**ISO45001 Migration Planner and Delta Checklist**



ISO 45001 Occupational Health & Safety Management System OH&SMS (OH&SMS) registration is an internationally recognized standard that provide a framework for an organization to manage occupational health & safety (OH&S) risks and opportunities. This international standard enables an organization to prevent work-related injury and ill-health to workers and to provide a safe and healthy workplace, by eliminating hazards, and minimizing OH&S risks by taking effective preventative and protective measures to improve its OH&S performance continually. It provides a systematic approach to setting occupational health and safety objectives and targets to achieve these goals and to demonstrate that they met them.

**Key Improvements to ISO 45001:2018**

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| --- | --- |
| * Utilizing ISO 45001:2018 to support the social pillar of sustainability
 | More effective internal and external communication |
| * A greater commitment from leadership
 | * Hazard identification & assessment at earliest stage of lifecycle
 |
| * Consultation and participation of workers
 | * Emphasis on OH&S performance and measurement
 |
| * An increased alignment with strategic direction
 | * Integrating OH&SMS into business processes
 |
| * Greater focus on managing OH&S risks/opportunities to improve OH&S performance
 | * Understanding Needs & Expectations of Interested Parties
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ISO 45001:2018 was published on March 12, 2018 and is available for purchase from the [NSF Bookstore](https://www.techstreet.com/nsf/standards/iso-45001-2018?product_id=2008370)

**ISO 45001:2018 Migration**

NSF-ISR will be working with each of you (our clients) to provide a smooth transition over the next three years to the new International Standard for Occupational Health & Safety Management. We are committed to ensuring that your organization understands the updated requirements and what steps your organization may need to take to achieve conformance. We have a number of resources available to help you through the transition:

* ISO 45001 Readiness Assessment
* [NSF-ISR ISO 45001 Webpage](http://www.nsf.org/services/by-type/management-systems/environmental-health-safety/occupational-health-safety-management-systems) - keep up on the latest information regarding the standard and the transition process
* [ISO 45001:2018 Transition Webinars](http://www.nsf.org/newsroom/pub-type/webinars/category/occupational-health-safety-management-systems)
* [NSF-ISR Guide to the ISO 45001:2018 Transition](http://www.nsf.org/newsroom_pdf/isr_dis45001_guide.pdf)

OHSAS 18001:2007 certificates will not be valid after the 3-year migration period. Organizations looking for first-time ISO 45001 certification are encouraged to certify to ISO 45001:2018. Existing OHSAS 18001:2007 users encouraged to migrate early to avoid a bottleneck at the end of the 3-year transition period, or any unforeseen challenges with maintaining certification.

**ISO 45001:2018 Upgrade Planner and Delta Checklist**

**Instructions:**

1. Highlighted areas are to be completed by the Client Organization prior to the off-site review, or on-site Gap Analysis or Upgrade Audit, and submitted to the NSF-ISR Lead Auditor for review.
2. A crosswalk showing **OHSAS 18001:2007** **vs. ISO 45001: 2018 Comparison Table** has been provided at the end of this document for information and reference purposes only.
3. Completion by the Client Organization should include the final statement of readiness for Upgrade by the Top Management of the Client Organization.
4. The columns for “Planned Completion Date” and Responsibility” may be used by the Client Organization to develop their plan for upgrading their OH&SMS to the requirements of ISO 45001: 2018.
5. All other areas of the Checklist are required to be completed by the NSF-ISR Lead Auditor to confirm the effective implementation of the Client Organization’s ISO 45001:2018 Occupational Health & Safety Management System.
6. The Lead Auditor shall sign the appropriate sections at the end of the Checklist to indicate: whether the Client Organization is Ready/Not Ready for Upgrade Audit (Off-site review), **AND** the final approval of the OH&SMS in meeting the requirements of ISO 45001:2018 (during the on-site Upgrade Audit)

|  |  |
| --- | --- |
| **FRS #:** |  |
| **Organization Name:** |  |
| **Organization Address:** |  |
| **Email Address:** |  |
| **OH&S Contact Person:** |  |
| **Phone Number:** |  |
| **Lead Auditor / Audit Team:** |  |
| **Audit Type:** |  |
| **Scope of Registration:** |  |
| **NACE CODE:** |  |
| **Risk/Complexity Category per IAF MD 22:2018** |  |
| **Other locations included in this registration:** |  |
| **Externally Provided Functions or Process(es)****Outsourcing (IAF MD-22:2018, B.11)** |  |
| **Size of Facility:** |  |
| **Off-Site Review Date (Desk Audit):** |  |
| **Audit Dates (on-site):** |  |
| **Off-Site Locations: Address, Scope, Contact** |  |
|  |  |
| **The interval between the client Delta Review and the Upgrade Audit should not exceed 90 days.** |

