


The logo for PECB, consisting of the letters 'P', 'E', 'C', and 'B' in a bold, white, sans-serif font. The letters are spaced out and have a slight shadow effect.

PECB

BEYOND RECOGNITION

A photograph of two business professionals, a woman in a dark suit and a man in a light suit, standing in a modern office hallway. They are looking at a tablet together. The background shows glass walls and a modern architectural style.

ISO 45001 LEAD AUDITOR

Candidate Handbook

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SECTION I: INTRODUCTION

About PECB¹

PECB is a leading certification body dedicated to fostering digital trust through comprehensive education, certification, and certificate programs across various disciplines. We empower professionals to develop and demonstrate their competence in digital security and other areas of expertise by providing world-class certification programs that adhere to internationally recognized standards.

Slogan:

Beyond Recognition

Vision:

As the global leader in digital trust education and certification, our vision is to empower and inspire professionals by enhancing their skills and fostering their professional success.

Mission:

Our mission is to empower professionals with the knowledge and skills to protect their digital assets and ensure business continuity. Through our comprehensive training programs, we aim to foster a secure digital ecosystem where innovation thrives and risks are managed effectively.

Values

Growth, Change, Harmony, Simplicity, Reliability and Quality

¹ Notes:

- The legal name of PECB is "PECB Group Inc."
- PECB is an acronym that stands for "Professional Evaluation and Certification Board."
- Education (used in the first sentence of this page) refers to training courses developed by PECB, and offered globally through its network of partners.
- Certification refers to certification services provided according to ISO/IEC 17024.
- Certificate Program refers to certificate program services provided according to ANSI/ASTM E2659.
- The term "certified" shall only be used for personnel certifications, based on ISO/IEC 17024 requirements. The term "certificate holder" shall only be used for certificate programs, based on ANSI/ASTM E2659 requirements. Certificate holders are not certified, licensed, accredited, or registered to engage in a specific occupation or profession.

The Value of PECB Certification/Certificate Program

Accreditation

PECB credentials are internationally recognized and endorsed by many accreditation bodies, so professionals who pursue them will benefit from our recognition in domestic and international markets.

Our certifications are distinguished by prestigious global accreditations, affirming both their value and your expertise. PECB certifications are validated by top-tier bodies including the International Accreditation Service (IAS-PCB-111), the United Kingdom Accreditation Service (UKAS-No. 21923), the Korean Accreditation Board (KAB-PC-08), and Comité français d'accréditation (COFRAC N° 4-0637) under ISO/IEC 17024 – General requirements for bodies operating certification of persons. Additionally, our certificate programs are validated by the accreditation from the ANSI National Accreditation Board (ANAB-Accreditation ID 1003) under ANSI/ASTM E2659-18, Standard Practice for Certificate Programs.

PECB is also an esteemed associate member of The Independent Association of Accredited Registrars (IAAR), and a full member of the International Personnel Certification Association (IPC), a signatory member of IPC MLA, and a member of Club EBIOS, CPD Certification Service, and CLUSIF. Furthermore, we hold an approved status as an Approved Publishing Partner (APP) by the Cybersecurity Maturity Model Certification Accreditation Body (CMMC-AB) for the Cybersecurity Maturity Model Certification standard (CMMC), and are authorized by Club EBIOS to offer the EBIOS Risk Manager Skills certification and by CNIL (Commission Nationale de l'Informatique et des Libertés) to offer the DPO's skills and knowledge certification. For more detailed information, click [here](#).

High-quality products and services

We are proud to provide our clients with high-quality products and services that match their needs and demands. All of our products are carefully prepared by a team of experts and professionals based on the best practices and methodologies.

Compliance with standards

Our certifications and certificate programs are a demonstration of compliance with ISO/IEC 17024 and ASTM E2659. They ensure that the standard requirements have been fulfilled and validated with adequate consistency, professionalism, and impartiality.

Customer-oriented service

We are a customer-oriented company and treat all our clients with value, importance, professionalism, and honesty. Our Customer Support team is available 24 hours a day, 7 days a week to address questions, requests and needs.

PECB Code of Ethics

The Code of Ethics are the values and ethics that PECB is committed to follow, and defines the responsibilities of PECB professionals including employees, trainers, examiners, invigilators, members of different committees, partners, distributors, certified individuals and certificate holders.

To read the complete version of PECB's Code of Ethics, go to [Code of Ethics - PECB..](#)

Introduction to ISO 45001 Lead Auditor Certification

This document specifies the PECB ISO 45001 Lead Auditor certification scheme in compliance with ISO/IEC 17024:2012. It also outlines the steps that candidates should take to obtain and maintain their credentials. As such, it is very important to carefully read all the information included in this document before completing and submitting your application. If you have questions or need further information after reading it, please contact the PECB international office at certification.team@pecb.com.

