



**Exemplar**  
Global

# Certification Requirements

Qualification-based

ISO 45001 (OHS) Auditor

Certification Program

Exemplar Global is accredited by the Joint Accreditation System of Australia and New Zealand (JAS-ANZ) as meeting the requirements of the International Standard for Personnel Certification Bodies, ISO/IEC 17024:2012 *'General requirements for bodies operating the certification of persons.'*

This program is not covered under Exemplar Global's scope of accreditation with JAS-ANZ.

Disclaimer

While every effort is made to ensure that the process for evaluating applications for certification is effective, Exemplar Global, Inc. does not accept liability for the performance, conduct or services provided by the certified person or organization.

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## Introduction

The **Qualification-Based (QB) ISO 45001 (OHS) Auditor Certification Program** has been developed by Exemplar Global in liaison with industry representatives.

The program provides international recognition for auditors who conduct occupational, health and safety management system audits using national or international management system standards, or other management system standards and normative and industry references that are recognized by Exemplar Global.

Confidence and reliance in the audit process depends on the competence of personnel conducting the audit.

This personnel certification program has been developed to meet the following key objectives:

- To achieve the requirements of the International Standard for personnel certification ISO/IEC 17024:2012;
- To ensure that auditors meet or exceed the qualification guidelines for management system auditors described in ISO 19011:2011 and ISO 45001:2018 and are assessed as competent to perform OHS management system audits;
- To assist organizations in selecting appropriately qualified auditors; and
- To enhance the professional recognition of qualified auditors.

Auditors who wish to become certified by Exemplar Global should review this document and the [Personnel Certification Guide](#) to better understand the certification requirements prior to applying for certification.

If you have any remaining questions regarding personnel certification, please contact an examiner in your region's principal office. Exemplar Global principal offices are located in:

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## Grades of Certification

There are five grades of OHSMS Auditor certification:

- ISO 45001 Associate Auditor
- ISO 45001 Auditor
- ISO 45001 Principal Auditor
- ISO 45001 Lead Auditor
- ISO 45001 Business Improvement Auditor

**The Associate Auditor** grade recognizes that an applicant has met the formal education, training, and work experience requirements, but has not yet demonstrated the ability to conduct ISO 45001 audits.

**The Auditor** grade recognizes that an applicant has demonstrated the competencies to conduct an ISO 45001 audit and perform as a member of an audit team.

**The Principal Auditor** grade recognizes that an applicant has demonstrated the competencies to conduct an ISO 45001 audit and perform either alone or as a member of an audit team.

**The Lead Auditor** grade recognizes that an applicant has demonstrated the competencies to conduct an ISO 45001 audit and can lead an audit team.

**The Business Improvement Auditor** grade recognizes that an applicant has demonstrated Lead Auditor competence and has knowledge of the application and benefits of business improvement and risk management tools.

## Scopes of Certification

There are nine scopes under competency-based ISO 45001 Auditor certification. These scopes are in addition to the certification requirements shown within this document.

Applicants must demonstrate the requirements defined for each scope. It is possible for an applicant to be awarded more than one scope.

SCOPE	DEFINITION	REQUIRED EVIDENCE
<b>1. ISO 45001 Management System (OHSMS) Audit</b>	An audit undertaken against national, international, or an acceptable OHS management system standard.	Five audit days using ISO 45001:2018 as the reference standard and complete a ISO 45001 training course by a reputable training provider.
<b>2. Plant Audit</b>	Identification and evaluation of the effectiveness of the control of predictable hazards to health and safety arising from the plant and systems of work associated with the plant.	Ten audit days against the evaluation of the effectiveness of the control of predictable hazards to health and safety arising from the plant and systems of work associated with the plant.
<b>3. Emergency Preparedness Audit</b>	An audit of systems and plans in place to deal with significant emergencies such as fire, explosion, or natural disasters, bomb threats, or any other event threatening life, property, equipment and/or the environment.	Ten audit days against systems and plans in place to deal with significant emergencies.
<b>4. Occupational Health Audit</b>	An audit of the identification, assessment, and control of chemical, biological, or physical workplace ill-health work related hazards.	Ten audit days against identification, assessment, and control of chemical, biological, or physical workplace ill-health work related hazards.
<b>5. Ergonomics Audit</b>	An audit to determine the extent to which human factor principles have been implemented in the design of workplaces and systems of work.	Five audit days against the extent to which human factor principles have been implemented in the design of workplaces and systems of work.

