ISO 45001 MIGRATION PROCESS:

1. Complete & Submit NSF-ISR Migration Update Form
2. Choose Which Type of Migration Audit (Reassessment, Surveillance, Special)
3. Determine If You Want a GAP Assessment
4. Update Contract with NSF-ISR & Schedule Migration Audit
5. Complete ISO 45001 Migration Audit
6. Obtain Approval on Any Corrective Actions
KEY DATES:
January - December 2019: Schedule Migration Audit to ISO 45001 Encouraged As Soon As Feasible
January – November 2020: Migration Audits Complete & any potential corrective actions approved and closed
November 10, 2020: Recommended last day to Complete Migration Audit
February 28, 2021: All potential corrective actions found during Migration Audit must be approved.
March 11, 2021: All OHSAS 18001 Certificates expire.

MIGRATION AUDIT OPTIONS:

<table>
<thead>
<tr>
<th>Audit Option</th>
<th>Certificate Time Value</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reassessment</td>
<td>New 3-year Cycle</td>
<td>Certificate will be valid for 3 years</td>
</tr>
<tr>
<td>Surveillance</td>
<td>Maintain Existing Cycle Timing</td>
<td>Reassessment on existing cycle</td>
</tr>
<tr>
<td>Special</td>
<td>Maintain Existing Cycle</td>
<td>Surveillance &amp; Reassessment required</td>
</tr>
</tbody>
</table>

STEPS EACH ORGANIZATION SHOULD CONSIDER TAKING

**PLAN**
- Purchase ISO 45001:2018
- Provide to Staff
- Read ISO 45001:2018, include Annex A
- Obtain copy of IAF MD 22:2018 for OH&S Staff & Read – link
- Brief Your Top Management
- Decide on Migration Audit Options
- Schedule ‘Migration Audit’

**DO**
- Train Staff on ISO 45001:2018
- Ensure Consultation & Participation of Workers (& workers’ representatives, where they exist)
- Procurement Practices (Procurement, Contractors, Outsourcing)
- Update OHSMS – Integrate as much as possible into existing business processes
- Consider Gap Analysis or Audit
- Make any changes needed for conformance to ISO 45001:2018
- Train Staff on YOUR updated OHSMS

**CHECK**
- Complete OH&S Legal & other requirement review/audit
- Internal Audit to ISO 45001
- Internal Audit Corrective Action Plan
- Management Review to ISO 45001
- Migration Audit

**ACT**
- Continual Improvement