SECTION II: EXAMINATION PREPARATION, RULES, AND POLICIES

Preparing for and scheduling the exam

Candidates are responsible for their own studying and preparation for certification exams. No specific set of training courses or curriculum of study is required as part of the certification process.

To schedule the exam, candidates have two options:

1. **Online:** Through the [PECB Exams application](#). To schedule a remote exam, please go to the following link: [Exam Events](#).
2. **Paper-based:** By contacting the PECB authorized partner that provided the training course. The partner arranges the date, time, and the location where the candidate is going to attend the exam.

To learn more about exams, competency domains, and knowledge statements, please refer to *Section III* of this document.

Rescheduling the exam

For any changes with regard to the exam date, time, location, or other details, please contact online.exams@pecb.com.

Application fees for examination and certification

Candidates may take the exam without attending the training course. The applicable prices are as follows:

- Lead Exam: \$1000²
- Manager Exam: \$700
- Foundation Exam: \$500
- Transition Exam: \$500

The application fee for certification are as follows:

- Master Certification: \$100
- Foundation Certification: \$200
- Transition Certification: \$200
- All other Certifications: \$500

For the candidates that have attended the training course via one of PECB's partners, the application fee covers the costs of the exam (first attempt and first retake), the application for certification, and the first year of Annual Maintenance Fee (AMF).

² All prices listed in this document are in US dollars.

Competency domains

The ISO 45001 Lead Auditor certification is intended for:

- Auditors seeking to conduct and lead occupational health and safety management system (OH&S MS) audits
- Managers or consultants seeking to master the occupational health and safety management system audit process
- Individuals responsible for maintaining conformity to the OH&S MS requirements in an organization
- Technical experts seeking to prepare for an occupational health and safety management system audit
- Expert advisors in occupational health and safety management

The content of the exam is divided as follows:

- **Domain 1:** Fundamental principles and concepts of an occupational health and safety management system (OH&S MS)
- **Domain 2:** Occupational health and safety management system (OH&S MS)
- **Domain 3:** Fundamental audit concepts and principles
- **Domain 4:** Preparing an ISO 45001 audit
- **Domain 5:** Conducting an ISO 45001 audit
- **Domain 6:** Closing an ISO 45001 audit
- **Domain 7:** Managing an ISO 45001 audit program

Domain 1: Fundamental principles and concepts of an occupational health and safety management system (OH&S MS)

Main objective: Ensure that the candidate is able to explain and apply ISO 45001 principles and concepts.

Competencies	Knowledge statements
1. Ability to explain the scope and applicability of ISO 45001	1. Knowledge of the scope and applicability of ISO 45001 in different organizations
2. Ability to identify the legal requirements and other requirements to which the organization must adhere	2. Knowledge of the importance of complying to legal requirements and other requirements as well as different types or requirements which may be applicable to an organization
3. Ability to distinguish between ISO 45001 and other occupational health and safety-related standards	3. Knowledge of the difference and similarities of ISO 45001 with other occupational health and safety-related standards
4. Ability to explain the benefits of ISO 45001	4. Knowledge of the benefits of implementing an OH&S MS based on ISO 45001
5. Ability to explain the connection between organizations, human rights, and labor practices	5. Knowledge of the relationship between organizations, human rights, and labor practices
6. Ability to explain the human rights principles and labor practice principles	6. Knowledge of the definition of human rights principles and labor practice principles, as stated in ISO 26000
7. Ability to explain what a OH&S management system is	7. Knowledge of the OH&S management system definition, as stated in ISO 45001
8. Ability to identify the differences between core terms related to OH&S MS	8. Knowledge of terms and definitions as stated in ISO 45001 as well as differences between those terms
9. Ability to list the common causes of occupational accidents	9. Knowledge of the methodology used to classify the common causes of occupational accidents
10. Ability to explain the hazard and workplace relationship	10. Knowledge of the relationship of hazard and workplace
11. Ability to define what risk-based approach is, and how it is applied in ISO 45001	11. Knowledge of the risk-based approach definition and its application in ISO 45001
12. Ability to define what OH&S objectives are	12. Knowledge of the definition of OH&S objectives, as provided in ISO 45001

Domain 2: Occupational health and safety management system (OH&S MS)

Main objective: Ensure that the candidate is able to identify and explain the requirements for an occupational health and safety management system based on ISO 45001.

