



ISO 45001:2018 Transition Plan

	Activity	Responsible Personnel	Target Date for Completion	Current Status	Completion
1	Release of ISO 45001:2018				3/12/2018
2	Client and other interested party training on new standard (to be conducted via webinar)	Austin Matthews	Started 4/10/2018	On-going	
3	Gap analysis of IAF MD 21, IAF MD 22 and ISO/IEC 17021-10	Shannon Craddock, Nancy Bednarz, Austin Matthews, Yuki Nagaoka, Manuela Villa	10/22/2018	Complete	10/26/2018
4	Develop transition plan and post on website	Shannon Craddock	10/19/2018	Complete	3/15/2019
5	Updated PJR documentation: PRO-1ehs, PJR-4, F-1ehms, F-114, F-3tc, WI-14, WB-QEHS, PRO-11, OHSMS auditor exams	Shannon Craddock, Nancy Bednarz, Austin Matthews	11/15/2018	Complete	12/1/2018
6	Develop training materials and exam for auditors	Austin Matthews	11/15/2018	Complete	12/1/2018
7	Salesperson, contract reviewer and Scheduling training	Shannon Craddock, Nancy Bednarz	12/14/2018	Complete	12/14/2018
8	Auditor training and exam administration (85% passing score required)	Nancy Bednarz, Austin Matthews	12/14/2018	Complete	12/14/2018
9	Start conducting audits to ISO 45001:2018. Clients transitioning from OHSAS 18001:2007 will have 1.0 on-site day added to their transition audit.		1/1/2019		



10	Issue unaccredited certificates with just the PJR logo until PJR's ISO 45001:2018 accreditation is approved by its accreditation bodies. At this point, the ISO 45001:2018 certificate can be revised to include the accreditation body logo, after a review that all criteria have been met. The revision date should be the date of PJR's approval by the accreditation body		Post-audit approval		
11	Internal audit to monitor progress against the transition plan	Beth Pelland	Q2 2019		
12	Management review to discuss internal audit results and monitor effectiveness of transition plan, including effectiveness of audit workbooks and communication to clients	PJR Management	At next quarterly meeting following internal audit and quarterly meetings thereafter		
13	Last date for initial audits to OHSAS 18001:2007		12/31/2019		
14	Last date for surveillance and recertification audits to OHSAS 18001:2007. (Any exceptions to be approved by Program Management).		6/1/2020		
15	Internal audit to monitor progress against the transition plan	Beth Pelland	Q2 2019		
16	Management review to discuss internal audit results and monitor effectiveness of transition plan, including effectiveness of audit workbooks and communication to clients	PJR Management	At next quarterly meeting following internal audit and quarterly meetings thereafter		
17	Last date for transition audits to be completed to avoid a lapse in certification		11/30/2020		
18	End of transition period. All OHSAS 18001:2007 certificates are obsolete.		3/12/2021		