

ENVIRONMENT HEALTH SAFETY DEPARTMENT

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/Audit.

3.0 **RESPONSIBILITY:**

Head – EHS

Head of Concerned Department

4.0 **ACCOUNTABILITY:**

Head – EHS

5.0 ABBREVIATIONS:

SOP Standard Operating Procedure

QC Quality Control

6.0 PROCEDURE:

Safety Audit is essential tool to minimize injury, incident, accident and property damage at work place and creating a healthy working environment. It is also helping to implement & enforce safety regulations at work place 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 and 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, 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 6**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



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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 alphanumerical 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

Revision No.	Change Control	Details of	Reason for	Effective	Updated
	No.	Changes	Change	Date	By



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ANNEXURE-I SAFETY INSPECTION/AUDIT PLANNER YEAR:													
Location		Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Zocation													
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	Prepared By Operating Officer/ Executive			ewed By ng Manage	r		Approved By Department Head				Authorized By Head QA		
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Sign													
Date Name													
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ANNEXURE-II SAFETY INSPECTION TEAM

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

Mentioned, whenever applicable

Prepared By
Head Safety
Head QA
Sign & Date
Sign & Date



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Head – Audited		A TY INSPECTIO	NNEXURE-III N PLANNING	AND EXE	CUTION	
	e Department	(Mention Depar	rtment Name)			
	of Safety Insp	ection:			_(Schedule A	agreed/To be
re-scheduled)						
		roposed Date by				
-						
Reason for re-						
scheduling:						
Sign of Head-A	Auditee:					
Date:			_			
Auditor(s) Deta	ails: (To be fi	illed by Head EH	IS/Lead Auditor))		
S.No.	Name	Departmen	nt Designation	n Sig	gnature	Remark I
		•		,	he date of	Lead
				inspection	on execution)	Auditor
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Auditee Details	s: (to be filled	d by Head-Audite	ee Department)			
	Name	Department	Designation	Signat	ure	Remark By
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Cc: Inspection Team Member

INSPECTION EXECUTION DETAILS

Inspection
Head Auditee
Sign & Date



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		SAFETY AUI		NNEXURE-IV ATIONS AND (COMPLIANCE RE	PORT		
Date of Au	Date of Audit: Audit Report N						:	
S.No.	Department & Location	Observation	Type of Hazards	Categories (N/A/E)*	Recommendation/ Suggestions	Responsibility	Target Date of Completion	Compliance Status
				, ,			-	
*Legend for	r Categories: N = NORMAL (Action re		A=ABNORMAL (A		15 Days) & E=EMERGE	NCY (immediate Action	on required)	-
Lead Audi Sign & Da	Head Audi							