


Appendix F-4: Audit Report Template



HSE Audit Report

PROJECT NAME:	
CONTRACT NUMBER:	
CLIENT:	
CONTRACTOR:	
TYPE OF AUDIT:	
HSE Audit No.:	
LOCATION:	
DATE:	

ITEM NO.	DESCRIPTION	YES	NO	N/A	REMARKS
1.00	HSE POLICY AND CULTURE				
1.01	Is there a written HSE policy/ Plan for the project?				
1.02	Is the HSE Policy Statement displayed and communicated to all employees?				
1.03	Is the management committed to HSE and lead by example?				
1.04	Has the Policy/ Plan been updated and reviewed regularly?				
1.05	Is it circulated to the key personnel of the project?				
1.06	Are the legal statutory requirements understood and adhere to?				
1.07	Is there a proactive culture towards HSE on the project site?				
2.00	HSE ORGANIZATION				
2.01	Are there sufficient HSE personnel employed on the project?				
2.02	Are the HSE personnel competent?				
2.03	Are other staff and employees trained and understand their responsibilities?				
2.04	Do the Plan/ Policy include a project HSE organizational chart?				
2.05	Has a suitable and sufficient risk assessment been carried out by competent persons and recorded?				
2.06	Have the findings and controls been communicated properly to employees on the site?				
2.07	Are the method statements accompanied by Risk Assessments? Are they being utilized properly by the site personnel?				
3.00	HSE MEETINGS, COMMUNICATION & TRAINING				
3.01	Are the HSE meeting such as committee meetings and toolbox talks being held regularly and recorded?				
3.02	Are there sufficient and suitable HSE training programs on the project such as HSE Alerts, Bulletin Boards, Newsletters, letters, etc?				
3.03	Are there sufficient and suitable HSE training programs on the project such as project HSE Induction, scaffolding training, fire fighting training, first aid training, work at height, ladder safety, driving safety, etc? Are there records of such training?				
4.00	HSE AUDIT AND INSPECTION AND CONTINUOUSLY MONITORING				
4.01	Is the HSE Management system being audited regularly by a competent body? Is there a documented evidence of that? Are corrective action reports being logged, tracked and closed by the concerned party?				