CERTIFICATION SYLLABUS

ISO 45001:2018: OHSMS Certified Lead Auditor

Exam Code: OHSMS-CLA™



A complete preparation guide covering exam objectives, core competencies, domain weightage, and topics to prepare.

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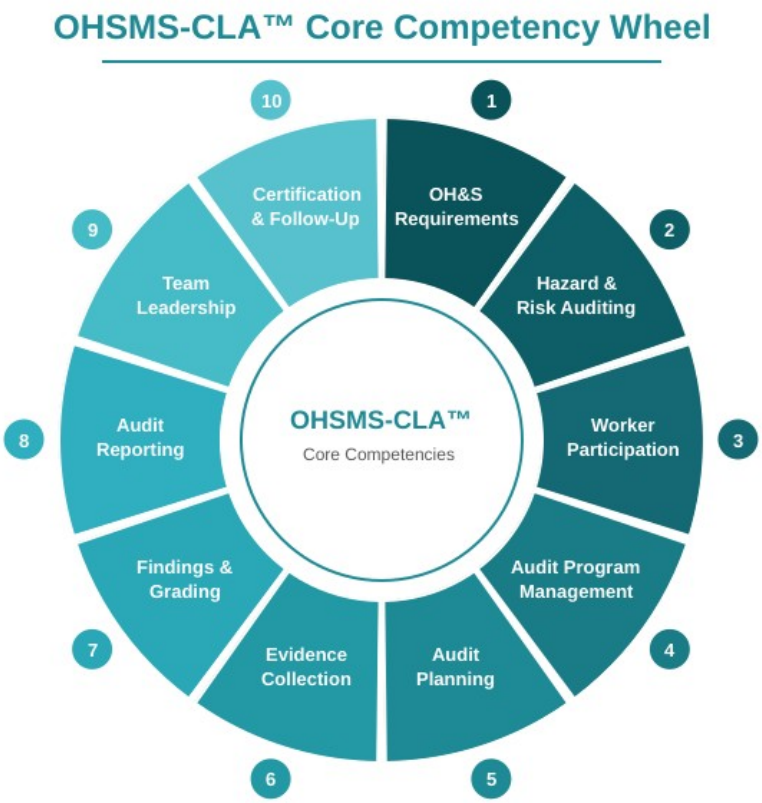
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Objective of the Certification

- **Validate lead auditor competence:** the ability to plan, lead, and report audits of an Occupational Health and Safety Management System (OHSMS) against ISO 45001:2018.
- **Deepen standards expertise:** apply the ISO 45001:2018 requirements, together with the terminology and concepts of occupational health and safety, with the judgment needed to lead an audit.
- **Audit hazards, risks, and controls:** evaluate how the organization identifies hazards, assesses OH&S risks and opportunities, and applies the hierarchy of controls.
- **Audit worker consultation and participation:** verify that workers, including non-managerial workers, are consulted and take part in the OHSMS as the standard requires.
- **Manage audit programs:** establish and manage an audit program, applying ISO 19011 (guidelines for auditing management systems).
- **Lead audit teams:** assign roles, guide auditors, and manage team dynamics, conflicts, time, and the audit team's own health and safety on site.
- **Conduct first-, second-, and third-party audits:** understand the differences, including certification audit stages, surveillance, and recertification (ISO/IEC 17021-1 concepts).
- **Evaluate evidence:** use sampling, interviews, workplace observation, and document review to reach sound audit findings.
- **Grade findings and report:** classify nonconformities, write clear findings, and present balanced audit conclusions.
- **Drive follow-up and uphold ethics:** evaluate incident and corrective action processes, verify effectiveness, and apply independence, confidentiality, and professional skepticism.

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Core Competencies — OHSMS-CLA™ (ISO 45001:2018: OHSMS Certified Lead Auditor)



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- **OH&S requirements knowledge:** interpret ISO 45001:2018 clauses 4 to 10 in depth, including context, leadership and worker participation, planning, support, operation, performance evaluation, and improvement.
- **Hazard and risk auditing:** audit hazard identification, the assessment of OH&S risks and opportunities, and the effectiveness of controls.
- **Worker consultation and participation:** assess how workers are consulted and involved, and how obstacles to participation are removed.
- **Audit program management:** set program objectives, assess risks, assign resources, and monitor and improve the program.
- **Audit planning:** define scope, criteria, and objectives, and prepare the audit plan, checklists, and team assignments, including site safety arrangements.
- **Evidence collection:** gather objective evidence through interviews, workplace observation, and sampling of records such as incident and inspection records.
- **Findings and grading:** write nonconformities and opportunities for improvement, and grade them consistently.
- **Audit reporting:** prepare closing meeting content and reports that are clear, accurate, and balanced.
- **Team and conflict leadership:** direct an audit team, resolve disagreements, and communicate with auditee management and workers.
- **Certification audit and follow-up:** understand stage 1, stage 2, surveillance, recertification, and the verification of corrective action.

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Who Should Take This Certification

- Experienced internal auditors who want to lead OHSMS audits and audit teams.
- Occupational health and safety managers and officers moving into audit leadership.
- Auditors who plan to work in third-party certification or supplier and contractor audit roles.
- Audit program managers and heads of internal audit, EHS, or compliance functions.
- OHSMS managers and consultants who support organizations through ISO 45001 certification.
- Professionals who have completed an auditor-level credential and want to advance.

