

# Candidate Handbook

ISO 45001 LEAD IMPLEMENTER



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## SECTION I: INTRODUCTION

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### About PECB

PECB is a certification body which provides education<sup>1</sup> and certification in accordance with ISO/IEC 17024 for individuals on a wide range of disciplines.

We help professionals show commitment and competence by providing them with valuable evaluation and certification services against internationally recognized standards. Our mission is to provide services that inspire trust and continual improvement, demonstrate recognition, and benefit the society as a whole.

#### The key objectives of PECB are:

1. Establishing the minimum requirements necessary to certify professionals
2. Reviewing and verifying the qualifications of applicant to ensure they are eligible to apply for certification
3. Developing and maintaining reliable certification evaluations
4. Granting certifications to qualified candidates, maintaining records, and publishing a directory of the holders of a valid certification
5. Establishing requirements for the periodic renewal of certification and ensuring compliance with those requirements
6. Ensuring that candidates meet ethical standards in their professional practice
7. Representing its members, where appropriate, in matters of common interest
8. Promoting the benefits of certification to organizations, employers, public officials, practitioners in related fields, and the public

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<sup>1</sup> Education refers to training courses developed by PECB, and offered globally through our network of partners.  
PECB Candidate Handbook



## The Value of PECB Certification

### Why Choose PECB as Your Certification Body?

#### Global Recognition

Our certifications are internationally recognized and accredited by the International Accreditation Service (IAS); signatory of IAF Multilateral Recognition Arrangement (MLA) which ensures mutual recognition of accredited certification between signatories to the MLA and acceptance of accredited certification in many markets. Therefore, professionals who pursue a PECB certification credential will benefit from PECB's recognition in domestic and international markets.

#### Competent Personnel

The core team of PECB consists of competent individuals who have relevant sector-specific experience. All of our employees hold professional credentials and are constantly trained to provide more than satisfactory services to our clients.

#### Compliance with Standards

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

#### Customer Service

We are a customer-centered company and treat all our customers with value, importance, professionalism, and honesty. PECB has a team of experts dedicated to support customer requests, problems, concerns, needs, and opinions. We do our best to maintain a 24-hours maximum response time without compromising the quality of the service.



## PECB Code of Ethics

### PECB professionals will:

1. Conduct themselves professionally, with honesty, accuracy, fairness, responsibility, and independence
2. Act at all times solely in the best interest of their employer, their clients, the public, and the profession, by adhering to the professional standards and applicable techniques while offering professional services
3. Maintain competency in their respective fields and strive to constantly improve their professional capabilities
4. Offer only professional services for which they are qualified to perform, and adequately inform clients about the nature of the proposed services, including any relevant concerns or risks
5. Inform each employer or client of any business interests or affiliations that might influence their judgment or impair their fairness
6. Treat in a confidential and private manner the information acquired during professional and business dealings of any present or former employer or client
7. Comply with all laws and regulations of the jurisdictions where professional activities are conducted
8. Respect the intellectual property and contributions of others
9. Not, intentionally or otherwise, communicate false or falsified information that may compromise the integrity of the evaluation process of a candidate for a professional designation
10. Not act in any manner that could compromise the reputation of PECB or its certification programs
11. Fully cooperate on the inquiry following a claimed infringement of this Code of Ethics

The full version of the PECB Code of Ethics can be downloaded [here](#).



## Introduction to ISO 45001 Lead Implementer

ISO 45001 specifies the requirements for establishing, implementing, maintaining, and continually improving an occupational health and safety management system (OH&S MS). This training course aims to provide an in-depth understanding of ISO 45001 requirements, as well as the best practices and approaches used for the implementation, operation, and maintenance of an OH&S MS.

The “ISO 45001 Lead Implementer” credential is a professional certification aimed at individuals wishing to demonstrate their competence to implement an OH&S MS based on ISO 45001 and lead an implementation team. Apart from a comprehensive implementation methodology, in this training course you will also learn approaches and strategies used to minimize or eliminate workplace hazards, ensure regulatory compliance, take into consideration workers’ needs, and ultimately improve workplace safety.

