SAUDI BINLADIN GROUP
OPERATION & MAINTENANCE

HSE INTERNAL AUDIT SBG O&M

INTRODUCTION

The structured, comprehensive, systematic, critical & step by step documented process for collecting information on the efficiency, effectiveness and reliability of the health and safety management system and drawing up plans for corrective actions is referred to as an Audit. Audit will make a valuable contribution to the health and safety management system at all the SBG O&M projects and to learning. It will recognize achievement as well as highlight areas where more needs to be done. Auditing should not be seen as a fault-finding activity.

Safety audits are not only important for the dangerous plants filled with heavy machinery & equipment's but it's a fact that SBG O&M workers & clients will not be in constant danger on daily basis but it does not mean that SBG O&M management should not pay any attention or underestimated the safety audits to be carried out at all the SBG O&M projects.

SBG O&M SAFETY DEPARTMENT OBJECTIVE

SBG O&M safety department believes in environment developing safe working procedures and maintaining a "ZERO" injury at workplace.

Establishing Auditing System in **SBG O&M**

Health and Safety needs to be managed on a day-to-day basis and for this we need to have systems in place. The aims of auditing should be to establish that three major components of a safety management system exist and operating effectively at all the operations & maintenance projects of Saudi Bin Laden Group of companies (Operations & Maintenance).

- Appropriate management arrangements are in place.
- Adequate risk control systems developed, implemented, improved & consistent with the hazard profile of the SBG O&M.
- Appropriate workplace precautions are in place at all the SBG O&M projects.

Following audit process will be adopted for the development and implementation of safe working procedures and practices:-

- Identification of work activities in all departments
- Identification of hazards involved in performing activities
- Identification of available controls to eliminate or diminish the risk
- Implementation of control measures
- Review of the activities for identification of new activities or change in the nature of such jobs.
- The course of action of the audit team will be to observe either the job activities match with the written procedures or not
- To identify the non-compliance.
- After identifying non-compliance the audit team will make non-conformance report which will be included in the audit report

When Safety audits will be conducted?

SBG O&M audit team will conduct the "audits" as per audit planned schedule and it will be constant & on-going focus in order to attain the full compliance with the local legislative requirements for all the SBG O&M projects.

Importance **of Safety Audit For SBG O&M Projects**

To eliminate, reduce, isolate & control the occupational health & safety risks related to the workers & visitors at all the SBG O&M projects, conducting the safety audits will play an important role as it will provide a way to identify all those hazards & risks at workplace that have never been identified and will help to comply with local legislative requirements & to provide safe workplace.

Benefits of conducting safety **audits for SBG O&M projects**

Following important benefits will be achieved by conducting safety audits at all the SBG O&M projects.

- Compliance will easily be assessed (compliance with the local & international legislative requirements)
- Conducting the safety audits will reduce the liability for the SBG O&M company
- Occupational health & safety regulations will be improved & Implemented.
- Company will be prevented from being put in poorly graded
- Will be prevented from being shut down in case of not following the occupational health & safety standards
- It will show management commitments towards health & safety
- Workplace safety will be improved
- Employee's awareness towards their health & safety will also be developed & Improved.

AUDIT POLICY

Management Vision and participation:

Audits exhibit the participation of all senior executive board members. Audits involve both Managerial and Technical aspects. The benchmark value and the critical evaluation of the management system along with the adequate performance evaluation are also ensured. To improve the Standard Operating Procedures in all the project sites by following the safety

guidelines from the Civil Defence, NFPA & Also according to the international safety regulatory organizations (**ISO, OHSAS ETC..**) SBG O&M believes in developing safe working procedures and maintaining a 0 injury working environment. This scope clearly concludes that our main scope is improved performance and the effective utilization of the resources and for the benchmarking with the other departments.

Audit Organization:

Auditors shall have full appropriate access to the contract, Auditor's correspondence, minutes of meeting, client / consultant complaints or deficiencies and corresponding logs, files, documents, manuals, drawings, assets, incident records, LTI Records, investigation records, third party certifications, safety statistics report, staff turnover rate data, Health surveillance reports, monthly inspections, daily observation reports, Emergency response plan, staff deployment schedule, competency of the staff members record, all types of data and information in both hard and soft forms. They will rather help the projects improve their systems. The Auditors, if agreed with the concerned project management, may accompany this management while attending meetings with clients / consultants.

The organization, resources and competence are the key factors of the success of our department in all the current projects as our organization fully exhibits all the standards implementation and the adequate hierarchy. The resources are fully utilized to achieve maximum efficiency and the competence of the staff is enhanced by arranging workshops, training sessions and various courses registration so that we can improve our performance and enhance the benchmarking factor. The competency and defined objectives for the audit are the essential factors for the completion of a successful audit.

Audit Arrangement:

As an auditor, we will request a corrective action; and shall agree with the Project / Site Manager on the "Agreed Correction Date" and gets his signature on the CAR itself at the end of the audit. The CARs are logged at Technical and Audit Department and followed up by auditors. Auditors verbally and through the appropriate email channel will remind the site manager when the agreed correction date is due. If 30 days pass after the agreed correction date without completing the corrective action, an official Reminder no. one is sent to the site manager. If the period exceeds 60 days, reminder no. two is sent. Technical And Audit Department Management may make a cc to the Executive Board Members if necessary.

Audit Collaboration:

Auditors may need sometimes assistance like data, reports, access to data, etc. from other departments. When requested by the Technical and Audit Department, those departments shall provide this assistance without delay and without requesting further approvals from the site manager or from any other party. The information furnished shall be accurate. False information given to TAD shall be reported to Board Members and may lead to severe disciplinary actions.

Audits are usually scheduled; however, unscheduled audits may take place if necessary. Departments shall be audited at least once every year. However, unscheduled audits may be more frequent particularly as a result of an audit trail. Appointments shall be respected: if an site manager tries to avoid or escape an audit, the Board shall be notified and disciplinary actions may follow. Furthermore, site managers shall cooperate with the auditors and facilitate their job. They shall not hide away any information on purpose.

