

# ISO 45001:2018 OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS INTERNAL AUDITING

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## PROGRAM OVERVIEW

This course is designed to equip participants with the necessary knowledge and skills to effectively conduct internal audits of Occupational Safety and Health Management Systems (OSHMS). Participants will learn how to plan, conduct, report and follow up on internal audits in line with relevant standards like ISO 45001, ensuring compliance and continuous improvement of the OSHMS within their organization.

## OBJECTIVES

- To Enhanced Audit Skills: Practical skills to effectively plan, execute, and report on OSHMS audits.
- To Improved Compliance: Better understanding of ISO 45001 and relevant regulations to ensure continuous compliance.
- To Mitigate Risk: Ability to identify risks and areas of improvement, leading to a safer workplace.

## COURSE CONTENTS

- Understand the internal audit process in the context of OSHMS, including its importance for compliance and continuous improvement.
- Plan and prepare for an internal audit, including the development of audit checklists and audit plans.
- Conduct effective audits by gathering appropriate evidence, interviewing personnel, and observing operations.
- Identify non-conformities, risks, and opportunities for improvement during the audit.
- Prepare audit reports that communicate findings clearly and effectively to management.
- Follow up on audit findings by ensuring corrective actions are implemented and effective.

## FOR WHO

Safety Officers, OSH Coordinators, HR Managers, Supervisors, Line Managers and Operational Leads, Auditors and person who involved in safety audits

## FEE

- Online: RM 864
- Face-to-face: RM 1620  
(Included 8% SST)

## DURATION

- 2 Days
- 7 Hours/day (9 am - 5 pm) with One Hour Break

## AGENDA

### DAY 1

- 8.50 am Participant's arrival and registration
- 9.00 am Ice Breaking
- 10.00 am Introduction to Occupational Safety and Health Management System (OSHMS)  
OSHMS Overview
- 1.00 pm Lunch
- 2.00 pm Audit Technique and skills
- 3.00 pm Risk Management and Planning
- Hazard Identification and Risk Assessment: Techniques and tools for ISO 45001.
  - Planning Actions to Address Risks and Opportunities: Setting up processes for risk control.
  - Operational Control: How to manage operational risks under ISO 45001.
- Q&A
- 5.00 pm Training End

### DAY 2

- 8.50 am Participants arrival
- 9.00 am OSHMS Monitoring,  
Audit Planning  
Workshop  
Preparing audit checklist  
Preparation to conduct an on-site audit  
Audit evidence
- 1.00 pm Lunch
- 2.00 pm Audit review  
Audit findings  
Non-conformity  
Auditor competency  
Q&A Session
- 5.00 pm Training End

## ATTENTION

- The full fee is required with your registration.
- Once a registration is confirmed, **NO CANCELLATION IS ALLOWED.**
- If the registered delegate is unable to attend, a substitute is allowed without payment of an administration fee.

Condition	For PAID Registrants	For UNPAID Registrants
Cancellation more than 14 working days prior to training	Full refund	Not applicable
Cancellation less than 14 working days but more than 7 working days prior to training	10% administration fee chargeable	10% administration fee chargeable
Cancellation less than 7 working days prior to training	No refund	Full fees chargeable
Participant no-show	No refund	Full fees chargeable

- All cancellations must be done in writing (letter/email) to Trans Certification & Inspection Sdn Bhd.
- A full (100%) refund may be granted if the course is cancelled by Trans Certification & Inspection Sdn Bhd.
- Trans Certification & Inspection Sdn Bhd reserves the right to cancel or postpone the programme due to unforeseen circumstances.
- Trans Certification & Inspection Sdn Bhd also reserves the right to modify the advertised topics or course timings whenever necessary.
- Late payment is subject to “1.5% late payment interest per month, on daily rest”.