



Standardized HSE Audit Checklist

PLAN (42 Questions)								
#	HSE MS Element	Rating					Findings and Comments <i>(Use separate sheets where required)</i>	
		Not Applicable	Documentation and implementation is totally absent	Documentation is partially available but not completely implemented	Documentation is completely available but partially implemented Or Implementation is there but documents partially implemented	Documentation & implementation is in place to a larger extent		Documentation and implementation is fully in place
Rating			0	2.5	5	7.5	10	
HSE & RM Policy Statements OGM/P-HSE-4.1								
1.	Are HSE/ Risk Management Policies available and understood/ communicated for compliance?							
Lifesaving Golden Rules/ Fatality Control Policy Guidelines OGM/P-HSE-4.2								
2.	Are Lifesaving Golden Rules/ Fatality Guidelines communicated at sub-unit levels and transformed into objectives & targets for conformity?							
Process Safety Fundamental (PSFs) OGM/P-HSE-4.3								
3.	Are Process Safety Fundamentals (PSFs) communicated at sub-unit levels, linked with Process Safety Events (PSEs), made part of Root Cause Analysis and discussed in HSE MRC meetings?							
Roles, Responsibilities, Accountabilities, and Authorities OGM/P-HSE-4.4								
4.	Is line management and workforce aware of their HSE roles, responsibilities, accountabilities and authorities?							
5.	Are Location Emergency Management Teams formulated and aware of their HSE roles?							
Crisis Management OGM/P-HSE-4.5								
6.	Is site based Emergency Response Plan developed and implemented?							
7.	Are Emergency LMT Teams and Duty Roster(s) prepared and disseminated to all concerned?							
8.	Is mock-up drill plan prepared, approved and exercised? Is updated record of Emergency Drill Reports available?							
9.	Is an authentic Head Count System established for rescue operations during emergency situations?							



Standardized HSE Audit Checklist

10.	Are First Aid Boxes available & maintained at all pertinent places?							
11.	Are validation tests of emergency detection & response system /equipment performed at a prescribed frequency?							
12.	After an Emergency/ Drill, Is Location Emergency Preparedness & Response Plan (ERP) discussed in the HSE MRC Meetings and revised based on Lessons Learned?							
13.	Is Emergency Response Control Centre LMT Room / Alternate LMT Room available with tested resources?							
14.	Is list of required resources for ERTs identified, available, and maintained?							
Structure OGM/P-HSE-4.6								
15.	Has the Location Incharge devised Field HSE Setup based on multiple cross-functional teams to facilitate the implementation/ improvement of HSE system?							
Enterprise Risk Management OGM/P-HSE-5.1								
16.	Is Hazards Identification & Risk Assessment (HIRA) Team formulated and conducted HIRA?							
17.	Is Location-based Risk Register developed/ updated by HIRA Team, reviewed by HSE MRC and approved by Location Charge?							
18.	Are Risk Ratings communicated to all concerned stakeholders?							
Job Vulnerability /Hazard Analysis OGM/P-HSE-5.2								
19.	Is JVA/ JHA conducted for all tasks performed under a Permit to Work (PTW)?							
20.	Is JVA/JHA discussed with workforce prior to commencement of work?							
Legal & Other Requirements OGM/P-HSE-5.3								
21.	Are all applicable legal and other requirements identified & timely updated in the Regulatory Requirement Matrix and their compliance obligation status evaluated on periodic basis?							
Objectives & Management Program OGM/P-HSE-5.4								
22.	Is Annual HSE (Activity) Plan developed and readily available? Is Progress against HSE Plan followed up?							
23.	Are HSE Objective & Targets Management Programs formulated to reduce, manage or mitigate the impact of high rated risks?							
24.	Are Annual HSE (Activity) Plan, HSE Objective & Targets discussed, reviewed and followed up in HSE MRC?							
Competence & Awareness OGM/P-HSE-6.1								



Standardized HSE Audit Checklist

25.	Based on TNA, is Annual HSE Training and Awareness Planner developed considering all essential HSE topics, and disseminated to all concerned?							
26.	Do the selection of training facilitators/ instructors consider some eligibility criterion?							
27.	Are HSE Trainings/ Awareness Sessions conducted at the identified frequencies?							
28.	Is record of HSE Trainings/ Awareness Sessions maintained and are the sessions being attended by adequate number of personnel?							
29.	Is effectiveness of HSE Trainings/ Awareness Sessions evaluated to oversee their intended purpose/ utilization?							
30.	Are site visitors, guests, etc. provided formal HSE induction and record kept?							
Communication & Consultation OGM/P-HSE-6.2								
31.	Are Tool Box Talks conducted by each Section?							
32.	Is Effectiveness of Tool Box Talks evaluated on periodic basis on prescribed template?							
33.	Are adequate number of safety signboards available at site and are these maintained to a good standard?							
34.	Are Product Safety Data Sheets developed, reviewed and distributed to Purchasers?							
35.	Are updated copies of applicable MSDSs distributed to Store, Medical, HSE and User's Sections and contents therein properly communicated?							
36.	Are Pipeline and Vessels color coded and labeled?							
37.	Are lifting gears color coded and labeled?							
38.	Are assured grounding color codes; lock out tag out devices color coding being carried out?							
39.	Is External Environmental Complaint Register maintained to log the complaints?							
40.	In case it is decided in the HSE MRC Meeting to communicate the significant HSE vulnerabilities and related impacts/ risks to the interested parties, are suitable arrangements made for external communication?							
Documented Information OGM/P-HSE-6.3								
41.	Is Documented Information controlled (i.e. prepared, reviewed, updated, approved, and distributed)?							
Control of Records OGM/P-HSE-6.4								
42.	Are documents reference numbering, approval & issuance, record keeping, retention and disposition being carried out?							
SUB SCORE								



Standardized HSE Audit Checklist

DO (30 Questions)								
#	HSE MS Element	Rating					Findings and Comments (Use separate sheets where required)	
		Not Applicable	Documentation and implementation is totally absent	Documentation is partially available but not completely implemented	Documentation is completely available but partially implemented Or Implementation is there but documents partially implemented	Documentation & implementation is in place to a larger extent		Documentation and implementation is fully in place
	Rating		0	2.5	5	7.5	10	
Operational Planning and Control OGM/P-HSE-7.1								
43.	Are Standard Operating Procedures (SOPs) and Work Instructions (WIs) prepared by relevant Sections for all activities which may pose an HSE Risk?							
44.	Are Preventive Maintenance Plans developed and implemented?							
45.	Are Calibration Plans developed and implemented? Does real-time testing validate the calibration results?							
Permit to Work System OGM/P-HSE-7.2								
46.	Are Work Permits easily accessible during normal conditions, emergencies, SIMOPs, ATAs, etc.?							
47.	Is a system of Authorized Person for permit issuance & receiving documented and implemented?							
48.	Have Issuing and Receiving Authorities received PTW trainings and record of these trainings available?							
49.	Are adequate gas detectors available to conduct gas test?							
50.	Is energy isolation/ Lockout - Tagout (LOTO) system developed and implemented?							
51.	Are applicable Permits timely issued, complied upon, closed out and record maintained?							
52.	Are PTW audits conducted and outcome of these audits actioned?							
Handling, Segregation and Disposal of Waste OGM/P-HSE- 7.3								
53.	Is On-Site Waste Management Plan developed and implemented?							
54.	Is waste segregation, handling, temporary storage and							