Auditing Mechanism

PLANNING & PREPARATION FOR THE AUDIT

(SBG O&M audit team will meet with the relevant managers & representatives to discuss & agree about the objectives & scope of the audit as per the Audit plan)

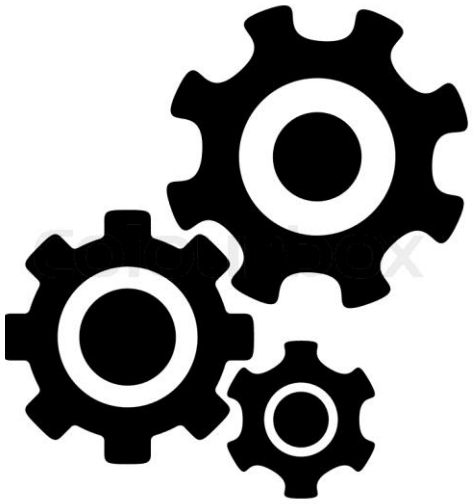
1

SUITABILITY OF THE AUDIT TEAM

ANALYSING & ASSESSING THE SCOPE OF AUDIT

IDENTIFYING POTENTIAL SAFETY VIOLATION AREAS

CREATING PLAN TO CARRY OUT AN AUDIT



CONDUCTING AN AUDIT 2

SBG O&M audit team will send an advanced announcement letter as per audit schedule to the project management and submission) will ask for the

REVIEWING & VERIFYING DOCUMENTS 3

All the documents received by site project management will be reviewed by SBG O&M (O&M) audit team in order to ensure the site compliance with the safety standards.

COMPLETION OF AN AUDIT 4

SBG O&M audit team complete their audit by using different audit inspection checklists, by reviewing the documents & through conducting interviews with the site project employees.

RECOMMENDATIONS 5

SBG O&M audit team will suggest important recommendations based upon their site audit including the details of each safety violation, recommendation, risk priority & time scale.

AUDIT OPINION 6

SBG O&M audit team will determine their audit opinion at the end of audit as either the site project is being run according to the occupational safety standards or not.

NCR (NON-CONFORMANCE REPORT) 7

SBG O&M audit team will put NCR against each safety deviation at site project with the proper industry standard & Legislation References.

SUBMITTING SIGNED COPY OF AUDIT . 8

SBG O&M audit team will submit the signed copy of audit report to the site project management in order to review their site compliance with the industry standards.

PROJECT MANAGEMENT RESPONSE 9

SBG O&M site project management will have an opportunity to respond to the SBG O&M audit team report prior to submit their final report.

AUDIT FOLLOW-UP 10

As per our Annual Audit Schedule, a follow-up audit will be conducted by the SBG O&M (O&M) audit team in order to verify the audit resolutions.

1 PREPARATION

PLAN &

Planning & Preparation For The Audit

SBG O&M audit team will meet with relevant managers and employee representatives at the project as per audit schedule to discuss and agree about the objectives and scope of the audit which will be carried out by the SBG O&M audit team. They will consider documentation preparation and agree the audit procedure with managers responsible for the project.

Suitability Of The SBG O&M Audit Team:
SBG O&M audit team is quite objective in their assignments & assessments and independent from the department to carry out an audit in an effective & efficient way.

Analysing & Assessing The Scope Of Audit:
Before conducting an audit SBG O&M audit team will analyse the size of the project and the activities being carried out and based upon the organization structure & hierarchy and the summary of activities SBG O&M audit team head will decide about the audit team members for carrying out the audit on that site and will also provide the time frame for the audit process that how long it will take to complete the audit.

Identifying The Potential Safety Violations Areas:
Based upon the past experience and the occupational safety knowledge the SBG O&M audit team, they will be able to predict & identify the hazardous areas along with the activities being carried out at that specific SBG O&M site. For this purpose SBG O&M audit team is competent i.e. they have complete knowledge, skills, trainings & experience to identify that deviations at any SBG O&M site.

Creating Plan To Conduct An Audit
After the completion of an initial assessment & survey SBG O&M audit team will create plan for conducting an audit that will include which sections of the project will be audited by which audit team

Conducting Audit 2

3

Reviewing & Verifying The Documents:

All the documents sent by the project site management will be reviewed & verified by the SBG O&M audit team in order to ensure the legal compliance of the site operations matching with the local enforcement authorities such as Civil Defence etc.

Sending An Advanced Announcement Letter:

SBG O&M audit team will communicate & send an advanced letter to the SBG O&M site project management which need to be audited so that they will have plenty of time for the preparation of necessary documents for the audit team such as;

1. Site incident or accident records
2. List of fire & safety team at the project
3. Site emergency plan
4. Work permits
5. Inspection checklists by the site to carry out the inspections
6. Fire prevention & protection equipment's & assets
7. Layout for the site with important sections either have emergency escape routes or not.

On-site Auditing:

1. Interviewing the employees working at site
2. Review and assessment of additional documents
3. Observation of physical conditions and work activities.

Completion Of An Audit

4

SBG O&M will complete audit including the summary of all the activities being carried out at site either safely or not. SBG O&M audit team has developed different safety inspection checklist which will be used by the audit team members to identify the safety violations & to verify the compliance of the site management.
Following are the samples of inspection checklists that will be used to carry out an audit.

5

Recommendations:

Based upon the audit, SBG O&M Audit team will suggest recommendations & improvements for each safety violation at the project run by SBG O&M (O & M).

Sample Paper for Each Violation:

S.N	Observation/Violation	Recommendation	Risk Priority	Time Scale	Remarks

6

Audit Opinion:

SBG O&M audit team will determine their audit opinion at the conclusion of audit. This opinion will state either the information provided by the company are correct and the activities being carried out at site are according to the occupational safety standards & the project is in full compliance with the local enforcement bodies rules & regulations.

7

NCR (Non-Conformity Reports):

SBG O&M audit team will put NCR based upon their critical observation, communication with the staff working at that site, if they found any deviation from the occupational safety standards.

8

Submitting the signed document:

SBG O&M audit team will submit the signed copy of an audit to the site project management with all the details including;

- Sections/areas inspected by the audit team
- Persons interviewed
- Incident/accident records
- Corrective action requests completed by the maintenance department
- Non-conformity reports
- Suggestions/recommendations
- Control measures
- One signed copy of audit will be submitted to the SBG O&M safety manager & consultant.

