





# PHARMA DEVILS

ENVIRONMENT HEALTH SAFETY DEPARTMENT

## STANDARD OPERATING PROCEDURE

**Title:** Internal Safety Inspection/Audit

<b>SOP No.:</b>		<b>Department:</b>	EHS	
		<b>Effective Date:</b>		
<b>Revision No.:</b>		<b>Revision Date:</b>		
<b>Supersede Revision No.:</b>		<b>Page No.:</b>	2 of 9	

- 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, than 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** 6Officer/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



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advice on measures to be adopted for removing the unsafe physical conditions and preventing unsafe actions by workers.

**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 “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 Consists and eight alphanumeric characters as show below:

**SA/YY/NN**

“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 Observation and Compliance Report	

**ENCLOSURE:** SOP Training Record

**8.0 DISTRIBUTION:**

- Controlled Copy No. 01 Quality Assurance
- Controlled Copy No. 02 Environment, Health & Safety
- Master Copy Quality Assurance

**9.0 REFERENCES:**

Code of Practice on Occupational Health and Safety Audit.



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**10.0 REVISION HISTORY:**

**CHANGE HISTORY LOG**

<b>Revision No.</b>	<b>Change Control No.</b>	<b>Details of Changes</b>	<b>Reason for Change</b>	<b>Effective Date</b>	<b>Updated By</b>



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**ANNEXURE-I**  
**SAFETY INSPECTION/AUDIT PLANNER**

**YEAR:** \_\_\_\_\_

Location	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec

	Prepared By Operating Officer/ Executive	Reviewed By Operating Manager	Approved By Department Head	Authorized By Head QA
<b>Sign</b>				
<b>Date</b>				
<b>Name</b>				





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### ANNEXURE-III SAFETY INSPECTION PLANNING AND EXECUTION

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: \_\_\_\_\_

Auditor(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,

Head EHS/Lead Auditor

Date:



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Cc: Inspection Team Member

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**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**  
**SAFETY AUDIT OBSERVATIONS AND COMPLIANCE REPORT**

Date of Audit: \_\_\_\_\_

Audit Report No.: \_\_\_\_\_

S.No.	Department & Location	Observation	Type of Hazards	Categories (N/A/E)*	Recommendation/ 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: