

<i>Document Type: Policy Manual</i>		<i>Department: SAZ CS</i>	
<i>Document No. PM/32a</i>	<i>Subject: Guidance on Transition to ISO 45001:2018</i>	<i>Revision No. 2</i>	<i>Page 1 of 3</i>

## **32. INFORMATION TRANSITION TO ISO 45001:2018**

### **32.1 GENERAL INFORMATION ON ISO 45001:2018**

32.1.1 The 2018 edition of the standard ISO 45001 was published on 12 March 2018 and this was historical due to the fact that the standard was published for the first time as an ISO standard. To many who have been following the proceedings and the folding events, it was a long awaited birth. The transition period for migration from OHSAS 18001:2007 to ISO 45001:2018 is 3 years from the date of its publication. This means that all currently ZWS OHSAS 18001:2007 certified organisations shall successfully attain ISO 45001:2015 certification by 12 March 2021.

In this document, SAZ CS shall give extra information that certified organizations need to take note to ensure that they have a smooth transition to the new standard. SAZ Certification shall carry out a full audit for the transition process to the new standards followed by a decision by the Registration Approval Board whether to grant certification or otherwise. This full audit shall where possible be made to coincide with the organization's surveillance audit programme. Nonconformities from the full audit shall be cleared within the stipulated timeframes in the audit report. Failure to clear nonconformities within the stated deadlines **may** result in a repeat of the certification audit ( which may include both stage 1 and 2 audits).

### **32.2 TRANSITION TO ISO 45001:2018**

32.2.1 A certified organization shall be required to submit its transition action plan to SAZ Certification Services by the 15<sup>th</sup> of December 2018. This will assist SAZ Certification Services to plan accordingly for future audits. **Clients should take note that going through transition to ISO 45001:2018 does not mean that surveillance audits due for OHSAS 18001:2007 will not be carried out as scheduled. Failure to allow SAZ to carry out surveillance audits may result in suspension or withdrawal of certification.**

32.2.2 SAZ Certification Services shall ensure that the first audit to the new ISO 4500:2018 is witnessed by SADCAS/SANAS assessors in accordance with the accreditation requirements. SAZ CS shall only start issuing accredited certificates to the new ISO 45001:2018 standard after written authority has been granted by the accreditation body SADCAS/SANAS.

32.2.3 Any new certifications issued to the OHSAS 18001:2007 standard as from 12 March 2018 shall have an expiry date which is not beyond **12 March 2021**.

32.2.4 All certified organizations should have their full transition audit done by 12 October 2020 (ie 6 months from the deadline of **12 March 2021**). The stage 2 audit may be deferred after approval by Certification Manager by a maximum of

<i>Prepared by:</i> <i>R. Mutoonono</i>	<i>Authorized by:</i> <i>S Zuze</i>	<i>Supersedes Document:</i>	<i>Effective Date</i> <i>2019/10/04</i>
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60 days from 12 October 2021. A certified organization that fail to meet the deadline as per ISO/IEC 17021-1:2015 provisions shall be required to apply as a new client.

32.2.5 Audit time duration calculation shall be carried out in accordance with SAZ CS PR38, PR39, IAF MD1, IAF MD 5 and accreditation body requirements

### 32.3 NEW CERTIFICATIONS TO ISO 45001:2018

32.3.1 SAZ Certification Services shall continue to offer certification to OHSAS 18001:2007 up to 31 July 2020 and the expiry of such certificates shall not go beyond 11 March 2021. All new certifications from August 01, 2020 shall be to the ISO 45001:2018 standard.

32.3.2 In the event that no witnessing of audits has been done by SADCAS/SANAS under the ISO 45001:2018 standard or in case of unaccredited critical scopes , the first client to be audited under the ISO 45001:2018 shall be audited by SAZ CS while SADCAS/SANAS witnesses.

### 32.6 HANDLING OF NONCONFORMITIES

32.6.1 SAZ CS shall raise any violation to the OHSAS 18001:2007 as nonconformities. In the event that an organization during an OHSAS 18001:2007 requests to be checked against the ISO 45001:2018 before its full transition audit, SAZ CS shall raise violations against the ISO 45001:2018 as observations( hence there will not be need for the organization to submit a corrective action plan for the observations. Where an organization requires SAZ CS to check against ISO 45001:2018 during its OHSAS 18001:2007, the organization shall formally communicate to SAZ CS Manager and there shall be additional audit man days added to the audit duration to check against the ISO 45001:2018 requirements

### 32.7 TRANSITION PLAN

32.7.1 A transition plan should as a minimum cover the following

- Training to the new standard ( 2 days transition as a minimum)
- Documentation upgrading
- Internal audit dates to the new standards
- Management review dates to the new standard
- SAZ full transition audit dates

### 32.8 OTHER INFORMATION

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32.8.1 All organization are requested to ensure that as they revise their standards, the acronym “SAZS” on standards shall be changed to “ZWS” ( eg changing SAZS OHSAS 18001:2007 to ZWS ISO 45001:2018

32.8.2 The SAZ certification logos have been changed (please refer to SAZ CS document PM 31- Use of certification Marks available on SAZ website [www.saz.org.zw](http://www.saz.org.zw) )

You can also access this document from the SAZ website [www.saz.org.zw](http://www.saz.org.zw). For further details or request of soft copy, contact the SAZ Certification Manager on [rmutonono@saz.org.zw](mailto:rmutonono@saz.org.zw)

**Reference Documents:**

- ISO 45001:2018 OHS requirements
- TG 47-01- SANAS DOCUMENT on Transitional Guideline for ISO/IEC 17021-1:2015, ISO 9001:2015 and ISO 14001:2015
- IAF ID 9- QMS ISO9001:2015 TRANSITION
- IAF ID 10- EMS ISO 14001:2015 TRANSITION

**Abbreviations:**

<b>SAZ</b>	<b>Standards Association of Zimbabwe</b>
<b>CS</b>	<b>Certification Services</b>
<b>PM</b>	<b>Policy Manual</b>
<b>PR</b>	<b>PROCEDURE ( eg PR38 refers to SAZ CS procedure 38</b>
<b>IAF</b>	<b>International Accreditation Forum</b>
<b>MD</b>	<b>Mandatory Document</b>
<b>ID</b>	<b>Informative Document</b>
<b>SADCAS</b>	<b>Southern African Development Community Accreditation Services</b>
<b>SANAS</b>	<b>South African National Accreditation Systems</b>
<b>ISO</b>	<b>International Organisation for Standardisation</b>
<b>IEC</b>	<b>International Electro- technical Commission</b>
<b>QMS</b>	<b>Quality Management System</b>
<b>EMS</b>	<b>Environmental Management System</b>
<b>TG</b>	<b>Technical Guidance</b>
<b>SAZS</b>	<b>Standards Association of Zimbabwe Specification</b>
<b>ZWS</b>	<b>Zimbabwean Standard</b>

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