1. This checklist shall be submitted by the NSF-ISR Lead Auditor as one of the records of the ISO 45001: 2018 Upgrade for the Client Organization.

| **Question / Requirement** | **Level of Completion**0=Not Started10=Complete | **Planned Completion Date** | **Responsibility** | **Reference Document****(Name / Rev. Level)*****OR*****Records** | **NSF-ISR Lead Auditor Review Comments** |
| --- | --- | --- | --- | --- | --- |
| **4. CONTEXT OF ORGANIZATION** |
| Evidence of determination of **Understanding the Organization and its CONTEXT** *(4.1)* |  |  |  |  |  |
| Evidence of determination of INTERESTED PARTIESand their requirements *(4.2)* |  |  |  |  |  |
| Evidence of review and verification for SCOPE of OH&S management system (4.3) |  |  |  |  |  |
| Evidence demonstrating Occupational Health & Safety management system reflects requirements (4.4) |  |  |  |  |  |
| 5. **LEADERSHIP & WORKER PARTICIPATION** |
| Evidence of Leadership and Commitment of TOP MANAGEMENT (5.1) |  |  |  |  |  |
| Evidence Occupational Health & Safety POLICY has been reviewed and is consistent with intent of ISO45001:2018 (5.2) |  |  |  |  |  |
| Evidence that organizational ROLES, RESPONSIBILITIES & AUTHORITIES have been appropriately assigned, resourced and communicated. (5.3) |  |  |  |  |  |
| Evidence organization has effective process for consultation & participation of workers at all levels and functions, and where they exist workers’ representatives. (5.4 a-c) |  |  |  |  |  |
| Evidences that organization has emphasis of consultation with non-managerial workers per (5.4. d) |  |  |  |  |  |
| **6. PLANNING** |
| **6.1 ACTIONS TO ADDRESS RISK & OPPORTUNITIES** |  |  |  |  |  |
| Evidence that RISKS AND OPPPORTUNITIES related to OH&S hazards & risks, compliance obligations and other issues have been identified and addressed. (6.1.1) |  |  |  |  |  |
| Evidence that organization has established, implemented & maintained a process for hazard identification that is on-going and proactive. (6.1.2.1) |  |  |  |  |  |
| Assessment of OH&S risks and other risks to the OH&SMS (6.1.2.2) |  |  |  |  |  |
| Assessment of OH&S opportunities (6.1.2.3) |  |  |  |  |  |
| Determination of LEGAL REQUIREMENTS & Other Requirements for OH&SMS & meets ISO 45001:2018 \* IAF MD-22:2018 (6.1.3) |  |  |  |  |  |
| Evidence that the organizations planning takes into consideration actions to address: significant OH&S hazards & risks; compliance obligations; risks and opportunities (6.1.4.) |  |  |  |  |  |
| Evidence that OH&S OBJECTIVES have been established that are consistent with the OH&S policy, are MEASURABLE, MONITORED, COMMUNICATED & UPDATED as appropriate (6.2.1) |  |  |  |  |  |
| Evidence of planning actions to achieve OH&S OBJECTIVES, including: WHAT will be done; what RESOURCES will be required; WHO will be responsible; WHEN it will be completed; HOW results will be evaluated, including indicators for monitoring progress (6.2.2) |  |  |  |  |  |
| **7 SUPPORT** |
| Evidence that the organization has determined and provided RESOURCES needed for the establishment, implementation, maintenance and continual improvement of OH&SMS (7.1) |  |  |  |  |  |
| Evidence organization has a process in place to determine necessary COMPETENCE, necessary training and documented information to support competence supporting requirements of ISO 45001:2018. (7.2) |  |  |  |  |  |
| Documented information supporting AWARENESS of persons working under the organizations control of OH&S policy; significant OH&S hazards & risks; their contribution toward an effective OH&SMS; understanding the benefits of enhanced OH&S performance and implications of not conforming with OH&SMS and fulfilling compliance obligations (7.3) |  |  |  |  |  |
| Evidence that process for INTERNAL & EXETERNAL COMMUNICATIONS has been established consistent with ISO 45001:2018 (7.4) |  |  |  |  |  |
| Evidence that DOCUMENTED INFORMATION is consistent with ISO 45001:2018 (7.5) |  |  |  |  |  |
| **8 OPERATION** |
| Evidence that organization has established processes needed to meet OH&SMS in operating process criteria and control of operating processes following hierarchy of controls (8.1.2) |  |  |  |  |  |
| Organization has established an effective process for Management of Change that impact OH&S performance (8.1.3)  |  |  |  |  |  |
| Evidence organization has established operational control for the procurement of products, services and activities (8.1.4.1) |  |  |  |  |  |
| Controls have been established to ensure OH&S requirements established for procurement of contactors (8.1.4.2) |  |  |  |  |  |
| Controls have been established to ensure OH&S requirements established for Outsourcing (8.1.4.3) |  |  |  |  |  |
| Evidence organization has emergency preparedness and response plans in place per ISO 45001:2018, (8.2) |  |  |  |  |  |
| **9 PERFROMANCE EVALUATION** |
| Evidence that organization is MONITORING, MEASURING, ANALYZING AND EVALUATING OH&S performance (9.1) |  |  |  |  |  |
| Evidence that organization has an effective process for evaluation of OH&S compliance obligations fulfillment (9.1.2) |  |  |  |  |  |
| Evidence that the organization has demonstrated it has achieved compliance with the LEGAL OH&S requirements through its own compliance (IAF MD 22:2018, C.2.2) & (ISO 45001, 9.1.2) |  |  |  |  |  |
| **Internal Audit Results** *(9.2)* **Full internal Audit to ISO 45001: 2018** |  |  |  |  |  |
| **Internal Audit Corrective Actions** *(9.2.2 e) completed.* (including evidence of closure) |  |  |  |  |  |
| Records of **Management Review** *(9.3)* Completed to ISO 45001:2018 requirements after completion of the Internal Audit. |  |  |  |  |  |
| **10 IMPROVEMENT** |
| Evidence of an effective process for taking action to correct nonconformity and the consequences of adverse OH&S impacts (10.2) |  |  |  |  |  |
| Evidence of effective continual improvement of OH&SMS to enhance OH&S performance (10.3) |  |  |  |  |  |
| **Other Client Organization-specific information** about the OH&SMS (as determined by the Client Organization)Note: This section is optional, and may be completed if there are unique hazards & risks of the OH&SMS that the Client OH&SMS important in demonstrating compliance to the ISO 45001:2018 Standard. |  |  |  |  |  |
| **MULTI SITE REQUIREMENTS ONLY** |
| Evidence that all sites have completed their Internal audits to ISO 45001 (Certificate cannot be issued unless ALL sites have completed their internal audits to the new Standard) |  |  |  |  |  |
| Evidence that all sites have completed their Management reviews to ISO 45001 (Certificate cannot be issued unless ALL sites have completed their Management Review to the new Standard. |  |  |  |  |  |
| **Approval** | **Name / Title** | **Signature** | **Date** |
| **Client Organization Top Management** attests readiness for Upgrade to ISO-45001: 2018. |  |  |  |
| **NSF-ISR Lead Auditor** Approval of **Desk Audit** information. |  |  |  |
| **NSF-ISR Lead Auditor** Approval of Compliance to ISO-45001: 2018 at **On-site Upgrade Audit.** |  |  |  |
| ***The completed Checklist shall be submitted by the NSF-ISR Lead Auditor as a supplement to the ISO 45001:2018 Audit Report*** |

