



PEEB 45001 Lead Auditor Candidate examination process

Table of Contents

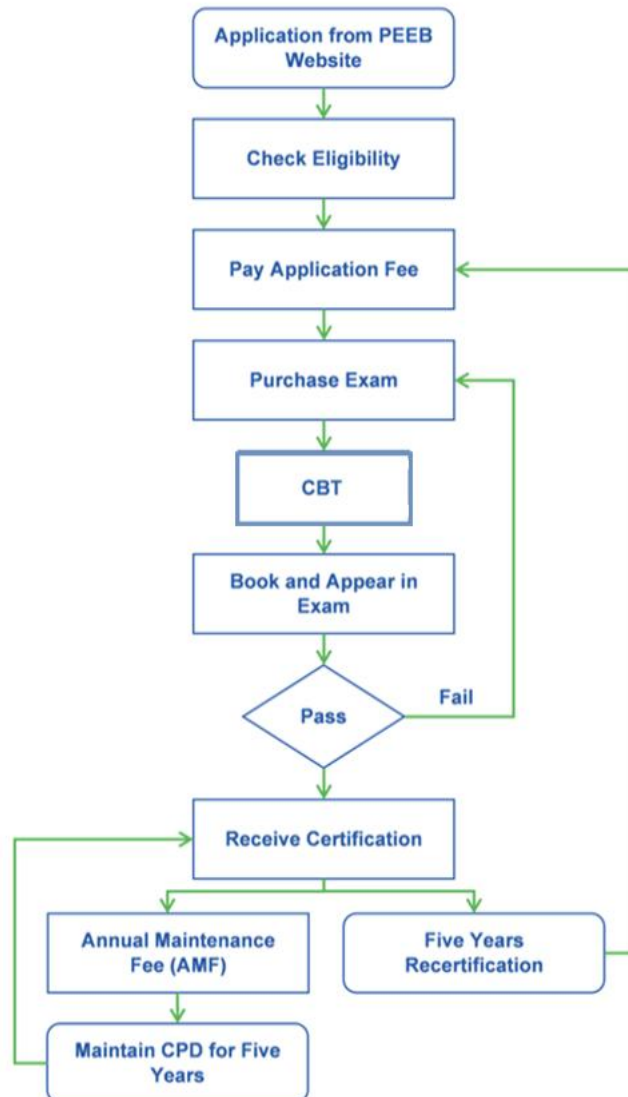
CHAPTER - 1	3
1 APPLICATION AND EXAMINATION PROCEDURE	3
1.1 Certification & Application Process.....	3
1.2 Certification Steps.....	3
1.3 Recertification	4
1.4 Application Fees for Examination and Certification	4
1.5 Examination Approval Process	4
1.6 Appointment Scheduling.....	5
1.6.1 Online.....	5
1.7 Identification Requirements.....	5
CHAPTER - 2	6
2 MANDATORY RULES & REGULATIONS	6
2.1 Rules for Scheduling/Appointment for Examination.....	6
2.2 Missed Examinations	6
2.3 Inclement Weather or Emergency	6
2.4 Personal Belongings	6
2.5 Test Misconduct.....	7
2.6 Taking your Examination.....	8
2.7 Security	9
CHAPTER - 3	10
3 STUDY MATERIAL & GUIDELINES	10
3.1 Preparation for Certification Examination.....	10
3.2 Tips and Scheduling Study Time.....	10
3.3 Review Sample Examination Questions	10
3.4 Control Examination Anxiety.....	10
CHAPTER - 4	11
4 EXAMINATION STRATEGY AND SCHEDULING	11
4.1 Certification Examination Overview	11
4.1.1 Computer-Based Test – CBT	11
4.2 Examination Strategy.....	11
4.3 Developing an Examination Strategy	11

CHAPTER - 1

1 APPLICATION AND EXAMINATION PROCEDURE

1.1 Certification & Application Process

PEEB offers a very clear and easy procedure for the PEEB certification. Candidate Can go towards the PEEB Certification by following these application and examination steps.



1.2 Certification Steps

Step 1 – Pick A certification

The first stage is to select a certification from the PEEB website according to the eligibility.