9

Project Management Response:

Site project management will have an opportunity to respond our audit findings highlighted & mentioned in the audit report prior to the issuance of our final report. In their response they will explain about how they will be fixing the safety violations & Non-conformity points at site and the timeframe for the implementation of each control measure.

10

Audit Follow-Up:

Within approximately one year of the audit, follow-up review will be conducted by the SBG O&M audit team to verify the resolution of audit report findings.

Scope of Internal Audit

The site management will assign one HSE Competent internal auditor to carry out the audit of the site on monthly basis and the site manager will send the monthly audit report to the external audit team to ensure the effectiveness of the evaluation system. The internal auditor will fulfil the internal audit checklist covering all the hazard analysis, violations and deviations and it will be submitted monthly. The Scope of Internal Auditor is to verify that organization safety management system is in place and operating effectively. The performance and the output of the internal audit will be evaluated by external auditors and all the lapses will be covered in the given span of time. The objective is to improve the performance of every department associated with the premises of the project. The internal auditor will check following.

1. Appropriate management arrangements are in place.
2. Adequate risk control system exists and properly implemented.
3. Organization hazard profile.
4. Appropriate work place precautions are in place.
5. Evaluate strengths and weaknesses of system.
6. Ensure that safe system of work is effective.
7. All safety arrangements are in place.
8. Implement, maintain and continually improve and OH&S management system.

•

Scope of External Audit

External Audit may be fresh Pair of eyes and they are more aware with law and have more knowledge and experiences. So there is no compensation from him for the project activities. He is more compile with law and can criticize openly to higher management. He is more independent from internal influences and his recommendation may will have more weight as internal auditor's recommendation and his audit survey timeframe is longer than the internal Auditor.

All the responsibilities are almost done by external Auditors which is done by Internal Auditors except of Some.

1. Appropriate management arrangements are in place.
2. Adequate risk control system exists and properly implemented.
3. Organization hazard profile.
4. Appropriate work place precautions are in place.
5. Evaluate strengths and weaknesses of system.
6. Ensure that safe system of work is effective.
7. All safety arrangements are in place.
8. Implement, maintain and continually improve and OH&S management system.

BENEFITS OF SAFETY AUDIT

1. **They highlight potential problems:** If there are problems lurking behind the scenes, this can lead to accidents and other negative consequences for a business. The sooner you identify and address them, the better prepared your business will be for assisting its clients.

2. **They increase employee awareness:** Audits can serve to increase an employee's awareness and understanding of environmental and safety regulations.

3. **They enhance your company's credentials:** If you are bidding for clients or looking into new business, you will find that the majority of companies expect you to have proper health and safety procedures in place. Having positive public relations on the back of this will ultimately benefit your business goals.

4. **They save you money:** A health and safety audit provides a calculated analysis of procedures and provides fact-based changes to be implemented. This will save you from wasting money on what may be little more than second guesses about procedures and benefit areas, such as employee sick leave.

5. **They help you comply with the law:** There are different regulations and laws in place to ensure safety within different industries. If you are not abiding by these laws, it can lead to your business getting in trouble with the authorities or possibly being shut down. Knowing that you have the proper regulations in place and eliminating the risk of injury in the workplace will ultimately benefit you and your employees. The audit process can also be an opportunity to demonstrate your company's commitment to compliance.

6. **They may be viewed favourably by regulatory agencies.** A thoroughly completed audit with proper follow-up can signal that your company is making a good-faith effort to comply with applicable regulatory requirements.

7. **They will offer knowledge and validation:** Third-party audit companies have the benefit of having conducted audits in multiple environments and are able to share best practices that can strengthen individual programmes; industry-wide knowledge held by a third-party provider can serve to validate existing programmes and provide recommendations for growth or change when deemed necessary.

8. **They will offer objectivity:** Third-party auditors are able to come in and provide a completely neutral assessment and review of a company's systems and processes without the natural familiarity that occurs over time with regular staff and day-to-day routines.

9. **They offer greater results accuracy:** Due to objective positioning, the results of a third-party audit provide a more accurate review of what is occurring within multiple environments of a company in regards to safety practices.

10. **They can lower your business impact:** Audits conducted internally can be taxing on time and labour resources and take away from overall business function. A third-party auditor is able to enter a location for the sole purpose of conducting an audit and conduct the audit and interviews in a timely and efficient manner without interrupting the efficiency of the company.

Internal Audit Evaluation Procedure Foam

Colours & Comments Values

Risk = 0	Need Improvement = 1	Compliant = 2

Sr.	Audit Fields	0% - 50% Risk	51% -70% Need Improvement	71%- 100% Compliant
01	Safety Processes			2
02	Work Permits.			2
03	Waste Management			2
04	Excavation	0		
05	Scaffold			2
06	Work at height			2
07	Heavy Equipments		1	
08	Fire Prevention			2
09	Electrical		1	
10	Traffic Control			2
11	Warehouse & Storage			2
12	Satellite Office		1	
13	Health & Wealfare			2
14	Chemicals			2
15	Crane & Lift Devices			2
16	Environment			2
17		0		
18				2
19				2
20				2
Performance Sub-Totals		**2**	**3**	**15**

Our One Audit Subject or Field is equal to 5

RISK %	10 % Audit Fields are at Risk
NEED IMPROVEMENT %	15% Audit Field are Need Improvement
COMPLIANT %	75 % Audit Filed are Compliant

All audit subjects or fields have a list of sub title or a list of inspection topics during the audit combine values of the audit subjects or audit

field at the project will generate, for example a work permits have the following sub-titles or topics during audit.

- Work Permit at work place
- Hot work Permit
- Cold Work Permit
- Confined Space Work Permit
- Working at Height Permit
- Night Shift Permit
- Approved Demolition Plan
- Radiation Permits
- Etc.

Each point's evaluation during the audit is important and complete inspection of any field will be marked as a result according to above mention values **over 71 % work permit ok will assign 2**, under 71 will assign 1 and under 50 will assign 0.

Documents Required During Audit

SBG O&M Auditors required the following documents from the site manager or project manager or the representative who will officially detain to attend them on the first day visit before the audit.