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| ISO 45001:2018 | New Section | Old Section | OHSAS-18001:2007 |
| Introduction | 0 |  |  Introduction |
| Background | 0.1 |  |   |
| Aim of OH&S Management | 0.2 |  |   |
| Success Factors | 0.3 |  |   |
| Plan-do-Check-Act Model | 0.4 |  |   |
| Contents of this document | 0.5 |  |   |
| Scope | 1 | 1 | Scope |
| Normative References | 2 | 2 | Reference Publications |
| Terms & Definitions | 3 | 3 | Terms & Definitions  |
| Context of the Organization | 4 |  |   |
| Understanding the organization & its Context | 4.1 |  |   |
| Understanding the needs & Expectation of Interested parties | 4.2 |  |   |
| Determining the scope of the OH&S management system | 4.3 | 4.3 A.1 | Planning General Requirements  |
| OH&S management system | 4.4 |  |  |
| Occupational Health & Safety Management System | 4.4 | 4.1 | General Requirements  |
| Leadership & Worker Participation (Title only) | 5 |  |   |
| Leadership & Commitment | 5.1 |  |   |
| Occupational Health & Safety Policy | 5.2 | 4.2 | OH&S Policy |
| Organizational roles, responsibilities & authorities | 5.3 | 4.4.1 | Resources, Roles, responsibility, accountability & authority |
| Consultation & Participation of Workers | 5.4 | 4.4.3.2 | Participation & consultation |
|  |  |  |  |
| Planning (title only) | 6 | 4.3 | Planning (title only) |
| Actions to address risks & opportunities | 6.1 |  |   |
| General | 6.1.1 |  |   |
| Hazard Identification and assessment of risks and opportunities | 6.1.2 | 4.3.1 | Hazard identification, risks assessment and determining controls |
| Hazard Identification | 6.1.2.1 | 4.3.1 | Hazard identification, risks assessment and determining controls |
| Assessment of OH&S Risks  | 6.1.2.2 |  |  |
| Assessment of OH&S Opportunities | 6.1.2.3 |  |  |
| Determination of Legal & Other Requirements | 6.1.3 | 4.3.2 | Legal & Other Requirements |
| Planning Action | 6.1.4 |  |   |
| Occupational Health & Safety Objectives & Planning to achieve them | 6.2 | 4.3.3 | Objectives & programme(s) |
| Occupational Health & Safety Objectives | 6.2.1 | 4.3.3 | Objectives & programme(s) |
| Planning Actions to achieve Occupational Health & Safety objectives | 6.2.2 | 4.3.3 | Objectives & programme(s) |

