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Self-Study

**ISO 45001
Lead Auditor**

ENGLISH

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PECB ISO-45001-Lead-Auditor Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none"> • Domain 4: Preparing for an ISO 45001 audit: This section of the exam measures the skills of Audit Consultants and covers the preparation process for conducting an ISO 45001 audit. It emphasizes planning, resource allocation, and establishing audit objectives to ensure a thorough evaluation.
Topic 2	<ul style="list-style-type: none"> • Closing an ISO 45001 audit: This section of the exam measures the skills of Audit Consultants and covers the procedures for concluding an ISO 45001 audit. It emphasizes reporting results, discussing findings with stakeholders, and ensuring follow-up actions are planned.
Topic 3	<ul style="list-style-type: none"> • Conducting an ISO 45001 audit: This section of the exam measures the skills of Lead Auditors and covers the execution of an ISO 45001 audit. It focuses on gathering evidence, interviewing personnel, and assessing compliance with OHSMS requirements during the audit process.

PECB Certified ISO 45001 Lead Auditor Exam Sample Questions (Q36-Q41):

NEW QUESTION # 36

A trainee audit team leader is being coached by an experienced audit team leader prior to carrying out his first Stage 2 certification audit in the team leader role. They are discussing the typical contents of audit reports and the experienced audit team leader is keen to ensure the trainee understands what such reports should contain.

Which three of the trainee's responses are incorrect?

- A. Contact details for all members of the audit team
- B. A reference to the audit criteria used
- C. A copy of the certification body invoice for the audit
- D. The audit conclusions reached
- E. Audit findings and any related evidence
- F. Confirmation of the audit scope
- G. A statement of the audit objectives
- H. A corrective action plan that add-cross the identified nonconformities

Answer: A,C,H

Explanation:

Audit reports should provide a clear summary of the audit process, findings, and conclusions based on the defined scope, objectives, and criteria. They do not include administrative details (e.g., invoices) or operational aspects (e.g., corrective action plans).

Analysis of Options:

A : A copy of the certification body invoice for the audit:

Incorrect. Invoices are unrelated to the content of audit reports and are handled separately.

B : A reference to the audit criteria used:

Correct. Audit criteria (e.g., ISO 45001 standards) must be included in the report to define the basis for the audit.

C : A statement of the audit objectives:

Correct. The report must outline the objectives to ensure clarity on the purpose of the audit.

D : Audit findings and any related evidence:

Correct. Findings and evidence are essential to support conclusions and recommendations.

E : Confirmation of the audit scope:

Correct. The scope defines the boundaries of the audit and must be documented in the report.

F : Contact details for all members of the audit team:

Incorrect. Personal contact details are unnecessary and not typically included in reports.

G : The audit conclusions reached:

Correct. Conclusions summarize the outcomes of the audit, such as conformity, nonconformities, or recommendations.

H: A corrective action plan that addresses the identified nonconformities:

Incorrect. Corrective action plans are the auditee's responsibility and not included in the audit report.

ISO Reference:

ISO 19011:2018, Clause 6.7.3: Content of audit reports.

NEW QUESTION # 37

Match the correct responsibility with each participant of a second-party audit:

Responsibility	Audit Participant
Prepares the audit report	
Prepares audit checklists for use during the audit	
Participates under the direction and guidance of an auditor	
Follows-up on audit findings within an agreed timeframe	
A person who accompanies the audit team but does not act as an auditor	
Escorts the auditors but does not participate in the audit	

To complete the table click on the blank section you want to complete so that it is highlighted in red, and then click on the applicable text from the options below. Alternatively, drag and drop each option to the appropriate blank section.

Answer:

Explanation:

Responsibility	Audit Participant
Prepares the audit report	Audit Team Leader
Prepares audit checklists for use during the audit	Auditor
Participates under the direction and guidance of an auditor	Auditor in training
Follows-up on audit findings within an agreed timeframe	Auditee
A person who accompanies the audit team but does not act as an auditor	Observer
Escorts the auditors but does not participate in the audit	Guide

To complete the table click on the blank section you want to complete so that it is highlighted in red, and then click on the applicable text from the options below. Alternatively, drag and drop each option to the appropriate blank section.

Explanation:

A screenshot of a computer Description automatically generated

Here is the correct matching of responsibilities with the audit participants:

Responsibility	Audit Participant
Prepares the audit report	Audit Team Leader
Prepares audit checklists for use during the audit	Auditor
Participates under the direction and guidance of an auditor	Auditor in Training
Follows up on audit findings within an agreed timeframe	Auditee
A person who accompanies the audit team but does not act as an auditor	Observer
Escorts the auditors but does not participate in the audit	Guide

Explanation:

* Prepares the audit report # Audit Team Leader: The Audit Team Leader is responsible for compiling and preparing the final audit report, summarizing findings and conclusions.

* Prepares audit checklists for use during the audit # Auditor: Auditors create checklists to ensure a thorough and systematic evaluation during the audit.

* Participates under the direction and guidance of an auditor # Auditor in Training: An auditor in training works under supervision to

gain experience and contribute to the audit process.

* Follows up on audit findings within an agreed timeframe # **Auditee**:The auditee is responsible for addressing and resolving audit findings and providing evidence of corrective actions.

* A person who accompanies the audit team but does not act as an auditor # **Observer**:Observers are typically external parties or internal personnel who watch the audit process but do not participate actively.

* Escorts the auditors but does not participate in the audit # **Guide**:A guide facilitates the audit by helping auditors navigate the site and access relevant areas or documents.

References

* ISO 19011:2018: Guidelines for auditing management systems.

NEW QUESTION # 38

An audit team member assigned to audit the management review and planning processes prepares a work document.

