**INTERNAL AUDIT**

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| Man Days | 2 |
| Objectives | * SHE system Implementation conformance
* ISO 14001:2004 4.5.5, OHSAS 18001:2007 4.5.5,
 |
| Audit Criteria | * + ISO 14001:2004, OHSAS 18001:2007
	+ Trakindo SHE Procedures
	+ Relevant requirement (government, customer, international)
 |
| Scope | * Bangka branch
 |
| Relevant Documents  | * Trakindo SHE Procedures
* Relevant requirement
* Relevant records
 |
| Report Distribution | * Bangka branch management
* South Sumatera Area management
* CEG SHE
 |
| Auditor | Shinta Saviawijaya |
| 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 (16 November 2017)** |
| 08:00 – 08:3009.30 | AuditorMR BranchAll | **Opening Meeting*** Speech
* Audit overview
* Discussion
 |
| 08:30–10:00 | Management Representative | 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) |
| 10:00–12:00 | SHE | SHE performance, communication, monitoring/measurement, corrective action and preventive action (CAPA), incident management, 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) |
| 13:00–17.00 | Field Service | 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) |
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| **Day-2 (17 November 2017)** |
| 08.00 – 09.00 | Parts (warehouse, tool store) | WIN/JSA, 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) |
| 09.00-10.00 | HR, Purchasing function, GA function (general yard, electrical installation, fire alarm, hydrant) | SHE training/induction, MCU(ISO14001 4.4.1, 4.4.2, 4.5.4, OHSAS 4.4.1, 4.4.2, 4.5.4)Inspection/equipment commissioning, hazardous material acquisition, contract of vendor/contractor, evaluation of vendor/contractor.(ISO 14001 4.4.6, 4.5.4, OHSAS 4.4.6, 4.5.4)WIN/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) |
| 10.00-11.00 | Sales | 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) |
| 11:00–14:00  | Auditor | Report Writing |
| 14:00–15:00  | MR BranchAuditor, All | **Closing meeting** |
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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.