An internationally recognized certification can help you launch your career potential and reach your professional objectives.

It is important to understand that PECB certifications are not a license or simply a membership. They represent peer recognition that an individual has demonstrated proficiency in, and comprehension of, a set of competences. PECB certifications are awarded to candidates that can demonstrate experience and have passed a standardized exam in the certification area.

This document specifies the PECB ISO 45001 Lead Implementer certification scheme in compliance with ISO/IEC 17024:2012. This candidate handbook also contains information about the process by which candidates may earn and maintain their credentials. It is very important that you read all the information included in this candidate handbook before completing and submitting your application. If you have questions after reading it, please contact the PECB international office at [certification@pecb.com](mailto:certification@pecb.com).

## SECTION II: PECB CERTIFICATION PROCESS AND EXAMINATION PREPARATION, RULES, AND POLICIES

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### Decide Which Certification Is Right for You

All PECB certifications have specific education and professional experience requirements. To determine the right credential for you, verify the eligibility criteria for various certifications and your professional needs.

### Prepare and Schedule the Exam

All candidates are responsible for their own study and preparation for certification exams. No specific set of training courses or curriculum of study is required as part of the certification process. Nevertheless, attending a training course can significantly increase candidates' chances of successfully passing a PECB exam.

To schedule an exam, candidates have two options:

1. Contact one of our partners who provide training courses and exam sessions. To find a training course provider in a particular region, candidates should go to [Active Partners](#). The PECB training course schedule is also available on [Training Events](#).
2. Take a PECB exam remotely from their home or any location they desire through the PECB Exam application, which can be accessed here: [Exam Events](#).

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

### Application Fees for Examination and Certification

PECB offers direct exams, where a candidate can sit for the exam without attending the training course. The applicable prices are as follows:

- Lead Exam: \$1000
- Manager Exam: \$700
- Foundation and Transition Exam: \$500

The application fee for certification is \$500.

For all candidates that have followed the training course and taken the exam with one of PECB's partners, the application fee includes the costs associated with examination, application for certification, and the first year of Annual Maintenance Fee (AMF) only.

### Competency Domains

The objective of the "PECB ISO 45001 Lead Implementer" exam is to ensure that the candidate has acquired the necessary expertise to support an organization in establishing, implementing, managing and maintaining an occupational health and safety management system (OH&S MS).

The ISO 45001 Lead Implementer certification is intended for:

- Individuals responsible for maintaining and improving the workplace safety
- Occupational health and safety officers, consultants, and advisors
- Professionals wishing to acquaint themselves with PECB's IMS2 Methodology for implementing an OH&S MS
- Individuals responsible for maintaining the conformity of OH&S MS to ISO 45001 requirements

- Members of OH&S teams
- Individuals aspiring to pursue a career as OH&S MS implementers, consultants, or officers

The exam covers the following competency domain:

- **Domain 1:** Fundamental principles and concepts of OH&S and OH&S MS
- **Domain 2:** Initiation of an OH&S implementation
- **Domain 3:** Planning of an OH&S MS implementation based on ISO 45001
- **Domain 4:** Implementation of an OH&S MS based on ISO 45001
- **Domain 5:** OH&S MS performance evaluation
- **Domain 6:** Continual improvement of an OH&S MS based on ISO 45001
- **Domain 7:** Preparation for an OH&S MS certification audit