## Scopes of Certification

SCOPE	DEFINITION	REQUIRED EVIDENCE
<b>6. Dangerous Goods Audit</b>	An audit of the effectiveness of the management of storage, transport & use of products that are corrosive, flammable, spontaneously combustible, toxic etc. and are classified on the basis of immediate physical or chemical effects, such as fire, explosion, poisoning etc.	Ten audit days against the effectiveness of the management of storage, transport & use of products that are corrosive, flammable, spontaneously combustible, toxic etc.
<b>7. OHS Compliance Audit</b>	An audit of the effective control of the legal risks in order to ensure that the requirements of laws, regulations, industry codes, and organizational standards are met.	Ten audit days against the effective control of the legal risks in order to ensure that the requirements of laws, regulations, industry codes, and organizational standards are met.
<b>8. Injury Management Audit</b>	An audit of injury management systems/activities that are concerned with achieving safe and durable return to work. This involves treatment, rehabilitation, claims management, and employment practice.	Five audit days against injury management systems/activities that are concerned with achieving safe and durable return to work.
<b>9. Hazardous Chemical &amp; Materials Audit</b>	An audit of the management of the use of hazardous substances. These are the chemicals that affect the health of people who are using them or exposed to them., e.g. toxic waste, lead, asbestos, paints, oils etc.	Ten audit days against the management of the use of hazardous substances.

## Knowledge Requirements

Applicants for each grade of ISO 45001 Auditor certification must provide evidence of knowledge competency defined in the following TPECS competency units:

### All ISO 45001 Auditor Grades:

Management System Auditing (Exemplar Global-AU)

Auditing Occupational Health & Safety Management Systems (Exemplar Global-ISO45001)

In addition to the competency units listed above, evidence of knowledge competency defined in the following TPECS competency units are also required for Lead and Business Improvement Grades:

### ISO 45001 Lead Auditor:

Leading Management System Audit Teams (Exemplar Global-TL)

### ISO 45001 Business Improvement Auditor:

Leading Management System Audit Teams (Exemplar Global-TL)

Advising on Organizational Improvement and Risk Management (Exemplar Global-OI)

*(A Diploma in Business Administration can be submitted or the Exemplar Global-OI matrix can be filled out for this competency unit).*

## EVIDENCE OF KNOWLEDGE-BASED COMPETENCY

### All ISO 45001 Auditor Grades:

A certificate/s of attainment for the above competency units from a certified Exemplar Global TPECS or TCC training provider issued within the three years prior to application is required.

Applicants whose certificate is older than three years will be required to complete an e-based knowledge examination/s to demonstrate current knowledge.

Alternately, certified auditors can submit evidence of successful completion of the ISO 45001:2018 training by a reputable training organization defined as a training provider with relevant national or international recognition.

Refer to the [Personnel Certification Guide](#) for details on knowledge examinations, TPECS, and TCC training providers and other certified training courses recognized by Exemplar Global.

A register of certified training providers is available at [www.exemplarglobal.org](http://www.exemplarglobal.org).



## Qualification Requirements

Applicants for ISO 45001 Auditor certification must provide evidence of qualifications defined by Exemplar Global in the following categories:

### **EVIDENCE OF EDUCATION:**

Applicants for all ISO 45001 Auditor grades have completed secondary education (high school graduate), tertiary education (bachelors degree) or national equivalent. Examples include a university degree, college diploma and advanced certificate (Australian Certificate IV).

Alternatively, those not holding sufficient education may demonstrate an additional four years industry experience as well as the below requirements for the grade you wish to obtain.