Step 2 – Check Eligibility

The second step is to check the certification criteria through the PEEB official website. Applicants for PEEB certification must meet one of the following three options given in Chapter 2.

Step 3 – Pay and Submit Application

Fill up the signup form, pay the application fee and then submit the remaining application at the PEEB online portal. Applications are reviewed by PEEB management and evaluate the material presented

by an applicant i.e., Applicants for PEEB certification must meet one of the following three options given in chapter 2. Applicants will receive a notification about their application status within 3 business days of receiving your application.

Step 4 – Purchase Exams

Once the application is approved, the applicant will purchase the exam set and the Applicants must have to sit an examination within one year of validity.

Step 5 – Select Exam

PEEB Exams is a computer-based test CBT.

Step 6 – Book and Appear in Exam

Once the exam is purchased, the Candidate can take the exam anytime by visiting the Exam link provided through email.

Step 7 – Pass the Examination

Once the Candidate passes the PEEB certification exam he qualifies for the certification. PEEB will award certification who pass the certification exams.

Step 8 – Pay Annual Renewal Fee

There is an annual renewal fee who earn the PEEB credential. Candidate must have to maintain and submit the CPD points yearly.

1.3 Recertification

PEEB certified must maintain CPD by compiling 25 Re-certification points every year. Another way to earn all the required points is to retake and pass the examination for Re-certification.

1.4 Application Fees for Examination and Certification

PEEB offers direct exams, where a candidate can sit for the exam without attending the training course. The applicable prices are as follows:

- Application Fee: £75
- Certification Exam Fee: £225
- Re-sit Examination Fee: £99
- Annual Maintenance Fee (AMF): £99

The application fee for certification is £75 and will be valid for one year, applicants can schedule certification exams within one year. PEEB waved off the first year of the Annual Maintenance Fee (AMF) from all certification holders.

Note: If your application is not approved or you're not eligible we will contact you. The application's £75 processing fee is not refundable.

1.5 Examination Approval Process

Once the application is approved by PEEB the candidate will receive a confirmation email of approval from PEEB.

A candidate must sit for the examination within one year of receiving approval. If the candidate fails to take an exam within this one-year period, they must undergo the entire application approval process again, including the application fee, unless there are exceptional circumstances.

1.6 Appointment Scheduling

PEEB is responsible for the Online examination.

1.6.1 Online

Once the exam is purchased, the Candidate can take the exam anytime within the time period by visiting the My PEEB portal., Once the exam is booked and started, they must complete it in one sitting.

1.7 Identification Requirements

The examination candidate is required to present an original (no photocopies) & valid ID i.e., passport/national identity card etc.

If you are not a citizen of the country in which you are sitting for the exam, the only acceptable identification document is your valid, unexpired passport.

Failure to present the proper identification will result in the forfeiture of your examination.

2 MANDATORY RULES & REGULATIONS

2.1 Rules for Scheduling/Appointment for Examination

To change an existing examination appointment, you must follow strict rules. If you fail to follow these rules, you forfeit your Exam Authorization.

You may change your appointment only if there are 5 or more full business days before your existing appointment date. Appointments being rescheduled are subject to availability at PEEB. Appointment rescheduling reason will be checked, only medical reason will be acceptable if there is a satisfying prove from doctor or medical report.

You cannot reschedule your appointment to a date on or beyond your Authorization Expiration date. If the candidate needs an examination extension, may apply for a one-year with additional fees.

2.2 Missed Examinations

If you fail to keep your scheduled examination appointment or if you arrive more than 30 minutes beyond the starting time of your scheduled appointment or if you fail to present acceptable identification when you arrive for your scheduled appointment, you may be refused admission, and you may forfeit your examination writing. To sit for the examination after having been refused admission, you must register and pay for certification exam fee.

2.3 Inclement Weather or Emergency

In the event of inclement weather or unforeseen emergencies on the day of the examination, PEEB will determine whether circumstances warrant the cancellation of the certification exam. The examination will usually not be cancelled.

2.4 Personal Belongings

All candidates will be required to leave their personal belongings outside the testing area. While the testing Centre will make available to you a secure area to store your belongings, the PEEB assumes no responsibility for lost, stolen, broken, or misplaced personal property and candidates should plan appropriately.

