**INTERNAL AUDIT**

|  |  |
| --- | --- |
| 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 Bandar Lampung Operation |
| Relevant Documents | * Trakindo SHE Procedures * Relevant requirement * Relevant records |
| Report Distribution | * Zona Bandar Lampung 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 |

**Audit Plan**

|  |  |  |
| --- | --- | --- |
| **Time** | **Who** | **Item** |
|  |  | **Day-1 (Tuesday, November 28th, 2017)** |
| 08:00 – 08:30  08:30 – 09:00  09:00 – 10:00  10:00 – 11:00  11:00 – 12:00  13:00 – 17:00 | Auditor  MR Branch  All  Management  Representative  HR Function  Purchasing function  GA Function  Workshop (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 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)  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 – 11:00  11:00 – 12:00  13:00 – 14:30  14:30 – 16:00  16:00 – 17:00 | SHE Operation  Sales/Rental  Parts and Warehouse  Operation  Auditor  MR Branch  Auditor  All | **Day-2 (Wednesday, November 29th, 2017)**  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)  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 Lead Auditor*