

Certification process and information

AS/NZS ISO 45001.2018





Certification process
& information

What is AS/NZS ISO 45001 and why should I certify my system?

Why certify your management system?

Certification is achievable, advantageous and affordable for all businesses.

Regular checks on your health and safety system is part of normal business. Certification is a good way to help maintain oversight or confirm that there are systems in place to manage health and safety.

ISO 45001 is an internationally recognised standard. When you achieve certification it shows your clients, customers and the public that you have reached the highest standard in the global market.

If you certify with Avid Auditing, your customers will have confidence that you have met a standard, that you have been assessed by a qualified and competent person, and that you are regularly checked to confirm you maintain that standard. ISO 45001 is set to become the key audit certification of choice that replaces WSMP and other standards, and can be easily used by companies for pre-qualification.

What is AS/NZS ISO 45001:2018?

The new standard is based on the common elements found in all of ISO's management systems standards and uses a simple Plan-Do-Check-Act model, which provides a framework for organisations to plan what they need to put in place in order to minimise the risk of harm.

It specifies requirements for an occupational health and safety management system and gives guidance for its use.

ISO 45001 is designed to help organisations of all sizes and industries, this standard is expected to reduce workplace injuries and illnesses around the world.

It works to enable organisations to provide safe and healthy workplaces by preventing work-related injury and ill health, as well as by proactively improving its occupational health and safety performance.

Who should use AS/NZS ISO 45001:2018?

AS/NZS ISO 45001 is applicable to all organisations, regardless of size, industry, or nature of business.

It helps an organisation to achieve the intended outcomes of its occupational health and safety management system and is applicable to any organisation regardless of its size, type and activities.

It is designed to be integrated into an organisation's existing management processes and follows the same structure as other ISO management system standards, such as ISO 9001 and ISO 14001.



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Benefits

AS/NZS ISO 45001 gives guidance for putting in place a health and safety management system. It will help you manage health and safety risks and improve your health and safety performance by developing and implementing effective policies and objectives.

Its value comes from its structured approach with an emphasis away from developing a set of documents to achieve compliance. Instead AS/NZS ISO 45001 focuses on linking business strategy with the health and safety management system.

Key potential benefits from the use of the standard include:

- increasing organisational resilience through proactive risk prevention, innovation, and continual improvement
- helping to embed proactive behaviours
- the ability to demonstrate responsibility by committing to safe, healthy and sustainable work
- improving managerial oversight
- helping businesses to be efficient, effective and organised
- supporting continuous improvement
- being recognised as an industry leader.

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Application process

The application process is simple:

1. Go to www.avidauditing.co.nz
2. Click on Get started



3. Fill in the contact form
4. You will receive an email with a link to a questionnaire and temporary login details
5. Update your password
6. Fill in the questionnaire
7. We will initially respond to you within 2 business days. We will then contact you again with either a quote or some follow up questions within a further 2 business days.

What will it cost?

To give an approximate idea of the cost, a business with up to 25 FTE's will invest between \$2,500 and \$4,000 for initial certification. You may need to pay more if you have more than one site, or work in hard to get to areas.

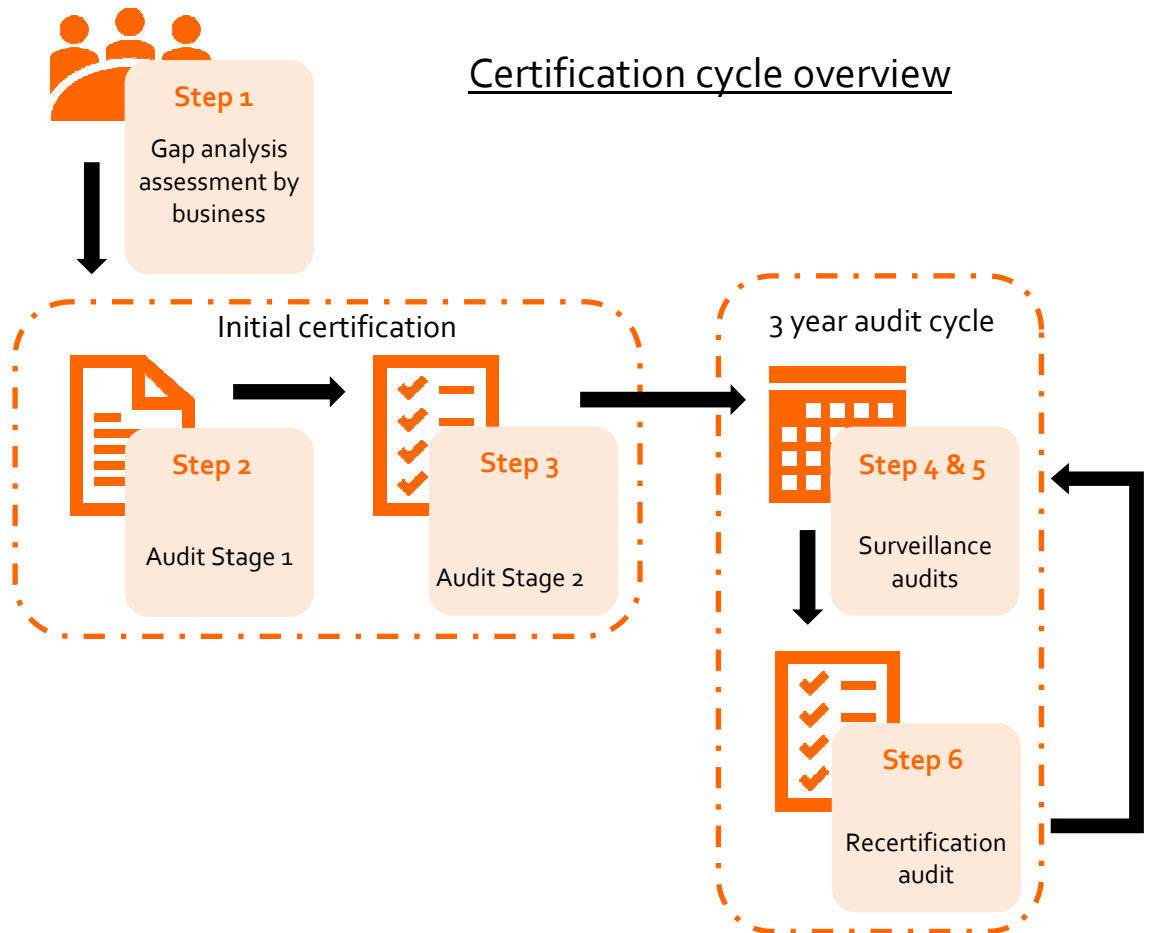
Surveillance audits generally cost about \$1,500 to \$2,000.

