



STANDARD OPERATING PROCEDURE

TITLE: Internal Safety Inspection/Audit

SOP No.:		Department :	EHS	
		Effective Date :		
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1.0 OBJECTIVE:

To lay down a procedure for Internal Safety Inspection /Audit.

2.0 SCOPE:

This SOP is applicable for Internal Safety Inspection /Audit at

3.0 RESPONSIBILITY:

Head – EHS

Head of Concerned Department

4.0 ACCOUNTABILITY:

Head – EHS

5.0 ABBREVIATIONS:

SOP Standard Operating Procedure
No. Number
Ltd. Limited
QA Quality Assurance
EHS Environment, Health and Safety

6.0 PROCEDURE:

Safety Audit are essential tools to minimize injury, incident, accident and property damage at work place and creating a healthy working environment. It is also helping to implement and enforced safety regulations at workplace for making safe work place. The following procedure shall be aided in internal safety inspection and audit:

6.1 Preparation of Safety Inspection Planner :

6.1.1 At the start of every financial year, Officer / Executive EHS shall prepare a Safety Inspection Planner as per **Annexure-I**, Titled “**Safety Inspection Planner**”.

6.1.2 The frequency of safety audit in the planner shall be once in a six month for each department.

6.2 Selection of Self Inspection Team:

6.2.1 Head EHS shall select a self inspection team before every inspection based on cross functional departments as shown in **Annexure-II**, Titled “**Safety Inspection Team**”.

6.3 Safety Inspection Planning and Execution:

6.3.1 One week prior to the planned date of self inspection, Head EHS or Lead Auditor shall send a safety inspection planning and execution record to Head of Auditee Department a one copy marked to team members identified for safety inspection, safety inspection planning and execution record as shown in **Annexure-III**, Titled “**Self Inspection Planning and Execution Record**”.



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- 6.3.2** If proposed schedule is agreed, Head of the Auditee Department shall fill the record with Sign and Date. Filled record shall be forwarded to the Head EHS/Lead Auditor along with details of Auditee (s).
- 6.3.3** In case of disagreement, Head of Auditee Department shall propose the reschedule date within that month only, along with the reason of re-scheduling with Sign & Date.
- 6.3.4** Prior to start of the safety inspection on the planned date, Auditors and Auditee (s) both shall sign on the safety inspection planning and execution record. After the completion of safety inspection, Lead Auditor shall fill the execution part of the safety inspection planning and execution record and same shall be sign by Lead Auditor and Head-Auditee.
- 6.3.5** If any of the Auditor or Auditee is not present on the Date of safety inspection execution, as per plan, then the Lead Auditor and Head –Auditee Department put the remark and sign on the Safety Inspection Planning and Execution Record subsequently as applicable in front of their name.

6.4 Methodology:

- 6.4.1** Officer/Executive EHS shall do the inspection of work place on daily basis Walk through method.
- 6.4.2** Officer/Executive EHS shall arrest unsafe act and unsafe conditions.
- 6.4.3** Officer/Executive EHS shall prepare its report and got mitigated with the help of concerned responsible department.
- 6.4.4** Officer/Executive EHS shall conduct audit of whole facility as per safety checklist IS-14489.
- 6.4.5** Officer/Executive EHS shall arrest unsafe act, unsafe conditions and also monitor the operational control.
- 6.4.6** Officer/Executive EHS shall advise the concerned departments in planning and organizing measures necessary for the effective control of personal injury.
- 6.4.7** Officer/Executive EHS shall advise on safety aspects in all job studies, and to carry out detailed job safety studies of selected jobs.
- 6.4.8** Officer/Executive EHS shall carry out plant safety inspection in order to observe the physical conditions of work and the work practices / procedures followed by workers and to render advice on measures to be adopted for removing the unsafe physical conditions and preventing unsafe actions by workers.



