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# ISO 45001 AUDIT CHECKLIST

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This ISO 45001 audit checklist has been designed to help you to understand the changes from OHSAS 18001. After completing the checklist, which is divided into ISO 45001 clauses, the result is a realistic overview and highlights the areas where your business activities may not comply yet. The ISO 45001 audit checklist will provide you with valuable insights and guidance on your next steps.

## 1. Clause 4 - Context of the organisation: determine external and internal issues, clarify the needs and expectations / requirements of interested parties in order to meet them.

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- We know and understand the external and internal OH&S issues and influences which are applicable to our organisations objectives, ambitions, motivation and strategic course.
- We are aware of the parties that affect the OH&S Management System, and we know their needs and expectations, including if these are legal obligations.
- Our OH&S Management System addresses the external and internal issues, the needs and expectations of all parties, as well as our strategic vision, objectives, products and services.
- We have created a detailed project plan, including important processes, actions and requirements at each stage within our OH&S Management System.
- We have also defined how each of these stages will be managed, we defined each employee's role and the appropriate processes.
- We understand that our organisation's context is constantly changing and we know how to adjust our OH&S Management System accordingly.

## 2. Clause 5 - Leadership: concentration is on leadership rather than just management. Top management is required to demonstrate greater direct involvement in your organisation's OH&S management system.

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- Our top management have mastered each certification process step and have taken responsibility for the effectiveness of our OH&S Management System.
- Both top management and employees are aware of our OH&S policy that aims to prevent work-related injury and diseases. This policy is compatible with our business.
- We designed a framework for internal communication at all levels of our business – individual, departmental, functional and strategic.
- Our daily work ensures the compliance with the policies and procedures set out in the OH&S Management System.
- Our managers have risk-based mind-set and approach; furthermore, they understand the key to success is the communication of OH&S Management System processes to workers.
- We have assessed both the risks and opportunities that are both within and arising from our own processes and defined appropriate measures to deal with them.  
We have determined who takes responsibility for what part of the OH&S Management System, and who is responsible for making decisions.

### 3. Clause 6 - Planning:

proactively identify any circumstances that could cause possible undesired events that might harm business' improvement. Your organization is now required to take its context and interested parties into account during the planning and implementation of its OH&S management system.

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- We have designed a framework for identifying the risks and opportunities and their impact on our processes and the OH&S Management System.
- Based on our project plan we know how to meet our OH&S objectives.
- We have considered amendments and improvements of our OH&S Management System with regard to our business context, risks and opportunities.

### 4. Clause 7 - Support:

ISO 45001 prescribes more specific requirements to maintain the OH&S management system.

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- We understand the resources our OH&S Management system requires in terms of: environment, infrastructure, people, etc.)
- In order to ensure the compliance of our products and services with the OH&S requirements we monitor our processes.
- We have the right infrastructure to ensure conformity of our OH&S Management System to the relevant Standards and the applicable legislation.
- In order to support ISO 45001, our employees and top management are appropriately trained in accordance with the OH&S Management System.
- Because of our internal communication, each employee understands their contribution required to drive the excellence of our OH&S Management System.
- We communicate information both internally and externally relevant to our OH&S management system including changes to it, and as determined by our legal and other requirements.
- We understand what documented information we must provide – both to fulfil the requirements of the standard and to ensure a smooth and error-free implementation of the requirements.

### 5. Clause 8 - Operation:

ISO 45001 requires control of both planned and unintended changes. Where unintended changes occur, you must take appropriate countermeasures to mitigate adverse effects.

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- Our processes ensure that we meet the ISO 45001 requirements.
- Each change will be considered carefully, within the framework of our OH&S Management System and management of it will be a necessary and valuable step towards a successful OH&S Management System.
- Our contractors do not do any work for us unless we have full knowledge of their operations so that we can ensure we have analysed and ensured control of the risks that stem from their work.
- ISO 45001 compliant documented procedures empower us to detect and counteract to emergency events and all our employees have been trained accordingly.

**6. Clause 9 - Performance Evaluation:  
measurement and monitoring empowers you to find unique ways to improve your  
OH&S management system.**

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- We have an appropriate range of monitoring and measurement processes to efficiently evaluate the performance and effectiveness of the OH&S management system.
- We evaluate the results of monitoring and measurement processes and take appropriate action.
- We have designed a formal internal audit structure that allows the evaluation of our OH&S Management System.
- We will identify our weak points within the OH&S Management System that need addressing and we will include these in our management reviews.
- We have a formal management review process that drives continual improvement

**7. Clause 10 - Improvement:  
based on your results from your evaluation and analysis, improve your OH&S  
management system in each level of your business.**

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- We have identified weaknesses in our OH&S Management System, but we know how to improve these areas to meet our OH&S goals and we have considered carefully the appropriate actions and steps.
- We have designed an appropriate management process for dealing with any non-conformances of our OH&S Management system with the standard.
- We have agreed how we will prioritise the continual improvement of the suitability, adequacy and effectiveness of our OH&S Management System.
- To keep our OH&S Management System up to date and evolving, we involve our employees and consult them wherever help is needed to help ensure continual improvement.