## Domain 1: Fundamental principles and concepts of OH&S and OH&S MS

**Main objective:** Ensure that the candidate understands and is able to interpret 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 distinguish between ISO 45001 and other occupational health and safety-related standards	2. Knowledge of the difference and similarities of ISO 45001 with other occupational health and safety-related standards
3. Ability to explain the advantages of ISO 45001	3. Knowledge of the benefits of implementing an OH&S MS based on ISO 45001
4. Ability to explain the connection between organizations, human rights, and labor practices	4. Knowledge of the relationship between organizations, human rights, and labor practices
5. Ability to explain the human rights principles and labor practice principles	5. Knowledge of the definition of human rights principles and labor practice principles
6. Ability to explain what an OH&S MS is	6. Knowledge of the OH&S management system definition, as stated in ISO 45001
7. Ability to identify the differences between core terms related to OH&S MS	7. Knowledge of terms and definitions as stated in ISO 45001 as well as differences between those terms
8. Ability to list the common causes of occupational accidents	8. Knowledge of the methodology used to classify the common causes of occupational accidents
9. Ability to explain the hazard and workplace relationship	9. Knowledge of the relationship between hazards and workplaces
10. Ability to define what risk-based approach is, and how it is applied in ISO 45001	10. Knowledge of the risk-based approach definition and its application in ISO 45001



## Domain 2: Initiation of an OH&S MS implementation

**Main objective:** Ensure that the candidate is able to initiate the project for the implementation of an OH&S MS based on ISO 45001.

<b>Competencies</b>	<b>Knowledge statements</b>
<ol style="list-style-type: none"> <li>1. Ability to explain the difference between the OH&amp;S MS implementation project and daily OH&amp;S MS operations</li> <li>2. Ability to explain the main approaches for a OH&amp;S MS implementation project</li> <li>3. Ability to initiate the OH&amp;S MS implementation project</li> <li>4. Ability to utilize PECB's IMS2 methodology for the OH&amp;S MS implementation project</li> <li>5. Ability to communicate the ultimate objectives of the OH&amp;S MS implementation project</li> </ol>	<ol style="list-style-type: none"> <li>1. Knowledge of the differences between the OH&amp;S MS implementation project and day-to-day management of the OH&amp;S MS</li> <li>2. Knowledge of the implementation approaches for an OH&amp;S MS</li> <li>3. Knowledge of the PECB IMS2 methodology for the OH&amp;S MS implementation project</li> <li>4. Knowledge of the best practices for an OH&amp;S MS implementation project</li> <li>5. Knowledge of the objectives of an OH&amp;S MS implementation project, regardless of the approach used</li> </ol>

## Domain 3: Planning of an OH&S MS implementation based on ISO 45001

**Main objective:** Ensure that the candidate is able to plan the implementation of an OH&S MS based on ISO 45001.

Competencies	Knowledge statements
<ol style="list-style-type: none"> <li>1. Ability to manage an OH&amp;S MS implementation project by following the best practices</li> <li>2. Ability to collect, analyze, and interpret the necessary information to plan the OH&amp;S MS implementation</li> <li>3. Ability to observe, analyze, and interpret the internal and external environment of an organization</li> <li>4. Ability to identify the relevant interested parties and define their relevant requirements</li> <li>5. Ability to perform a gap analysis and clarify the OH&amp;S objectives of an organization</li> <li>6. Ability to assist top management demonstrate leadership and commitment with regard to OH&amp;S MS</li> <li>7. Ability to ensure workers' participation and consultation in each phase of ISO 45001 implementation</li> <li>8. Ability to state and justify an OH&amp;S MS scope adapted to the organization's specific OH&amp;S objectives</li> <li>9. Ability to develop an OH&amp;S policy and procedures</li> <li>10. Ability to identify OH&amp;S hazards</li> <li>11. Ability to perform the different steps of risk assessment</li> </ol>	<ol style="list-style-type: none"> <li>1. Knowledge of the main project management concepts, terminology, process, and best practices</li> <li>2. Knowledge of principal approaches and the methodology framework employed to implement an OH&amp;S MS</li> <li>3. Knowledge of the typical approaches used to understand an organization's internal and external environment</li> <li>4. Knowledge of the main interested parties related to an organization, and their characteristics</li> <li>5. Knowledge of the techniques used to gather information on an organization and perform a gap analysis</li> <li>6. Knowledge of the ISO 45001 requirements aimed at the top management and activities undertaken to demonstrate leadership and commitment</li> <li>7. Knowledge of the OH&amp;S MS project team, determining the needed resources, and obtaining formal approval from the management</li> <li>8. Knowledge of the characteristics of an OH&amp;S MS scope in terms of organizational, physical, and OH&amp;S boundaries</li> <li>9. Knowledge of the techniques and best practices to draft OH&amp;S policies and procedures</li> <li>10. Knowledge of identifying and determining hazards, objectives, and compliance obligations</li> <li>11. Knowledge of the different approaches and main methodology characteristics to perform a risk assessment</li> </ol>

