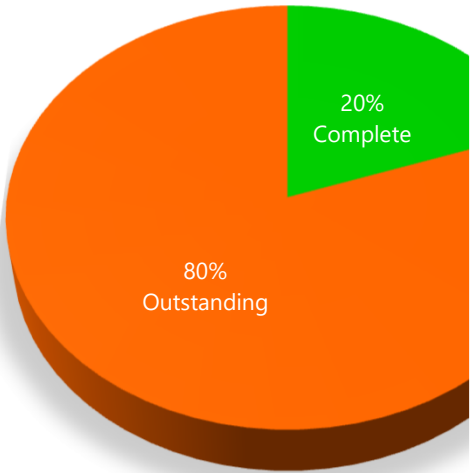# ISO 45001 Project Plan

This project plan schedules the primary steps along a broad, 52-week timeline for the development and implementation of a health and safety management system, in order to help achieve certification to ISO 45001:2018. There are 18 primary activities, to be undertaken over a 52 week duration.

Instructions:

1. Enter start date in I14 - Note: Date must be a Monday!

2. Set the 1st planned start date in Column D

3. Set the planned finish date in Column E

4. Duration days (Column F) and the duration bars are shaded based on the dates entered

5. Do not enter data in Column F, H or I15 onwards

6. Form an HSMS Implementation Team and begin the first activity. Enter the estimated level of progress in Column G

7. Once the activity has finished, review and complete the 'implementation checklist'. Update Column G to 100%

8. Record the estimated % progress of each activity in Column G

9. The implemtation checklists in Column C are hyperlinked to the checklist files located in the 'Project Plan & Implementation' folder. If you move the checklists or plan out of this folder, ensure you re-establish the hyperlinks

Project Plan Completion Summary

20% Complete

80% Outstanding

Step	Activity	Implementation Checklist	Task Start	Task End	Task Duration	Task Progress	Not Complete
1	Top management must ensure the resources and finances to support the HSQMS are available	Step 01 - Assign Resources & Budget.docx	12-Aug-23	24-Aug-23	9	100	↗
2	Purchase and read a copy of ISO 45001:2018	Step 02 - Adopt the Standards.docx	19-Aug-23	30-Aug-23	8	90	↗
3	Use the presentations to provide an overview of ISO 45001 to key personnel	Step 03 - Create H&S Awareness.docx	28-Aug-23	20-Nov-23	61	80	⇨
4	Conduct a gap analysis of your current management system	Step 04 - Gap Analysis & Action Plan.docx	06-Nov-23	07-Feb-24	68	70	⇨
5	Undertake the 1st management review and select a Certification Body	Step 05 - Management Review 1.docx	01-Feb-24	12-Feb-24	8	60	⇨
6	Commence work on rectifying the identified gaps	Step 06 - Begin Closing the Gaps.docx	08-Feb-24	19-Mar-24	29	50	⇨
7	Establish the strategic direction of your company	Step 07 - Strategic Direction & Scope.docx	15-Mar-24	26-Mar-24	8	40	⇘
8	Establish and communicate the H&S policy, objectives and performance indicators	Step 08 - H&S Policy, Objectives & Indicators.docx	22-Mar-24	02-Apr-24	8	30	⇘
9	Implement the supporting processes and procedures	Step 09 - Supporting Processes & Procedures.docx	29-Mar-24	29-May-24	44	20	⇩
10	Use the presentations and select external training providers to begin internal auditor training	Step 10 - Train Internal Auditors.docx	03-May-24	11-Jun-24	28	10	⇩
11	Undertake the 2nd management review and amend the HSMS manual template	Step 11 - Management Review 2.docx	31-May-24	18-Jun-24	13	0	⇩
12	Begin internal auditing (ISO 45001 Clause 9.2)	Step 12 - Begin Internal Auditing.docx	14-Jun-24	23-Jul-24	28	0	⇩
13	Implement the corrective actions from Step 12	Step 13 - Implement Corrective Actions.docx	12-Jul-24	30-Jul-24	13	0	⇩
14	Undertake the 3rd management review	Step 14 - Management Review 3.docx	26-Jul-24	06-Aug-24	8	0	⇩
15	Conduct a 1st Stage audit readiness review	Step 15 - Conduct a Readiness Review.docx	02-Aug-24	27-Aug-24	18	0	⇩
16	Certification Body 1st Stage Audit. Address 1st stage audit findings	Step 16 - Certification Body 1st Stage Audit.docx	30-Aug-24	24-Sep-24	18	0	⇩
17	Certification Body 2st Stage Audit. Address 2nd stage audit findings	Step 17 - Certification Body 2nd Stage Audit.docx	13-Sep-24	01-Oct-24	13	0	⇩
18	Certification Body to verify and close-out 2nd stage audit findings and award certification	Step 18 - Verification & Certification.docx	27-Sep-24	08-Oct-24	8	0	⇩
19					0	0	⇩
20					0	0	⇩
21					0	0	⇩