



Domain & Job Task Analysis

PEEB 45001 Lead Auditor

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Sr. No.	Domain Category	Percentage
Domain 1	Standards and Theories of Occupational Health & Safety Management System	10%
Domain 2	Requirements of Occupational Health & Safety	12%
Domain 3	Fundamentals and Principles of ISO 45001 Audit	11%
Domain 4	Preparing an ISO 45001 Audit	20%
Domain 5	Conducting an ISO 45001 Audit (Stages/Process)	20%
Domain 6	Conducting the Closing an ISO 45001 Audit	15%
Domain 7	Managing/Supervising an ISO 45001 Audit	12%

1 Domain 1. Standards and Theories of Occupational Health & Safety Management System – 10%

Knowledge of:

1. Extensive knowledge of the OH&S Management system's definitions, terms, and conditions, as mentioned in ISO 45001.
2. Knowledge of terms, conditions, scope definition, legal requirements of other safety-related standard within the organization.
3. Knowledge and understanding of the scope, principles, and requirements of the ISO 45001 standard in different organizations.
4. Significance complying to legal conditions and other requirements and type of constraints which may be applicable to an organization.
5. Advantages of implementing an OH&S MS based on ISO 45001 Lead Auditor.
6. Association between organizations, human rights, and labor practices.
7. Human rights, principles and labor, employees at workplace as stated in ISO 26000.
8. Methodologies, theories used to classify the common causes of occupational accidents/collisions.
9. Knowledge of hazard and troubles at workplace and how to mitigate with them effectively.
10. Experienced and understanding of the risk-based approaches definition and its application in ISO 45001.

Skills:

1. To Interpret requirements of the management system standard/ OH&S Management System.
2. Describe standard requirements, policies for the interest of involved parties.
3. Utilize standard ISO 45001 Lead Auditor applications in right way and implement the rules and regulations as stated in standard.
4. To distinguish between ISO 45001 and other occupational health and safety- related standard.
5. Ability to explain the human rights, principles, and labour practice.
6. Ability to verify the connection level of the organization labour and top management.
7. Demonstrate what OH&S MS system is and core terms of related to OH&S MS.
8. List common causes of accidents at workplace for labour and individuals.
9. Ability to explain the risk by using risk-based approach and the way to implementation.
10. Ability to analyse the plan safety and quality relating to the provision of specific outputs of management system within the organisation.

2 Domain 2. Requirements of Occupational Health & Safety – 12%

Knowledge of:

1. Pre-requisites of ISO 45001 for creating, establishing, implementing, maintaining, and explain the purpose of an occupational health and safety management system.
2. Occupational health and safety management system standard purpose and management system objective.
3. Comprise the key elements of the OH&S MS and integrated management system.

4. Constraints for leadership and responsibility as well as consultation and participation of workers.
5. Demonstrate the structure and requirements of ISO 45001 Lead Auditor OH&S management system.
6. Understanding of the prerequisites about identification of risks an opportunity and setting of OH&S objectives.
7. Expertise in utilizing the methodologies, practices, and programs used for the monitoring, measurement, analysis, evaluation, internal audits, and management reviews.
8. Internal and external public concerns that influence the framework of an organization, interested parties, and requirements for the scope of the OH&S MS.
9. Knowledge of the essential resources, competences, awareness, communication, and documented information for an effective OH&SMS.
10. Constraints for nonconformity and disciplinary actions, continual advancement, and update of the OH&S MS.

Skills:

1. Ability to identify the key elements of ISO management system that can be used within the organization.
2. Comprises the management system and deep understating of ISO 45001 requirements and the structure of the standard.
3. Identification of key obligations with the regard to the top leadership, management and commitment and their role responsibilities in OH&S MS and value of the worker.
4. Describe the standard's constraints about the context of the organization.
5. Ability to absorb the requirements, risk and opportunities of management system and evaluate the objectives, planning to achieve them.
6. Understand Core elements of a management system and the interrelationship between top management.
7. Top leadership responsibility, policy, objectives, planning implementation, measurement, and review.
8. Ensure the sufficient resources are available for the implementation, operations, maintenance, and improvement.
9. Risk evaluation and requirements for hazard elimination OH&S risk reduction, change management.

