**Inspection Team – Camp Manager ……………………………. HSE Manager……………………………….. Doctor……………………………. Date of Inspection………...**

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| **Sl.**  **No.** | **Item** | **Score** | | | | | | **Remarks / Observations** |
| **0** | **1** | **2** | **3** | **4** | **5** |
|  |  |  |  |  |  |  |  |  |
| 1. | Grounding of camp buildings properly and completely |  |  |  |  |  |  |  |
| 2. | Measurement of earth resistance periodically |  |  |  |  |  |  |  |
| 3. | Provision of Resistance Current Device |  |  |  |  |  |  |  |
| 4. | Availability and adequacy of emergency lighting |  |  |  |  |  |  |  |
| 5. | Marking and warning signage for Diesel Storage |  |  |  |  |  |  |  |
| 6. | Provision of grounding of Diesel Truck, Diesel tank and grounding before off loading |  |  |  |  |  |  |  |
| 7. | Prevention and Containment arrangements for Diesel spillage during off loading / dispensing |  |  |  |  |  |  |  |
| 8. | Adequacy and availability of smoke/heat detectors and testing periodically |  |  |  |  |  |  |  |
| 10. | Availability of Fire Escape / Evacuation Plan / Lay out of Fire Fighting Arrangements |  |  |  |  |  |  |  |
| 11. | Availability of fire fighting team (all camp and catering staff) |  |  |  |  |  |  |  |
| 12. | Adequacy and availability of fire extinguishers |  |  |  |  |  |  |  |
| 13. | Fire hoses reachable to all buildings / rooms |  |  |  |  |  |  |  |
| 14. | Firefighting team trained in fire extinguishers, fire blankets, fire hoses and fire water pump |  |  |  |  |  |  |  |

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| 15. | Availability of fire alarm and its condition including manual alarm |  |  |  |  |  |  |  |
| 16. | Marking and signage of Alarm points |  |  |  |  |  |  |  |
| 17. | Posting of dual language emergency instructions & fire fighting layout plan posted in each room / buildings including camp safety rules |  |  |  |  |  |  |  |
| 18. | Conductance of fire drills regularly and recorded |  |  |  |  |  |  |  |
| 19. | Clear marking of Emergency exits |  |  |  |  |  |  |  |
| 20. | Posting and adequacy of Direction signs to indicate direction to nearest emergency exit |  |  |  |  |  |  |  |
| 21. | Clear marking of Assembly points |  |  |  |  |  |  |  |
| 22. | Availability of an independent driven fire-fighting pump with adequate water supply and sufficient hoses to reach all areas in the camp |  |  |  |  |  |  |  |
| 23. | Availability and visibility of windsocks |  |  |  |  |  |  |  |
| 24. | Induction and record of briefing on Camp rules and Emergency Preparedness and Response to new crews members/ visitors on first arrival to campsite |  |  |  |  |  |  |  |
| 25. | Clear marking of Parking area & reverse parking policy in use |  |  |  |  |  |  |  |
| 26. | Availability and ensuring of a head count system for the camp |  |  |  |  |  |  |  |
| 27. | Availability of barriers installed around pits |  |  |  |  |  |  |  |
| 28. | Posting of camp layout at the entrance |  |  |  |  |  |  |  |
| 29. | Availability and adequacy of smoking booths, cigarette but collectors |  |  |  |  |  |  |  |
| 30. | Availability and adequacy of waste collecting bins |  |  |  |  |  |  |  |

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| 31. | Collection, Storage, Disposal and Record of all waste generated |  |  |  |  |  |  |  |
| 32. | Conductance and record of Pre-Task-Safety-Talk for camp/catering employees |  |  |  |  |  |  |  |
| 33. | Handling and Storage all cleaning chemicals and availability of MSDS |  |  |  |  |  |  |  |
| 34. | Cleaning schedules & inspection for Ablution Blocks and cleanliness |  |  |  |  |  |  |  |
| 35. | Water tank/ storage filling, cleaning schedules, cleaning records, cleaning procedure, accessibility to filling and cleaning |  |  |  |  |  |  |  |
| 36. | Standard Operating Procedure for Sewage Treatment Plant, Record of Operation and Maintenance, Record of monitoring sewage quality |  |  |  |  |  |  |  |
| 37. | Water Filters changing schedules, inspection and condition of filters to water dispensers / water coolers |  |  |  |  |  |  |  |
| 38. | Adequacy of ventilation in accommodations/ablution blocks |  |  |  |  |  |  |  |
| 39. | Condition of Electrical wiring in accommodations/ablution blocks |  |  |  |  |  |  |  |
| 40. | Doors operate freely in accommodations/ablution blocks |  |  |  |  |  |  |  |
| 41. | Decorative state in accommodations/ablution blocks |  |  |  |  |  |  |  |
| 42. | Mattress State in accommodations/ablution blocks |  |  |  |  |  |  |  |
| 43. | Placement of electrical fittings in accommodations/ablution blocks |  |  |  |  |  |  |  |
| 44. | Relief lines on water heaters in accommodations/ablution blocks |  |  |  |  |  |  |  |
| 45. | Showers curtains clean and in good order in accommodations/ablution blocks |  |  |  |  |  |  |  |
| 46. | Availability of Extinguisher & Smoke detector in accommodations/ablution blocks |  |  |  |  |  |  |  |
| 47. | Condition of water / sewage pipelines and fittings/connections in accommodations/ablution blocks |  |  |  |  |  |  |  |
| 48.. | Non-use of extra electrical fittings, incent sticks, candles etc., in accommodation |  |  |  |  |  |  |  |
| 49. | Area clean & tidy in power house / DG set |  |  |  |  |  |  |  |
| 50. | Moving machinery guarded in power house / DG set |  |  |  |  |  |  |  |
| 51. | Silencers fitted to engines in power house / DG set |  |  |  |  |  |  |  |
| 52. | Condition of switchgear in power house / DG set |  |  |  |  |  |  |  |
| 53. | Earthing & bonding in power house / DG set |  |  |  |  |  |  |  |
| 54. | Procedure for working on engines/ switchgear in power house / DG set |  |  |  |  |  |  |  |
| 55. | Protective equipment, warning signs in power house / DG set |  |  |  |  |  |  |  |
| 56. | Oil Spill Prevention & collection arrangements in power house / DG set |  |  |  |  |  |  |  |
| 57. | Working condition all equipment in laundry |  |  |  |  |  |  |  |
| 58. | Availability of MSDS for all laundry chemicals and its understanding in laundry |  |  |  |  |  |  |  |
| 59. | Placing of placards on use of treated sewage |  |  |  |  |  |  |  |
| 60. | Recreational facilities ( availability and maintenance ) |  |  |  |  |  |  |  |

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| **Conducted by** | | **Attendees** | |
| **Name and designation** | **Signature** | **Name and designation** | **Signature** |
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Note:

1. The scope shall be camp facilities (accommodation, ablution blocks, laundry, water storage, waste storage area, sewage treatment plant, camp offices and its stores, diesel storage, diesel generator/power house). The catering facilities and clinic shall be covered in a separate inspection.

2. A 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 checklist points listed in annexure. The list of points is not limited to and the team can add further points found during the inspection. For each point, few samples shall be tested and clearly stated in the Observation / Remarks column.

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

4. The inspection report shall be reviewed by PM and then circulated to Responsible Persons for closeout of 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