Competencies	Knowledge statements
1. Ability to explain what a management system is	1. Knowledge of the elements that comprise a management system
2. Ability to identify the common elements of ISO management systems that can be integrated	2. Knowledge of the integrated management systems
3. Ability to describe the ISO 45001 requirements and the structure of the standard	3. Knowledge of the requirements and structure of ISO 45001
4. Ability to describe the standard's requirements with regard to the context of the organization, interested parties, and OH&S MS scope (clause 4)	4. Knowledge of the common external and internal issues that affect the context of an organization, interested parties, and requirements for the scope of the OH&S MS
5. Ability to identify the standard's requirements with regard to the top management's leadership and commitment and their role and responsibilities in the OH&S MS, and the importance of worker participation and consultation (clause 5)	5. Knowledge of the requirements for leadership and commitment as well as consultation and participation of workers
6. Ability to understand the requirements with regard to the risks and opportunities, OH&S objectives, and planning to achieve them (clause 6)	6. Knowledge of the requirements with regard to identification of risks and opportunities and setting of OH&S objectives
7. Ability to ensure that sufficient resources are available for the implementation, operation, maintenance, and continual improvement of the OH&S MS (clause 7)	7. Knowledge of the required resources, competences, awareness, communication, and documented information for an effective OH&S MS
8. Ability to understand the operational requirements for hazard elimination and OH&S risk reduction, change management, and procurement as well as the need for emergency preparedness and response (clause 8)	8. Knowledge of the requirements for operational planning and control as well as emergency preparedness and response
9. Ability to identify the requirements and approaches for performance evaluation (clause 9)	9. Knowledge of the approaches, techniques, and programs used for the monitoring, measurement, analysis, evaluation, internal audits, and management reviews
10. Ability to understand the requirements for continual improvement of the OH&S MS (clause 10)	10. Knowledge of the requirements for nonconformity and corrective actions, continual improvement, and update of the OH&S MS

Domain 3: Fundamental audit concepts and principles

Main objective: Ensure that the candidate is able to interpret and apply the main concepts and principles related to an OH&S MS audit.

Competencies	Knowledge statements
<ol style="list-style-type: none"> 1. Ability to understand, explain, and illustrate the application of the audit principles in an OH&S MS audit 2. Ability to differentiate between first, second, and third party audits 3. Ability to identify and judge situations that would discredit the professionalism of the auditor and violate the PECB Code of Ethics 4. Ability to identify and judge ethical issues considering the obligations related to the audit client, auditee, law enforcement, and regulatory authorities 5. Ability to determine and evaluate the level of materiality and apply a risk-based approach during the different stages of an OH&S MS audit 6. Ability to judge the appropriate level of reasonable assurance needed for an OH&S MS audit 7. Ability to understand the legal implications related to any irregularities committed by the auditee 	<ol style="list-style-type: none"> 1. Knowledge of the main audit concepts and principles as described in ISO 19011 2. Knowledge of the differences between first, second, and third party audits 3. Knowledge of the principles of auditing: integrity, fair presentation, due professional care, confidentiality, independence, evidence-based approach, and risk-based approach 4. Knowledge of an auditor's professional responsibility and the PECB Code of Ethics 5. Knowledge of the risk-based approach to an audit and the different types of risks related to audit activities, such as inherent risk, control risk, and detection risk 6. Knowledge of the concept of materiality and its application to an audit 7. Knowledge of the concept of reasonable assurance and its application to an audit 8. Knowledge of the laws and regulations applicable to the auditee and the country it operates in, etc.

Domain 4: Preparing an ISO 45001 audit

Main objective: Ensure that the candidate is able to prepare an occupational health and safety management system audit.

Competencies	Knowledge statements
<ol style="list-style-type: none"> 1. Ability to understand and illustrate the steps and activities to prepare an OH&S MS audit considering the specific context of the audit 2. Ability to explain and compare evidence types and their characteristics 3. Ability to determine and justify the type and amount of evidence required in an OH&S MS audit 4. Ability to understand and explain the roles and responsibilities of the audit team leader, audit team members, and technical experts 5. Ability to determine and evaluate the level of materiality during the different stages of an OH&S MS audit 6. Ability to determine the audit feasibility 7. Ability to determine, evaluate, and confirm the audit objectives, criteria, and scope for an OH&S MS audit 8. Ability to explain, illustrate, and define the characteristics of the terms of the audit engagement and apply the best practices to establish the initial contact with an auditee 9. Ability to develop audit working papers and elaborate appropriate audit test plans in an OH&S MS audit 	<ol style="list-style-type: none"> 1. Knowledge of the main responsibilities of the audit team leader and audit team members 2. Knowledge of the roles and responsibilities of technical experts 3. Knowledge of the audit objectives, scope, and criteria 4. Knowledge of the difference between an OH&S MS scope and the audit scope 5. Knowledge of the factors to take into account during the audit feasibility study 6. Knowledge of the cultural aspects to consider in an audit 7. Knowledge of the characteristics of terms of the audit engagement and the best practices to establish initial contact with an auditee 8. Knowledge of the audit plan preparation procedure 9. Knowledge of the preparation and development of audit working papers 10. Knowledge of the different types of audit evidence: physical, mathematical, confirmative, technical, analytical, documentary, and verbal 11. Knowledge of the best practices for the creation of audit test plans

Domain 5: Conducting an ISO 45001 audit

Main objective: Ensure that the candidate is able to conduct an OH&S MS audit.