## Domain 4: Implementation of an OH&S MS based on ISO 45001

**Main objective:** Ensure that the candidate is able to implement the processes of an OH&S MS required for an ISO 45001 certification.

Competencies	Knowledge statements
<ol style="list-style-type: none"> <li>1. Ability to manage, estimate, and monitor resources necessary for OH&amp;S MS implementation, operation, and maintenance</li> <li>2. Ability to establish a competence development program</li> <li>3. Ability to undertake activities to increase awareness regarding related to the OH&amp;S MS and OH&amp;S issues</li> <li>4. Ability to establish, implement, and maintain processes needed for internal and external communication</li> <li>5. Ability to define the documentation, and record management processes needed to support the implementation and operations of an OH&amp;S MS</li> <li>6. Ability to define and design processes and properly document them</li> <li>7. Ability to recognize the processes and procedures for managing incidents, preventing future impacts on workers' health and safety, and reducing their chance of occurrence</li> <li>8. Ability to establish the necessary processes for change management</li> <li>9. Ability to establish controls for procurement of products and services</li> <li>10. Ability to establish the processes for the control and management of outsourced functions and processes</li> <li>11. Ability to establish and prepare an organization for responding to emergencies</li> </ol>	<ol style="list-style-type: none"> <li>1. Knowledge of typical resources required in implementing, operating, and maintaining an OH&amp;S MS</li> <li>2. Knowledge of the approaches used in establishing a competence development program and activities for competence maintenance</li> <li>3. Knowledge of the approaches used for increasing awareness related to OH&amp;S MS and workplace safety</li> <li>4. Knowledge of the communication principles, strategies, and typical methods used for internal and external communication</li> <li>5. Knowledge of the best practices on documentation and record management processes and the documentation management life cycle</li> <li>6. Knowledge of the characteristics and the differences between the different documents related to an OH&amp;S MS policy, procedure, guideline, standard, baseline, worksheets, etc.</li> <li>7. Knowledge of implementing controls, process techniques, and best practices</li> <li>8. Knowledge of the approaches and strategies used in establishing mechanisms and frameworks for change management</li> <li>9. Knowledge of the typical controls and other best practices used for the procurement of products and services</li> <li>10. Knowledge of the arrangements and the degree and extent of controls used to manage outsourced functions and processes</li> <li>11. Knowledge of the emergency preparedness and response approaches, plans, controls, and methods</li> </ol>

## Domain 5: OH&S MS performance evaluation

**Main objective:** Ensure that the candidate is able to evaluate, monitor, and measure the performance of an OH&S MS.

Competencies	Knowledge statements
<ol style="list-style-type: none"> <li>1. Ability to monitor and evaluate the effectiveness of an OH&amp;S MS</li> <li>2. Ability to distinguish between the main concepts related to performance evaluation</li> <li>3. Ability to set measurement objectives and to define what needs to be monitored and measured</li> <li>4. Ability to establish performance indicators</li> <li>5. Ability to evaluate the collected information and make it presentable to relevant interested parties</li> <li>6. Ability to describe the main objective of the internal audit program and internal audits</li> <li>7. Ability to define and implement OH&amp;S MS internal audit program</li> <li>8. Ability to describe the main inputs to management reviews and typical outcomes</li> <li>9. Ability to implement mechanisms to ensure that top management performs regular and methodical reviews to ensure the suitability, adequacy, effectiveness, and efficiency of OH&amp;S MS</li> </ol>	<ol style="list-style-type: none"> <li>1. Knowledge of the best practices and techniques used to monitor and evaluate the effectiveness of an OH&amp;S MS</li> <li>2. Knowledge of the concepts related performance evaluation</li> <li>3. Knowledge of the typical measurement objectives and typically monitored aspects of an OH&amp;S MS based on ISO 45001</li> <li>4. Knowledge of the common performance indicators used in OH&amp;S MS</li> <li>5. Knowledge of the typical strategies used to report the performance evaluation results</li> <li>6. Knowledge of the ISO 45001 requirements for internal audit program and internal audits</li> <li>7. Knowledge of the main concepts and components related to the implementation and operation of OH&amp;S MS internal audit program</li> <li>8. Knowledge of the main inputs to management reviews and potential outcomes of those reviews</li> <li>9. Knowledge of the best practices used to perform management reviews</li> </ol>