You should always get a quote from us before starting your certification process, so you have a good understanding of your investment. You can do this by registering on our website.

The ISO certification process and what to expect

1	<p>Gap analysis assessment</p> <p>Is your management system ready?</p> <p>Before applying for certification, it is recommended that your business reviews its current readiness.</p> <p>There are multiple ways of reviewing your readiness:</p> <ol style="list-style-type: none"> 1. Conduct an internal audit using a check-list for the desired standard – Avid Auditing can provide you with a free check-list of what you need to demonstrate and what documents you will need to provide to your auditor. Register on our website to get the free check-list (www.avidiauditing.co.nz) 2. Hire a consultant 3. Engage an external auditor to conduct a gap analysis assessment 				
2	<p>Audit stage 1 – Documentation review</p> <p>The stage 1 audit is the beginning of certification</p> <p>The purpose is to assess your management system documentation (policies & procedures) to determine if you meet the standard. If you don't, then we will let you know before you progress to the next step.</p> <p>If you have had a system in place already, for example WSMP or a system developed by a consultant, you may have many of the components in place already.</p>				
3	<p>Audit stage 2 – Initial certification audit</p> <p>The stage 2 audit is the final step before certification is granted.</p> <p>At stage 1 you provided documents to state <i>what you say you do</i>. Now you will be assessed on <i>how you do it</i> by providing evidence of implementation.</p> <p>The purpose is to verify that you are doing what you said you would do.</p> <p>This part is an on-site visit conducted by an auditor to collect evidence on how you maintain and improve your system (planning, internal audits and reviews).</p> <p><i>Certification will be granted after the successful completion of Stage 2.</i></p>				
4 & 5	<table border="1"> <tr> <td data-bbox="422 1308 991 1547"> <p>Surveillance audits</p> <p>Surveillance audits are conducted at least once a calendar year. The purpose is to ensure your system is maintained and that your processes are relevant and functioning as intended.</p> </td> <td data-bbox="991 1308 1426 1547"> <p>Surveillance audit year 1</p> <p>After achieving certification, you are required to have a surveillance audit after 12 months in order to maintain your certification.</p> </td> </tr> <tr> <td data-bbox="422 1547 991 1749"></td> <td data-bbox="991 1547 1426 1749"> <p>Surveillance audit year 2</p> <p>This audit will occur in your second year of certification and is required to maintain a valid certificate.</p> </td> </tr> </table>	<p>Surveillance audits</p> <p>Surveillance audits are conducted at least once a calendar year. The purpose is to ensure your system is maintained and that your processes are relevant and functioning as intended.</p>	<p>Surveillance audit year 1</p> <p>After achieving certification, you are required to have a surveillance audit after 12 months in order to maintain your certification.</p>		<p>Surveillance audit year 2</p> <p>This audit will occur in your second year of certification and is required to maintain a valid certificate.</p>
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6	<p>RECERTIFICATION – Renewal audit</p> <p>Recertification occurs every 3 years. The purpose is for the auditor to reassess your health and safety management system to confirm all the elements of the standard continue to be met. This is essentially a stage 2 audit.</p> <p><i>After recertification, the cycle begins again with the next surveillance audit.</i></p>				

To summarise, after receiving your certificate, to maintain certification of your system, surveillance audits and recertification audits will need to be conducted. The following is a flow chart of the certification cycle:



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