

Prot. DC2018SSV173

Milan, 21-06-2018

To all Certification Bodies (CBs) with OH&S accreditation

To the associations of Conformity Assessment Bodies

**Subject: Department of Certification and Inspection – informative circular n° 8/2018  
Migration to UNI ISO 45001:2018 of certifications issued under ACCREDIA accreditation and transition to the documents IAF MD 22:2018 and ISO IEC TS 17021-10:2018**

This communication replaces the previous ACCREDIA circular n. 3/2018 ref. DC2018SSV120, dated 22/03/2018

### Foreword

With the publication of the standard ISO 45001 dated 12 March 2018 "*Occupational Health and Safety Management Systems – Requirements with guidance for use*" and its publication in the Italian version as UNI ISO 45001:2018, "*Management systems for occupational health and safety - Requirements with guidance for use*" the first certifiable ISO standard has been created, regarding occupational health and safety management systems.

In undertaking the migration process of accredited certifications certification bodies must also take into consideration the necessary timeline for completing it and the normative context, especially at the international level; in particular:

- On Jan. 18, 2018 the document IAF MD 21:2018 was published "Requirements for the Migration to ISO 45001:2018 from OHSAS 18001:2007" setting out the requirements for the migration of certifications from the standard OHSAS 18001:2007 to UNI ISO 45001:2018. The IAF document confirms that the migration period to ISO 45001:2018 lasts for 3 years, starting from March 12, 2018, in accordance with the decision of the IAF General Assembly which was held in India in Nov. 2016, and that the standard OHSAS 18001:2007 will become invalid from March 12, 2021.
- From Jan. 25, 2018, regarding accredited OH&S certifications, the requirements of IAF MD 22:2018 "*Application of ISO/IEC 17021-1 for the Certification of Occupational Health and Safety Management System (OH&SMS)*" become applicable; but the document does not substitute any of the requirements of ISO/IEC 17021-1:2015, it defines the specific additional requirements for the assessment of OH&SMS accreditations carried out by certification bodies. IAF MD 22:2018, is applicable to all OH&SMS certifications (OHSAS 18001:2007, UNI ISO 45001:2018 and others), whilst technical regulation RT 12 is applicable only for the management of OHSAS 18001 certifications in Italy, on the basis of the Guide UNI INAIL ISPESL PARTI SOCIALI and therefore not applicable for the management of UNI ISO 45001:2018 certifications.
- The EA General Assembly, on 22/05/2018, deliberated the withdrawal of the document EA 3/13 M: 2016 because the requirements of the document were implemented by the document IAF MD 22:2018.
- Last March the document ISO IEC TS 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" was published. It defines the competence requirements for the certification of OH&S management systems.

Currently there are three different applicable documents, apart from ISO 17021-1:2015 and ISO IEC TS 17021-10:2018, regulating the management of accredited OH&SMS certifications:

Document	Field of application	Certification standard	Date of withdrawal
<b>RT 12: 2006</b>	Italy	OHSAS 18001:2007	19/06/2019
<b>IAF MD 22:2018</b>	Global	OHSAS 18001:2007 UNI ISO 45001:2018	NA

It is therefore hoped that all certification bodies will undertake, in good time, the process of migration of certifications to UNI ISO 45001:2018 and the transition to the new documents IAF MD 22 and ISO IEC TS 17021-10, for accreditation.

The broad and structured intervention with regard to all documents, contracts and regulations concerning OH&S accreditation, as well as staff training and the involvement of clients in the migration process would permit a prompt response to organizations seeking certification against UNI ISO 45001:2018.

#### **A. CERTIFICATION ACTIVITIES**

Until March 11, 2021, i.e. within the 3 years of the date of publication of ISO 45001:2018, certifications issued against both UNI ISO 45001:2018 and BS OHSAS 18001:2007 remain valid. Beyond March 11, 2021 certifications against BS OHSAS 18001 will not be recognized.

Certification bodies should therefore plan their activities to permit the migration of certifications to the standard UNI ISO 45001:2018.

The expiry date of all the certifications issued against OHSAS 18001:2007 during the period of migration shall be the final date of the period of migration – March 11, 2021. Consequently the validity of the certificate becomes less than 3 years, leading to increased economic costs to be met by the organizations.