### **EVIDENCE OF WORK EXPERIENCE:**

#### **ISO 45001 Associate and Auditor Grade:**

Applicants must provide evidence of at least two years OHSMS industry experience obtained in the ten years prior to application.

#### **ISO 45001 Principal, Lead, and Business Improvement Auditor Grades:**

Applicants must provide evidence of at least four years OHSMS industry experience, obtained in the ten years prior to application, in a technical or managerial position with direct OHSMS management responsibilities.

#### **Evidence of work experience must be verifiable and include:**

- Employer (including contact details);
- Dates of employment; and
- Roles, responsibilities (job description) and achievements.

### **ACCEPTABLE FORMS OF EVIDENCE:**

Acceptable evidence of education and work experience will be in the form of a copy of the applicant's educational certificate and/or degree and a work resume or curriculum vitae. This documentation is submitted with the application.

## Audit Experience Requirements

**Please be advised that as this is a new standard/certification, Exemplar Global will not require any auditing experience to be demonstrated prior to March 2019. If you have any questions, please contact one of our Customer Service Representatives.**

Applicants for ISO 45001 Auditor certification must provide evidence of audit experience defined by Exemplar Global for each specific grade.

All audit days must be in accordance with the conditions for audit experience as described in the [Personnel Certification Guide](#).

### ISO 45001 Associate Auditor:

None—no auditing experience is required

### ISO 45001 Auditor:

Applicants for Auditor grade shall demonstrate **20 audit days**. A maximum of **six days** off-site audit activity is allowed in these 20 days.

Included in the 20 audit days, an applicant must demonstrate:

- **At least four complete** ISO 45001 audits as a member of an audit team.

### ISO 45001 Principal Auditor:

Applicants for Principal Auditor grade shall demonstrate **20 audit days**. A maximum of **six days** off-site audit activity is allowed in these 20 days.

Included in the 20 audit days, an applicant must demonstrate:

- **At least four complete** ISO 45001 audits; and
- **At least 10** audits days and two complete ISO 45001 audits as a solo auditor or a team leader.

### ISO 45001 Lead or Business Improvement Auditor:

Applicants for the Lead or Business Improvement Auditor grades shall demonstrate **35 audit days**. A maximum of **10 days** off-site audit activity is allowed in these 35 days.

Included in the 35 audit days, an applicant must demonstrate:

- **At least seven complete** ISO 45001 audits; and
- **At least 15 audit days and three complete ISO 45001 audits** as a team leader of an audit team of at least one other auditor.

A copy of the audit log can be found [here](#).

**PLEASE BE ADVISED THAT YOUR AUDIT EXPERIENCE MAY BE VERIFIED AT ANY TIME.**

## Work Style Assessment for Auditors

All applicants must provide evidence they possess appropriate work values, style, and attitude attributes, as shown below. The attributes required are related to those defined in ISO 19011:2011 “*Guidelines for auditing management systems.*”

- **Non-dominant vs. dominant**—The degree to which a person is competitive and takes charge.
- **Contented vs. achievement-focused**—The degree to which a person is focused on achieving challenging goals.
- **Reactive vs. calm**—The degree to which a person is calm and even tempered.
- **Reserved vs. outgoing**—The degree to which a person desires and is comfortable with social interaction.
- **Direct vs. empathetic**—The degree to which a person is sensitive to the feelings of others and is empathetic.
- **Spontaneous vs. regimented**—The degree to which a person is detail focused, organized, and methodical.
- **Conventional vs. open-minded**—The degree to which a person is curious, imaginative, and open to new ideas.

Demonstration of the defined attributes must be shown through the completion of the e-based work style assessment. Details to enable the completion of the work style assessment will be provided to each applicant when Exemplar Global receives his/her application.

The assessment can be taken online anywhere applicants have internet access (eg. at home, at work, or on client premises). All internet browsers are compatible on a computer or smartphone.

The assessment takes approximately 15 minutes to complete, however there is no time limit. Applicants are asked to answer assessment questions by following their first impression, rather than thinking too much about how to answer. There are no right or wrong answers and there is no pass or fail. It's all about understanding people better.

