Evidence, Audit Evidence Evaluation, Auditing Reporting, Quality Management System Assessment, Quality Procedures Implementation, Quality Costs Preparation, Total Quality Management (TQM), Continual Quality Improvement, Quality Control Procedures, Implementation & Maintenance of Integrated Management System in compliance to the requirements of **ISO 9001:2015, ISO14001:2015** and **ISO 45001:2018** standards. Further, he is also well-versed in Risk Assessment & Management, Facility HSE Inspection, Incident Investigation & Root Cause Analysis, Emergency Response & First Aid, Data Analysis and Corrective & Preventive Actions. He is currently the **Branch Manager** where-in he is deeply involved in 3rd party audits in the region of Middle East for certification for **ISO 9001, ISO 14001 & ISO 45001** Standards.

During his career life, Mr. Saji has worked with several prestigious companies occupying numerous challenging managerial and technical positions such as being the **Manager (Systems), Quality Executive, Qualified NEBOSH IGC Professional, Qualified IT Professional, IRCA Instructor/Trainer, Lead QHSE Assessor Cum Lead Auditor Trainer** and **Logistics QHSE Officer** for numerous international companies like the KBS Certifications Pvt. Ltd., Real Emirates LLC, DAMAS LLC and Ralson Industries Limited just to name a few.

Mr. Saji has a **Bachelor** degree in **Physics, Chemistry & Mathematics** and holds an **Advanced Diploma in Systems Management** and a **Certificate of Master of Computer Applications (MCA)**. Further, he is a **Registered RRC NEBOSH IGC**, an **IRCA Registered ISO 9001:2015 (QMS) Lead Auditor, ISO 14001: 2015 (EMS) Lead Auditor, ISO 45001: 2018 (OHSMS) Lead Auditor** and an **Approved IRCA Tutor**. He has further delivered numerous trainings, courses, seminars, conferences and workshops internationally.



Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: Sunday, 24th of December 2023

0830 - 0835	Registration, Coffee, Welcome & Introduction
0835 - 0845	PRE-TEST
0845 - 0900	Session 1: Introduction of Delegates & Course Overview
0900 - 0930	Exercise 1: Introduction of Delegates
0930 - 1000	Session 2: Fundamental Concepts & Basic Understanding of OHSMS
1000 - 1005	Micro Break
1005 - 1030	Exercise 2: Basic Understanding of OHSMS
1030 - 1040	Refreshment Break
1040 - 1100	Session 3: Auditing Context of Organization
1100 - 1105	Micro Break
1105 - 1130	Session 3: Auditing Context of Organization (cont'd)
1130 - 1200	Lunch Break
1200 - 1300	Session 4: Auditing Leadership
1300 - 1305	Micro Break
1305 - 1400	Exercise 3: Review of OHS Policy
1400 - 1410	Refreshment Break
1410 - 1500	Session 5: Auditing Planning Process
1500 - 1505	Micro Break
1505 - 1515	Exercise 4: Planning Process
1515 - 1525	Session 6: Auditing Support Process
1525 - 1600	Recap
1600	End of Day One

Day 2: Monday, 25th of December 2023

0830 - 0900	Review of the Key Contents of the Previous Day
0900 - 1000	Exercise 5: Documented Information
1000 - 1005	Micro Break1
1005 - 1030	Exercise 5: Documented Information (cont'd)
1030 - 1100	Session 7: Auditing Operation
1100 - 1110	Refreshment Break
1110 - 1130	Exercise 6: Auditing Operation
1130 - 1200	Session 8: Auditing Performance Evaluation & Improvement
1200 - 1205	Micro Break
1205 - 1230	Exercise 7: Auditing Performance Evaluation & Improvement
1230 - 1330	Lunch Break
1300 - 1330	Session 9: Audit Management & Role of Auditor
1330 - 1335	Micro Break
1335 - 1400	Exercise 8: Auditors Roles & Responsibilities
1400 - 1410	Refreshment Break
1410 - 1430	Session 10: Audit Process-Audit Programme
1430 - 1435	Micro Break
1435 - 1525	Exercise 9: Sequencing Audit Activities
1525 - 1600	Recap
1600	End of Day Two