- H&S Policy.
- Maintenance Record.
- Accident Record.
- Ill Health Record.
- Health Surveillance.
- Safety Committee Meeting Minutes.
- Training records of worker.
- Risk assessment Record.
- Statutory inspection Record.
- Enforcement Action Record.
- Workers Complaints record.
- Previous Audit Record.
- Waste Management policy.
- Vehicle Safety Record.
- Basic Welfare facilities for worker.
- Record of health and safety monitoring e.g. tour, inspection, surveys etc.
- Emergency arrangements.
- Accident investigation report.
- 19.Vehicle 3rd party certification record.
- Quality insurance record.
- 22. Fire prevention and protection record.
- 23. Penalty system record.

01 January

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Taneem Mosque
Makkah Harram Civil, Cleaning & Management
1500, 1501, 1502, 1503, 1504, 1505, 1506

02 February

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Makkah Area Store, Workshop, Russaifa Camp
Makkah Area Admin Office, Harram Security

03 March

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1500, 1501, 1502, 1503, 1504, 1505, 1506

SAUDI BINLADIN GROUP
OPERATION & MAINTENANCE

04 April

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

05 May

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

06 June

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Taneem Mosque
Makkah Harram Civil, Cleaning & Management
1500, 1501, 1502, 1503, 1504, 1505, 1506

07 July

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Makkah Area Store, Workshop, Russaifa Camp
Makkah Area Admin Office, Harram Security

08 August

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

09 September

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

10 October

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

11 November

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

12 December

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

PROJECT SITE AUDIT

CHECKLISTS

EXITS/ ESCAPE ROUTE		YES	NO	N/A
1	Minimum width of any exit route leading to an exit is at least 44 inches wide.			
2	Are exits marked, free of debris and readily accessible at all times?			
3	Is emergency lighting operating?			
4	Can you see marked exits or exit signs from the exit routes in your area?			
5	Are exit routes and doorways kept clear; and free of obstructions with trip hazards			
	Minimized to permit visibility and movement?			
6	Are doors not used for egress (closets, offices, etc.) that could incorrectly be			
	Thought to be an exit labelled "NOT AN EXIT?"			
7	Are floor surfaces clean, dry, level, not slippery or sticky and in good condition?			
COMPRESSED GAS CYLINDERS				
8	Are cylinders legibly marked to clearly identify the gas contained?			
9	Are cylinders stored away from heat source and do they have separation			
	Between flammables and oxidizers?			
10	Are cylinders located or stored in a manner to prevent them from creating a			
	Hazard by tripping, falling, or rolling? The cylinders should be stored upright and			
	Chained with protective cap in place (including empty containers).			
11	Are valve protector caps placed on cylinders when not in use?			
12	Are flammables and combustibles stored properly?			
EMERGENCY, HEALTH, AND SAFETY INFORMATION				
13	Are area hazard sign visible, legible, understandable and in compliance with			
	Regulations?			
14	Are procedures established for alerting employees of an emergency in the			
	Workplace (i.e., fire and shelter)?			
15	Are fire alarm pull station locations marked and unobstructed?			
16	Are sign for emergency numbers, routes, and evacuation plans posted?			
17	Are the Evacuation Coordinators and PI/Safety Designates assigned?			
18	Do employees know who their Evacuation Coordinators and Safety			
	Representatives are?			

Evacuation Coordinator	Emergency Number	Alternate Number

Safety Designate(s)	Emergency Number

19	Does the Evacuation Coordinators have their numbers readily available,			
	Functional?			
20	Is a copy of the Emergency Action Plan (EAP) for the area available for			
	Employees to read?			
21	Are employees trained on emergency procedures (primary and secondary			
	Routes)? Do they know where to go?			
22	Does the EAP include a way to alert employees, including disabled workers, to			
	evacuate or take other action and include instructions on how to report			
	Emergencies?			

FIRE EMERGENCY		YES	NO	N/A
23	Are fire extinguishers fully charged and have current inspection dates? All Previous months should be signed off.			
24	Are fire extinguishers and hoses, mounted, visible, and accessible?			
25	Do employees know where the fire extinguishers are and how to use them?			
26	Do fire doors and shutters appear to be in good operating condition?			
FIRE PREVENTION				
27	Is there a minimum 24 inches clearance between storage and sprinkler heads?			
28	Are "NO SMOKING" areas enforced?			
39	Are electrical outlets or cords not overloaded? Only allowable number of connections (i.e., a 4-way outlet only has 4 pieces of equipment connected and Not loaded with additional extension cords). NOTE: Isolated power not included.			
30	Are fire sprinkler heads unobstructed and free of dirt and corrosion?			
FLAMMABLES/COMBUSTIBLES				
31	Are hazardous materials properly stored?			
32	Are chemicals properly stored and returned to appropriate cabinet at end of Shift?			
33	Are safety cans in good condition (no corrosion, damage, etc.) with flame Arrestor in place?			
34	Are flammable cabinets grounded and containers bonded when dispensing Flammable liquids? Only cabinets from which flammable liquids are dispensed need to be grounded.			
35	Are flammable liquids stored in approved safety containers?			
36	Are materials that could burn kept away from ignition sources?			
37	Is area free of excessive trash or combustibles?			
38	Do all can with red lids have fusible links?			
39	Are the tops of the flammable cabinets clear (nothing stored on top)?			
40	Are all flammable bottle tips unmodified and/or undamaged?			
41	Are backflow valves working in all flammable bottles?			
42	Is heat producing equipment turned off at night when no one is present?			
HOUSEKEEPING/WORK ENVIRONMENT				
43	Are desk/work and storage areas clean, organized, and sanitary?			
44	Are trash containers (large 55 gallon) covered?			
45	Are electrical/network cables organized to eliminate trip hazards?			
46	Are drawers of desks and file cabinets kept closed when not in use?			
47	Are file cabinets arranged so drawers do not open into exit routes?			
48	Is only one file drawer opened at a time?			
49	Is knife blade on paper cutter lowered and latched when not in use?			
50	Are mezzanines labelled with floor load capacity?			
51	Is all lighting lit and/or appear adequate for the task performed?			
52	Are floor openings covered and secure?			
53	Are spilled or dropped items cleaned up and put away?			
54	Are guardrails installed where required? (Guardrails are required where there is Over 48 inches to next lower level.)			
SECURITY ITEMS				
55	Do employees have proper ID badges?			
56	Do contractors/vendors have proper ID badges?			
57	Are visitors escorted and have proper ID badges?			
58	Are employees, contractors, and visitors displaying their ID badges above the Waist and on an outer garment?			
59	Are doors that should be secure not being propped open?			