In order to avoid this situation, starting from March 12, 2020, in other words 2 years from the date of publication of the standard ISO 45001, it will be obligatory for certification bodies to carry out audits against the requirements of the new standard.

#### **Commitments of the certification body**

Certification bodies are required to:

- Inform their clients with regard to the migration and share with each of them the management plan of the migration and of the relative certification;
- Decide whether there shall be just one single audit or a number of audits in various steps/stages;
- Plan the timeline for audit activities and the issue of the certificate against the standard;
- Decide the dates of the audits to be performed at the client organizations;
- Plan the timeline for the decisions concerning certification decisions so as to update the certificates in good time;
- Encourage organizations still without certification to implement a management system in accordance with the new standard.

Before dealing with the migration of certifications to the new standard, certification bodies shall ensure that their staff with direct involvement in the process of certification (operative staff, auditors, decision-making and impartiality bodies) have been adequately trained regarding UNI ISO 45001:2018 and have reached the necessary level of competence.

The management of staff training for CBs shall take into consideration the requirements of the standard ISO 17021-10.

### **Migration of accredited certifications from BS OHSAS 18001 to ISO 45001**

Certifications to UNI ISO 45001:2018 can be granted **under accreditation** after the organization has demonstrated the conformity of its system against ISO 45001 to an accredited certification body which is accredited to grant certifications against ISO/IEC 17021-1:2015, in compliance with IAF MD 22:2018 and with ISO IEC TS 17021-10:2018.

During the process of assessment by ACCREDIA regarding the migration and transition of its OH&S accreditation, a certification body is permitted to issue **non-accredited certifications but they shall be in accordance with the requirements of UNI ISO 45001:2018**.

Following a positive conclusion to the assessment process conducted by ACCREDIA, the certification body shall review and re-issue the "non-accredited" UNI ISO 45001:2018 certificates to include the references to OH&S accreditation (ACCREDIA logo).

For the purpose of the migration, the certification body shall perform an audit at the premises of every client, in accordance with UNI ISO 45001:2018.

On the basis of the agreement with the certified organizations, the CB can conduct migration activities at the time of a surveillance or renewal or supplementary audit. When migration audits are carried out jointly with surveillance or renewal audits it is necessary to add at least one day to the planned audit time and to show that this extra day has been used for assessing the conformity of the management system to UNI ISO 45001:2018.

Certificates issued by CBs against UNI ISO 45001:2018 may, also updating the revision status, retain reference to the date of first issue of the certification, evaluated against the requirements of OHSAS 18001:2007.

### **Process of migration**

The CB, in managing the migration to the new standard, shall ensure that, during the assessment performed at the premises of clients, the following aspects were respected:

- The outcomes of the assessments, the findings raised and the management of them must be documented;
- The assessment of the conformity of clients to the new standard during the migration process does not affect the continuity of the certification against OHSAS 18001: 2007;
- If assessment activities have already taken place against the requirements of the Final Draft of ISO 45001 (in accordance with IAF MD 21:2018), the decision-maker shall undertake a new review of the certification to ensure that the decision taken complies with all the normative requirements of the final version of UNI ISO 45001:2018;
- The decision to issue certification against UNI ISO 45001:2018 must be taken only after examination, acceptance and verification of the closure of the client's plan for the management of any major nonconformities, or after examination and approval of the plan for the management of any minor nonconformities.

## **B. ACCREDITATION ACTIVITIES**

### **1. New applications for accreditation**

Starting from the publication of the present circular ACCREDIA will not accept any new applications for accreditation referring to the standard BS OHSAS 18001:2007.

## 2. Extensions to accreditation

During the period of migration it remains possible to apply for extension of accreditation against BS OHSAS 18001:2007.

However CBs are recommended to conduct beforehand the migration of their certifications and to present the application for extension of OH&S accreditation to ACCREDIA in order to perform witnessing in accordance with UNI ISO 45001:2018.

## 3. Transition of accreditation for CBs already holding OH&S accreditation

ACCREDIA shall evaluate the process of transition to the documents IAF MD 22:2018 and ISO IAC TS 17021-10, and the process of migration of certifications to UNI ISO 45001:2018, by means of document reviews to be done during the audit of surveillance or renewal of accreditation or a specific audit.

