
**Occupational Health Management Systems
Competence requirements for inspection and certification**

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1. AREA OF VALIDITY

The guideline is valid for all bodies which are accredited or applies for accreditation to inspection of occupational health and/or certification of occupational health management systems.

2. PURPOSE

This guideline determines DANAK's interpretation of the requirements for professional competence in connection with accreditation for certification of occupational health management systems and accreditation for inspection of companies' occupational health.

The guideline is an elaboration and interpretation of the rules and guidelines listed in the references (item 10). The accredited body must be able to document that it meets the level determined in this guideline and the references mentioned.

3. TYPES OF COMPANY AND COMPLEXITY

The composition of audit team and the level of the necessary competence within occupational health depend on the activities and the complexity of the occupational health in the individual company.

As a support for evaluating the need of competence a division of the lines of business into three groups (**Low**, **Medium**, **High**) is used.

For each case a well-founded documentation for the decision on determining the complexity of the occupational health for the company, which also include possible secondary activities must be available.

It shall be ensured that the audit team has documented competences relevant for the defined complexity of the audited areas.

4. COMPOSITION OF INSPECTION TEAM/AUDIT TEAM

Below the requirements for composition of an audit team within each group of company are listed. The competence requirements for "Occupational health inspector", "Lead auditor" and "Expert" are described in items 5-7.

Inspection

Inspection can be carried out by an occupational health inspector alone or by several persons who together ensure the necessary knowledge and expertise are present.

Certification:

Company complexity	Audit team competence		
	Certification audit (stage 2)	Surveillance audit	Re-certification audit
Group L	Lead auditor*	Lead auditor*	Lead auditor*
Group M	Lead auditor + expert	Lead auditor*	Lead auditor + expert
Group H	Lead auditor + expert	Lead auditor + expert	Lead auditor + expert

* Should the lead auditor carry out an audit without an expert special competence for occupational health is required for the lead auditor, see item 6.

The competence requirements for carrying out introductory audit (audit stage 1) prior to the certification audit is equal to the general requirements for the lead auditor, see item 6.

As a consequence of the fact that all elements of the occupational health management system shall be audited at least once within each certification period, an expert may not be dispensed without documented reasons for surveillance audits within “group M” enterprises.

In order to cover all relevant occupational health conditions when carrying out an audit, the number of experts should be adequate to the relevant occupational health conditions.

5. OCCUPATIONAL HEALTH INSPECTOR

	Competence
Standards/ requirements	Documented training in the elements of the statutory order for inspection.
Audit-methods	Education and experience in audit techniques: <ul style="list-style-type: none"> - Passed auditor examination - Have worked as occupational health inspector under supervision at four occupational health certifications (min. 8 days) - The function areas for a qualified occupational health inspector shall be adjusted with the activities during the training period (the size and complexity of the companies, collaboration with professional experts etc.).
Relevant legislation	The inspector shall have a thorough knowledge of the legislation relevant for occupational health conditions within the specific line of business.
Occupational health conditions - in general	The inspector shall have a technical/scientific, technical/social scientific or scientific education focusing on occupational health. In addition the inspector shall have achieved a considerable working experience in this field during the last 5 years. The inspector shall have the necessary knowledge on tools for surveys and analysis to be able to identify, analyse and evaluate the effects of the occu-

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	<p>ational health.</p> <p>The general knowledge on work environment can have been achieved by working as occupational health consultant, advisor, from research or work in the field.</p> <p>The work environment inspector shall have knowledge of the role which the management, collaboration and the organisation of the work has on the working environment. In addition, the inspector shall have knowledge on encouraging health and the spacious labour market. This can for instance have been achieved by a three day course.</p>
- within the specific line of business	<p>Thorough knowledge of conditions related to working process, with regard to planning, organisation, equipment for production and assistance, raw materials and substances.</p> <p>The relevant knowledge can have been achieved during research projects and/ or consultancy.</p>

6. LEAD AUDITOR

The lead auditor shall meet the requirements listed below for all types of audits or document similar competences.