STRUCTURES		YES	NO	N/A
60	Ceiling tiles are not damaged, loose, or missing?			
61	All overhead hazards have been identified?			

CLEAN AIR ACT COMPLIANCE				
62	Are any solvent contaminated rags lying about in the work area?			
63	Are solvent contaminated rags properly disposed of?			
64	Have all open top solvent pump cans been removed from the work area?			
65	Are containers, solvent dispensing containers, paint gun cleaning containers, and solvent dispensing bottles closed when not in use?			
CLEAN WATER ACT COMPLIANCE				
66	Employees do not dump wastes into drains or sinks unless authorized (including wash water and mop water).			
67	No wastes dumped outside or in storm sewers or catch basins.			
68	Are pipes, pumps, hoses, and valves free of leaks or defects?			
69	Do sumps, pits, lift station containment valves remain dry?			
70	Are spills and leaks attended to and reported when required?			
HAZARDOUS/NON-HAZARDOUS WASTE COMPLIANCE				
71	Are hazardous waste containers properly identified and labelled with the words, “HAZARDOUS WASTE?”			
72	Are used oil collection containers properly identified and clearly labelled with the words, “USED OIL?”			
73	Are controlled and non-hazardous wastes being collected and managed properly (i.e., returnable towels, coolant sludge, composite waste, fluorescent lamps)? Are containers properly identified and clearly labelled with contents?			
74				
75	Are hazardous waste collection containers fully closed while not in use? Lids that			
	“spring up” are not fully closed.			
76	Are used oil waste containers closed while not in use?			
77	Are trash cans free of hazardous waste?			
78	Are trash cans free of scrap metal?			
79	Is there less than 55 gallons per waste stream at satellite accumulation area(s)?			
80	Are hazardous waste satellite accumulation area signs in place?			
81	Are employees familiar with the waste materials generated in the work area and the proper disposal method(s)?			
82	Are proper absorbent materials on hand for spills?			
83	Is waste removed in a timely manner			
EMPLOYEE WORK PRACTICES				
83	Is long hair tied back when around machinery? (Hair that touches shoulder must be tied back.) (Apron strings and non-breakaway badge lanyards, etc., should also be secure in some manner.)			
84	Is Job Safety Analysis (JSA) information available for employee reference for infrequently performed tasks and high value or high-risk tasks?			
ELECTRICAL EQUIPMENT MARKINGS				
85	Do circuit breakers clearly indicate whether they are in the “ON” or “OFF” position and are switch panels clearly marked?			
86	Is electrical panel access clear – 36 inches clearance in front of panel?			
87	Is equipment intended for long-term use hard wired into permanent facility wiring?			

ELECTRICL GROUNDING		YES	NO	N/A
88	Are electrical appliances, portable electrical tools, and fixed electrical equipment Grounded or UL rated/double insulated and in good repair?			
89	Do extension cords being used have a grounding conductor and are in good Repair?			
90	Are extension cords used only for temporary wiring applications (60 days max.)?			
EQUIPMENT				
91	Proper guarding of any pinch points, rotating collars, cams, chucks, couplings, Shafts flywheels, spindles, bolt ends, rotating mechanisms, etc.?			
92	Are all protective guards (including light curtains and interlocks) in place, Effective, and checked daily or before use?			
93	Are all controls and emergency stops clearly identified and within reach of Operator?			
94	Are all emergency stops, safety guards, and safety devices located on Equipment and tools working and adjusted properly?			
95	Are grinder gaps 1/8 inch from bottom of wheel and 1/4 inch from top of wheel?			
96	Grinding wheel surface not damaged or worn (must be square and no grinding on side of wheel).			
97	No aluminium found in grinding wheel surface?			
98	Are fans inspected annually for damage (cracked blades, guards, cords, etc.)?			
99	Are heat lamp and work light bulbs guarded?			
100	Are all fixed machines bolted to the floor?			
101	Do air nozzles have relief valves to decrease pressure to 29 psi or lower?			
102	Are air disconnects and safety nozzles the correct type (safety relief vents may not be covered or sealed in any way)?			
103	Air lines and hydraulic lines free of damage?			
ERGONOMICS				
104	Ergonomic problems observed with workstation, keyboard, posture, or work Habits.			
105	Employees are advised on the proper lifting techniques.			
106	Are mechanical lifting aids available for heavy or awkward items?			
EYEWASH STATION				
107	Eyewash station is clean and tested.			
108	Eyewash station is located in a way that assures free and unimpeded access.			
FORKLIFT/INDUSTRIAL TRUCKS – DAILY INSPECTION				
109	Daily inspection performed prior to first use and log entry completed.			
110	Do all operators have current qualification?			
111	Are service valves closed on all propane equipment left inside overnight?			
112	Harness and lanyard used at all times with scissor-lift/Hi-Bob, aerial platform, etc.?			
113	Load capacity labelled.			
114	Are vehicles driven backwards with awkward or bulky loads?			
115	Are all traffic signs observed? (Operators must stop at stop signs.)			
116	Are pedestrians given the right-of-way?			
117	Are safety glasses and seatbelt worn while operating the truck?			
HAZARD COMMUNICATION – CHEMICAL SAFETY				
118	Do employees know what an MSDS (Material Safety Data Sheet) is, where to Find them, and how to use them?			
119	Is each container of hazardous chemicals in the work area properly labeled by Identifying the chemical it contains and marked with health hazards?			
120	Are all chemicals that are used in the facility listed in the MSDS book and Available?			
121	Is food separated and away from chemicals in the work area?			

Chemical Storage & Safety

1	Chemical containers properly labelled, stored, & closed when not in use.				
2	Chemicals segregated and stored by compatibility.				
3	Peroxide formers dated at purchase and again upon opening.				
4	Peroxide formers disposed of within proper time frames.				
5	Secondary containment used where appropriate.				
6	Vacuum equipment trapped and/or filtered.				
7	Chemical storage areas free of ignition sources.				
8	Refrigerators/Freezers properly labelled.				
9	Refrigerators/Freezers properly rated if flammable liquids are stored within.				
10	Fume hoods and/or biosafety cabinets not used for general storage.				
11	Mterials stored properly and proper PPE available.				
12	Flammable liquids in containers over 4 L are in approved safety cans.				
13	Corrosive storage cabinet used if more than 10 gal of corrosives present.				
14	Chemicals purchased in amounts that can be used within a reasonable time.				
15	Chemical stocks purged of old, out-dated, and unusable chemicals.				
16	Chemical inventory up to date and copy sent to EH&S.				
Compressed Air and Compressed Gases					
17	Air compressors equipped with pressure gauges and pressure relief valves.				
18	Compressed air piping, hoses and fittings in good condition.				
19	Compressed air 30 psi or less for machine/parts cleaning, 10 psi for clothing.				
20	Compressed air cleaning nozzles with chip/particle deflection device.				
21	Gas cylinders w/30 lb or more water capacity have valve protection capability.				
22	Gas cylinders legibly marked as to their contents.				
23	Gas cylinders stored away from high heat, flames, etc.				
24	Gas cylinders stored in secure area and secured from tipping or falling.				
25	Gas cylinders transported on cylinder carts.				
26	When in use, gas cylinders kept away from elevators, stairs, and ramps.				
27	Valve protectors used when cylinders not in use or when being transported.				
28	Liquefied gas cylinders (acetylene) always shipped and stored valve-end up.				

29	Proper type of regulator used for type of gas cylinder in use.					
30	Gas cylinders, valves, couplings, regulators kept free of oil and grease.					
31	Gas cylinders lacking obvious defects, leaks, damage, etc.					
32	Gas cylinders hydro tested at appropriate intervals.					
33	Empty gas cylinders labelled "Empty," valves closed, and caps on.					
34	Oxygen and Acetylene in storage are separated by 5' non-combustible barrier.					
Hazardous Waste & Materials Disposal and Recycling						
1	Waste storage areas (bins, totes) designated.					
2	Waste containers properly labelled (chemical components, amounts, etc.).					
3	Waste containers compatible with waste to be stored.					
4	Only compatible chemical wastes stored in the same container.					
5	Waste containers kept closed except when adding waste.					
6	Waste containers stored compatibly.					
7	Fluorescent, HID, Mercury vapour lamps recycled properly.					
8	Used oil collected and recycled properly.					
9	Non-alkaline batteries (lead acid, Ni-cad, silver, etc.) managed for recycling.					
85	Mercury containing devices (thermostats, barometers, etc.) properly recycled.					
86	Electronic devices, (monitors, TVs, circuit boards, etc.) managed properly.					
87	Bio hazardous materials & animal carcasses managed & disposed properly.					
Manuals, Training, SOPs, MSDSs, Occ. Health						
1	Appropriate safety manual(s) available (CHP, ECP, Bio Safety Rad Safety, etc.).					
2	Standard Operating Procedures & Material Safety Data Sheets readily available.					
3	Applicable initial/refresher training completed.					
4	Personnel in occ. health program, if required.					
Safety Equipment and Emergency Preparedness						
1	Eyewash & safety shower within 100 ft. and 10 second travel time.					
2	Eyewash & safety shower unobstructed and inspected as required.					
3	Fume hoods, biosafety cabinets, glove boxes, properly located and certified.					
4	Appropriate spill control kit available and stocked.					
5	Spill & accident reporting procedures understood by lab personnel.					
6	Appropriate first aid kit available and stocked.					
7	Emergency contact information posted by entrance (and by phone if present).					
8	Laboratory under negative pressure in relation to other areas.					

Electrical Safety					
88	Extension cords are not used as permanent wiring.				
89	Extension cords and power strips not daisy-chained one to another.				
90	Electrical cords not under carpets/rugs, through doorways, or high traffic areas.				
91	Multi-outlet power strips are UL listed and have circuit breakers.				
92	Power cords are in good condition with no splices or broken insulation.				
93	Grounding prongs not removed from 3-way plugs.				
94	Outlet, switch and junction box covers are in place and in good repair.				
95	Circuit breaker panels and emergency shut offs unobstructed and labelled.				
96	Electrical outlets not overloaded with appliances, i.e. splitters used.				
10	Ground Fault Interrupters installed, labeled and operating correctly.				
11	Energized parts, circuits, and equipment guarded against accidental contact.				
Fire Prevention and Protection					
1	Fire extinguishers properly mounted, located, and identified.				
2	Fire extinguishers adequate in number and type.				
3	Fire extinguishers inspected, recharged, and maintained as required.				
4	Fire exit routes, exit ways, stairways, and fire equipment kept unobstructed.				
5	Exit lights properly illuminated and emergency lighting operable.				
6	Fire doors not blocked open or are on magnets connected to fire alarm system.				
7	Flammable liquids stored in approved safety cans.				
8	Flammable liquid containers kept closed when not in use.				
9	Flammable liquids of 10 gallons or more stored in flammable storage cabinet.				
10	Flammable storage cabinets labelled "Flammable - Keep Fire Away."				
11	Connections on drums and combustible liquid piping leak free.				
12	Flammable liquid drums grounded and bonded to containers when dispensing.				
13	Proper storage of flammable/combustible materials to reduce risk of fire.				
14	Oily/greasy rags placed in proper self-closing oily rag containers.				
15	No penetrations through walls or ceilings and all ceiling tiles are in place.				
16	Sprinkler heads clean and no storage within 18 inches.				
17	Sprinkler heads protected by metal guards when exposed to physical damage.				

General & Miscellaneous Safety

1	Hand washing sink, soap and towels available & used before leaving lab.				
2	Sink faucets with backflow device or attached hoses above sink rim				
	Heavy objects stored below 5 ft. unless secured and stepladder provided.				
3	Stepladder or steps tool available & in good condition for high storage access.				
4	Appropriate signs posted (First aid kit, safety shower, fire extinguisher, etc.).				
5	Proper handling & disposal of broken glass & sharps.				
6	Batteries charged in properly ventilated area away from sparks and flames.				
7	Work practices observed during inspection done safety.				