A CB can request ACCREDIA to assess the transition to new accreditation standards as well as the migration of certificates to the new standard ISO 45001:2018 either at two separate times or one, in accordance with the following considerations.

All CBs which have already obtained accreditation to operate according to the document EA 3/13:206 shall send, as soon as possible, an update of their documents for transition to IAF MD 22:2018.

### **THE PROCESS OF TRANSITION AND MIGRATION IN TWO DISTINCT STEPS**

#### **1) Transition of accreditation to IAF MD 22:2018 and ISO IEC TS 17021-10**

- CBs which have already carried out the transition to EA 3/13 M:2016 can update to the new document IAF MD 22:2018 until the official date of withdrawal of EA 3/13 M:2016 by EA by means of a review of the modified documents sent to ACCREDIA's technical office. This review shall last a minimum of **half a day** and the cost is met by the CB;
- CBs which have not yet carried out the transition to EA 3/13 M:2016 shall start the process of update to the new document IAF MD 22:2018 in accordance with provisions given in Circular n. 34/2016. In all cases the document review, to be undertaken at the office of the CB, shall last a minimum of **half a day** and the cost is met by the CB.

If the assessment takes place during the surveillance or renewal of OH&S accreditation an extra **half-day** is added to the duration as stated in the annual program sent to and accepted by the CB.

If the assessment is performed in a supplementary audit the duration is increased to **1 day** (in line with Circular n. 34/2016). See Table A.

#### **2) Migration of BS OHSAS 18001 certifications issued under ACCREDIA accreditation against UNI ISO 45001:2018**

ACCREDIA assesses the process of the migration of certifications to UNI ISO 45001:2018 and the transition to ISO 17021-10:2018 as part of a planned surveillance or supplementary assessment in the form of a document review done at the location of the CB, lasting a minimum of **1 day** and the cost is met by the CB.

If the assessment is part of a surveillance or renewal audit, the duration is increased to **1 day** with respect to the duration given in the annual program sent to, and accepted by, the CB in accordance with the requirements of IAF MD 21:2018. See Table A.

The document review shall be supported by evidence of closure of the update activities of documents, contracts and trainings carried out following a gap analysis documented by the CAB.

- If the result of the document review is positive and all nonconformities have been effectively closed, the granting of accreditation for the issuance of certification against UNI ISO 45001 can be presented to ACCREDIA's Sector Accreditation Committee;
- If the result of the document review is negative, further assessment activity is necessary. This may consist of, depending upon the failures in question, a supplementary document review, an on-site visit or a witnessing with costs met by the CB.

### **THE PROCESS OF TRANSITION AND MIGRATION IN ONE STEP**

ACCREDIA, if requested by the CB, evaluates the process of transition of accreditation to the documents IAF MD 22:2018 and ISO IEC TS 17021-10:2018 and migration, at the same time, of BS OHSAS 18001 certification to UNI ISO 45001:2018. In this case the process is as follows:

- CBs which have already carried out the transition to EA 3/13 M:2016 can do the update to the new document IAF MD 22:2018 and, at the same time, migration to ISO 45001:18 by means of a review of the modified documents, to be done at the location of the CB when a surveillance, renewal of accreditation or supplementary assessment is performed. The minimum duration is **1.5 days**, with costs met by the CB. See Table A.
- CBs which have not yet carried out the transition to EA 3/13 M:2016 can carry out the transition to IAF MD 22:2018 and also migration to UNI ISO 45001:2018 by means of a document review.

This assessment, performed at the location of the CB, lasts **1.5 days** if conducted during a planned surveillance, renewal of accreditation assessment – taking also into consideration ACCREDIA circular n. 34/2016. See Table A.

If, however, it is undertaken at the CB's location at the time of a supplementary audit, the minimum duration becomes **2 days**, with costs met by the CB. See Table A.

If the assessments are done at the time of a surveillance or renewal audit, the duration is increased as necessary to permit the document reviews, with respect to the duration set out in the annual program, accepted by the CB.

