



TOPCERTIFIER

Governance, Risk & Compliance Consultants

ISO 45001 INTERNAL AUDIT REPORT



INTRODUCTION:

An ISO 45001 internal audit report is a formal document summarising the results of an internal audit conducted within an organization to assess its compliance with ISO 45001 Occupational Health and Safety Management System (OHSMS) standards. This report is a vital tool for evaluating the effectiveness of the organization's health and safety processes, identifying areas for improvement, and ensures alignment with requirements.

KEY POINTS TO INCLUDE IN AN ISO 45001 INTERNAL AUDIT REPORT:

- **Audit Details:**
Begin the report with essential details, including the audit date, auditor's name, and audit reference numbers.
- **Audit Objectives:**
Clearly state the objectives of the audit, describing what the audit aimed to achieve and which areas it intended to assess.
- **Scope of the Audit:**
Define the audit's scope, specifying the processes, departments, or areas of the organization included in the audit related to occupational health and safety.
- **Audit Findings:**
Provide a comprehensive breakdown of the audit findings for each section or process audited. Clearly indicate whether each finding represents a strength or an area needing improvement.
- **Recommendations:**
Offer actionable recommendations based on the audit findings. These recommendations should guide the organization in addressing non-conformities or areas requiring improvement in occupational health and safety.
- **Overall Assessment:**
Summarise the overall assessment of the organization's compliance with ISO 45001, providing an objective evaluation of its adherence to the OHSMS standards.
- **Conclusion:**
Summarise the key takeaways from the audit, highlighting the organization's strengths and areas requiring attention. Conclude with a summary of the audit's overall outcome.
- **Auditor Details:**
Include the name and signature of the auditor who conducted the audit, along with the date of the audit.

➤ **Attachments and Supporting Documents:**

If applicable, attach any supporting documents, such as checklists, process flowcharts, or additional data used during the audit.

➤ **Corrective Action Plan (Optional):**

Depending on the organization's policy, you may include a section for a corrective action plan, outlining the steps the organization will take to address the audit findings and recommendations.

An ISO 45001 internal audit report is instrumental in assisting organizations to continually enhance their Occupational Health and Safety Management Systems and uphold compliance with ISO 45001 standards. It serves as a valuable reference for organisational stakeholders, including management, to drive improvements in health and safety and underscore the organization's dedication to a safe and healthy work environment.