3 Domain 3. Fundamentals and Principles of ISO 45001 Audit – 11%

Knowledge for:

1. Essential characteristics of an auditor in audit ISO 45001.
2. Main audit concepts and standard/principle as stated and described in ISO 19011.
3. Knowledge of Professional job responsibilities, legal requirements for audit.
4. Number of principles. (Integrity, fair presentation, dual professional care, confidentiality, independence).
5. Demonstrate competencies, fair and unbiased judgement, while carrying out audit
6. Understanding of the differences between first, second, and third-party audit.

7. Common structure, identical core requirements and common terms and definitions of Audit ISO 19011.
8. Laws and regulations applicable to the auditee and the country it operates in.
9. Work Style Assessment that demonstrates independencies/impartiality of the audit.
10. Appropriate work values, style, and attributes related to ISO 19011.
11. Evidence-based approach, risk -based approach to an audit and the different types of risk related activities such as inherent risk, control risk, and identification of risk.
12. Explain, and validate the application of the audit principles in a OH&S MS audit.
13. Budgeting, finance, and economic analysis techniques and principles for OH&S MS achieving.
14. Audit prerequisite for management system, and audit types (internal, external & third party).
15. Assessment of required sources and maintenance occupational health & safety standards at workplace.
16. Professional responsibility and PEEB Code of Ethics. (Care, fair presentations, confidentiality, independence, integrity).

Skills:

1. Risk Based Thinking (RBT) of ISO 45001.
2. Conduct effective leadership analyses and task analyses (job descriptions, responsibilities, accountabilities).
3. To understand, describe and demonstrate the application of the audit standard of Occupational Health & Safety Management system.
4. Identify and evaluate/judge the circumstances that would discredit the professionalism of the auditor and violate the PEEB Code of Ethics.
5. Ability to judge and identify ethical issues considering the obligation related to the client, auditee, law enforcement, and regulatory authorities.
6. Ability to provide good communication, professional care towards judgement in aiding.
7. Understand the legal implications related to any irregularities committed by the auditee.
8. OH&S management system evaluation within organisation and Continual Improvement.
9. Relate management system plan to the provision of specific outputs of a management system (e.g., quality plan, project plan).
10. Identify the requirements of ISO 45001 standards for the sustainability, maintaining and continuity delivery of OH&S MS.
11. Integrate the health and safety management system and management functions according to ISO 19011 into organizational structure, culture & design etc.
12. Ability to evaluate the audit management and auditing Performance of audit team.

4 Domain 4. Preparing an ISO 45001 Audit – 20%

Knowledge of:

1. Best practice for audit plan preparation, procedures, audit objectives, audit scope, and audit criteria.
2. Knowledge of the audit objectives, audit scope and criteria clearly.
3. Explain PDCA cycle and its application to occupational health and safety management system processes.
4. Performance evaluation of the occupational health and safety management system.

5. Make audit outlines for the implementation in health and safety management system.
6. Describe the purpose of an occupational health and safety management system and standard of OH&S MS.
7. Clarify the audit requirements, functionality with the context of the organization which is being audited.
8. Establish management system processes, standards, and requirements defined by the organization or other parties/competitors.
9. Differentiate occupational health and safety management scope and the Audit scope.
10. Factors to consider during the audit feasibility and cultural aspects of audit management system.
11. Characteristics of terms of the audit engagement and the best practices to establish the initial contact with an auditee.
12. Preparation and development of audit working papers.

Skills:

1. Understand and demonstrate the steps and activities for preparing audit OH&S MS.
2. Establish, evaluate, and validate the audit objectives, the audit criteria and scop for OH&S MS.
3. Relevant requirements, information about internal, external issues and considering the specific context of the audit.
4. Ability to establish and justify the types and amount of evidence required in an OH&S MS audit.
5. Describe and understand the roles and responsibilities of the audit team leader members, and team leader.
6. Ability to develop audit working papers and detailed appropriate audit test plans in an OH&S MS audit.
7. Determine the audit feasibility and evaluate the level of materiality through different stages of an OH&S MS audit.
8. Demonstrate, and describe the terms of the audit commitment and use best practices to develop the initial contact with an auditee.
9. Defines the different methodologies of auditing in relation to the OH&S system to ensure it is effective at all levels of the organization and meets the requirements of the standard.

5 Domain 5. Conducting an ISO 45001 Audit (Stages/Process) – 20%

Knowledge of:

1. Establish audit objectives, and content of opening meeting.
2. Contact with auditee and conduct opening meetings with auditee.
3. Establish stage 1 and stage 2 characteristics and activities.
4. Evaluate boundaries and verify audit objectives, criteria, and applicability scope for an Occupational health & safety Management system audit.
5. Select communication channels, and authority to conduct the audit.
6. Access relevant information and documented information for evaluation criteria and ISO 45001 requirements.