Competencies	Knowledge statements
<ol style="list-style-type: none"> 1. Ability to conduct the stage 1 audit, taking into account the documented information evaluation criteria 2. Ability to organize and conduct an opening meeting 3. Ability to conduct the stage 2 audit by appropriately following the procedures that this stage entails 4. Ability to apply the best practices of communication to collect the appropriate audit evidence 5. Ability to consider the roles and responsibilities of all the interested parties involved 6. Ability to explain, illustrate, and apply evidence collection procedures and tools 7. Ability to explain, illustrate, and apply the main audit sampling methods 8. Ability to gather appropriate evidence from the available information during an audit and evaluate it objectively 9. Ability to explain, illustrate, and apply the audit evidence approach in an OH&S MS audit 	<ol style="list-style-type: none"> 1. Knowledge of the objectives and the content of the opening meeting in an audit 2. Knowledge of the difference between stage 1 audit and stage 2 audit 3. Knowledge of stage 1 audit requirements, steps, and activities 4. Knowledge of the documented information evaluation criteria and ISO 45001 requirements 5. Knowledge of stage 2 audit requirements, steps, and activities 6. Knowledge of the best communication practices during an audit 7. Knowledge of the roles and responsibilities of guides and observers during an audit 8. Knowledge of the different conflict resolution techniques 9. Knowledge of the evidence collection procedures and tools, such as interview, documented information review, observation, analysis, sampling, and technical verification 10. Knowledge of the evidence analysis techniques (i.e., corroboration and evaluation) 11. Knowledge of the main concepts, principles, and evidence collection procedures used in an audit 12. Knowledge of the advantages and disadvantages of using audit checklists

Domain 6: Closing an ISO 45001 audit

Main objective: Ensure that the candidate is able to conclude an OH&S MS audit and conduct audit follow-up activities.

Competencies	Knowledge statements
<ol style="list-style-type: none"> 1. Ability to explain and apply the evidence evaluation process: drafting audit findings and preparing audit conclusions 2. Ability to understand, explain, and illustrate the concept of the benefit of the doubt 3. Ability to report appropriate audit observations in accordance with audit rules and principles 4. Ability to conduct quality reviews to audit documentation 5. Ability to draft and present audit conclusions 6. Ability to complete audit working documents 7. Ability to organize and conduct a closing meeting 8. Ability to write an audit report and justify the recommendation for certification 9. Ability to conduct the activities following an initial audit, including the evaluation of action plans, audit follow-ups, and surveillance activities 	<ol style="list-style-type: none"> 1. Knowledge of the evidence evaluation process: to draft audit findings and to prepare audit conclusions 2. Knowledge of the characteristics and differences between the concepts of conformity, minor nonconformity, major nonconformity, anomaly, and observation 3. Knowledge of the guidelines and best practices to draft nonconformity reports 4. Knowledge of the guidelines and best practices to draft and report audit observations 5. Knowledge of the benefit of the doubt and its application in the management system audits 6. Knowledge of the guidelines and best practices to complete audit working documents and perform a quality review 7. Knowledge of the guidelines and best practices to present audit findings and conclusions to the management of an audited organization 8. Knowledge of the possible recommendations an auditor can give during the certification audit 9. Knowledge of the guidelines and best practices to evaluate action plans 10. Knowledge of audit follow-ups, surveillance audits, and recertification audit requirements, steps, and activities 11. Knowledge of the conditions for the modification, extension, suspension, or withdrawal of an organization's certification

Domain 7: Managing an ISO 45001 audit program

Main objective: Ensure that the candidate is able to establish and manage an OH&S MS audit program.

Competencies	Knowledge statements
<ol style="list-style-type: none"> 1. Ability to understand and explain the establishment of an audit program and the application of the PDCA cycle into an audit program 2. Ability to understand and explain the importance of protecting the integrity, availability, and confidentiality of audit records and the auditors' responsibilities in this regard 3. Ability to understand the documented information management process 4. Ability to understand the process of evaluating the efficiency of the audit program by monitoring the performance of each auditor and audit team member 5. Ability to demonstrate the application of the personal attributes and behaviors associated with professional auditors 	<ol style="list-style-type: none"> 1. Knowledge of the application of the PDCA cycle in the management of an audit program 2. Knowledge of the requirements, guidelines, and best practices regarding audit resources, procedures, and policies 3. Knowledge of the requirements, guidelines, and best practices regarding the management of audit records 4. Knowledge of the management of combined audits 5. Knowledge of the personal attributes and behaviors of a professional auditor