## Domain 6: Continual improvement of an OH&S MS based on ISO 45001

**Main objective:** Ensure that the candidate is able to guide an organization in incident and nonconformity treatment activities and is able to provide guidance for continual improvement activities.

Competencies	Knowledge statements
<ol style="list-style-type: none"> <li>1. Ability to track and take action on incidents and nonconformities</li> <li>2. Ability to identify and analyze the root causes of nonconformities</li> <li>3. Ability to apply different methodologies to analyze the root cause of a nonconformity</li> <li>4. Ability to draft and propose corrective action plans</li> <li>5. Ability to counsel an organization on how to continually improve the effectiveness and efficiency of an OH&amp;S MS</li> <li>6. Ability to utilize sources of information which can provide inputs to continual improvement</li> <li>7. Ability to implement continual improvement processes in an organization</li> <li>8. Ability to determine the appropriate tools to support the continual improvement processes of an organization</li> <li>9. Ability to establish mechanisms to document the improvements</li> </ol>	<ol style="list-style-type: none"> <li>1. Knowledge of the ISO 45001 requirements for treatment of incidents and identified nonconformities</li> <li>2. Knowledge of the main processes, tools, and techniques used to identify the root causes of nonconformities</li> <li>3. Knowledge of the different methodologies applied in a root cause analysis</li> <li>4. Knowledge of the main processes, tools, and techniques used to develop corrective action plans</li> <li>5. Knowledge of the main concepts related to continual improvement</li> <li>6. Knowledge of the typical inputs to continual improvement activities</li> <li>7. Knowledge of the processes related to the continual monitoring of change factors</li> <li>8. Knowledge of the maintenance and improvement of an OH&amp;S MS</li> <li>9. Knowledge of the typical approaches and mechanisms to documenting the improvements to an OH&amp;S MS</li> </ol>

## Domain 7: Preparation for an OH&S MS certification audit

**Main objective:** Ensure that the candidate is able to prepare an organization for the certification against ISO 45001.

Competencies	Knowledge statements
<ol style="list-style-type: none"> <li>1. Ability to understand the main steps, processes, and activities related to the ISO 45001 certification audit</li> <li>2. Ability to understand, explain, and illustrate the audit evidence approach in an OH&amp;S MS audit</li> <li>3. Ability to counsel an organization to identify and select a certification body that meets their expectations</li> <li>4. Ability to determine whether an organization is ready and prepared for the ISO 45001 certification audit</li> <li>5. Ability to train and prepare an organization's personnel for the ISO 45001 certification audit</li> <li>6. Ability to argue and challenge the audit findings and conclusions with external auditors</li> </ol>	<ol style="list-style-type: none"> <li>1. Knowledge of the evidence-based approach to an audit</li> <li>2. Knowledge of the types of audit and their differences</li> <li>3. Knowledge of the differences between Stage 1 and Stage 2 audits</li> <li>4. Knowledge of the Stage 1 audit requirements, steps, and activities</li> <li>5. Knowledge of the documented information review criteria</li> <li>6. Knowledge of the Stage 2 audit requirements, steps, and activities</li> <li>7. Knowledge of the audit follow-up requirements, steps, and activities</li> <li>8. Knowledge of the surveillance audits and recertification audit requirements, steps, and activities</li> <li>9. Knowledge of the requirements, guidelines, and best practices for developing action plans following an ISO 45001 certification audit</li> </ol>