	Competence
Standards/ requirements	Documented education in the elements of the statutory order for occupational health/certification.
Audit-methods	<p>Education and experience in audit techniques:</p> <ul style="list-style-type: none"> - Passed auditor examination - Have worked as occupational health auditor under supervision at four occupational health certifications (min. 20 days including preparation and finishing work) - Participated in further 3 management system audits (min. 15 days including preparation and finishing work), of which one shall be in the function of lead auditor for certification of an occupational health system under supervision of a qualified lead auditor in the field of occupational health. - The areas in which a qualified lead auditor shall function shall be adjusted with the activities during the training period (the size and complexity of the companies, collaboration with professional experts etc.).
Management	<p>Knowledge of management:</p> <ul style="list-style-type: none"> - technical/scientific, technical/social scientific, scientific or commercial education - 4 years of practical experience after education - Knowledge of management (either by experience or training in for example project management)

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Legislation	Broad knowledge of legislation and regulations within the area of occupational health.
Occupational health conditions	<p>Fundamental knowledge on occupational health conditions, knowledge about the role of management, collaboration and the organisation of work has on the working environment. In addition, knowledge is needed on encouraging health and the spacious labour market. This can for instance have been obtained by a three day course.</p> <p>In case the lead auditor carries out an audit without using an expert he/she shall also have:</p> <ul style="list-style-type: none">- completed a technical, health, social- or scientific education or achieved similar competences, supplemented with a fundamental knowledge of occupational health. The relevant knowledge can for instance have been achieved by work as occupational health consultant, advisor, from research projects or work in this field equal to three years' experience.- a fundamental knowledge of the relevant legislation essential for occupational health conditions within the specific line of business.

7. OCCUPATIONAL HEALTH AND BRANCH EXPERTISE

The additional competence which should be 'represented' by the team members within the areas mentioned in item 4 where the term 'expert' is stated, is listed below.

	Competence
Relevant legislation	One team member shall have a fundamental knowledge of the relevant legislation essential for occupational health conditions within the specific line of business.
Occupational health conditions - in general	<p>At least one team member shall have a technical/scientific-, technical/social-, health- or scientific- education with focus on occupational health or mainly have worked in this field during the last five years.</p> <p>At least one team member shall have the necessary knowledge on tools for surveys and analysis to be able to identify, analyse and evaluate the effects of the occupational health. The expert shall have knowledge of the role of management, collaboration and organisation of the work for the working environment.</p> <p>The general knowledge of occupational health can have been achieved by work as occupational health consultant, advisor, from research or actual work in the field.</p> <p>At least one team member shall have knowledge of the role management, collaboration and organisation of the work has on the working environment. At least one team member shall have knowledge of how to encourage health and the spacious labour market. This can for instance have been achieved at a three day course.</p>
- within the specific line of business	<p>Thorough and up to date knowledge of occupational health related conditions for the working process, including taking regard of planning, the arrangement of the working place, the production- and assisting equipment, raw material and substances.</p> <p>The relevant knowledge can have been achieved by different research projects and/or consultancy.</p>

8. REQUIREMENTS REGARDING DOCUMENTATION

The certification/inspection body shall document that:

- it follows the rules and guidelines concerning the competences mentioned in this guideline
- it has a method for analysing the need of competence regarding the specific task;
- selection and composition of the auditor team match the activities and processes for the company (main as well as possible secondary activities) and any special occupational health aspects;
- competences of the surveillance staff in specific areas currently are adjusted and updated;
- it can be documented that an assessment of the need of competence for the specific audit has taken place, in case a follow-up audit (extraordinary audit) or surveillance audit is carried out without using expert.

9. COMING INTO FORCE AND TRANSITION

This guideline shall come in to force on 30 March 2009.

Regarding new agreements (incl. renewal of existing agreements) any changed requirements in relation to RL 18 of 5 February 2007 shall be implemented at the latest one month after this guideline comes into force. Regarding existing agreements the changes shall be implemented after six months.

Any differences between the Danish and the English version of this document are not intended, but in case of doubt with respect to the correctness the version in Danish should be consulted.

DANAK, 26 March 2009

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10. REFERENCES

1. DS/EN ISO/IEC 17021 Conformity assessment – Requirements for bodies providing audit and certification of management systems
2. DS/EN ISO/IEC 17020 General criteria for the operation of various types of bodies performing inspection
3. DANAK's Guideline RL 17 – Use of DS/EN ISO/IEC 17021 by accreditation for certification of occupational health management systems
4. DANAK's Guidelines RL 8 – Use of DS/EN ISO/IEC 17020:2004
5. DANAK's Technical Regulation TF 14 – Regulations for certification and inspection bodies as well as CO₂-verifiers