Based on the above-mentioned domains and their relevance, the exam contains 80 multiple-choice questions, as summarized in the table below:

				Level of understanding (Cognitive/Taxonomy) required	
		Number of questions/points per competency domain	% of the exam devoted/points to/for each competency domain	Questions that measure comprehension, application, and analysis	Questions that measure evaluation
Competency domains	Fundamental principles and concepts of an occupational health and safety management system (OH&S MS)	9	11.25	X	
	Occupational health and safety management system (OH&S MS)	10	12.5	X	
	Fundamental audit concepts and principles	15	18.75	X	
	Preparing an ISO 45001 audit	10	12.5		X
	Conducting an ISO 45001 audit	16	20		X
	Closing an ISO 45001 audit	10	12.5		X
	Managing an ISO 45001 audit program	10	12.5		X
Total		80	100%		
Number of questions per level of understanding				34	46
% of the exam devoted to each level of understanding (cognitive/taxonomy)				42.5%	57.5%

The passing score of the exam is **70%**.

Taking the exam

General information about the exam

Candidates are required to arrive/be present at least 30 minutes before the exam starts.

Candidates who arrive late will not be given additional time to compensate for the late arrival and may not be allowed to sit for the exam.

Candidates are required to bring a valid identity card (a national ID card, driver's license, or passport) and show it to the invigilator.

If requested on the day of the exam (paper-based exams), additional time can be provided to candidates taking the exam in a non-native language, as follows:

- 10 additional minutes for Foundation exams
- 20 additional minutes for Manager exams
- 30 additional minutes for Lead exams

PECB exam format and type

1) Online Exam: Exams are provided electronically via the PECB Exams application. The use of secondary electronic devices, such as tablets and phones, are not allowed during the exam. The exam session is supervised remotely by a PECB Invigilator via the PECB Exams application and an external/integrated camera.

PECB Exam Types:

- a. Multiple-choice, closed-book, where the candidates are not allowed to use any reference materials. Usually, Foundation and Transition exams are of this type.
- b. Essay-type, open-book, where candidates are allowed to use the following reference materials:
 - A hard copy of main standard
 - Training course materials (accessed through the PECB Exams app and/or printed)
 - Any personal notes taken during the training course (accessed through the PECB Exams app and/or printed)
 - A hard copy dictionary
- c. Multiple-choice, open-book, where candidates are allowed to use the following reference materials:
 - A hard copy of main standard
 - Training course materials (accessed through the PECB Exams app and/or printed)
 - Any personal notes taken during the training course (accessed through the PECB Exams app and/or printed)
 - A hard copy dictionary

2) Paper Based: Exams are also available in a paper format. The use of electronic devices, such as laptops, tablets, or phones, is not allowed. The exam session is supervised by a PECB approved Invigilator at the location where the Partner has organized the training course.

PECB Exam Types:

1. Multiple-choice, closed-book, where the candidates are not allowed to use any reference materials. Usually, Foundation and Transition exams are of this type.
2. Essay-type, open-book, where candidates are allowed to use the following reference materials:
 - A hard copy of main standard
 - Training course materials (printed)
 - Any personal notes taken during the training course (printed)
 - A hard copy dictionary
3. Multiple-choice, open-book, where candidates are allowed to use the following reference materials:
 - A hard copy of main standard
 - Training course materials (printed)
 - Any personal notes taken during the training course (printed)
 - A hard copy dictionary

For specific information about exam types, languages available, and other details, please contact support@pecb.com or go to the [List of PECB Exams](#).

This exam comprises multiple-choice questions: The multiple-choice exam can be used to evaluate candidates' understanding on both simple and complex concepts. It comprises both stand-alone and scenario-based questions. Stand-alone questions stand independently within the exam and are not context-dependent, whereas scenario-based questions are context-dependent, i.e., they are developed based on a scenario which a candidate is asked to read and is expected to provide answers to five questions related to that scenario. When answering stand-alone and scenario-based questions, candidates will have to apply various concepts and principles explained during the training course, analyze problems, identify and evaluate alternatives, combine several concepts or ideas, etc.

Each multiple-choice question has three options, of which one is the correct response option (keyed response) and two incorrect response options (distractors).

This is an open-book exam. The candidate is allowed to use the following reference materials:

- A hard copy of the ISO 45001 standard
- Training course materials (accessed through the PECB Exams app and/or printed)
- Any personal notes taken during the training course (accessed through the PECB Exams app and/or printed)
- A hard copy dictionary

A sample of exam questions will be provided below.