What is the name of the document prepared by the auditor?

- A. Audit plan
- **B. Audit checklist**
- C. Audit nonconformity report
- D. Audit report

Answer: B

NEW QUESTION # 39

Whistlekleen is a national dry cleaning and laundry organization with 50 shops. You are conducting an OHSMS surveillance audit of the head office and are sampling health and safety performance monitoring.

You find that 80 per cent of incident originate from five shops in the same region. Most of these relate to staff and customer feeling unwell due to breathing in the pungent atmosphere. Some required to be hospitalized.

The OHS Manager tells you that these are the oldest shops in the organization. The cleaning equipment emits Volatile Organic Compounds (VOCs) and needs replacing but the organisation cannot afford it at the moment.

You raise the following nonconformity against clause 10.2 of ISO 45001.

"The organization failed to act after incidents in the five old shops involving the release of VOCs from laundry operations, which resulted in injury in some instances. The equipment used was not capable of consistently operating to the required level of safety"

Select one of the options which would constitute the most effective corrective action for the nonconformity.

- **A. Reassess the OH&S risks associated with the laundry process in the five old shops.**
- B. Review the current safety procedures related to handling and use of chemicals In the laundry process to ensure their effectiveness.
- C. Display on emergency phone number in a prominent place to ensure that injured workers and shoppers
- D. Evaluate and update the Personal protective equipment (PPE) requirements for employees working with strong chemicals such as face masks and gloves.

Answer: A

Explanation:

Comprehensive Detailed Explanation along with All ISO 45001 Audit References Clause 10.2 of ISO 45001 pertains to Nonconformity and Corrective Action. Organizations are required to evaluate incidents, investigate their causes, and implement effective corrective actions to prevent recurrence.

* Issue Identified:The incidents in the five old shops are related to VOC emissions from outdated equipment, leading to staff and customer health concerns. This indicates inadequate risk management and failure to act on known safety issues.

* Analysis of Options:

* A. Display an emergency phone number.This is a reactive approach and does not address the root cause of the issue, i.e., VOC emissions. It also does not align with ISO 45001's emphasis on preventive measures.

* B. Evaluate and update the PPE requirements.While PPE is important, relying solely on PPE without addressing the root cause (emission of VOCs) is insufficient. PPE is considered the last line of defense under the hierarchy of controls.

* C. Reassess the OH&S risks associated with the laundry process in the five old shops.This option aligns with ISO 45001, Clause 8.1.2, and Clause 10.2, as it emphasizes reassessing risks and taking steps to mitigate them. A thorough risk assessment could lead to interim measures such as process improvements or administrative controls until the equipment is replaced.

* D. Review the current safety procedures.While reviewing safety procedures is useful, it does not address the specific nonconformity related to the equipment's inability to operate safely.

* Best Action:Reassessing the risks in the five shops (Option C) ensures a comprehensive review of the hazards posed by outdated

equipment, leading to appropriate preventive and corrective actions.

ISO References:

- * Clause 10.2: Requires identifying and addressing nonconformities to prevent recurrence.
- * Clause 8.1.2: Emphasizes the hierarchy of controls and risk assessment as a foundation for mitigating hazards.

NEW QUESTION # 40

An internal auditor of a manufacturer of plastic packaging products for the food industry raised a nonconformity against section 10.2 of ISO 45001 in Report IA202. The nonconformity (NC3) stated: "The level of reported health and safety incidents has increased by 9.7% over the last 12 months. This included an increase in reported accidents." A third-party auditor reviewing the internal audit process came across the nonconformity and found that there was no evidence of having been reported to relevant staff. Select three of the following nonconformities that the auditor could raise to ISO 45001.

- A. 9.2.2 - Report IA202 contained a poorly worded nonconformity (NC3).
- B. 10.2.b - The root cause of the increase in reported health and safety accidents was not investigated.
- C. 7.4.3 - The results of the internal audit IA202 were not communicated to interested parties.
- D. 9.2.2.e - Management failed to take any action to deal with the audit nonconformity.
- E. 9.2.2.d - Staff were not made aware that health and safety incidents were increasing.
- F. 8.1.1 - Operations were not properly controlled to avoid health and safety incidents.

Answer: B,C,D

Explanation:

Clause 10.2 requires organizations to investigate nonconformities, determine their causes, and take corrective actions to prevent recurrence. Clause 9.2.2 specifies the requirements for managing internal audit processes, while Clause 7.4.3 emphasizes the need to communicate relevant information effectively.

Analysis of Options:

* A. 9.2.2.e - Management failed to take any action to deal with the audit nonconformity:Correct.

Management must ensure that internal audit findings are addressed promptly. The lack of action violates Clause 9.2.2.e.

* B. 9.2.2.d - Staff were not made aware that health and safety incidents were increasing:Incorrect.

This clause pertains to the planning and conduct of audits, not the communication of findings.

* C. 8.1.1 - Operations were not properly controlled to avoid health and safety incidents:Incorrect.

While increased incidents may suggest operational issues, this option does not directly relate to the internal audit findings.

* D. 9.2.2 - Report IA202 contained a poorly worded nonconformity (NC3):Incorrect. The clarity of the nonconformity wording is not directly relevant to Clause 9.2.2.

* E. 10.2.b - The root cause of the increase in reported health and safety accidents was not investigated:Correct. Failure to investigate root causes violates Clause 10.2.b.

* F. 7.4.3 - The results of the internal audit IA202 were not communicated to interested parties:

Correct. Effective communication of audit results is required under Clause 7.4.3.

ISO References:

* Clause 9.2.2: Internal audit process requirements.

* Clause 10.2: Nonconformity and corrective action.

* Clause 7.4.3: Communication requirements.

NEW QUESTION # 41

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