Based on the abovementioned domains and their relevance, 80 questions are included in the exam, 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 synthesis and evaluation
Competency domains	Fundamental principles and concepts of OH&S and OH&S MS	10	12.5	X	
	Initiation of an OH&S MS implementation	10	12.5	X	
	Planning of an OH&S MS implementation based on ISO 45001	20	25	X	
	Implementation of an OH&S MS based on ISO 45001	13	16.25		X
	OH&S MS performance evaluation	9	11.25		X
	Continual improvement of an OH&S MS based on ISO 45001	8	10		X
	Preparation for an OH&S MS certification audit	10	12.5		X
	<b>Total</b>	<b>80</b>	<b>100%</b>		
Number of questions per level of understanding				<b>40</b>	<b>40</b>
% of the exam devoted to each level of understanding (cognitive/taxonomy)				<b>50%</b>	<b>50%</b>

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

After successfully passing the exam, candidates will be able to apply for the “PECB Certified ISO 45001 Lead Implementer” credential depending on their level of experience.

## Taking the Exam

### General Information on 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. **Paper-based:** Exams are provided on paper, where candidates are not allowed to use anything but the exam paper and a pen. 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.
2. **Online:** Exams are provided electronically via the PECB Exams application. The use of electronic devices, such as tablets and cell phones, is not allowed. The exam session is supervised remotely by a PECB Invigilator via the PECB Exams application and an external/integrated camera.

For more detailed information about the online format, please refer to the [PECB Online Exam Guide](#).

PECB exams are available in two types:

1. Essay-type question exam
2. Multiple-choice question exam

**This exam contains multiple choice questions:** This format has been chosen because it has proven to be effective and efficient for measuring and assessing learning outcomes related to the defined competency domains. The multiple-choice exam can be used to evaluate a candidate's understanding on many subjects, including both simple and complex concepts. When answering these questions, candidates will have to apply various principles, analyze problems, evaluate alternatives, combine several concepts or ideas, etc. The multiple-choice questions are scenario based, which means they are developed based on a scenario that candidates are asked to read and are expected to provide answers to one or more questions related to that scenario. This multiple-choice exam is "open book", due to the context-dependent characteristic of the questions. You will find a sample of exam questions provided below.

Since the exam is "open book," candidates are authorized to use the following reference materials:

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



Any attempt to copy, collude, or otherwise cheat during the exam session will lead to automatic failure.

PECB exams are available in English and other languages. To learn if the exam is available in a particular language, please contact [examination@pecb.com](mailto:examination@pecb.com).

**Note:** PECB will progressively transition to multiple-choice exams. They will also be open book and comprise scenario-based questions that will allow PECB to evaluate candidates' knowledge, abilities, and skills to use information in new situations (apply), draw connections among ideas (analyze), and justify a stand or decision (evaluate). All PECB multiple-choice exams have one question and three alternatives, of which only one is correct.

For specific information about exam types, languages available, and other details, visit the [List of PECB Exams](#).

## Sample Exam Questions

- 1. What is an incident?**
  - A. Occurrence that results in injury
  - B. Occurrence arising out of, or in the course of, work that could or does result in injury and ill health**
  - C. Effect of uncertainty on the health and safety of workers
- 2. With regard to the understanding of the context of an organization, which of the following is an example of an internal issue?**
  - A. Culture of the organization**
  - B. Trends relevant to the industry or sector
  - C. Introduction of new competitors, contractors, subcontractors, etc.
- 3. Which principle of effective communication states that the communication should be easily understood by all interested parties?**
  - A. Responsiveness
  - B. Transparency
  - C. Clarity**
- 4. According to ISO 45001, who is responsible for establishing OH&S policy?**
  - A. HR manager
  - B. Top management**
  - C. Person(s) in charge of OH&S MS implementation project
- 5. Which of the following are the three aspects to consider with regard to management of records**
  - A. Access control, storage, usability**
  - B. Identification, format media
  - C. Description, integrity, preservation

## Receiving the Exam Results

Exam results will be communicated via email. The only possible results are *pass* and *fail*; no specific grade will be included.