Sample exam questions

1. **Certification Body ABC** is conducting an audit on two management systems. What kind of audit is being performed in this case?
 - A. First party audit
 - B. **Combined audit**
 - C. Joint audit

2. An auditor has accepted an audit mandate for which they did not have the necessary qualifications. With what kind of negligence are we dealing in this situation?
 - A. **Ordinary**
 - B. Gross
 - C. Professional

3. What is the purpose of the opening meeting?
 - A. To gather information about the client's OH&S MS
 - B. To provide a detailed explanation of the audit activities
 - C. **To provide a short explanation of how the audit activities will be undertaken**

4. According to best practices, how often should the audit team hold meetings?
 - A. **Twice, at the start and at the end of the day**
 - B. Once per day, at the start of the day
 - C. Once per day, at the end of the day

5. What is a guide?
 - A. **A person appointed by the audit client to assist the audit team**
 - B. A person appointed by the certification body to assist the audit team
 - C. A person who accompanies the audit team

Exam results

Exam results will be communicated via email.

- The time span for the communication starts from the exam date and lasts three to eight weeks for essay type exams and two to four weeks for multiple-choice paper-based exams.
- For online multiple-choice exams, candidates receive their results instantly.

Candidates who successfully complete the exam will be able to apply for one of the credentials of the respective certification scheme.

For candidates who fail the exam, a list of the domains where they have performed poorly will be added to the email to help them prepare better for a retake.

If candidates do not agree with the results, they have 30 days from the date of receiving the results to file a complaint through the [PECB Ticketing System](#). Complaints received after 30 days will not be processed.

Exam Retake Policy

There is no limit to the number of times a candidate can retake an exam. However, there are certain limitations in terms of the time span between exam retakes.

If a candidate does not pass the exam on the 1st attempt, they must wait 15 days after the initial date of the exam for the next attempt (1st retake).

Note: Candidates who have completed the training course with one of our partners, and failed the first exam attempt, are eligible to retake for free the exam within a 12-month period from the course completion date (the fee paid for the training course, includes a first exam attempt and one retake). Otherwise, retake fees apply.

For candidates that fail the exam retake, PECB recommends they attend a training course in order to be better prepared for the exam.

To arrange exam retakes, based on exam format, candidates that have completed a training course, must follow the steps below:

1. **Online Exam:** Schedule directly through MyPECB Dashboard.
2. **Paper-Based Exam:** candidates need to contact the PECB Partner/Distributor who has initially organized the session for exam retake arrangement (date, time, place, costs).

Candidates that have not completed a training course with a partner, but sat for the online exam directly with PECB, do not fall under this Policy. The process to schedule the exam retake is the same as for the initial exam.

Exam Security Policy

A significant component of a professional certification credential is maintaining the security and confidentiality of the exam. PECB relies upon the ethical behavior of certification holders and applicants to maintain the security and confidentiality of PECB exams. Any disclosure of information about the content of PECB exams is a direct violation of PECB's Code of Ethics. PECB will take action against any individuals that violate such rules and policies, including permanently banning individuals from pursuing PECB credentials and revoking any previous ones. PECB will also pursue legal action against individuals or organizations who infringe upon its copyrights, proprietary rights, and intellectual property.

SECTION III: CERTIFICATION PROCESS AND REQUIREMENTS

PECB ISO 45001 credentials

All PECB certifications have specific requirements regarding education and professional experience. To determine which credential is right for you, take into account your professional needs and analyze the criteria for the certifications.

The credentials in the PECB ISO 45001 scheme have the following requirements:

Credential	Exam	Professional experience	MS audit/assessment experience	Other requirements
PECB Certified ISO 45001 Provisional Auditor	PECB Certified ISO 45001 Lead Auditor exam or equivalent	None	None	Signing the PECB Code of Ethics
PECB Certified ISO 45001 Auditor		Two years: One year of work experience in occupational health and safety management	Audit activities: a total of 200 hours	
PECB Certified ISO 45001 Lead Auditor		Five years: Two years of work experience in occupational health and safety management	Audit activities: a total of 300 hours	
PECB Certified ISO 45001 Senior Lead Auditor		Ten years: Seven years of work experience in occupational health and safety management	Audit activities: a total of 1,000 hours	

To be considered valid, the audit activities should follow best audit practices and include the following:

1. Planning an audit
2. Managing an audit program
3. Drafting audit reports
4. Drafting nonconformity reports
5. Drafting audit working documents
6. Reviewing and managing documented information related to the audit
7. Conducting on-site audits
8. Following up on nonconformities
9. Leading an audit team

Applying for certification

All candidates who successfully pass the exam (or an equivalent accepted by PECB) are entitled to apply for the PECB credential they were assessed for. Specific professional experience requirements need to be fulfilled in order to obtain a PECB certification. Candidates are required to fill out the online certification

application form (that can be accessed via their PECB account), including contact details of individuals who will be contacted to validate the candidates' professional experience. They can choose to either pay online or be billed. For additional information, please contact certification.team@pecb.com.