TRAFFIC MANAGEMENT PLAN		**YES**	**NO**	**N/A**
8	Does the site exhibits appropriate traffic management plan?			
9	Are the road detours of the site approved by the regulatory authority?			
10	Does the access signs available in all parking and route locations?			
11	Does the administrative controls are in-line?			
12	Are the fences/security gates of the site appropriate to the standards?			
13	Are the information signs and night lights in place according to the plan?			
WORKER WELFARE				
14	Does the site exhibit appropriate worker management plan?			
15	Are the medical facilities provided to the workers appropriate?			
16	Does the health surv			
17				
18				
19				
PERSONAL PROTECTION EQUIPMENT (PPE): EYE AND FACE/RESPIRATORY/HEARING				
134	Are areas clearly marked as a “HEARING CONSERVATION” area, as needed?			
135	Are approved safety glasses, face shields, gloves, palm guards, aprons, Clothing, and hearing protection used in required areas?			
136	Are employees using appropriate respirators for the work being done?			
137	Are respirators clean and stored properly?			
138	Are employees using respirators clean-shaven (so mask will seal against face)?			
139	Are employees using paper respirators (paper masks) and trained in their proper Use?			
PPE: FALL PROTECTION				
140	Is appropriate fall protection provided and used properly (safety harness, Lanyard, and if needed, self-retracting lifeline)?			
141	Is fall protection PPE stored properly, kept clean, and out of direct sunlight?			
142	Is fall protection PPE inspected and certified annually?			
WALKING SURFACES/STAIRS				
143	Are all floor tracks covered or covered as much as possible when in use?			
144	Is the angle of fixed stairs within 30 to 50 degrees?			
145	Are non-slip surfaces in good condition on steps and platforms?			
146	Are stairwells clear and handrails in good condition?			
147	Are mobile work platforms available and used?			

CRITICAL ACTIVITIES AND EQUIPMENTS

CRANES/LIFTING DEVICES		YES	NO	N/A
122	Are all slings, hoists, chains, jacks, and supports certified and tagged with load Limits and inspection dates?			
123	Is the weight of all loads known and is the crane (user) inspected before use?			
124	Is there a full, unrestricted view for operator before lifting load?			
125	Are all loads being lifted overhead secured?			
126	Is there no one beneath the load while it is suspended?			
127	Does the crane operator have a current license or certificate?			
LADDERS/SCAFFOLDING				
128	Are all step ladders under 20 feet in length?			
129	Are rubber feet on ladders in good repair?			
130	Are all ladders in good condition with no structural damage?			
131	Are there no metal or aluminium ladders in electrical areas?			
132	Are ladders being used properly (only one person on ladder at a time and no one standing above the second step down from the top)?			
133	Are fixed stairs being used (instead of ladders) where regular travel is needed?			
PERSONAL PROTECTION EQUIPMENT (PPE): EYE AND FACE/RESPIRATORY/HEARING				
134	Are areas clearly marked as a "HEARING CONSERVATION" area, as needed?			
135	Are approved safety glasses, face shields, gloves, palm guards, aprons, Clothing, and hearing protection used in required areas?			
136	Are employees using appropriate respirators for the work being done?			
137	Are respirators clean and stored properly?			
138	Are employees using respirators clean-shaven (so mask will seal against face)?			
139	Are employees using paper respirators (paper masks) and trained in their proper Use?			
PPE: FALL PROTECTION				
140	Is appropriate fall protection provided and used properly (safety harness, Lanyard, and if needed, self-retracting lifeline)?			
141	Is fall protection PPE stored properly, kept clean, and out of direct sunlight?			
142	Is fall protection PPE inspected and certified annually?			
WALKING SURFACES/STAIRS				
143	Are all floor tracks covered or covered as much as possible when in use?			
144	Is the angle of fixed stairs within 30 to 50 degrees?			
145	Are non-slip surfaces in good condition on steps and platforms?			
146	Are stairwells clear and handrails in good condition?			
147	Are mobile work platforms available and used?			

WORKPLACE INTERNAL AUDIT

Building _____ **Department** _____ **Room(s)** _____ **Contact Person** _____

Inspection Performed by _____ **Date:** _____

		Y	N	N/A	Comments
Chemical Storage & Safety					
10	Chemical containers properly labelled, stored, & closed when not in use.				
11	Chemicals segregated and stored by compatibility.				
12	Peroxide formers dated at purchase and again upon opening.				
13	Peroxide formers disposed of within proper time frames.				
14	Secondary containment used where appropriate.				
15	Vacuum equipment trapped and/or filtered.				
16	Chemical storage areas free of ignition sources.				
17	Refrigerators/Freezers properly labelled.				
18	Refrigerators/Freezers properly rated if flammable liquids are stored within.				
10	Fume hoods and/or biosafety cabinets not used for general storage.				
11	Mterials stored properly and proper PPE available.				
12	Flammable liquids in containers over 4 L are in approved safety cans.				
13	Corrosive storage cabinet used if more than 10 gal of corrosives present.				
14	Chemicals purchased in amounts that can be used within a reasonable time.				
15	Chemical stocks purged of old, out-dated, and unusable chemicals.				
16	Chemical inventory up to date and copy sent to EH&S.				
Compressed Air and Compressed Gases					
17	Air compressors equipped with pressure gauges and pressure relief valves.				
18	Compressed air piping, hoses and fittings in good condition.				
19	Compressed air 30 psi or less for machine/parts cleaning, 10 psi for clothing.				
20	Compressed air cleaning nozzles with chip/particle deflection device.				
21	Gas cylinders w/30 lb or more water capacity have valve protection capability.				
22	Gas cylinders legibly marked as to their contents.				
23	Gas cylinders stored away from high heat, flames, etc.				
24	Gas cylinders stored in secure area and secured from tipping or falling.				
25	Gas cylinders transported on cylinder carts.				
26	When in use, gas cylinders kept away from elevators, stairs, and ramps.				
27	Valve protectors used when cylinders not in use or when being transported.				
28	Liquefied gas cylinders (acetylene) always shipped and stored valve-end up.				