**Table A**

<b>TRANSITION TIMES OF ACCREDITATION TO THE DOCUMENTS IAF MD 22:2018 AND ISO IEC TS 17021-10:2018</b>			
	Document review at the ACCREDIA office	Assessment during surveillance/renewal at the CAB	Assessment during a supplementary audit at the CAB
For certification bodies which have completed the transition to EA 3/13:2016	0.5 day	0.5 day	0.5 day
For certification bodies which have not completed the transition to EA 3/13:2016	NA	0.5 day	1 day
<b>MIGRATION TIMES OF CERTIFICATIONS FROM OHSAS 18001:2018 TO UNI ISO 45001:2018</b>			
For all certification bodies	NA	1 day	1 day

In both the above cases:

- If the result of the document review is positive and all nonconformities have been effectively closed, the granting of accreditation for the issuance of certification against UNI ISO 45001 can be presented to ACCREDIA's Sector Accreditation Committee;
- If the result of the document review is negative, further assessment activity is necessary. This may consist of, depending upon the failures in question, a supplementary document review, an on-site visit or a witnessing with costs met by the CB.

After completion of the process of migration to ISO 45001 and of transition to IAF MD 22:2018, the accreditation certificates undergo modification, making reference to OH&S certification against BS OHSAS 18001:2007 and against UNI ISO 45001:2018.

At the end of the 3 years from the date of publication of the standard UNI ISO 45001:2018, and therefore from March 12, 2021 (with the withdrawal of OHSAS 18001:2017), the certificates of OH&S accreditation will again be updated making exclusive reference to the standard UNI ISO 45001:2018.

After March 12, 2021, all OH&S accreditations of CBs for issuing OHSAS 18001:2007 certifications will be withdrawn.

The costs of assessment activities (of the process and of any supplementary visits) shall be met by the CB in accordance with ACCREDIA's pricelist, available on its website.

An example is attached to the present circular illustrating how a transition plan can be structured (Annex 1).

#### **Validity of the circular ACCREDIA regarding the OH&SMS**

In addition we inform you that circular No. 13 of 22/7/2014 "*Evaluation of the conformity of machines and work equipment, for the purposes of the certification of BS OHSAS 18001:2007*", is still valid.

With kind regards,

**Emanuele Riva**  
**Director of the Department of**  
**Certification and Inspection**



ANNEX 1

**Example of a plan for transition to ISO 45001**

If a CB wishes to use this form it shall complete it and make it available to the ACCREDIA assessment team for the assessment of transition to the new standard. It is possible to attach further documentation if it is considered useful for a full and correct assessment.

N°	Application	Space reserved for ACCREDIA
1.	How will communication with clients regarding the management of migration be managed? Attach evidence.	Closure: C <input type="checkbox"/> O <input type="checkbox"/> If "O" a clarification is needed:
2.	What will be the modalities and timeframe for the training of staff involved in reviewing contracts and of those responsible for audit programs?	Closure: C <input type="checkbox"/> O <input type="checkbox"/> If "O" a clarification is needed:
3.	What will be the modalities and timeframe for the training of auditors? (The material must be made available to the ACCREDIA working group)	Closure: C <input type="checkbox"/> O <input type="checkbox"/> If "O" a clarification is needed:
4.	What will be the modalities and timeframe for the training of decision-makers?	Closure: C <input type="checkbox"/> O <input type="checkbox"/> If "O" a clarification is needed:
5.	What documents of your body will have to be modified, and what will be the timeframe for distribution and application? (They must be made available to the ACCREDIA working group)	Closure: C <input type="checkbox"/> O <input type="checkbox"/> If "O" a clarification is needed:
6.	What type of audit will you perform to manage the migration of certifications: programmed or supplementary? By means of what modalities will you ensure that during the process of migration of the client's systems will continue to conform with the requirements of BS OHSAS 18001:2007?	Closure: C <input type="checkbox"/> O <input type="checkbox"/> If "O" a clarification is needed:
7.	Will the audit at the client's location for the migration of certifications take place in more than one stage or step?	Closure: C <input type="checkbox"/> O <input type="checkbox"/> If "O" a clarification is needed:
8.	Have you identified the necessary actions with respect to the clients which have not completed the migration in the three years after publication of ISO 45001? For example, the level of audit necessary for the resumption of certification?	Closure: C <input type="checkbox"/> O <input type="checkbox"/> If "O" a clarification is needed:
9.	Further considerations for the management of transition to be attached to this evidence / support documentation.	Closure: C <input type="checkbox"/> O <input type="checkbox"/> If "O" a clarification is needed: