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OSH INSPECTION

OCCUPATIONAL SAFETY AND HEALTH

MANAGEMENT SYSTEM PROCEDURE

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# Purpose

### To define requirements for a systematic OHS inspection procedure.

# Terms and Definitions

### Refer to document OTH-001 for terms & definitions.

# Responsibility

### QHSE Manager is responsible for ensuring that the procedure is being implemented across the organization

### Project Manager / Department Head is responsible for implementing this procedure

### Site HSE Representative is responsible for supporting the Project Manager / Department Head in implementing this procedure

# Procedure

## OSH Inspection Scope, Criteria and Objectives

### The objective of OSH inspections is to review a specific category of work to identify if the requirements to control hazards are effectively managed.

### The scope of each inspection, or inspection category, shall be identified by the lead project OSH practitioner. To provide an understanding, examples of inspection scopes shall be listed here:

### Excavation

* Lifting Accessories
* Fire Extinguishers
* Equipment
* Access and Egress
* Material Storage

### Inspection criteria shall be based on legal, regulatory, organizational and client requirements, specifically:

* OSH Management System
* Authority Guideline 1
* Authority Guideline 2
* Authority Guideline 3

## Inspection Responsibilities, Competencies and Resources

### The QHSE Manager is responsible for ensuring that the overall inspection program is effective and reaching its objectives.

### Project lead OHS practitioners are responsible for ensuring that the inspection program on their project is effective and reaching its objectives.

### Persons conducting the inspections shall be competent to carry out the inspection.

### Persons conducting the inspection shall be provided with the resources needed to conduct the inspection effectively.

## Inspection Documentation Criteria

### Inspection checklists have been prepared and are available on the organization’s cloud server.

### Inspection checklists should act as a guideline to conducting the inspection however should not limit the inspection’s scope.

### If a scope of inspection is required but an inspection checklist is not available, the QHSE Department can be contacted for developing the inspection checklist.

### The primary register of inspection results for each project is the observation register.

### It is mandatory that each project maintain an observation register.

## Inspection Frequency and Schedules

### Inspection frequencies for projects shall be determined as per the project scope, details of which shall be included in the HSE Plan.

## Inspection Findings Collection and Verification

### Inspections data collection shall be recorded on the inspection checklist, this shall be maintained as evidence that the inspection has been conducted.

### Findings shall be objective and verifiable.

### Any deviation from requirement (observations) recorded on the inspection checklist shall be recorded on the observation register.

## Non-Conformances and Corrective Actions

### Deviations from requirement that are minor or can be considered a single lapse shall be recorded as an observation.

### Corrective actions are not required for observations however all observations shall ensure that it has been corrected (correction).

### Should any nonconformances be identified during the inspection, a nonconformance report shall be prepared.

### In the case of nonconformances, the Non-Conformance and Corrective Active procedure shall be followed.

## Inspection Program Records

### Inspections data collection shall be recorded on the inspection checklist, this shall be maintained as evidence that the inspection has been conducted.

### Each project must maintain an observation register.

### Observation registers and inspection checklist records shall be maintained on the project.

### Retention of inspection records shall be limited to the duration of the project only.

## Inspection Monitoring and Review

### The organization’s inspection program capabilities shall be reviewed in the management review meeting.

### The auditors and auditees are encouraged to submit feedback to the QHSE Department regarding their inspection program.

## Internal and External Reporting Requirements

### The inspectors shall report their findings internally to the persons responsible of correcting the findings, or their supervisors.

### Communication of inspector findings is generally done by submitting the observation register the relevant persons.

# Annexure

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