



Trakindo 	INTERNAL AUDIT		
Branch	Tanjung Redeb	Auditor	Eko Sarianto
Date	27 – 29 September 2023	MR	Deddy Dwiyono


INTERNAL AUDIT

Man Days	3
Objectives	<ul style="list-style-type: none"> ▪ SHE system Implementation conformance ▪ ISO 14001:2015 and ISO 45001:2018 ▪
Audit Criteria	<ul style="list-style-type: none"> ▪ ISO 14001:2015 Clause 9.2 and ISO 45001:2018 Clause 9.2 ▪ Trakindo SHE Procedures ▪ Relevant requirement (government, customer, international)
Scope	<ul style="list-style-type: none"> ▪ Tanjung Redeb branch
Relevant Documents	<ul style="list-style-type: none"> ▪ Trakindo SHE Procedures ▪ Relevant requirement ▪ Relevant records
Report Distribution	<ul style="list-style-type: none"> ▪ Tanjung Redeb branch management ▪ North Kal Area management ▪ CEG SHE
Auditor	1. Eko Sarianto
Facilities:	<ul style="list-style-type: none"> ▪ Room for opening & closing meeting & report writing ▪ Projector ▪ Personal protective equipment as per site requirement ▪ Management representative to provide overall assistance ▪ Availability and involvement of necessary parties


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Audit Plan

Time	Who	Item
Day-1 (Wednesday, 27 September 2023)		
08:00 – 08:15	Auditor BM Branch All	Opening Meeting <ul style="list-style-type: none"> • Speech • Audit overview • Discussion
08:15 – 08:45	Branch Manager / Management Representative	<ul style="list-style-type: none"> ✓ Clause 4 Context of Organization (the needs and expectations of interested parties) ✓ Clause 5.1 Leadership and commitment ✓ Clause 5.3 Organizational roles, responsibilities and authorities ✓ Clause 5.4 Consultation and Participation workers ✓ Clause 6.1 Action to address risks and opportunities ✓ Clause 6.2 OHS objectives and planning to achieve ✓ Clause 7.4 Communication (Internal & External) ✓ Clause 8.1.2 Eliminating hazards and reducing OHS Risks (vehicle inspection/KIMPER) ✓ Clause 8.1.3 Management of Changes ✓ Clause 9.3 Management review ✓ Clause 10.3 Continual Improvement
08:45 – 09:30	Finance Dept	<ul style="list-style-type: none"> ✓ Clause 5.4 Consultation and Participation workers ✓ Clause 6.1 Action to address risks and opportunities ✓ Clause 6.2 OHS objectives and planning to achieve ✓ Clause 6.1.2 Hazard Identification and assessment of risk and opportunities (HIRAERA) ✓ Clause 7.4 Communication (Internal & External) ✓ Clause 7.5 Documented information (SOP/WIN/FORM) ✓ Clause 8.1.2 Eliminating hazards and reducing OHS Risks (vehicle inspection/KIMPER)
09:30 – 10:15	HR Dept	<ul style="list-style-type: none"> ✓ Clause 5.4 Consultation and Participation workers ✓ Clause 6.1 Action to address risks and opportunities ✓ Clause 6.2 OHS objectives and planning to achieve ✓ Clause 6.1.2 Hazard Identification and assessment of risk and opportunities (HIRAERA) ✓ Clause 7.1 & 7.2 Resources & Competence (providing SHE Training competencies in accordance with employee job descriptions) ✓ Clause 7.4 Communication (Internal & External) ✓ Clause 7.5 Documented information (SOP/WIN/FROM) ✓ Clause 8.1.2 Eliminating hazards and reducing OHS Risks (vehicle inspection/KIMPER) ✓ Clause 9.1 Monitoring, measurement, analysis and evaluation (related MCU)
10:15 – 12:00	Purchasing function	<ul style="list-style-type: none"> ✓ Clause 7.4 Communication (Internal & External) ✓ Clause 7.5 Documented information (SOP/WIN/FORM) ✓ Clause 8.1.4 Procurement (required to identify, evaluate and control SHE risk arising from the contractor's activities, contractor selection, contract of vendor/contractor, evaluation of vendor/contractor) ✓ Clause 8.1 Operational and planning and control (hazardous material acquisition, Inspection/equipment commissioning)