Before entering the testing area, an unobtrusive visual inspection of personal items will be conducted by the examination proctors.

As you sign in, the testing Centre staff provides you with materials for working out calculations by hand.

Prohibited items include:

- Mechanical or electronic devices including but not limited to computers, cellular phones, smart phones, personal digital assistants, pagers, calculators, wireless email and reading devices, electronic paging devices, recording or filming devices, cameras, tape recorders, headphones, headsets, mp3 players and radios.
- All forms of outerwear, including but not limited to hats, scarves, gloves, jackets, coats.

- All forms of luggage, including but not limited to book bags, backpacks, handbags, purses, suitcases, and briefcases
- Writing and marking supplies, including but not limited to pens, pencils, erasers, post-it notes, note paper
- Props such as copyholders or clipboards
- Food and beverage
- Weapons of any kind, including but not limited to sharp objects, firearms, explosive devices, razor blades, box cutters and knives
- Hats or headwear of any kind unless provision has been made for specific religious apparel.

Objects worn, or brought into the testing area, because of the candidates sincerely held a personal religious belief, practice or observance will be permitted, subject to prior notification and authorization by the PEEB.

You may access stored medicine or food or drinks outside the secure testing room. You may not access other personal belongings until you complete your examination.

2.5 Test Misconduct

Candidates observed doing any of the following, or engaging in similar, dishonest practices during the exam will be considered to have engaged in test misconduct and both their application and exam administration may be dismissed. Candidates engaged in test misconduct may be disqualified from sitting any future PEEB exams.

Such test misconduct includes, but is not limited to, the following:

- Disclosing certification questions and/or certification subject matter.
- Aiding or abetting anyone in a cheating offence.
- Speaking or communicating with other candidates about specific certification content or questions before, during, or after the examination administration.
- Improperly obtaining through theft, bribery, collusion, or otherwise any test form prior to the date and time of the test's administration.
- Falsifying your identity or impersonating another candidate.
- Using any books, memoranda, calculators, audio or visual players or electronic devices including electronic watches, organizers, Smartphones, iPads, pagers or other cell phones, or other memory aid devices or communication devices other than those authorized by the PEEB.
- Looking at another candidate's responses.
- Copying another candidate's responses.
- Removing or attempting to remove PEEB material electronically or otherwise from a test location.

Prior to the Certification Examination launching, candidates must agree to a non-disclosure agreement. It states:

I understand that the certification has expended a considerable amount of time, effort, and expense in the development of the certification exam that I am about to challenge. I further understand that the validity and integrity of the certification exam depends on the questions remaining undisclosed

to other potential certification candidates. I hereby agree that I will not disclose any information concerning the content of this PEEB exam.

If you do not agree to the non-disclosure agreement, the examination will not launch, and your examination appointment will end.

Where proctors have issued an incident report on a candidate engaging in test misconduct, the candidate affected may have their score voided.

Failure to abide by these rules and regulations may be determined as test misconduct. The PEEB will investigate any report of test misconduct or suspected test misconduct. Affected candidates will be contacted to provide their response to the report. The investigation will include an assessment of the appropriate penalty. After the investigation, the Committee will review the information, make a finding, and decide on a penalty.

2.6 Taking your Examination

PEEB provide the demo for the whole examination process. Candidate should watch the procedure videos before starting the exam. When the examination is first launched, you must agree to comply with PEEB's examination security and nondisclosure rules.

If you experience any technical difficulties with the examination software or hardware during the testing event, please notify your proctor immediately so they may try to resolve the issue.

If you need to use the washroom, or when you leave your workstation for any reason, you must sign out and sign back in -- the on-site proctor will log your activity. Your examination clock continues to run during this time. You are not allowed to leave the building (or part of the building) for any reason while your examination clock is running.

The PEEB will endeavour to ensure that the environment for writing the examination is acceptable. Please be aware that on occasion, candidates may be exposed to minor distractions and the temperature in the testing area may vary. Candidates who are easily distracted by noise may request earplugs or noise-cancelling headphones from the proctor.

PEEB examinations are open book, except for materials by staff or on-screen test aids as part of the examination. Once your examination clock starts, access to any materials beyond those given to you by any organisation PEEB invalidates examinations and pursues disciplinary charges if you access prohibited materials, have contact with anyone except testing staff, leave the building while your examination clock is running, or engage in unethical, disruptive, or unprofessional conduct at a testing centre.

