



ACCREDITATION SCHEME FOR
MANAGEMENT SYSTEMS CERTIFICATION BODIES

CT 02
SAC CRITERIA FOR CERTIFICATION
BODIES (OSHMS)

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1 Introduction

This document specifies the supplementary SAC criteria for certification of Occupational Safety and Health Management System (OSHMS), and is to be used with ISO/IEC 17021.

2 Auditor days

- 2.1 Auditor days shall be based on IAF MD 5 – IAF Mandatory Document for Duration of QMS and EMS Audits (Annex B).

3 Criteria for OSHMS Auditors

- 3.1 A certification body shall appoint qualified auditors to conduct OSHMS audits. Please see Appendix for the criteria.

4 Inclusion of BS OHSAS 18001 in SS 506 certificate

- 4.1 SAC accredited OSHMS certification bodies can indicate the BS OHSAS 18001 in the certificate. The indication of the British Standard must be on the 2nd line as the Singapore Standard is indicated on the 1st line.

5 Additional certificate to SS 506 for BS OHSAS 18001 clients

Where appropriate, the certification bodies (CBs) will be required to meet the requirements of IAF MD 2— IAF Mandatory Documentation for the Transfer of Accredited Certification of Management System.

Situation	Criteria
BS OHSAS 18001 certificate to SS 506 Part 1 accredited certificate with SAC Accredited OSHMS CBs	<p>The CB has to check on the qualifications of the auditor who conducted the BS OHSAS 18001 audit and the duration of the BS OHSAS 18001 audit. In addition, the scopes must be accredited.</p> <p>i) If the auditor meets the qualifications indicated in SAC CT 02 and the duration of the audit is adequate (as indicated in IAF MD 5 – Annex B), the CB can grant award to SS 506 to the client <u>without further audit</u>.</p> <p>ii) Otherwise the CB shall conduct an additional audit (partial audit of critical processes for Stage 2 only) before granting of award can be considered. Stage 1 audit is not necessary.</p>

Criteria for OSHMS Auditors

The summary of the OSHMS Auditors' criteria is tabulated below.

Criteria	Auditor	Lead Auditor
Personal Attributes	Demonstrate personal attributes for effective and efficient performance of audits	
Formal Education	Diploma or degree	
Other qualifications	<p><u>For critical industries, see Annex 1</u> Approval Criteria for Workplace Safety and Health (WSH) Auditors (Annex 2)</p> <p><u>For non-critical industries</u> None</p>	
Occupational & Safety Health (OHS) Work Experience	<p><i>Diploma Holder (Science or Engineering)</i> minimum of 4 years full time work experience of general management of OHS hazards and risks</p> <p><i>Diploma (other disciplines)</i> minimum of 6 years full time work experience of general management of OHS hazards and risks</p> <p><i>Degree Holder (Science or Engineering)</i> minimum of 3 years full time work experience of general management of OHS hazards and risks</p> <p><i>Degree (other disciplines)</i> minimum of 4 years full time work experience of general management of OHS hazards and risks</p>	<p><i>Diploma Holder (Science or Engineering)</i> minimum of 4 years full time work experience of general management of OHS hazards and risks</p> <p><i>Diploma (other disciplines)</i> minimum of 6 years full time work experience of general management of OHS hazards and risks</p> <p><i>Degree Holder (Science or Engineering)</i> minimum of 3 years full time work experience of general management of OHS hazards and risks</p> <p><i>Degree (other disciplines)</i> minimum of 4 years full time work experience of general management of OHS hazards and risks</p>
(non-critical industries)		

Criteria	Auditor	Lead Auditor
Auditor Training	Successfully completed a recognised "OHS Lead Assessor Course"	
Audit Experience	minimum of 4 audits within a 2-year period with a minimum total duration of 20 days (10 days on site)	minimum of 4 audits within a 2-year period with a minimum total duration of 20 days (10 days on site) <i>plus</i> minimum of 3 audits as team leader within a 2-year period with a minimum total duration of 15 days (10 days on site)
Maintenance of qualification (once every 3 years)	perform at least 4 audits with a total minimum duration of at least 20 audit days (10 days on site) at the end of every 3 year cycle	Perform at least 4 audits with a total minimum duration of at least 20 audit days (10 days on site) at the end of every 3-year cycle. At least 2 of these audits shall be as team leader.

