**Auditor – Name & Designation : Date of Audit: Location/Area:**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.No.** | **Audit Point** | **Score** | | | | | | **Remarks / Observations** |
| **0** | **1** | **2** | **3** | **4** | **5** |
| 1. | Understanding of a permit requirement among employees / supervisors for the works |  |  |  |  |  |  |  |
| 2. | Understanding of contents of a Permit |  |  |  |  |  |  |  |
| 3. | Understanding of roles and responsibilities of role players in PTW system ( PICWS-Person In Charge of Work Site, AGT – Authorized gas Tester, Validate, Issuer, Originator, Acceptor, Endorser) |  |  |  |  |  |  |  |
| 4. | Understanding of different types of permits ( Work Permit, Hot Work Permit -1 & 2, Excavation Permit, Radiography Permit, Gas Test Certificate, Confined Space Entry Certificate, Electrical Isolation Certificate) |  |  |  |  |  |  |  |
| 5. | Understanding the process of PTW system |  |  |  |  |  |  |  |
| 6. | Display of permit |  |  |  |  |  |  |  |
| 7. | Validation of permit (period, signatures) |  |  |  |  |  |  |  |
| 8. | Availability of approved Activity Risk Assessment and compliance to the specified controls in the ARA |  |  |  |  |  |  |  |
| 9 | Discussion of permit and its requirements in the Tool Box Talk and its confirmation |  |  |  |  |  |  |  |
| 10 | Compliance to the conditions specified in the Permit |  |  |  |  |  |  |  |
| 11. |  |  |  |  |  |  |  |  |

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| **Audit conducted by** | | **Auditees attended** | |
| **Name and designation** | **Signature** | **Name and designation** | **Signature** |
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Note:

1. The scope of audit shall be Permit to work System. Minimum 3 sample locations/areas shall be audited. Efforts shall be made for more samples

2. An audit score of 0 to 5 (0 – Unavailable, 1 – Unacceptable, 2 – Poor, 3 – Average, 4 – Good, 5 – Excellent) shall be used on compliance to HSE requirements for the each of audit checklist points listed in annexure. The list of audit points is not limited to and the Auditor can add further points found during the audit. For each point, few samples shall be tested and clearly stated in the Observation / Remarks column.

3. The completed Audit Checklist along-with list of observations for close out actions shall form the Audit Report.

4. The Audit Report shall be reviewed by PM and then circulated to Responsible Persons for closeout of Audit Observation Points.

5. The observations shall be included in the HSE Surveillance Register by HSEM and status of close out shall be followed up in the subsequent weekly Supervisors’ HSE Meeting.

6. HSE Performance Rating Score in % = (Total mark scored / Total applicable points x 5)x100

Score 0-20% = Unavailable, 21 – 40% = Unacceptable, 41 – 60 = Poor, 61 – 80= Average, 81 – 90= Good, 91 – 100= Excellent