7. Determining the feasibility of the audit (information for planning, cooperation with auditee, resources).
8. Roles and responsibilities of guides and observers during an audit OH&S MS.
9. Evidence collection, audit procedures and tools such as interview, opinions, analysis, sampling, documented information, and technical verification.
10. Evidence collection concepts, principles, procedure, and evidence analysis.
11. Evaluate and distinguish the maintaining and retaining documented information and criteria.
12. Understanding of the benefits and drawbacks of using audit checklists.

Skills:

1. Conduct the stage 1 audit, considering the documented information evaluation criteria.
2. Select communication channel for audit and organize and conduct opening meetings with auditee.
3. Ability to provide document of clear guidance on auditing management system, managing audit program.
4. Conduct the stage 2 audit appropriately according to the procedures that is stated in standard 19011.
5. Clarify the need for audit confidentiality and best practice of communication to collect the appropriate audit evidence and evaluate objectively.
6. Evaluate and consider the roles, responsibilities, and accountabilities of all the linked/interested and concerned parties.
7. Audit the provided considerations and discover the specific competencies are needed.
8. Describe, illustrate, and apply evidence gathering tool and process.
9. Apply audit evidence methodologies and approaches in an OH&S MS audit.
10. Review the audit findings and determine the audit conclusion.

6 Domain 6. Conducting the Closing an ISO 45001 Audit – 15%

Knowledge of:

1. Conducting closing meetings with auditee to present audit findings.
2. Apply and explain evidence evaluation process/procedure, layout audit outcomes and preparing audit final conclusions/ decision of an audited organization.
3. Understand the evaluation of evidence process to make audit finding and prepare audit outcome.
4. Characteristics and differences between the concepts of minor conformity, non-conformity, major NCR, variance, observation.
5. Best practice to draft clear and concise report about audit NCR's.
6. Complete the audit according to the stated and conduct review of documents and perfume quality review.
7. Demonstrate the guidelines and provide best practice to present audit finding and conclusions to the management of an audited organization.
8. Provide Identification of positive feedback of audit findings in addition to nonconformity, and acknowledgement of potential risks and opportunities for improvement/development.
9. Generate possible recommendations that and audit can issue during the certification audit.

10. Corrective action review of strategies and plan structure, analyze the risk analysis cost and predicted risk management
11. Understanding of audit follow-ups, investigation, and recertification audit constraints steps, and actions.
12. Explain the condition for the modification, extension, suspension, or withdrawal of an organization's certification.

Skills:

1. Ability to organize closing meetings and conduct the activities following an initial audit activity.
2. Understand and explain, concepts of benefits of the doubt.
3. Generate appropriate audit observations in accordance with audit rules and principles.
4. Review and conduct quality check for the OH&S and documentation.
5. Ability to windup the audit document working and present the audit conclusion.
6. Write an ISO 45001 audit report and justify the recommendations for certification.
7. Ability to organize the activities following an initial audit, including the evaluation of activity plans, follow ups, and surveillance actions.
8. Generate a statement on the degree to which the audit criteria have been fulfilled.
9. Distributing the audit reports (should be dated, reviewed, accepted, and appropriate) in accordance with the audit program.

7 Domain 7. Managing/Supervising an ISO 45001 Audit – 12%

Knowledge for:

1. Understanding of PDCA application in the management of the audit program of OH&S MS.
2. Manage the significance of protecting the integrity, availability, and confidentiality of audit records and the auditors' responsibilities in this regard.
3. Knowledge of the requirements, best practice, guidelines regarding audit resources, procedure, and policies of ISO 45001.
4. Understanding of combined management audit, and management audit records.
5. Status of required actions from previous and existing management reviews.
6. Potential requirements of resources to mitigate the customers satisfactions.
7. Knowledge of the personal attributes and behaviors of a professional auditor.

Skills:

1. Best practice and understanding of the establishment audit program and the application of the PDCA cycle in audit.
2. Demonstrate the importance of protecting the integrity, availability and confidentiality of audit records and the auditors' job roles in this audit.
3. Evaluate the audit process and efficiency and understand the documented information management process.
4. Evaluate proposals for corrective action and differentiate between correction and corrective action.
5. Ability to distinguish the nonconformity outputs, before and after.
6. Determining the same NCR existence in review procedure.