

Audit Checklist (*Preview*)

OH&S Management system conformance to ISO 45001:2018 requirements

ISO 45001:2018 Clause	Questions	Conforms Yes/ No	Audited Process	Auditor's tips (recommendations) What is being verified (explanations)?
1	2	3	4	5
...				
4 Context of the Organization				
4.1 Understanding the Organization and Its Context	1. What is the external context of the organization? What is the internal context of the organization? 2. How the information about external context of the organization is monitored and analyzed? How the information about internal context of the organization is monitored and analyzed?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Management review OH&S Management System processes	Description of definition and action with respect to the context of the organization is usually given in section 4.1 of the OH&S Manual. <i>It is advisable to link sec.4.1 questions to the Management review questions - sec.9.3.</i>

ISO 45001:2018 Clause	Questions	Conforms Yes/ No	Audited Process	Auditor's tips (recommendations) What is being verified (explanations)?
4.2 Understanding the Needs and Expectations of Workers and Other Interested Parties	1. Who for the organization are interested parties that are relevant to the OH&S Management System? 2. What are the needs and expectations of workers? 3. What are the needs and expectations of other interested parties? 4. In what processes the effort to fulfill stakeholder's interests is: - planned, - performed, - monitored and - improved?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Management review, OH&S Management OH&S Management System processes	Definition and action with respect to the interested parties are usually described in the section 4.2 of the OH&S Manual and in the 'Management review' procedure. <i>A <u>good practice</u> is to define interested parties in the Mission of the Organization.</i> A <u>good practice</u> is to formalize interested parties' requirements in the form of Stakeholders Interests Balance table. <i>It is beneficial to link questions #1, #2 and #3 of sec.4.2 to the Management review questions - sec. 9.3.</i> It is appropriate to verify the activities to meet the interested parties' interests in the following processes: - <i>Workers</i> – 'Control of Personnel', ' Internal Communication ' and Consultation and participation of workers (sec.5.4); - <i>Providers, Contractors</i> – 'External Communication', Procurement (sec. 8.1.5), Contractors (sec. 8.1.6); - <i>Shareholders</i> – 'Management review'; - <i>Society, Consumers</i> – 'Marketing';

ISO 45001:2018 Clause	Questions	Conforms Yes/ No	Audited Process	Auditor's tips (recommendations) What is being verified (explanations)?
				- <i>Government</i> (interaction with legal framework, including taxation) - 'Management review', 'Control of documented information'.
... 5 Leadership and Worker Participation ...				
5.4 Consultation and Participation of Workers	1. What mechanisms (format) are used for consultation and participation of workers? 2. How workers are consulted? [on each of the following issues] <ul style="list-style-type: none"> • determining the needs and expectations of interested • establishing the OH&S Policy • assigning organizational roles, responsibilities and authorities as applicable • determining how to fulfil legal requirements and other requirements • establishing OH&S objectives and planning to achieve them • determining applicable 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	OH&S Management OH&S Management System processes	Mechanisms and resources for consultation and participation of workers can be identified and provided via: <ul style="list-style-type: none"> • Organization's OH&S meetings; • OH&S training, including briefings; • Inclusion of sections on the distribution of responsibility and authority for OH&S in job descriptions; • Employees' participation in expert groups, including identification of hazards and assessment of risks and opportunities; • Employees' participation in commissions, including investigation of incidents; • Integration of OH&S activities into business processes of the organization; • Emergency preparedness and response; • Discussions of draft OH&S normative documents

ISO 45001:2018 Clause	Questions	Conforms Yes/ No	Audited Process	Auditor's tips (recommendations) What is being verified (explanations)?
	<p>controls for outsourcing, procurement and contractors</p> <ul style="list-style-type: none"> • determining what needs to be monitored, measured and evaluated • planning, establishing, implementing and maintaining an audit program • establishing a continual improvement process <p>3. How to ensure the participation of workers? [in the following tasks]:</p> <ul style="list-style-type: none"> • determining the mechanisms for their consultation and participation • hazard identification and assessment of risks and opportunities • actions to eliminate hazards and reduce OH&S risks • identification of competency requirements, training needs, training and evaluation of training • determining what needs to be communicated and how 	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>OH&S Management System processes</p>	<p>on the intranet before their approval;</p> <ul style="list-style-type: none"> • Submitting proposals regarding their needs and expectations, as well as deficiencies or improvements in the OH&S Management System.

ISO 45001:2018 Clause	Questions	Conforms Yes/ No	Audited Process	Auditor's tips (recommendations) What is being verified (explanations)?
	this shall be done <ul style="list-style-type: none"> determining control measures and their effective implementation and use investigating incidents and nonconformities and determining corrective actions 	<input type="checkbox"/> <input type="checkbox"/>		
6 Planning				
...				
6.1.2 Hazard Identification and Assessment of Risks and Opportunities				
...				
6.1.2.2 Assessment of OH&S risks and other risks to the OH&S management system	1. Provide documented procedure, which describes implementation of actions to address risks and opportunities in the OH&S Management System. 2. Provide documented information (records),	<input type="checkbox"/> <input type="checkbox"/>	OH&S Management OH&S Management	Actions to address risks and opportunities in the OH&S Management System could be regulated: <ul style="list-style-type: none"> - by the availability of elements of the risk - management system in accordance with the principles and guidance of ISO 31000; - in the 'Actions to address risks and opportunities' MSP; - via personnel risk management training.

ISO 45001:2018 Clause	Questions	Conforms Yes/ No	Audited Process	Auditor's tips (recommendations) What is being verified (explanations)?
	<p>confirming the implementation of actions to address risks and opportunities in the audited process taking into account:</p> <ul style="list-style-type: none"> • hazards, risks and opportunities; • legal requirements. 		System processes	
...				
8 Operation				
8.1 Operational planning and control				
...				
8.1.4 Outsourcing	<p>1. Are there Outsourced processes in scope of the OH&S Management System?</p> <p>If YES:</p> <p>2. How Outsourced processes are controlled?</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	OH&S Management	<p><u>A good practice:</u></p> <p>The organization provides control of processes transferred for outsourcing in the following way:</p> <ul style="list-style-type: none"> • OH&S criteria are included in the Outsourced process providers' evaluation methodologies; • OH&S criteria are included in terms of contracts with Outsourced process providers;

ISO 45001:2018 Clause	Questions	Conforms Yes/ No	Audited Process	Auditor's tips (recommendations) What is being verified (explanations)?
				<ul style="list-style-type: none"> Consultations are held with external providers regarding any issues and tasks relevant to outsourcing with regards to the OH&S Management System. <p>Processes transferred for outsourcing are included in the Internal audit program.</p>
...				

Purchase the complete document on our site

\$99.00*

BUY NOW

[More info...](#)

[ISO 9001:2015 Manual, Procedures, Templates](#)

[ISO 14001:2015 Manual Template](#)

[ISO 45001:2018 Manual, Documents, Templates](#)

[Integrated Management System \(ISO 9001/14001/45001\) Manual, Procedures, Templates](#)

* Check [our website](#) for the most up to date prices