**SHE INTERNAL AUDIT PLAN**

**PTTU PRABUMULIH**

**1. PURPOSE OF SHE INTERNAL AUDIT**

1. Ensure all the SHE procedure and SHE program have been executed and maintain well and to ensure effectiveness of procedure implementation at workplace (SHE.SOP.029.R02).
2. SHE system Implementation.
3. SHE.SOP.029.R02 compliance.
4. OHSAS 18001:2007, ISO 14001:2004 compliance.

**2. SCOPE OF SHE INTERNAL AUDIT**

Scope of this Internal Audit of Prabumulih Branch as follow:

**OHSAS 18001:2007 OH&S Management System – Specification**

**ISO 14001:2004 Environmental Management System – Specification**

1. Previous audit issue
2. Management of SHE, planning and leadership
3. Legal, statutory, regulatory and other requirements and compliance evaluation legal
4. Risk management
5. Recruiting, selection, placement and training
6. Communication, participation and consultation
7. SHE performance, monitoring and measurement, inspection, audits, reviews, evaluations, corrective and preventive actions
8. Incident reporting, investigation and analysis
9. Emergency preparedness and response planning, and its evaluations
10. Management of operational and process SHE

**3. EVENT**

Date : 16-17 Nov 2017

Venue : PT Trakindo Utama Prabumulih Branch

1. **AUDITOR**
2. Tri Mulyanto
3. **INTERNAL AUDIT AGENDA**

|  |  |  |
| --- | --- | --- |
| **Time** | **Who** | **Item** |
| **Day-1 (16 Nov 2017)** |
| 08:30–09:0009.30 | AuditorMR BranchAll | **Opening Meeting*** Speech
* Audit overview
* Discussion
 |
| 09:00–14.00 | Field Service | WIN/JSA/Workscope, 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) |
| 14:00 – 15:00 | HR | SHE training/induction, MCU(ISO14001 4.4.1, 4.4.2, 4.5.4, OHSAS 4.4.1, 4.4.2, 4.5.4) |
| 15:00–17:00 | Management Representative | Objective/target/program, Risk management,(ISO 14001 4.3.2, 4.3.3, 4.3.1, OHSAS 4.3.2, 4.3.3, 4.3.1) |
|  | 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) |
| **Day-2 (17 Nov 2017)** |
|  |  |  |
| 08:00 – 09:00 | Purchasing function | 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) |
| 09:00 – 10:30 | GA function (general yard, electrical installation, fire alarm, hydrant) | 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) |
| 10:30 – 12:00 | 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) |
| 13:00 – 14:30 | Parts (warehouse, toolstore) | 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) |
| 14:30 – 16:00  | Auditor | Report writing |
| 16:00 – 17:00  | MR BranchAuditorAll | **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*