



REGULATIONS FOR THE PROFESSIONAL CERTIFICATE IN ISO 45001: 2018 INTERNAL AUDITOR

These regulations shall be read in conjunction with Constitution of the Centre for Occupational Health and Safety (Standard Operating Policies, Practise and Procedures Manual, 2021)

Name of Qualification: Professional Certificate in ISO 45001: 2018 Internal Auditor

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1. **Duration of the course :** 5 days
 2. **Student entry qualifications:**
 - i. Normally a prospective student must possess a minimum of 5 O LEVELS
 - ii. University degree, professional qualification, tertiary certificate or equivalent from a recognised institution or class 2(two) driver
 - iii. Relevant work experience
 - iv. The centre shall, at its discretion and if it deems fit, subject any prospective student to an entry interview as part of entry requirements.

PROGRAMME STRUCTURE

This is an intensive, multidisciplinary programme designed to equip students from various backgrounds with skills and knowledge.

MODE OF DELIVERY

Teaching methods includes lectures, case studies, seminars, group presentations, practical exercises and scenarios.

LEARNING RESOURCES

Each module shall be guided by a detailed course outline, lecture notes; electronic and hard copy hand outs, and reading texts in the library. Students shall also be required to conduct online research.

CONTINUOUS ASSESSMENT METHOD

- i. Each student shall be required to submit two (2) typed assignments per module on stipulated due dates
- ii. Group work shall sometimes be give as an assignment
- iii. Each assignment shall be marked and converted into a percentage
- iv. Each candidate shall submit an examinable practical research project which shall be marked out of 25 marks and converted into a percentage.
- v. No candidate shall be allowed to rewrite a failed assignment

WRITTEN END OF SEMESTER EXAMINATION

- i. Each taught module shall be examined in written form.
- ii. The end of semester examination shall be covered through one (1) paper that will be three (3) hours long.
- iii. The candidate shall be required to answer four (4) essay questions per module from a list of Six (6) possible questions.

Course description

On completion of this course, the successful learner will be able to conduct an internal audit in accordance with ISO 45001: 2018.

Summative assessment

- Written assessment to be done at the end of the course
- Learners must achieve a minimum of 65%

Course outline

At the end of the course, the learner will be able to:

- apply the principles of health and safety management, implement continual improvement, and interpret the requirements of current legislation
- apply the procedures for hazard identification, risk management, emergency planning, training, communication, consultation, and management review
- use ISO 45001: 2018 as a model to define roles and responsibilities of auditors and lead auditors, and plan, coordinate and perform ISO audits.