|  |  |  |
| --- | --- | --- |
| **Item** | **Time** | **Participants** |
| 1. **OPENING MEETING**

To introduce the audit team to site management, to explain the way the internal audit is going to be conducted, to understand the site operations and current project status.  | **08:30 – 09:00** | **Site Management****HSE Representatives****Union Representative****Audit Team**  |
| 1. **SITE HSE INDUCTION** To briefly inform the auditor/s about the project, site safety risks, emergency preparedness and general site safety rules.
 | **09:00 – 09:15** | **HSE Officer** **Audit Team** |
| 1. **SITE WALK ABOUT (FAMILIARIZATION)**

To familiarize the auditor/s with site activities, type of equipment used and generally to see how employees do their work. | **09:15 – 10:00** | **HSE Officer /****Management Representative****Audit Team** |
| 1. **TEA BREAK**
 | **10:00 – 10:15** | **Audit Participants** |
| 1. **INCIDENT MANAGEMENT**

To verify that all incidents are captured, classified correctly, investigated, and reported to external parties where applicable, incident costing done, incident investigation properly closed out and those investigation findings are communicated to all employees. | **10:15 – 11:00** | **HSE Officer****Audit Team** |
| 1. **RISK/IMPACT ASSESSMENT**

To verify if all the safety, health risks and environmental impacts are identified, communicated and reviewed accordingly. | **11:00 – 12:00** | **HSE Officer****Audit Team** |
| 1. **LUNCH BREAK**
 | **12:00 – 12:30** | **Audit Participants** |
| 1. **HSE STRUCTURE & COMPETENCE**

To verify that a HSE structure is in place, legal appointments are done in writing and relevant training is provided to all appointees. | **12:30 – 14:00** | **HSE Officer****Audit Team** |
| 1. **LEGAL & OTHER REQUIREMENTS**

**(Evaluation of Compliance)**To ensure that requirements of the legislation are covered e.g. Construction notification; Extended hours of work, Letter of Good Standing, Exemptions and Approvals, Legal Register, Permits, H&S Plan, Environmental Management Plan. | **14:00 – 15:00** | **HSE Officer** |
| 1. **TEA BREAK**
 | **15:00 – 15:15** | **Audit Participants** |
| 1. **HSE** **INSPECTIONS & SELF-AUDITS**

To verify equipment, tools, plant, hygiene and HSE representatives’ inspections and self-assessments audits | **15:15 – 16:15** | **Management Representative****HSE Officer/s****Audit Team** |
| 1. **CLOSING MEETING**

To discuss the audit findings, areas of improvements, achievements and critical concerns | **15:45 – 16:00** | **Site Management****HSE Representatives** |