Notes

- 1) The audit team of a certification body has to be led by a Team Leader who is qualified as a team leader for OSH management system and meets the above requirements.
- 2) For audits involving 1 auditor only, the auditor has to be qualified for OSH management system and meets the above requirements.
- 3) OSHMS audits – can be initial, surveillance or recertification audits. All audits have to cover the critical processes. 2nd party audits can be considered for qualification of an auditor provided the other requirements of SAC CT 02, including amendments, are met.

**ACCREDITATION OF OCCUPATIONAL SAFETY AND HEALTH
MANAGEMENT SYSTEM CERTIFICATION BODIES**

List of Critical Scopes

1. The following is a list of critical scopes.

<u>No</u>	<u>Description</u>	<u>NACE Code</u>
1	Agriculture, fishing (non-processed foods, primary products)	A
3	Food products, beverages and tobacco (processed foods for human consumption)	C10,C11,C12
6	Wood and wood products (building fittings, fire-rated doors, etc)	C16
10	Manufacture of coke and refined petroleum products (environmental impact, health and safety)	C19
12	Chemicals, chemical products and fibres (hazardous substances, environmental impact)	C20
13	Pharmaceuticals (drugs, medicines for human consumption)	C21
14	Rubber and plastic products (hazardous substances, environmental impact)	C22
16	Concrete, cement, lime, plaster etc (ready-mixed concrete)	C23.5, C23.6
17	Basic metals and fabricated metal products (structural steel, reservoirs tanks, boilers, etc)	C24, C25
18	Machinery and equipment (medical, surgical, weapons, ammunition, etc)	C28
19	Electrical and optical equipment	C26, C27
20	Shipbuilding	C30.1
21	Aerospace	C30.3
25	Electricity supply	D35
26	Gas supply	D35.2

27	Water supply	E 36
28	Construction (site preparation; building of complete construction or parts thereof; civil engineering; installation of lifts and escalators, architectural and engineering activities relating to technical consultancy, interior design services, quantity and land surveying, etc)	F
30	Hotels and restaurants (hotels, restaurants, bars, canteens, catering; food safety, etc)	I
32	Real estate (property development; project management, safety of buildings)	K68
34	Engineering services (research and experimental development on natural sciences and engineering, etc)	M71
38	Health (relating to human health and relevant activities)	Q

(NACE is the "Nomenclature statistique des Activités économiques dans la Communauté Européenne" - Statistical classification of economic activities in the European Community)

SUMMARY OF APPROVAL CRITERIA FOR WORKPLACE SAFETY AND HEALTH (WSH) AUDITORS

ELIGIBILITY CRITERIA FOR MOM-APPROVED WSH AUDITORS			
Qualifications	Relevant degree holder* and Registered WSH Officer	Relevant degree holder*	Registered WSH Officer
Working / practical experience in relevant fields	At least 5 years from date of registration as WSHO	At least 7 years of WSH experience	At least 8 years from the date of registration as WSHO
Working / practical experience in auditing	At least 5 years of experience in the participation of auditing activities such as Safety, Quality Management System or Environment Management System audits or reviews.		
Employment	Employed by an approved WSH auditing organisation		
Training	Successfully completed the Graduate Certificate in WSH under the Singapore Workforce Skills Qualifications (WSQ) Framework for WSH Professionals (Level "D").		
Comments **	An approved WSH auditor can participate in OSHMS audit of any organization as a lead auditor or member		

* A relevant university degree refers to one, acceptable to the Commissioner for Workplace Safety and Health, in engineering, physics, chemistry, biochemistry, ergonomics, occupational safety, occupational health or occupational hygiene.

** added by SAC for better clarity