The online certification application process is very simple and takes only a few minutes:

- [Register](#) your account
- Check your email for the confirmation link
- [Log in](#) to apply for certification

For more information on how to apply for certification, click [here](#).

The Certification Department validates that the candidate fulfills all the certification requirements regarding the respective credential. The candidate will receive an email about the application status, including the certification decision.

Following the approval of the application by the Certification Department, the candidate will be able to download the certificate and claim the corresponding Digital Badge by going to their Dashboard and clicking view Certificate. For more information about downloading the certificate and the digital badge, click [here](#).

Professional experience

Candidates must provide complete and correct information regarding their professional experience, including job title(s), start and end date(s), job description(s), and more. Candidates are advised to summarize their previous or current assignments, providing sufficient details to describe the nature of the responsibilities for each job. More detailed information can be included in the CV.

Professional references

For each application, two professional references are required. Professional references shall be individuals who have worked with you in a professional environment and can validate your expertise in the respective field, current, and previous work history. You cannot use as a reference the persons who fall under your supervision or are a relative of yours.

OH&S MS audit experience

The candidate's audit log will be checked to ensure that they have completed the required number of audit hours. The following audit types constitute valid audit experience: pre-audit, internal audits, second party audits, or third party audits.

Evaluation of certification applications

The Certification Department will evaluate each application to validate the candidates' eligibility for certification or certificate program. A candidate whose application is being reviewed will be notified in writing and, if necessary, given a reasonable time frame to provide any additional documentation. If a candidate does not respond by the deadline or does not provide the required documentation within the given time frame, the Certification Department will validate the application based on the initial information provided, which may lead to the candidates' credential downgrade.

SECTION IV: CERTIFICATION POLICIES

Denial of Certification/Certificate Program

PECB can deny certification/certificate program if candidates:

- Falsify the application
- Violate the exam procedures
- Violate the PECB Code of Ethics
- Fail the exam

Any concerns regarding the denial of certification/certificate program may file a complaint or appeal by following the complaint and appeal process [Complaint and Appeal Policy - PECB](#).

The application payment for the certification/certificate program is nonrefundable. This is because of the process of verifying the application, the evidence submitted by the candidates, and the engagement of the relevant departments in this process.

Suspension of Certification

Failure to submit the CPD and AMF payment during the certification cycle will result in a 12-month suspension period, during which you can address any outstanding AMFs and CPDs.

Additional reasons for suspension can be if:

- PECB receives excessive or serious complaints by interested parties (Suspension will be applied until the investigation has been completed).
- The logos of PECB or accreditation bodies are willfully misused.
- The candidate fails to correct the misuse of a certification mark within the determined time by PECB.
- The certified individual has voluntarily requested a suspension.
- PECB deems appropriate other conditions for suspension of certification/certificate program.

Individuals whose certification has been suspended, are not authorized to further promote their certification while it is suspended.

A suspended certification can either be:

- Reinstated — if reasons for suspension are corrected within the given time frame by PECB
- Revoked — if reasons for suspension are not corrected within the given time frame by PECB

Suspended members must remediate their suspension within a maximum period of 12 months.

Revocation of Certification

PECB can revoke (that is, to withdraw) certification if the candidate fails to address the outstanding AMFs and CPDs during the 12-month suspension period. Candidates are then no longer allowed to represent themselves as PECB certified professionals. Additional reasons can be if candidates:

- Violate the PECB Code of Ethics
- Misrepresent and provide false information of the scope of the certification/certificate program
- Break any other PECB rules
- Any other reasons that PECB deems appropriate

Individuals whose certification has been revoked, are not authorized to use any references to a certified status.

Individuals whose certification has been revoked may appeal by following the complaint and appeal process ([Complaint and Appeal Policy - PECB](#)).

Other Statuses

Besides being active, suspended, or revoked, a certification can be voluntary withdrawn, or designated as Emeritus.

Emeritus Status

Means that your certification is in good standing, but does not need to be maintained by fulfilling CPD nor AMF requirements.

To qualify and be eligible to apply for the Emeritus status, you must be over 60 years of age, have held a PECB certification for at least five years, and you must no longer practice job functions that are specific to the certification.

Optionally, Emeritus who would like to continue practicing job functions, such as audits and/or implementation projects, must report their CPDs on an annual basis, and fulfill a minimum annual requirement of 20 hours of work experience, implementation/auditing or consulting-related experience, training, private study, coaching, attendance at seminars and conferences, or other relevant activities. AMF is not required.

