



ISO 45001:2018 INTERNAL AUDITOR TRAINING



MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor

Course Title: ISO 45001:2018 Internal Auditor Training

Course Validity: 2 Day

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training program is designed to equip participants with the knowledge and skills to conduct internal audits based on ISO 45001:2018 Occupational Health and Safety Management System (OHSMS). Participants will learn auditing principles, techniques, and practices required to assess compliance, identify risks, and ensure the effectiveness of their organization's OHSMS.

OBJECTIVE(S):

- Understand the principles and requirements of ISO 45001:2018.
- Learn the role and importance of internal audits in maintaining an effective OHSMS.
- Develop skills to plan, conduct, and report internal audits.
- Identify non-conformities and propose corrective actions.
- Enhance workplace safety and health through an effective audit process.

TARGET GROUP(S):

- Safety and health officers.
- Managers and supervisors.
- Internal auditors and team leaders.
- Employees involved in ISO 45001:2018 compliance and audits.

ENTRY REQUIREMENT(S):

- Able to read, write, and communicate verbally in Malay/English.

TOPIC(S):

1. Introduction to ISO 45001:2018 and Its Principles.
2. Understanding ISO 45001:2018 Requirements and Clauses.
3. Fundamentals of Internal Auditing Based on ISO 19011:2018 Guidelines.
4. Planning and Preparing for an Internal Audit.
5. Conducting the Internal Audit and Identifying Non-Conformities.
6. Reporting Audit Findings and Following Up on Corrective Actions.

LIST OF REFERENCE BOOK(S):

- ISO 45001:2018 Standard.
- ISO 19011:2018 Guidelines for Auditing Management Systems.

LIST OF TEACHING AID(S):

- LCD projector.
- Computer.
- Whiteboard with accessories.

METHODOLOGY(S):

- Lecture.
- Role-playing and simulations.
- Group discussions.
- Practical exercises and mock audits.

TRAINING SCHEDULE

Day 1

Time	Activity/Topic
8:30 am - 9:00 am	Registration and Introduction
9:00 am - 10:30 am	Topic 1: Introduction to ISO 45001:2018 and Its Principles
10:30 am - 10:45 am	Morning Tea Break
10:45 am - 12:30 pm	Topic 2: Understanding ISO 45001:2018 Requirements and Clauses
12:30 pm - 1:30 pm	Lunch Break
1:30 pm - 3:30 pm	Topic 3: Fundamentals of Internal Auditing Based on ISO 19011:2018 Guidelines
3:30 pm - 3:45 pm	Afternoon Tea Break
3:45 pm - 5:00 pm	Group Discussion: Audit Planning and Checklist Development

TRAINING SCHEDULE

Day 2

Time	Activity/Topic
8:30 am - 9:00 am	Recap of Day 1
9:00 am - 10:30 am	Topic 4: Planning and Preparing for an Internal Audit
10:30 am - 10:45 am	Morning Tea Break
10:45 am - 12:30 pm	Topic 5: Conducting the Internal Audit and Identifying Non-Conformities
12:30 pm - 1:30 pm	Lunch Break
1:30 pm - 3:30 pm	Topic 6: Reporting Audit Findings and Following Up on Corrective Actions
3:30 pm - 3:45 pm	Afternoon Tea Break
3:45 pm - 5:00 pm	Practical Exercise: Mock Internal Audit & Feedback