Exam Information

Exam Name	ISO 45001:2018: OHSMS Certified Lead Auditor
Exam Code	OHSMS-CLA™
Exam Format	Multiple Choice Questions (MCQ), including scenario-based questions
Duration	120 minutes
Number of Questions	80
Passing Score	70%
Mode of Exam	Test Center Based Testing / Online Testing
Language	English
Validity	Lifetime
Open Book	No

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Examination Domain & Weightage

Domain	Weightage
OH&S Management System & ISO 45001:2018 Requirements (Advanced)	20%
Hazard Identification, Risk Assessment & Legal Compliance	15%
Audit Program Management & Principles	15%
Audit Planning & Preparation	10%
Audit Execution, Evidence & Interviewing	15%
Findings, Nonconformity Grading & Reporting	10%
Certification Audits, Follow-up & Audit Leadership	15%
Total	**100%**

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Topics to Prepare — OHSMS-CLA™ (ISO 45001:2018: OHSMS Certified Lead Auditor)

The topics below represent the core areas candidates should focus on for each domain, reflecting the auditor-level depth expected at the OHSMS-CLA™ level.

1. OH&S Management System & ISO 45001:2018 Requirements (Advanced) (20%)

- **OH&S management principles:** leadership, worker participation, the process approach, the PDCA cycle, risk-based thinking, and continual improvement.
- **Context and scope (clause 4):** external and internal issues, the needs and expectations of workers and other interested parties, OHSMS scope, and the OHSMS itself.
- **Leadership and worker participation (clause 5):** top management accountability, the OH&S policy, roles and authorities, and consultation and participation of workers.
- **Planning (clause 6):** hazards, risks and opportunities, legal and other requirements, OH&S objectives, and planning to achieve them.
- **Support (clause 7):** resources, competence, awareness, communication, and documented information.
- **Operation (clause 8):** operational planning and control, the hierarchy of controls, management of change, procurement, contractors and outsourcing, and emergency preparedness and response.
- **Performance evaluation and improvement (clauses 9 and 10):** monitoring and measurement, evaluation of compliance, internal audit, management review, incident investigation, corrective action, and continual improvement.
- **Terminology:** key definitions such as worker, workplace, hazard, risk, incident, and nonconformity.

2. Hazard Identification, Risk Assessment & Legal Compliance (15%)

- **Hazard identification:** routine and non-routine activities, people, facilities, work organization, and past incidents.
- **Assessment of OH&S risks and opportunities:** methods, criteria, and how results feed planning and objectives.
- **Hierarchy of controls:** elimination, substitution, engineering controls and reorganization of work, administrative controls, and personal protective equipment.
- **Legal and other requirements:** how they are determined, kept up to date, and evaluated for compliance.
- **Incident investigation:** reporting, root cause analysis, and corrective action.
- **Health and wellbeing:** work-related ill health, ergonomics, and psychosocial risks, at an auditor's level of understanding.

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- **Integrated systems:** the relationship between ISO 45001 and other management system standards.

3. Audit Program Management & Principles (15%)

- **Audit principles:** integrity, fair presentation, due professional care, confidentiality, independence, and evidence-based approach, as in ISO 19011.
- **Audit program:** objectives, risks and opportunities, roles, resources, and procedures.
- **Program monitoring:** review and improvement of the audit program.
- **Audit types:** first-, second-, and third-party audits, and combined or joint audits.
- **Auditor competence:** knowledge, skills, personal behavior, evaluation, and continual development.
- **Ethics and impartiality:** managing conflicts of interest and threats to independence.
- **Related guidance:** ISO 19011, ISO/IEC 17021-1, and the competence requirements for auditing OHSMS.

4. Audit Planning & Preparation (10%)

- **Audit objectives, scope, and criteria:** defining them and obtaining the auditee's agreement.
- **Initial contact:** feasibility, communication, and access to information.
- **Document review:** reviewing the OHSMS documented information, risk assessments, and the legal register before the audit.
- **Audit plan:** activities, timing, sites, shifts, and resources.
- **Checklists and sampling plans:** preparing work documents.
- **Team assignments:** allocating roles and responsibilities, including technical experts.
- **Site safety and access:** induction, protective equipment, and safe conduct for the audit team.

5. Audit Execution, Evidence & Interviewing (15%)

- **Opening meeting:** purpose, scope, methods, confirmation of arrangements, and site rules.
- **Evidence collection:** interviews, workplace observation, and review of documents and records.
- **Interviewing workers:** questioning techniques, confidentiality, and avoiding reprisals.
- **Workplace observation:** controls in practice, housekeeping, emergency arrangements, and contractor activities.
- **Sampling:** approaches, sample size, and risks.
- **Evidence evaluation:** sufficiency, reliability, and corroboration.
- **Communication during the audit:** reporting progress, conflicts, and urgent matters.

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- **Imminent danger:** how auditors respond if they observe a serious or immediate risk.

6. Findings, Nonconformity Grading & Reporting (10%)

- **Audit findings:** conformity, nonconformity, and opportunities for improvement.
- **Writing nonconformities:** clear statement, requirement, and evidence.
- **Grading:** consistent classification of major and minor nonconformities.
- **Audit conclusions:** overall OHSMS effectiveness and the achievement of audit objectives.
- **Closing meeting:** presenting findings and handling disagreements.
- **Audit report:** content, accuracy, approval, and distribution.
- **Serious incidents and legal breaches:** how they influence findings and conclusions.

7. Certification Audits, Follow-up & Audit Leadership (15%)

- **Certification audit cycle:** stage 1, stage 2, surveillance, recertification, and special audits.
- **Corrective action:** evaluating plans, root cause analysis, and verification of effectiveness.
- **Audit follow-up:** timelines and decisions.
- **Team leadership:** directing the team, resolving conflicts, and managing time.
- **Auditee interaction:** difficult situations, resistance, and negotiation.
- **Multi-site and shift audits:** coverage, consistency, and sampling.
- **Complaints and appeals:** basic handling in a certification context.
- **Continual development:** keeping auditor knowledge current.

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