To apply for this status, please complete [the form](#) and send it to certification@pecb.com.

Important note: *In order to return to active certification status, you are required to retake the exam and apply for certification.*

Check the [brochure](#) for more information about the benefits of the Emeritus Certification Status.

Voluntary Withdrawal Status

Means that your certification is in good standing, but you decide you do not want to maintain your certification(s) anymore.

To apply for this status, please complete [the form](#) and send it to certification@pecb.com. Individuals whose certification has been voluntarily withdrawn will no longer be allowed to present themselves as PECB Certified Professionals.

Important note: *In order to return to active certification status, you are required to retake the exam and apply for certification.*

Permanent Cessation Status

In the event that the certified individual passes away or becomes incapacitated (e.g., because of an accident), the legal representative is responsible for sending the required information to PECB (i.e., death certificate or medical certificate). Consequently, the name of the person will be removed from the contact list and the PECB account will be deleted.

Upgrade credentials

Upgrade of credentials

PECB Professionals can apply for a higher credential once they provide evidence that proves that they fulfill the requirements of the higher credential.

PECB Certifications can be upgraded online through your dashboard by logging [here](#), clicking **View Certificate** and then the **Upgrade** button.

For more information about the upgrade fee, go to the [Certification Maintenance](#) page on the PECB website.

Renewing the certification

PECB certifications are valid for three years. To maintain them, PECB certified professionals must meet the requirements related to the designated credential, e.g., they must fulfill the required number of continual professional development (CPD) hours. In addition, they need to pay the annual maintenance fee. For more information, go to the [Certification Maintenance](#) page on the PECB website.

Closing a case

If candidates do not apply for certification within one year, their case will be closed. Even though the certification period expires, candidates have the right to reopen their case. However, PECB will no longer be responsible for any changes regarding the conditions, standards, policies, and candidate handbook that were applicable before the case was closed. A candidate requesting their case to reopen must do so in writing to certification.team@pecb.com and pay the required fee.

Complaint and Appeal Policy

Any complaint that a candidate has must be submitted in writing no later than 30 days after PECB's initial decision. Within 30 working days of receiving the complaint, PECB will provide a written response to the candidate, outlining the results of the review and any actions taken.

Candidates may request a re-evaluation of their exam results or certification decision within 30 days. If not satisfied, they can file an appeal through the PECB Ticketing System. For more detailed information, please refer to the [Complaint and Appeal Policy | PECB](#)

SECTION V: GENERAL POLICIES

Exams and certifications from other accredited certification bodies

PECB accepts certifications and exams from other recognized accredited certification bodies. PECB will evaluate the requests through its equivalence process to decide whether the respective certification(s) or exam(s) can be accepted as equivalent to the respective PECB certification (e.g., ISO 45001 Lead Auditor certification).

Non-discrimination and special accommodations

All candidate applications will be evaluated objectively, regardless of the candidates' age, gender, race, religion, nationality, or marital status.

To ensure equal opportunities for all qualified persons, PECB will make reasonable accommodations³ for candidates, when appropriate. If candidates need special accommodations because of a disability or a specific physical condition, they should inform the partner/distributor in order for them to make proper arrangements⁴. Any information that candidates provide regarding their disability/special needs will be treated with confidentiality. To download the Candidates with Disabilities Form, click [here](#).

Behavior Policy

PECB aims to provide top-quality, consistent, and accessible services for the benefit of its external stakeholders: distributors, partners, trainers, invigilators, examiners, members of different committees and advisory boards, and clients (trainees, examinees, certified individuals, and certificate holders), as well as creating and maintaining a positive work environment which ensures safety and well-being of its staff, and holds the dignity, respect and human rights of its staff in high regard.

The purpose of this Policy is to ensure that PECB is managing unacceptable behavior of external stakeholders towards PECB staff in an impartial, confidential, fair, and timely manner. To read the Behavior Policy, click [here](#).

Refund Policy

PECB will refund your payment, if the requirements of the Refund Policy are met. To read the Refund Policy, click [here](#).

³ According to ADA, the term “reasonable accommodation” may include: (A) making existing facilities used by employees readily accessible to and usable by individuals with disabilities; and (B) job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

⁴ ADA Amendments Act of 2008 (P.L. 110–325) Sec. 12189. Examinations and courses. [Section 309]: Any person that offers examinations or courses related to applications, licensing, certification, or credentialing for secondary or post-secondary education, professional, or trade purposes shall offer such examinations or courses in a place and manner accessible to persons with disabilities or offer alternative accessible arrangements for such individuals.



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Certification:

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Customer Service:

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PECB Help Center

Visit our Help Center to access manuals, FAQs, and quick guides or reach us directly via Live Chat or by submitting a ticket.

www.pecb.com