

ISO 45001:2018 TRANSITION GUIDANCE FOR CLIENTS

Transition guidance plan

CCS as accredited certification body (CB) considers ISO 45001:2018 to be a important development mainly due to changes in structure, and the introduction of additional requirements and concepts.

It is our objective to make sure that we perform value addition through audits that establish an organization's level of conformity to the standard, help our clients understand both the purpose and the idea behind the changes.

CCS's idea is to maintain a basic transition approach that is easy for our clients to understand and implement.

Our objective is to provide you with the guidance to make the transition from OHSAS 18001:2007 to ISO 45001:2018 as easy as possible.

The overall acceptable transition period was originally three years; but that transition period has since been extended by six months due to the COVID pandemic. So, the current transition period is from March 2018 through September 30, 2021.

Step 1: Transition guidelines - ISO 45001:2018

1. The International Accreditation Forum (IAF) has stated that organizations will have 3 years from the date of the standards publication to transition their OHSMS to become compliant to the new standard.
2. **All current existing certificates to OHSAS 18001:2007 will expire three years after release and publication of ISO 45001:2018.**
3. Transition from OHSAS 18001:2007 to ISO 45001:2018 may be accomplished during a single visit. A minimum of one day additional time shall be added to the duration to effectively evaluate the changes and effectiveness of implementation. Based on IAF MD-21:2018 – issue 1.
4. If a client's OHSAS 18001:2007 certificate expires before they can fully transition to the ISO 45001:2018 standard, they may be re-registered to OHSAS 18001:2007 (subject to a cut-off period to allow for subsequent transition).

The expiration date of this re-registered certificate will be within the three-year anniversary of the release of ISO 45001:2018.

5. A new certificate to the 2018 version will be issued when it can be satisfactorily shown that a client has fully met the requirements of the new standard. As is the current practice, all major non-conformities must be formally closed out and corrective actions for any minor non-conformances must be received and accepted by CCS, prior to issuance of a certificate.

Prior to the Transition Audit being undertaken, clients are required to complete the CCS ISO 45001:2018 Gap Analysis Document. Clients are also encouraged to complete an internal audit and management review against the new standard, as this exercise serves both to ensure that all requirements have been addressed in the management system and to provide easy reference to these requirements during the transition audit. As a minimum, the client must have completed a formal gap analysis using the document mentioned above and reviewed the output with Top Management at management review or an equivalent mechanism.

Step 2: Your transition process

Based on the three-year transition timeline, we have developed the following transition process for organizations that currently have a registered OHSAS 18001:2007 system with CCS:

TRANSITION AT ANNUAL AUDIT

- Transitions will be conducted at the time of annual surveillance or recertification audit.
- Additional mandatory time will be added to the audit duration in order to allow the completion of a full and effective transition assessment against the new standard requirements.
- The additional time will be a minimum of one day. Additional time will be determined according to unique criteria of the organization. This will be determined by CCS. To find out your specific transition audit duration please talk to a member of the CCS team.
- If successful, CCS will issue a new certificate with the valid until date:
 - At a surveillance audit - this will reflect the previous certificate.
 - At a re-certification audit – this will reset the three-year certification cycle
 - In the circumstance where the three-year certification cycle has been restricted by the end of the transition period, and the transition has taken place during a surveillance audit, the validity date will be reset to three years from the date of the previous reassessment or initial certificate validity date.

Please note: At the point of scheduling your transition audit you will be informed of the additional days required and therefore the audit duration and cost. This will be determined by CCS and applies to all organizations.

Step 3: Inform CCS

We need to know when you wish to transition from OHSAS 18001:2007 to ISO 45001:2018. Please help us to plan your forthcoming transition audit by informing us of your decision by emailing us at info@ccscertification.com.

Step 4: Gap analysis tool

The CCS ISO 45001:2018 Gap Analysis Document provides a simple framework for evaluating your OHSMS against the requirements of ISO 45001:2018. The document highlights:

- The new concepts introduced in ISO 45001:2018 and the related clauses, processes and functional activities
- The new and amended clauses between OHSAS 18001:2007 and ISO 45001:2018

Please complete each table by recording the evidence acquired from one full internal audit against the requirements of ISO 45001:2018. Complete all sections prior to your transition assessment and ensure it is available for your assessor at the opening meeting.

If you have any questions or just want to speak to someone regarding your transition, please contact us at info@ccscertification.com.