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6.4.9 Officer/Executive EHS shall cover Electrical Hazards, Physical Hazards, Chemical Hazards, Slip and Trip Hazards, Fire Hazards and Mechanical Hazards etc. during internal safety inspection/audit.

6.4.10 Head EHS shall prepare its report in **Annexure-IV**, Titled “**Safety Audit Observation and Compliance Report**”. After differentiating their observations into three categories according to their severity as NORMAL (“N” - Action required within one month, ABNORMAL (“A” – Action required within 15 days) and EMERGENCY (“E” – Action required immediately).

6.4.11 Head EHS shall send their Audit Report to the concerned department for its compliance and also discuss these observations in Safety Committee Meeting.

6.5 The Audit Report is consist an eight alphanumerical characters as show below:

SA/YY/NN

Where,

“SA” : Safety Audit
“/” : Separator
“YY” : Year
“/” : Separator
“NN” : Serial Number

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Safety Inspection Planner	
Annexure-II	Safety Inspection Team	
Annexure-III	Safety Inspection Planning and Execution Record	
Annexure-IV	Safety Audit Observations and Compliance Report	

8.0 DISTRIBUTION:

- Controlled Copy No. 01 Head Environment, Health & Safety
- Master Copy Quality Assurance Department

9.0 REFERENCES:

- Code of Practice on Occupational Health and Safety Audit.



PHARMA DEVILS

ENVIRONMENT HEALTH SAFETY DEPARTMENT

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10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Details of Changes	Reason for Change	Effective Date	Updated By
00	New SOP	Introduction of New SOP		



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ANNEXURE-I



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ENVIRONMENT HEALTH SAFETY DEPARTMENT

SAFETY INSPECTION PLANNER

YEAR: _____

	Month	April	May	Jun	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March
Location													

	Prepared By Operating Executive	Checked By Operating Manager	Approved By Head QA
Sign			
Date			
Name			



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ANNEXURE-II



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SAFETY INSPECTION TEAM

S.No.	Name	Department	Designation	Lead Auditor*	Team Member*	Remark

* Mentioned √, whenever applicable.

Prepared By:
Head Safety
Sign & Date

Approved By:
Head QA
Sign & Date



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ANNEXURE-III



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SAFETY INSPECTION PLANNING AND EXECUTION RECORD

To,

Head – Auditee Department (Mention Department Name)

Planned Date of Safety Inspection: _____ (Schedule Agreed/To be re-scheduled)

If to be re- scheduled then Proposed Date by Head –Auditee Department: _____

Reason for re-scheduling : _____

Sign of Head-Auditee : _____ Date: _____

Auditors (s) Details: (To be filled by Head EHS/Lead Auditor)

S.No.	Name	Department	Designation	Signature (On the date of inspection execution)	Remark By Lead Auditor

Auditee Details: (To be filled by Head-Auditee Department)

S.No.	Name	Department	Designation	Signature (On the date of inspection execution)	Remark By Head-Auditee

From



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Head EHS/Lead Auditor

Date:

Cc: Inspection Team Member

INSPECTION EXECUTION DETAILS

Area / Department Inspected: _____ **Inspection Time:** _____

Execution Date of Inspection: _____

Lead Auditor
Sign & Date

Head Auditee
Sign & Date



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ANNEXURE-IV



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ENVIRONMENT HEALTH SAFETY DEPARTMENT

SAFETY AUDIT OBSERVATIONS AND COMPLIANCE REPORT

Date of Audit: _____

Audit Report No.: _____

S.No.	Department & Location	Observations	Type of Hazards	Categories (N/A/E)*	Recommendations/ Suggestions	Responsibility	Target Date of Completion	Compliance Status

*LEGEND for CATEGORIES: N = **NORMAL** (Action required within one month), A = **ABNORMAL** (Action required within 15 Days) & E = **EMERGENCY** (Immediate Action required)

**Lead Auditor
Sign & Date**

**Head Auditee
Sign & Date**