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	GA function (general yard, electrical installation, fire alarm, hydrant)	<ul style="list-style-type: none"> ✓ Clause 6.1.2 Hazard Identification and assessment of risk and opportunities (HIRAERA / JSEA) ✓ Clause 7.4 Communication (Internal & External) ✓ Clause 7.5 Documented information (SOP/WIN/FORM) ✓ Clause 8.1.2 Eliminating hazards and reducing OHS Risks (Work Permit, facilities maintenance, vehicle maintenance, waste handling, New PPE stock inspection) ✓ Clause 6.1.2 Hazard Identification and assessment of risk and opportunities (HIRAERA / JSEA) ✓ Clause 7.4 Communication (Internal & External) ✓ Clause 7.5 Documented information (SOP/WIN/FORM) ✓ Clause 8.1.2 Eliminating hazards and reducing OHS Risks (Work Permit, facilities maintenance, vehicle maintenance, waste handling, New PPE stock inspection) <p>Site Visit</p>
12:00 – 13:00	Break	
13:00 – 14:00	EM	<ul style="list-style-type: none"> ✓ Clause 5.4 Consultation and Participation workers (document evidence) ✓ Clause 6.1 Action to address risks and opportunities ✓ Clause 6.2 OHS objectives and planning to achieve ✓ Clause 6.1.2 Hazard Identification and assessment of risk and opportunities (HIRAERA / JSEA) ✓ Clause 7.4 Communication (Internal & External) ✓ Clause 7.5 Documented information (SOP/WIN/FORM) ✓ Clause 8.1.2 Eliminating hazards and reducing OHS Risks (vehicle inspection/KIMPER, hazardous waste handling, lifting equipment inspection, lifting gear inspection, hazardous waste handling, work permit) ✓ Site Visit, Interview
15:00 – 15:15	Break	
14:00 – 17:00	Parts (warehouse, tool store)	<ul style="list-style-type: none"> ✓ Clause 5.4 Consultation and Participation workers (document evidence) ✓ Clause 6.1 Action to address risks and opportunities ✓ Clause 6.2 OHS objectives and planning to achieve ✓ Clause 6.1.2 Hazard Identification and assessment of risk and opportunities (HIRAERA / JSEA) ✓ Clause 7.4 Communication (Internal & External) ✓ Clause 7.5 Documented information (SOP/WIN/FORM) ✓ Clause 8.1.2 Eliminating hazards and reducing OHS Risks (vehicle inspection/KIMPER, hazardous waste handling, lifting equipment inspection, lifting gear inspection, New PPE stock inspection) ✓ Site Visit
Day-2 (Thursday, 28 September 2023)		
08.00 – 12:00	Field Service	<ul style="list-style-type: none"> ✓ Clause 5.4 Consultation and Participation workers (Document evidence) ✓ Clause 6.1.2 Hazard Identification and assessment of risk and opportunities (HIRAERA / JSEA) ✓ Clause 7.4 Communication (Internal & External) – (document evidence) ✓ Clause 7.5 Documented information (SOP/WIN/FORM) ✓ Clause 8.1.2 Eliminating hazards and reducing OHS Risks (vehicle inspection/KIMPER, longtrip assessment, work permit, hazardous waste handling) ✓ Interview ✓ Site visit
12:00 – 13:00	Break	

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13:00 – 15:00	Service (workshop, wash pad, oil trap, machine yard)	<ul style="list-style-type: none"> ✓ Clause 5.4 Consultation and Participation workers (document evidence) ✓ Clause 6.1 Action to address risks and opportunities ✓ Clause 6.2 OHS objectives and planning to achieve ✓ Clause 6.1.2 Hazard Identification and assessment of risk and opportunities (HIRAERA / JSEA) ✓ Clause 7.4 Communication (Internal & External) ✓ Clause 7.5 Documented information (SOP/WIN/FORM) ✓ Clause 8.1.2 Eliminating hazards and reducing OHS Risks (vehicle inspection/KIMPER, hazardous waste handling, lifting equipment inspection, lifting gear inspection, hazardous waste handling, work permit) ✓ Site Visit ✓ Interview
15:00 – 15:15	Break	
15:15 – 15:45	Sales	<ul style="list-style-type: none"> ✓ Clause 5.4 Consultation and Participation workers ✓ Clause 6.1 Action to address risks and opportunities ✓ Clause 6.2 OHS objectives and planning to achieve ✓ Clause 6.1.2 Hazard Identification and assessment of risk and opportunities (HIRAERA / JSEA) ✓ Clause 7.4 Communication (Internal & External) ✓ Clause 7.5 Documented information (SOP/WIN/FORM) ✓ Clause 8.1.2 Eliminating hazards and reducing OHS Risks (long trip assessment, vehicle inspection/KIMPER)
15:45 – 17:00	SHE	<ul style="list-style-type: none"> ✓ Clause 5.4 Consultation and Participation workers (document evidence) ✓ Clause 6.1 Action to address risks and opportunities ✓ Clause 6.1.2 Hazard Identification and assessment of risk and opportunities (HIRAERA / JSEA) ✓ Clause 6.1.3 Determination of legal requirements and others requirements ✓ Clause 6.2 OHS objectives and planning to achieve ✓ Clause 7.1 & 7.2 Resources & Competence (document evidence SHE Training) ✓ Clause 7.4 Communication (Internal & External) – Document evidence
Day-3 (Friday, 29 September 2023)		
08:00 – 09:00	SHE	<ul style="list-style-type: none"> ✓ Clause 7.5 Documented information (SOP/WIN/FORM) ✓ Clause 8.1.3 Management of Changes (document evidence) ✓ Clause 8.2 Emergency Preparedness and response ✓ Clause 9.1 Monitoring, measurement, analysis and evaluation ✓ Clause 9.2 Internal Audit ✓ Clause 9.3 Management Review ✓ Clause 10.2 Incident, nonconformity and correction action ✓ Clause 10.3 Continual Improvement
09:00 – 14:00	Auditor	Report writing
12:00 – 13:00	Break	
13:30 – 15:00	MR Branch Auditor All	Closing meeting

Audit schedule subject to be reviewed on necessary basis.

Records, documents, risk assessment, portable fire extinguisher, first aid kit, eyewash availability will be audited at each area.