




**Training on ISO 45001:2018 and IAF
MD22:2018**
(Certification and accreditation for OH&SMS)

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IAF MD22:2018
Application of ISO/IEC 17021-1 for the Certification
of Occupational Health and Safety Management
Systems (OH&SMS)

APPENDIX A
Specific knowledge and skills for certification
functions in OH&SMS

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Specific knowledge and skills for certification functions in OH&SMS

- ✓ It adds three specific competence requirements for OH&SMS auditors to the generic competence requirements of Annex A of ISO/IEC 17021-1:2015,
- ✓ This Appendix was used as an input by CASCO JWG 48
- ✓ **This Appendix will be superseded when the ISO/IEC TS 17021-10 will become applicable (March 2018).**

ISO/IEC 17021-1:2015(E)

Annex A (normative)

Required knowledge and skills

A.1 General

Table A.1 specifies the knowledge and skills that a certification body shall define for specific certification functions. "X" indicates that the certification body shall define the criteria and depth of knowledge and skills. The knowledge and skill requirements specified in Table A.1 are explained in more detail in the text following the table and are referenced by the number in parenthesis.

Table A.1 — Table of knowledge and skills

Knowledge and skills	Certification functions		
	Conducting the application review to determine audit team competence required, to select the audit team members, and to determine the audit time	Reviewing audit reports and making certification decisions	Auditing and leading the audit team
Knowledge of business management practices			X (see A.2.1)
Knowledge of audit principles, practices and techniques		X (see A.3.1)	X (see A.2.2)
Knowledge of specific management system standards/normative documents (see A.4.1)		X (see A.3.2)	X (see A.2.3)
Knowledge of certification body's processes	X (see A.4.2)	X (see A.3.3)	X (see A.2.4)
Knowledge of client's business sector	X (see A.4.3)	X (see A.3.4)	X (see A.2.5)
Knowledge of client products, processes and organization	X (see A.4.4)		X (see A.2.6)
Language skills appropriate to all levels within the client organization			X (see A.2.7)
Note-taking and report-writing skills			X (see A.2.8)
Presentation skills			X (see A.2.9)
Interviewing skills			X (see A.2.10)
Audit-management skills			X (see A.2.11)

NOTE: Risk and complexity are other considerations when deciding the level of expertise needed for any of these functions.

FROM IAF MD22:2018, APP.A TO ISO/IEC TS 17021-10

IAF MD 22:2018 International Accreditation Forum, Inc.

ISO/IEC DTS 17021-10

ISO CASCO/PC283/JWG48

Secretariat: CASCO

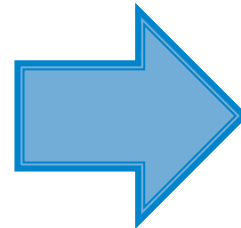


IAF Mandatory Document

Application of ISO/IEC 17021-1 for the Certification of Occupational Health and Safety Management Systems (OH&SMS)

Issue 1
(IAF MD 22:2018)

Appendix A to be superseded by ISO/IEC TS 17021:2010



ISO/IEC 17021-10 Conformity Assessment — Requirements for bodies providing audit and certification of management systems - Part 10 Competence requirements for auditing and certification of occupational health and safety management systems.

Approved with comments on 25/01/2018

DTS stage

Warning for WDs and CDs

This document is not an ISO International Standard. It is distributed for comment. It is subject to change without notice and may not be referred to as an International Standard. Recipients of this draft are invited to submit, with their comments, identification of any relevant patent rights of which they are aware and to provide supporting documentation.

NOT PUBLISHED YET!

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CLAUSES OF “KNOWLEDGE” ED “SKILLS”

The specific clauses of “knowledge” and “skills” are additional to those listed in the first column and specified under the letter X in the other columns of Table A.1, for each certification function.

The knowledge levels are different in order to satisfy the requirements specified for each function involved in the certification process and listed in 3 columns of Table 1AA

They refer to the following specific categories:

- **A.1.3 Knowledge of specific management system standards/normative documents**
- **A.1.5 Knowledge of client business sector**
- **A.1.6 Knowledge of client products, processes and organization**

A.1.3 KNOWLEDGE OF STANDARDS & NORMATIVE DOCS

A.1.3 Knowledge of **specific management system standards/ normative documents** shall include, but not be limited to:

- ✓ OH&S terminology,
- ✓ OH&S legislation valid in countries where the Certification Body is conducting audits,
- ✓ applicable standards for OH&S management system certification (such as OHSAS 18001, upcoming ISO 45001 or other standards),
- ✓ methods for monitoring, measurement, analysis to evaluate the OH&S performance, and the conformance of the OH&S management system,
- ✓ surveys and other evaluation tools, and
- ✓ OH&S risk assessments methodologies and guidance.

The level of knowledge shall be sufficient to fulfil the different requirements specified in § A.2.3, A.3.2 and A.4.1 for each certification function

A.1.5 KNOWLEDGE OF CLIENT BUSINESS SECTOR

A.1.5 Knowledge of client business sector shall include:

- ✓ **specific OH&S risks and controls relevant to the business sector.**

The level of knowledge shall be sufficient to fulfil the different requirements specified in § A.2.5, A.3.4 and A.4.3 for each certification function

A.1.6 KNOWLEDGE OF CLIENT PRODUCTS AND PROCESSES

A.1.6 Knowledge of client products, processes and organization shall include :

- ✓ **applicable country-specific OH&S laws and regulations, in each technical area of the organisation to be certified**

(e.g.in order to show evidence of competence on the EU Directive for OH&S is sufficient to comply with knowlodge and skill criteri defined by memeber states according to [89/391/CEE](#), art 7, par.8, a)

- ✓ **risks of accidents, incidents and occupational diseases (not exhaustive): physiological, psychological and social aspects; ergonomic aspects; chemical and biological factors; physical factors (e.g. vibration, noise, electricity, fire and explosion, exposure to radiation and magnetic fields); working environment (lighting, temperature, humidity); equipment, devices, machinery; and technical systems**

- ✓ *The level of knowledge shall be sufficient to fulfil the different requirements specified in § A.2.6 and A.4.4 for each certification function.*