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| ISO 45001:2018 | New Section | Old Section | OHASA 18001:2007 |
| Support (title only) | 7 | 4.4 | Implementation & Operation (title only) |
| Resources | 7.1 | 4.4.1 | Resources, Roles, responsibility, accountability, & authority |
| Competence | 7.2 | 4.4.2 | Competence, training & awareness |
| Awareness | 7.3 | 4.4.2 | Competence, training & awareness |
| Communications (title only) | 7.4 | 4.4.3 | Communication, participation & consultation |
| General | 7.4.1 | 4.4.3 | Communication, participation & consultation  |
| Internal Communication | 7.4.2 | 4.4.3 | Communication, participation & consultation |
| External Communication | 7.4.3 | 4.4.3 | Communication, participation & consultation |
| Documented Information (Title Only) | 7.5 | 4.4.4 | Documentation |
| General | 7.5.1 | 4.4.4 | Documentation |
| Creating & Updating | 7.5.2 | 4.4.4 | Documentation |
|   |  | 4.4.5 | Control of Documents |
| Control of documented Information | 7.5.3 | 4.4.5 | Control of Documentation |
|   |  | 4.5.4 | Control of Records |
| Operation (Title Only) | 8 | 4.4 | Implementation & Operation (title only) |
| Operational Planning & Control | 8.1 | 4.4.6 | Operational Control |
| General | 8.1.1 |  |  |
| Eliminating hazards & reducing OH&S risks | 8.1.2 |  |  |
| Management of Change | 8.1.3 |  |  |
| Procurement | 8.1.4 |  |  |
| General | 8.1.4.1 |  |  |
| Contractors | 8.1.4.2 |  |  |
| Outsourcing | 8.1.4.3 |  |  |
| Emergency Preparedness & Response | 8.2 | 4.4.7 | Emergency Preparedness & Response |
| Performance Evaluation (Title only) | 9 | 4.5 | Checking (Title Only) |
| Monitoring, Measurement, analysis & evaluation (title only) | 9.1 | 4.5.1 | Performance Monitoring & Measurement |
| General | 9.1.1 | 4.5.1 | Performance Monitoring & Measurement |
| Evaluation of Compliance | 9.1.2 | 4.5.2 | Evaluation of Compliance |
| Internal Audit | 9.2 | 4.5.5 | Internal Audit |
| Management Review | 9.3 | 4.6 | Management Review |
| Improvement (Title only) | 10 |  |   |
| General | 10.1 |  |  |
| Incident, Nonconformity & Corrective action | 10.2 | 4.5.3.2 | Non conformity, corrective action & preventive action |
| Continual Improvement | 10.3 |  |   |
| Annex A: Guidance on the use of this International Standard | A | A | Annex A: Guidance on the use of this International Standard |
| Bibliography |  |  | Bibliography |

**Amendment Record**

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| **Version #** | **Submitted Date** | **Summary of Changes** |
| 1 | 3/2018 | Initial issue |
| 2 | 5/3/2019 | Updated to new Mastercontrol format |
| 3 | 10/2019 | Updated to address multisite requirement, to audit and verify Internal Audits and Management Review at all sites. |