

ISO 45001 Transition Toolkit

<https://advisera.com/45001academy/iso-45001-transition-toolkit/>

Note: The documentation should ideally be implemented in the order in which it is listed here.

No.	Doc. code	Document name	OHSAS 18001:2007 clause	ISO 45001:2015 clause	Mandatory document	New/Revised document
00 Before you start						
1	00	Internal Audit Checklist				Revised
01 Determine context of the organization and interested parties						
2	01	Procedure for Determining the Context of the Organization and Interested Parties		4.1; 4.2		New
3	01.1	Appendix 1 – List of Interested Parties, Legal and Other Requirements	4.3.2.	4.2, 6.1.3		New
4	01.2	Appendix 2 – Compliance Evaluation Record	4.5.2.1	9.1.2	✓	Revised
02 Determine the scope of the OH&S Management System						
5	02	Scope of the OH&S Management System	4.1	4.3	✓	New
03 Demonstrate leadership						
6	03	OH&S Policy	4.2	5.2	✓	Revised
04 Align OH&SMS objectives with the company's strategy						
7	04	OH&S Objectives	4.3.3	6.2.2	✓	Revised
05 Identify hazards and address risks and opportunities						
8	05	Procedure for Hazard Identification and Addressing OH&S Risks and Opportunities	4.3.1	6.1	✓	Revised
9	05.1	Appendix 1 – Registry of Key Risks and Opportunities	4.3.1	6.1.1	✓	New
10	05.2	Appendix 2 – Hazard Evaluation Record	4.3.1	6.1.2		Revised
11	05.3	Appendix 3 – List of Workplaces and Employees with Significant Risk	4.3.1	6.1.2		Revised
06 Control documented information						
12	06	Procedure for Document and Record Control	4.4.5; 4.5.4	7.5		Revised

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13	06.1	Appendix 1 – List of Internal Documents	4.4.4.	7.5.3		Revised
14	06.2	Appendix 2 – List of External Documents		7.5.3	✓	New
15	06.3	Appendix 3 – Registry of Records for Detention/ Central Archive	4.4.4.	7.5.3		Revised
07 Operational control						
16	07	Procedure for Operational Control	4.4.6	8.1		Revised
17	07.1	Appendix 1 – SOP for Chemical Hazards	4.4.6	8.1	✓*	Revised
18	07.2	Appendix 2 – SOP for Environmental and Physical Hazards	4.4.6	8.1	✓*	Revised
19	07.3	Appendix 3 – SOP for Electrical Hazards	4.4.6	8.1	✓*	Revised
20	07.4	Appendix 4 – SOP for Working on Height Hazards	4.4.6	8.1	✓*	Revised
21	07.5	Appendix 5 – SOP for Display Screens and Posture Hazards (Office Hazards)	4.4.6	8.1	✓*	Revised
22	07.6	Appendix 6 – Equipment Calibration Record	4.5.1	9.1.1.	✓**	Revised
08 Change management						
23	08	Procedure for Change Management		8.1.3		New
24	08.1	Appendix 1 – Change Actions Plan and Review		8.1.3		New
09 Performance evaluation						
25	09	Matrix of OH&S Performance		9.1.1		New
10 Measuring and reporting						
10.1 Management of nonconformities and corrective actions						
26	10.1	Procedure for the Management of Nonconformities and Corrective Actions	4.5.3	10.2		Revised
27	10.1.1	Appendix 1 – OH&S Nonconformity Record	4.5.3	10.2	✓	Revised
28	10.1.2	Appendix 2 – Corrective Action Record	4.5.3	10.2	✓	Revised

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29	10.1.3	Appendix 3 – Registry and Status for Corrective Actions and Nonconformities	4.5.3	10.2		Revised
10.2 Management review						
30	10.2	Procedure for Management Review	4.6	9.3		Revised
31	10.2.1	Management Review Minutes	4.6	9.3	✓	Revised
11 Continual improvement						
32	11	Procedure for Continual Improvement		10.1; 10.3		New
33	11.1	Appendix 1 – Continual Improvement Plan and Review		10.3	✓	New
12 Wrap up the project						
34	12	OH&S Manual	4.1; 4.4.4			Revised

* The listed documents are not mandatory if the corresponding hazards don't exist in the organization.

** The document is needed only if the organization uses monitoring and measuring equipment that requires calibration.