



OHSAS 18001 IMPLEMENTATION CHECKLIST

Registration to OHSAS 18001, and the continual improvement that follows, is a joint effort between you and QMI – SAI Global. You will begin with implementing your OHS and then partner with QMI – SAI Global to complete and maintain your registration.

✓ BUY THE STANDARD

You will need a copy of OHSAS 18001. Please visit <http://infostore.saiglobal.com/>, or contact our Publishing division at 1-888-819-3780, or email us at uspubsales@saiglobal.com.

✓ RESEARCH

A good understanding of how other organizations have implemented and benefited from OHSAS 18001, plus any special requirements applicable to you (such as customer or industry requirements and all statutory and regulatory requirements) and are necessary to support and motivate your decision to register.

✓ DECISION TIME

Organization's Top management must be committed in their support of your implementation of OHSAS 18001 within the organization.

✓ PERFORM A GAP ASSESSMENT

In order to plan out and accomplish the implementation of a OHS in the most efficient manner possible you must know the status of your current system versus the requirements.

✓ OHS TRAINING

You may decide that self-studying the Standard is not enough. Consider one of the OHSAS 18001 courses available at <http://www.qmi-saiglobal.com/training/>.

✓ CONSULTANT

You may also decide to bring in a business management consultant to help with your implementation. Your local QMI – SAI Global office may be able to provide a selection of qualified individuals.

✓ OHS STRATEGY

Before you begin the detail work of planning and implementing your OHS, decide on its structure and consider whether it will cover one or multiple sites and whether it will be managed centrally or independently. Also consider if you will integrate it with any other existing management systems.

✓ SYSTEM DEVELOPMENT AND IMPLEMENTATION PLANNING

Create the plan to ensure you put controls in place to meet all the requirements of the Standard, such as training, procedures and work instructions, maintenance, communications, audits, reviews and so forth.

✓ SELECT A REGISTRAR

Apply to your registrar and complete a facility questionnaire.

✓ IMPLEMENTATION

Complete the development of policies and procedures, launch an awareness campaign and begin implementation of new practices. Talk to your QMI – SAI Global auditor!

✓ CONDUCT THE FIRST FULL CYCLE OF INTERNAL AUDITS AND MANAGEMENT REVIEW

An internal audit and management review are part of your OHS and need to be held in order to demonstrate full implementation of your OHS (note that you will need to audit them separately after they have been held).

✓ DOCUMENT REVIEW AND PRELIMINARY ASSESSMENT

QMI – SAI Global will review your documented procedures to ensure they align properly with the Standard and come on-site to assess how well the implementation is progressing. You will be left with a report identifying areas to improve in preparation for the registration audit and agree to a registration audit date.

✓ REVIEW QMI – SAI GLOBAL FINDINGS

Adjust your OHS based on the findings from the document review and preliminary assessment.

✓ COMPLETE THE IMPLEMENTATION OF YOUR OHS

You should aim to have your OHS fully implemented for a minimum of three months so that sufficient information is available for an auditor to assess.

✓ CONDUCT SECOND FULL CYCLE OF INTERNAL AUDITS AND MANAGEMENT REVIEW

OHS A second round of internal audits will confirm that your OHS is fully implemented and functioning to assist your organization in meeting customer expectations. Corrective actions resulting from any previously identified nonconformities should be verified as effectively corrected and closed. These audits will also confirm your readiness for the registration assessment.

✓ REGISTRATION AUDIT

QMI – SAI Global will provide you with an audit plan to guide you through the opening meeting, site tour, interviews, observations, records review, debriefings and closing meetings. All the requirements of OHSAS 18001 will be covered. We will issue you a final report.

✓ OHSAS 18001 CERTIFICATE

QMI – SAI Global will conduct an internal independent review of your registration and issue your certificate after audit nonconformances, if any, have been resolved.

✓ CELEBRATION

You've earned your registration! Celebrate and promote your success.

✓ MAINTAIN AND IMPROVE YOUR OHS

Work according to the practices defined by your OHS and look for opportunities to improve your OHS and performance. Remember, you can contact your QMI – SAI Global auditor, account manager or OHS Product Manager anytime.

✓ SURVEILLANCE AUDITS

Similar to the registration audit, except it covers either approximately ¼ of your OHS every 6 months or ½ of your OHS every year, with a focus on how well you are maintaining your OHS.

✓ RE-REGISTRATION AUDIT

Similar to the registration and surveillance audits, it covers your entire OHS with a focus on how well you are maintaining it.

✓ A NEW OHSAS 18001 CERTIFICATE

QMI – SAI Global will conduct an internal independent review of your re-registration and issue your certificate after audit non-conformances, if any, have been resolved.

QMI – SAI Global's
Certified System
StandardsMark®
is a sign you
care about
sustainable
business practices



OHSAS 18001



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