SAFETY AUDIT / ASSESSMENT TOOL
GENERAL SITE MATTERS

Doc 102.02/21

Revision of Doc 102/03 Appendix C1

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Prepared by WG-16 Worker Safety

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Amendments to Doc 102/03

All	Revision of Doc 102/03 Appendix C1
All	New format of Safety Audit / Assessment Tool
All	Revision to remove elements from the General Site Checklist and move to new dedicated checklists for specific topics

NOTE Technical changes from the previous edition are underlined

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1 Introduction

Auditing is a proactive management tool for use by an organisation or activity as a part of its management responsibilities. It is used to proactively confirm compliance, detect potential issues and facilitate future improvement.

EIGA Doc 102, *Audit Guidelines,* provides an overview of audit and self-assessment processes, identifies different types of audits and lists the key points for ensuring success [1].[1]

Sections 8.2 and 8.4 of Doc 102 refer to EIGA's audit tools document series that can be used in verification of findings and evidence collection and in action plans and follow up to audits [1].

This publication is part of that series.

2 Scope and purpose

2.1 Scope

This publication provides a checklist focusing on a specific area of safety, health and environment, management systems and technical practices within the industrial and medical gas industry.

This checklist does not incorporate all the requirements of local or national legislation. These should be taken into consideration when planning any audit or developing audit checklists.

The tool or combination of tools used can depend upon the type of audit and the organisation, location or site characteristics.

2.2 Purpose

Each Safety Audit / Assessment tool contains a list of questions that may be used by the auditor in the format shown in 3.1. Each question has a sequential reference number, the question itself and where relevant a reference to the EIGA publication or external publication that provides guidance on that specific topic.

These question sets may then be used at different stages of the audit process, by combining them with additional information columns in a manual or automated audit system, depending on company systems.

Section 3.2 shows the format of how the question set may be used for collection of evidence and development of findings.

Section 3.3 shows the format of how the question set may be used for management of actions arising from the audit.

Forms may be adapted or combined depending on audit and action monitoring systems used by a company.

The Auditor should not ask the questions on this list in isolation but should read them in conjunction with EIGA Doc 102 [1].

[1] References are shown by bracketed numbers and are listed in order of appearance in the reference section.

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3 Formats for Audit Checklists

3.1 Format for Audit / Assessment Tool Questions

Question reference	Question	Document Section Reference
Use sequential numbering system within each section, for example 1.2, 1.3. *Try to avoid multiple clustered questions under the same number but describe them as separate questions.*		*In EIGA reference document or external reference document*

3.2 Typical Format for collection of evidence and development of findings

Question reference	Question	Document Section Reference	Yes No N/A	Description of Evidence / Comments *(Ref…)*	Findings *(Ref…)*	Recommendations for improvement *(Ref Doc xxx 8.2.6*	Action Required Yes/No
Use sequential numbering system within each section, for example 1.2, 1.3. *Try to avoid multiple clustered questions under the same number but word them as separate questions.*		*In EIGA reference document or external reference document*	*Answer is yes, no or question is not applicable*				

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3.3 Typical format for management of actions arising from the audit

Question reference	Findings	Action(s)	By Whom	Dates	
				Target	Complete
Use sequential numbering system within each section, for example 1.2, 1.3. *Try to avoid multiple clustered questions under the same number but word them as separate questions.*					

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4 General site matters – Question set

1 Management

2 Administration

3 Training

4 Records and registers

5 Safety

6 Fire risk preparedness

7 Maintenance

8 Electrical

NOTE This questionnaire is not exhaustive and may need to be complemented / adapted in order to cover all the procedures, plant and equipment on site.

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