The certification exam is a proctored examination. Any incidences of test misconduct may result in the examination results being withheld or a determination of ineligibility. If it is determined at any time that you have accidentally or deliberately disclosed information relating to the Certification exam, it may result in your results being withheld, a determination of ineligibility for the designation,

or if the designation has already been awarded, you may be subject to investigation by Committee which may result in suspension or termination of your certification.

2.7 Security

PEEB, maintains test administration and test security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities. PEEB reserves the sole right to cancel or withhold any test scores if, in its opinion, there is adequate reason to question their validity.

3 STUDY MATERIAL & GUIDELINES

3.1 Preparation for Certification Examination

The following references have been identified by the PEEB as suggested reading by candidates preparing to write the certification examination.

Note: Any attempt to copy, collude, or otherwise cheat during the exam session will lead to automatic failure.

3.2 Tips and Scheduling Study Time

Develop a methodical approach to studying each domain. This can be accomplished by organizing your study time. Candidates report they spend between 60 and 200 hours on average preparing for the exam.

3.3 Review Sample Examination Questions

Some sample questions will be provided once the application is accepted which will give you an indication of the style of questions that will be asked, the type of thinking required and the degree of difference between incorrect and correct answers.

3.4 Control Examination Anxiety

Part of controlling anxiety involves being prepared for what to expect. Here are some tips:

Prior to the examination:

- Know your material. Spend adequate time studying for the certification exam.
- Ensure you get enough sleep, good nutrition, exercise, personal downtime, etc. Think positively.

On the day of the examination

- Allow yourself plenty of extra time to arrive testing centre so you have adequate time to park, register, etc.
- Dress comfortably – you will be seated for 2 hours.

During the examination

- Relax. Practice relaxation techniques such as deep breathing.
- Do not focus on any anxiety you may be experiencing.
- Do not expect to know all the answers. It is unlikely that a candidate will answer all questions correctly. Use your reasoning ability to analyse the question and identify the best possible answer.

4 EXAMINATION STRATEGY AND SCHEDULING

4.1 Certification Examination Overview

PEEB offers Computer-Based Tests (CBT) only. PEEB offers a minimum of one exam on the 15th of every month or as per requirement only in English language.

- Computer-Based Test - CBT

4.1.1 Computer-Based Test – CBT

Computer-based exams are provided electronically via the PEEB Exams applications. The use of electronic devices, such as tablets and cell phones, is not allowed. The exam session is supervised remotely by a PEEB Invigilator via the PEEB Exams application, and an external/integrated camera in the online test. Access will be granted on test day after submitting your exam fee.

4.2 Examination Strategy

The examination consists of 50 questions by CBT or PBT and 2 hours to complete. Each question consists of 2 marks and 100 marks for whole examination. It is required to get 50% marks (50 out of 100) to pass a certification examination.

The questions are presented in any of the following formats:

- Case-based (a set of questions associated with a brief scenario)
- Independent questions (stand-alone examination questions that contain the information necessary for responding).
- Matching Columns
- Fill in the Blanks
- True and False
- MCQ's

Candidates should thoroughly review the Blueprint for selected certification exam.

The Examination Committee is responsible for determining the PEEB certification content and the examination specifications, maintaining examination questions and setting the passing score.

4.3 Developing an Examination Strategy

Candidates who want to sit in PEEB 45001 Lead Auditor Examination must have thorough knowledge of all the seven domains. It takes time to adequately prepare for an examination. There are no shortcuts. While study tips and examination writing tips can help you prepare, there is no replacement for taking the time to build a solid base of knowledge.

Sr. No.	Domain Category
Domain 1	Standards and Theories of Occupational Health & Safety Management System
Domain 2	Requirements of Occupational Health & Safety

Domain 3	Fundamentals and Principles of ISO 45001 Audit
Domain 4	Preparing an ISO 45001 Audit
Domain 5	Conducting an ISO 45001 Audit (Stages/Process)
Domain 6	Conducting the Closing an ISO 45001 Audit
Domain 7	Managing/Supervising an ISO 45001 Audit