- The time span for the communication starts from the exam date and lasts 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.

## 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 allowed time span between exam retakes.

- If a candidate does not pass the exam on the 1<sup>st</sup> attempt, they must wait 15 days from the initial date of the exam for the next attempt (1<sup>st</sup> retake). Retake fees apply.  
**Note:** Candidates who have completed the training course but failed the exam are eligible to retake the exam once for free within a 12-month period from the initial date of the exam.
- If a candidate does not pass the exam on the 2<sup>nd</sup> attempt, they must wait three months after the initial date of the exam for the next attempt (2<sup>nd</sup> retake). Retake fees apply.  
**Note:** For candidates that fail the exam in the 2<sup>nd</sup> retake, PECB recommends them to attend a training course in order to be better prepared for the exam.
- If a candidate does not pass the exam on the 3<sup>rd</sup> attempt, they must wait six months after the initial date of the exam for the next attempt (3<sup>rd</sup> retake). Retake fees apply.
- After the 4<sup>th</sup> attempt, the waiting period for further retake exams is 12 months from the date of the last attempt. Retake fees apply.

To arrange exam retakes (date, time, place, costs), candidates need to contact the PECB Partner/Distributor who has initially organized the session.

## Exam Security

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.

## Reschedule the Exam

For any changes with regard to the exam date, time, location, or other details, please contact [examination@pecb.com](mailto:examination@pecb.com).

## Apply for Certification

All candidates who successfully pass the exam (or an equivalent accepted by PECB) are entitled to apply for the PECB credentials they were examined for. Specific educational and professional 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 online profile), including contact details of references who will be contacted to validate the candidate's professional experience. Candidates can submit their application in various languages. Candidates can choose to either pay online or be billed. For additional information, contact [certification@pecb.com](mailto:certification@pecb.com).

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

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

For more information about the application process, follow the instructions on this manual [Apply for Certification](#).

The application is approved as soon as the Certification Department validates that the candidate fulfills all the certification requirements regarding the respective credential. An email will be sent to the email address provided during the application process to communicate the application status. If approved, candidates will then be able to download the certification from their PECB Account.

PECB provides support in both English and French.

## Renew your Certification

PECB certifications are valid for three years. To maintain them, candidates must demonstrate every year that they are still performing tasks that are related to the certification. PECB certified professionals must annually provide Continual Professional Development (CPD) credits and pay \$100 as the Annual Maintenance Fee (AMF) to maintain the certification. For more information, please visit the [Certification Maintenance](#) page on the PECB website.

## Closing a Case

If candidates do not apply for certification within three years, 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 and pay the required fee.

## SECTION III: CERTIFICATION REQUIREMENTS

### ISO 45001 Lead Implementer

The requirements for PECB ISO 45001 Implementer certifications are:

Credential	Exam	Professional experience	MS project experience	Other requirements
<b>PECB Certified ISO 45001 Provisional Implementer</b>	PECB Certified ISO 45001 Lead Implementer exam or equivalent	None	None	Signing the PECB Code of Ethics
<b>PECB Certified ISO 45001 Implementer</b>	PECB Certified ISO 45001 Lead Implementer exam or equivalent	Two years: One year of work experience in OH&S	Project activities: a total of 200 hours	Signing the PECB Code of Ethics
<b>PECB Certified ISO 45001 Lead Implementer</b>	PECB Certified ISO 45001 Lead Implementer exam or equivalent	Five years: Two years of work experience in OH&S	Project activities: a total of 300 hours	Signing the PECB Code of Ethics
<b>PECB Certified ISO 45001 Senior Lead Implementer</b>	PECB Certified ISO 45001 Lead Implementer exam or equivalent	Ten years: Seven years of work experience in OH&S	Project activities: a total of 1,000 hours	Signing the PECB Code of Ethics

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

1. Drafting an OH&S MS plan
2. Managing or leading an OH&S team
3. Initiating an OH&S MS implementation
4. Implementing an OH&S MS
5. Managing documented information
6. Monitoring the OH&S MS performance
7. Identifying and acting upon continual improvement opportunities

## SECTION IV: CERTIFICATION RULES AND POLICIES

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### Professional References

For each application, two professional references are required. They must be from individuals who have worked with the candidate in a professional environment and can validate their OH&S MS project experience, as well as their current and previous work history. Professional references of persons who fall under the candidate's supervision or are their relatives are not valid.

