

(Plan) Safety Audit Sample



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Company/organisation logo

SAFETY AUDIT REPORT

SAFETY AUDIT REF NO	
DATE	
PROJECT WBS/REF NO	
PROJECT TITLE	
CONTRACT TYPE	
OWNER OF THE PROJECT	
PROJECT MANAGER	
MAIN CONTRACTOR	
SUBCONTRACTOR	
AUDITOR	

ANNEX 1 SAFETY AUDIT FORMS

Section 1 SAFETY MANAGEMENT SYSTEM											
SUBSECTION 1 GENERAL REQUIREMENTS											
F. NO.	FIELD	OBLIGATIONS		ASSESSMENT						COMMENTS	
		LEGAL	CONTRACTUAL	2	1	0	-1	-2	SAMPLE		
1.1.1	SMS provides clearly for delegation of responsibilities and allocation of accountabilities within the organisation.										
1.1.2	SMS provides for regular safety meetings.										

Section 2 SAFETY ORGANISATION
SUBSECTION 2 SAFETY TRAINING

F. NO.	FIELD	OBLIGATIONS		ASSESSMENT					COMMENTS	
		LEGAL	CONTRACTUAL	2	1	0	-1	-2		SAMPLE
2.2.1	All new comers undergo an induction training.									
2.2.2	Training has been recorded.									

Section 5 SAFETY SYSTEMS
SUBSECTION 2 SITE SAFETY SINGEAGE

F. NO.	FIELD	OBLIGATIONS		ASSESSMENT					COMMENTS	
		LEGAL	CONTRACTUAL	2	1	0	-1	-2		SAMPLE
5.2.1	Areas where eye protection is mandatory have been signed properly									
5.2.2	All hot surfaces have been signed clearly as that pointing out the hazard for potential burns.									

Section 5 SAFETY SYSTEMS
SUBSECTION 3 LABELING OF HAZARDOUS SUBSTANCES

F. NO.	FIELD	OBLIGATIONS		ASSESSMENT						COMMENTS
		LEGAL	CONTRACTUAL	2	1	0	-1	-2	SAMPLE	
5.3.1	There is a clear contractual requirement for all Company's suppliers that all hazardous substances should be labeled as per requirements of the 97/69/EC (and previous as applicable).									
5.3.2	A list of all signs and their meanings is available on site and displayed at all places where hazardous substances are handled.									

Section 7 SAFETY EQUIPMENT
SUBSECTION 1 PERSONAL PROTECTIVE EQUIPMENT

F. NO.	FIELD	OBLIGATIONS		ASSESSMENT					COMMENTS	
		LEGAL	CONTRACTUAL	2	1	0	-1	-2		SAMPLE
7.1.1	All PPE are CE marked.									
7.1.2	PPE have been selected based on a risk assessment process.									

Section 8 EQUIPMENT
SUBSECTION 2 GUARDS

F. NO.	FIELD	OBLIGATIONS		ASSESSMENT					COMMENTS	
		LEGAL	CONTRACTUAL	2	1	0	-1	-2		SAMPLE
8.2.1	A risk assessment has been performed for each machine on the site.									
8.2.2	Machines maintenance procedures provides clearly for tag-out/lock-out									

Section 8 EQUIPMENT
SUBSECTION 4 LIFTING APPLIANCES AND LIFTING GEAR

F. NO.	FIELD	OBLIGATIONS		ASSESSMENT						COMMENTS
		LEGAL	CONTRACTUAL	2	1	0	-1	-2	SAMPLE	
8.4.1	All lifting equipment on site have a valid certificate by a third party.									
8.4.2	All lifting gear (hooks, locks, ropes) have a clear mark of their lifting capacity.									
8.4.3	Subcontractors mobile cranes are checked for a valid TP certificate upon arrival on site, before starting operations									

Section 9 WORK SAFETY
SUBSECTION 3 WELDING WORKS

F. NO.	FIELD	OBLIGATIONS		ASSESSMENT						COMMENTS	
		LEGAL	CONTRACTUAL	2	1	0	-1	-2	SAMPLE		
9.3.1	A safety method statement is available.										
9.3.2	A hot permit to work is issued.										
9.3.3	Works are performed according to the hot permit to work requirements										

Section 12 ENVIRONMENT
SUBSECTION 4 MAJOR ACCIDENTS PREVENTION POLICY

F. NO.	FIELD	OBLIGATIONS		ASSESSMENT						COMMENTS	
		LEGAL	CONTRACTUAL	2	1	0	-1	-2	SAMPLE		
12.4.1	Operator has produced a safety report for prevention of major accidents.										
12.4.2	An inventory of all hazardous substances is maintained properly.										
12.4.3	A Policy for major accidents prevention is established in writing.										
12.4.4	Major Accidents Prevention Policy (MAPP) defines operator's overall aims and principles of action with respect to the control of major accidents hazards.										
12.4.5	A Safety Management System (SMS) is in place to facilitate MAPP.										