Day 3: Tuesday, 26th of December 2023

0830 – 0900	<i>Review of the Key Contents of the Previous Day</i>
0900 - 1000	Session 11: Audit Plan
1000 – 1005	<i>Micro Break</i>
1005 – 1030	Session 11: Audit Plan (cont'd)
1030 – 1100	Exercise 10: Planning of the Audit
1100 – 1110	<i>Refreshment Break</i>
1110 – 1130	Session 12: Stage 1 Audit & Document Review
1130 – 1135	<i>Micro Review</i>
1135 -1200	Session 12: Stage 1 Audit & Document Review (cont'd)
1200 – 1230	<i>Lunch Break</i>
1230 – 1300	Exercise 11 Document Review
1300 – 1400	Session 13: Audit Checklist
1400 -1405	<i>Micro Break</i>
1405 -1415	Session 13: Audit Checklist (cont'd)
1415 – 1430	Exercise 12: Preparing Audit Checklist
1430 – 1440	<i>Refreshment Break</i>
1440 – 1445	Exercise 12: Preparing Audit Checklist (cont'd)
1445 – 1450	<i>Micro Break</i>
1450 – 1525	Session 14: Opening Meeting
1525 - 1600	Exercise 13: Opening Meeting
1525 – 1600	Recap
1600	<i>End of Day Three</i>

Day 4: Wednesday, 27th of December 2023

0830 – 0900	<i>Review of the Key Contents of the Previous Day</i>
0900 – 1000	<i>Review of the Specimen Questionnaire</i>
1000 – 1005	<i>Micro Break</i>
1005 – 1030	Session 15: Auditing Techniques
1030 – 1100	Session 16: Auditing Process: Conducting the Audit
1100 – 1110	<i>Refreshment Break</i>
1110 – 1150	Session 16: Auditing Process: Conducting the Audit (cont'd)
1150 – 1200	<i>Micro Break</i>
1200 – 1230	Exercise 14: Audit (Role Play)
1230 - 1330	<i>Lunch Break</i>
1300 – 1330	Exercise 14: Audit (Role Play) (cont'd)
1300 – 1305	<i>Micro Break</i>
1305 – 1350	Exercise 14: Audit (Role Play) (cont'd)
1350 -1400	<i>Refreshment Break</i>
1400 – 1430	Exercise 14: Audit (Role Play) (cont'd)
1430 - 1435	<i>Micro Break</i>
1435 - 1500	Session 17: Audit Finding & Nonconformances
1500 - 1525	Exercise 15: Writing NCR
1525 – 1600	Recap
1600	<i>End of Day Four</i>

Day 5: Thursday, 28th of December 2023

0830 - 0900	<i>Review of the Key Contents of the Previous Day</i>
0900 - 0930	<i>Session 18: Closing Meeting</i>
0930 - 0935	<i>Micro Break</i>
0935 - 1000	<i>Exercise 16: Closing Meeting</i>
1000 - 1010	<i>Refreshment Break</i>
1010 - 1030	<i>Session 17: Writing Audit Report</i>
1030 - 1100	<i>Exercise 17: Writing Audit Report</i>
1100 - 1105	<i>Micro Break</i>
1105 - 1200	<i>Session 20: Closure of NCR</i>
1200 - 1230	<i>Lunch Break</i>
1230 - 1300	<i>Exercise 18: Closure of NCR</i>
1300 - 1310	<i>Review of Specimen Question/Answer</i>
1310 - 1315	<i>Micro Break</i>
1315 - 1340	<i>Final Question/Answer</i>
1340 - 1540	IRCA EXAM
1540 - 1545	<i>Refreshment Break</i>
1545 - 1600	<i>Feedback/Closing Session</i>
1600	<i>End of Course</i>

Practical Sessions

This practical and highly-interactive course includes the following real-life case studies:-



Course Coordinator

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