### 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 résumé.

### OH&S MS Project Experience

The candidate's OH&S MS project log will be checked to ensure that the candidate has the required number of implementation hours.

### Evaluation of Certification Applications

The Certification Department will evaluate each application to validate the candidate's eligibility for certification. 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 can eventually lead to its downgrade to a lower credential.

### Denial of Certification

PECB can deny certification if candidates:

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

For more detailed information, refer to "Complaint and Appeal" section.

The application payment for the certification is non-refundable.

### Suspension of Certification

PECB can temporarily suspend certification if the candidate fails to satisfy the requirements. Other reasons for suspending certification include:

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

# PECB

## Revocation of Certification

PECB can revoke certification if the candidate fails to fulfill the PECB requirements. Candidates are then no longer allowed to represent themselves as PECB certified professionals. Other reasons for revoking certification can be if candidates:

- Violate the PECB Code of Ethics
- Misrepresent and provide false information of the scope of the certification
- Break any other PECB rules

## Upgrade of Credentials

Professionals can apply to upgrade to a higher credential as soon as they can demonstrate that they fulfil the requirements.

In order to apply for an upgrade, candidates need to login in to their PECB Account, visit the “My Certifications” tab, and click on the “Upgrade” link. The upgrade application fee is \$100.

## Downgrade of Credentials

A PECB Certification can be downgraded to a lower credential due to the following reasons:

- The AMF has not been paid.
- The CPD hours have not been submitted.
- Insufficient CPD hours have been submitted.
- Evidence on CPD hours has not been submitted upon request.

**Note:** *PECB certified professionals who hold Lead Certifications and fail to provide evidence of certification maintenance requirements will have their credentials downgraded. On the other hand, the holders of Master Certifications who fail to submit CPDs and pay AMFs will have their certifications revoked.*

## Other Statuses

Besides being active, suspended, or revoked, a certification can be voluntarily withdrawn or designated as Emeritus. More information about these statuses and the permanent cessation status, and how to apply, please visit [Certification Status Options](#).

## SECTION V: PECB GENERAL POLICIES

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### PECB Code of Ethics

Adherence to the PECB Code of Ethics is a voluntary engagement. It is important that PECB certified professionals not only adhere to the principles of this Code, but also encourage and support the same from others. More information can be found [here](#).

### Other Exams and Certifications

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/IEC 27001 Lead Auditor certification).

### Non-discrimination and Special Accommodations

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

To ensure equal opportunities for all qualified persons, PECB will make reasonable accommodations 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 arrangements. Any information candidates provide regarding their disability/need will be treated with strict confidentiality.

Click [here](#) to download the Candidates with Disabilities Form.

### Complaints and Appeals

Any complaints must be made no later than 30 days after receiving the certification decision. PECB will provide a written response to the candidate within 30 working days after receiving the complaint. If they do not find the response satisfactory, the candidate has the right to file an appeal. For more information about the complaints and appeal procedures, click [here](#).

(1) 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.

(2) 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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**PECB Help Center**

Visit our [Help Center](#) to browse Frequently Asked Questions (FAQ), view manuals for using PECB website and applications, read documents related to PECB processes, or to contact us via Support Center's online tracking system.

**Emails:**

Examination: [examination@pecb.com](mailto:examination@pecb.com)  
Certification: [certification@pecb.com](mailto:certification@pecb.com)  
Customer Service: [customer@pecb.com](mailto:customer@pecb.com)

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