**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 |

**Audit Plan**

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| **Time** | **Who** | **Item** |
| **Day-1 (16 November 2017)** | | |
| 08:00 – 08:30  09.30 | Auditor  MR Branch  All | **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 Branch  Auditor, 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.