29	Proper type of regulator used for type of gas cylinder in use.					
30	Gas cylinders, valves, couplings, regulators kept free of oil and grease.					
31	Gas cylinders lacking obvious defects, leaks, damage, etc.					
32	Gas cylinders hydro tested at appropriate intervals.					
33	Empty gas cylinders labelled "Empty," valves closed, and caps on.					
34	Oxygen and Acetylene in storage are separated by 5' non-combustible barrier.					
Hazardous Waste & Materials Disposal and Recycling						
1	Waste storage areas (bins, totes) designated.					
2	Waste containers properly labelled (chemical components, amounts, etc.).					
3	Waste containers compatible with waste to be stored.					
4	Only compatible chemical wastes stored in the same container.					
5	Waste containers kept closed except when adding waste.					
6	Waste containers stored compatibly.					
7	Fluorescent, HID, Mercury vapour lamps recycled properly.					
8	Used oil collected and recycled properly.					
9	Non-alkaline batteries (lead acid, Ni-cad, silver, etc.) managed for recycling.					
88	Mercury containing devices (thermostats, barometers, etc.) properly recycled.					
89	Electronic devices, (monitors, TVs, circuit boards, etc.) managed properly.					
90	Bio hazardous materials & animal carcasses managed & disposed properly.					
Manuals, Training, SOPs, MSDSs, Occ. Health						
1	Appropriate safety manual(s) available (CHP, ECP, Bio Safety Rad Safety, etc.).					
2	Standard Operating Procedures & Material Safety Data Sheets readily available.					
3	Applicable initial/refresher training completed.					
4	Personnel in occ. health program, if required.					
Safety Equipment and Emergency Preparedness						
1	Eyewash & safety shower within 100 ft. and 10 second travel time.					
2	Eyewash & safety shower unobstructed and inspected as required.					
3	Fume hoods, biosafety cabinets, glove boxes, properly located and certified.					
4	Appropriate spill control kit available and stocked.					
5	Spill & accident reporting procedures understood by lab personnel.					
6	Appropriate first aid kit available and stocked.					
7	Emergency contact information posted by entrance (and by phone if present).					
8	Laboratory under negative pressure in relation to other areas.					

Electrical Safety					
97	Extension cords are not used as permanent wiring.				
98	Extension cords and power strips not daisy-chained one to another.				
99	Electrical cords not under carpets/rugs, through doorways, or high traffic areas.				
100	Multi-outlet power strips are UL listed and have circuit breakers.				
101	Power cords are in good condition with no splices or broken insulation.				
102	Grounding prongs not removed from 3-way plugs.				
103	Outlet, switch and junction box covers are in place and in good repair.				
104	Circuit breaker panels and emergency shut offs unobstructed and labelled.				
105	Electrical outlets not overloaded with appliances, i.e. splitters used.				
12	Ground Fault Interrupters installed, labeled and operating correctly.				
13	Energized parts, circuits, and equipment guarded against accidental contact.				
Fire Prevention and Protection					
1	Fire extinguishers properly mounted, located, and identified.				
2	Fire extinguishers adequate in number and type.				
3	Fire extinguishers inspected, recharged, and maintained as required.				
4	Fire exit routes, exit ways, stairways, and fire equipment kept unobstructed.				
5	Exit lights properly illuminated and emergency lighting operable.				
6	Fire doors not blocked open or are on magnets connected to fire alarm system.				
7	Flammable liquids stored in approved safety cans.				
8	Flammable liquid containers kept closed when not in use.				
9	Flammable liquids of 10 gallons or more stored in flammable storage cabinet.				
18	Flammable storage cabinets labelled "Flammable - Keep Fire Away."				
19	Connections on drums and combustible liquid piping leak free.				
20	Flammable liquid drums grounded and bonded to containers when dispensing.				
21	Proper storage of flammable/combustible materials to reduce risk of fire.				
22	Oily/greasy rags placed in proper self-closing oily rag containers.				
23	No penetrations through walls or ceilings and all ceiling tiles are in place.				
24	Sprinkler heads clean and no storage within 18 inches.				
25	Sprinkler heads protected by metal guards when exposed to physical damage.				

General & Miscellaneous Safety

1	Hand washing sink, soap and towels available & used before leaving lab.				
2	Sink faucets with backflow device or attached hoses above sink rim				
	Heavy objects stored below 5 ft. unless secured and stepladder provided.				
3	Stepladder or steps tool available & in good condition for high storage access.				
4	Appropriate signs posted (First aid kit, safety shower, fire extinguisher, etc.).				
5	Proper handling & disposal of broken glass & sharps.				
6	Batteries charged in properly ventilated area away from sparks and flames.				
7	Work practices observed during inspection done safety.				

CORRECTIVE ACTION REQUEST

C.A.R No.	
Audit Date	
Asset	
TAG No	

Project Assessed

Location

Project Manager

Escort :

ASSESSOR

To be filled by Assessor

ASSESSMENT CRITERIA: Complaints, Contract, PMI's and Manufacture's manuals:

Details: **Agreed Correction Date:**

PROJECT MANAGER ASSESSOR

To be filled by Project Manager

Corrective Action:

To be filled by Assessor

Follow Up and Close Out:

CAR CLOSE OUT DATE: _____ ASSESSOR: _____

Audit Report

Audit Department

Project Name	Audit Report No.
Location	Date of Audit
Project Manager	Previous Report No.
Escort	Previous Audit Date
ASSESSOR	

Item	DETAILS

Assessor: _____

PROCEDURE

During each stage in the audit process- preliminary review, field work, audit findings, audit follow-up, this audit process will work best when the site management & SBG O&M audit team will have strong communication & coordination.

Audit Team Judgments:

SBG O&M audit team will make judgments by communicating legal standards, HSE guidance and applicable industry standards.

Conclusion:

- Audit team will assemble the evidences.
- Will evaluate those evidences.
- Will write an audit report & submit one copy to the project site manager.

Occupational health & safety risks will be identified & developed & implemented at all the projects of SBG O&M and will also attain the high level of safety standards at all the projects of SBG O&M and will be prevented from the legal fines & will improve the moral grounds for the company among its competitors & among the other companies inside kingdom & will effect positively for the other companies and all the occupational safety for the