**INTERNAL AUDIT**

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| --- | --- |
| Main Days | * 2
 |
| Objectives | * SHE system Implementation conformance
* ISO 14001:2004 4.5.5, OHSAS 18001:2007 4.5.5 compliance
 |
| Audit Criteria | * + ISO 14001:2004, OHSAS 18001:2007
	+ Trakindo SHE Procedures
	+ Relevant requirement (government, customer, international)
 |
| Scope | * PT Trakindo Utama Zona Bengkulu Operation
 |
| Relevant Documents  | * Trakindo SHE Procedures
* Relevant requirement
* Relevant records
 |
| Report Distribution | * Zona Bengkulu Management
* Southern Sumatera Region Management
* CEG SHE
 |
| Auditor | * Petrus Erydanus Sihombing
 |
| Facilities: | * 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**

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| **Time** | **Who** | **Item** |
|  |  | **Day-1 (Tuesday, August 29th, 2017)** |
| 08:00 – 08:3008:30 – 09:0009:00 – 10:0010:00 – 11:0011:00 – 12:0013:00 – 17:00 | AuditorMR BranchAllManagementRepresentativeHR FunctionPurchasing functionGA FunctionWorkshop (if any) and Service Field Operation | **Opening Meeting*** Speech
* Audit overview
* Discussion

Objective/target/program, Legal/evaluation of compliance, Risk management, Management review, Document control(ISO 14001 4.3.2, 4.3.3, 4.3.1, 4.4.5, 4.5.2, 4.6, OHSAS 4.3.2, 4.3.3, 4.3.1, 4.4.5, 4.5.2, 4.6)SHE training/induction, Medical Check Up(ISO14001 4.4.1, 4.4.2, 4.5.4, OHSAS 4.4.1, 4.4.2, 4.5.4)Inspection/equipment commissioning, hazardous materialacquisition, contract of vendor/contractor, evaluation ofvendor/contractor.(ISO 14001 4.4.6, 4.5.4, OHSAS 4.4.6, 4.5.4WIN/JSA, facilities maintenance, vehicle maintenance, waste handling, site visit.(ISO 14001 4.3.1, 4.4.6, 4.4.7, 4.5.4, OHSAS 4.3.1, 4.4.6, 4.4.7, 4.5.4)WIN/JSA/Work scope, hazardous waste handling, site visit, interview.(ISO 14001 4.3.1, 4.4.6, 4.4.7, 4.5.4, OHSAS 4.3.1, 4.4.6, 4.4.7, 4.5.4)**End of Day 1** |
| 08:00 – 11:0011:00 – 12:0013:00 – 14:3014:30 – 16:0016:00 – 17:00 | SHE OperationSales/RentalParts and WarehouseOperationAuditorMR BranchAuditorAll | **Day-2 (Wednesday, August 30th, 2017)**SHE performance, communication, monitoring/measurement,corrective action and preventive action (CAPA), incidentmanagement, Internal audit, Emergency management(ISO 14001 4.4.3, 4.4.7, 4.5.1, 4.5.3, 4.5.5, OHSAS 4.4.3, 4.4.7, 4.5.1, 4.5.3, 4.5.5)Objective/target/program, Risk management, WIN/JSA(ISO 14001 4.3.1, 4.3.3, 4.3.1, 4.4.6, OHSAS 4.3.3, 4.3.1, 4.4.6)WIN/JSA/Work scope, hazardous waste handling, site visit.(ISO 14001 4.3.1, 4.4.6, 4.4.7, 4.5.4, OHSAS 4.3.1, 4.4.6, 4.4.7,4.5.4)Audit Report Writing**Closing Meeting****End of Day 2** |

*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.*

Prepared by,

**Petrus Erydanus Sihombing**

*PT Trakindo Utama*

*OHSAS 18001 & ISO 14001 Internal Auditor*