Responses are automatically processed and a PDF report is generated and emailed to specified parties within one hour of survey completion.

Further information on the work style assessment is available on the Exemplar Global website at [www.exemplarglobal.org](http://www.exemplarglobal.org).

For applicants who have completed an appropriate work style assessment within the four years prior to application, further assessment is not required. Applicants are required to note the details of the assessment when submitting the application form.

## Recertification

To maintain certification, all certified auditors are required to demonstrate continuing conformity with the current certification requirements for the grade of certification awarded. Exemplar Global will provide electronic reminders with an invoice for the annual instalment of your certification fee.

Every four years from the date of initial certification and each subsequent recertification, auditors must provide:

- Evidence of 120 hours of continuing professional development (CPD) activities. CPD logs are available at [www.exemplarglobal.org](http://www.exemplarglobal.org). Guidance is provided in the [Personnel Certification Guide](#).
- Confirmation that the [Code of Conduct](#) has been adhered to and any complaints against performance have been resolved.
- Evidence of evaluation of personal attributes by the completion of the Work Style Assessment for Auditors within the previous four years; and
- [Audit experience](#) in accordance with the following:
  - **ISO 45001 Associate Auditor**—No audit experience required.
  - **ISO 45001 Auditor**—At least **six ISO 45001 audits** that total at least **15 audit days**. At least two of these audits must be complete ISO 45001 audits.
  - **ISO 45001 Principal Auditor**—At least **six ISO 45001 audits** that total at least **15 audit days**. At least two of these audits must be complete ISO 45001 audits. At least two of these audits must be performed either solo or as an audit team leader.
  - **ISO 45001 Lead or Business Improvement Auditor**—At least **six ISO 45001 audits** that total at least **15 days**. At least two of these audits must be complete audits. At least two of these audits must be performed as an audit team leader.

For all grades that require audit experience at recertification, a maximum of six days off-site will be accepted in each recertification period.

All audit days must be in accordance with the conditions for audit experience as described in the [Personnel Certification Guide](#).

**PLEASE BE ADVISED THAT YOUR AUDIT EXPERIENCE MAY BE VERIFIED AT ANY TIME.**

## Expansion

Certified auditors can apply to expand their grade and/or scope of certification at any time. To apply for an expansion of certification, auditors are required to:

- Complete the online expansion application available through your online portal, accessible through the Exemplar Global website at [www.exemplarglobal.org](http://www.exemplarglobal.org).
- Submit the expansion fee as part of the online application process; and
- Provide evidence of the requirements for the grade and/or scope sought, as defined in the certification requirements.

Where an auditor is applying for more than one additional scope in the same application, only one expansion fee is required.

For complete details of fees, refer to the Exemplar Global fee calculator on the Exemplar Global website at [www.exemplarglobal.org](http://www.exemplarglobal.org).

## Transition Requirements for Certified OHS Auditors

To transition your current OHS certification, all certified auditors must demonstrate transition adequacy to the ISO 45001:2018 standard. All transition requirements must be met within the defined deadlines.

*Auditors who do not transition by the required deadlines your certification will lapse and become inactive.*

### Knowledge Requirements

All currently certified OHS auditors must submit evidence of successful completion from an Exemplar Global certified training provider for ISO 45001:2018 by March 2021.

Alternately, certified auditors can submit evidence of successful completion of the ISO 45001:2018 training by a reputable training organization defined as a training provider with relevant national or international recognition by March 2021.

### Work Style Assessment

Transitioning auditors will be giving a new four year certification as a result of the transition and therefore will be required to complete the Work Style Assessment as a part of your transition.

Please note if you have already completed this assessment within the last four years, you will not be required to complete this upon submitting your transition application.

### Scope Requirements:

Please be advised that any current scopes you have obtained under your OHS Certification will be transitioned over to your new ISO 45001 Auditor certification.

For more information regarding the transition requirements, please contact an Exemplar Global scheme examiner in your region's principal office, or submit an email inquiry to [info@exemplarglobal.org](mailto:info@exemplarglobal.org).