Standardized HSE Audit Checklist

	<i>disposal carried out?</i>							
55.	<i>Is record of waste collection, handing over and disposal maintained? Disposal sites crosschecked/ verified?</i>							
Journey Management OGM/P-HSE-7.4								
56.	<i>Is Journey Management Plan developed, made available in vehicles and record maintained?</i>							
57.	<i>Are all applicable operational controls checked and made available/ ensured before journeys? Are controls for the high security journeys in place?</i>							
58.	<i>Are driver(s) competence and fitness assured through trainings and monitoring?</i>							
Framework for Hydrogen Sulfide (H ₂ S) Management-7.5								
59.	<i>Is location categorized w.r.t Framework for Hydrogen Sulfide (H₂S) Management?</i>							
60.	<i>Are H₂S detection system and protective/ emergency controls available and in healthy condition?</i>							
Management of Project Contractors & Service Companies OGM/P-HSE-7.6								
61.	<i>Do Contracts bound Contractors & Service Companies for HSE requirements as an obligation?</i>							
62.	<i>Are Contractors & Service Companies managed through overseeing their compliance toward HSE protocols?</i>							
63.	<i>Are Contractors & Service Companies recognized through HSE rewards and warned for violations?</i>							
Use of Personal Protective Equipment OGM/P-HSE-7.7								
64.	<i>Do all Sections prepare and update PPE Need Assessment Matrix and maintain record?</i>							
65.	<i>Do PPE i.e. Safety Spectacle/Glasses; Face Protection, Respiratory Protection, Hearing Protection, Clothing, Head Protection, Hand Protection, Fall Protection, Protective Footwear meets technical requirements?</i>							
66.	<i>Is a quantitative noise survey completed around all machinery and equipment and sign posted where noise levels greater than 80 dB(A)?</i>							
67.	<i>Does PPE issuance, cleaning & maintenance, disposal meets requirements?</i>							
68.	<i>Is adequate PPE stock available to cater for employees, contractors and visitors?</i>							
69.	<i>Is color coding for hard helmets and coverall followed?</i>							
Framework For Site Restoration OGM/P-HSE-7.8								
70.	<i>Are treatment and restoration cases for hazardous/ non-hazardous sites/ pits initiated and processed?</i>							
71.	<i>Is well site's handing over taking over carried out and record maintained?</i>							



Standardized HSE Audit Checklist

72.	Is QC for treatment & restoration performed and record maintained?								
<i>SUB SCORE</i>									
CHECK (20 Questions)									
#	<i>HSE MS Element</i>	<u>Rating</u>						<i>Findings and Comments (Use separate sheets where required)</i>	
	<i>Rating</i>	Not Applicable	Documentation and implementation is totally absent	Documentation is partially available but not completely implemented	Documentation is completely available but partially implemented Or Implementation is there but documents partially implemented	Documentation & implementation is in place to a larger extent	Documentation and implementation is fully in place		
			0	2.5	5	7.5	10		
UBUC (Hazards) Identification & Reporting OGM/P-HSE-8.1									
73.	Are STOP Cards available at prominent areas along with the Drop Boxes?								
74.	Is STOP Cards/ UBUC Hazard Hunt Tours schedule/ frequency followed?								
75.	Are STOP Cards analyzed, results shared and record maintained?								
Monitoring, Measurement & Compliance Evaluation OGM/P-HSE-8.2									
76.	Are Section wise Occupational Health, Safety & Environmental Monitoring Plans developed/ updated and distributed?								
77.	Are monitoring Checklists developed/ updated and made available in each Section?								
78.	Are HSE monitoring activities performed in accordance with HSE Monitoring Plans?								
79.	Are CPRs initiated for the deviations and corrective actions followed up?								
80.	Are objective s& targets set for the deviations and progress followed up?								
Analysis of Data OGM/P-HSE-8.3									
81.	Is Location Management aware of his location's HSE Performance/ KPI/ benchmarking criteria?								
82.	Is location's HSE performance shared with all concerned via HSE Monthly Reports?								



Standardized HSE Audit Checklist

83.	<i>Is HSE Scorecard (Leading and Lagging Indicators) discussed in Location HSE MRC meetings and used to keep an eye on how involvement of each Section is going in bringing improvement?</i>							
Reward, Recognition & Penalties OGM/P-HSE-8.4								
84.	<i>Is the reward and recognition system known and followed in letter & spirit?</i>							
Internal HSE Audits OGM/P-HSE-8.5								
85.	<i>Are Internal HSE Audits planned and conducted?</i>							
86.	<i>Are Internal HSE Audit Teams trained/ certified and the list of location's qualified Internal HSE Auditors maintained?</i>							
87.	<i>Are Internal HSE Audits findings referred to all concerned for developing Action Plan?</i>							
88.	<i>Are Internal HSE Audits findings effectively closed out?</i>							
Management Reviews OGM/P-HSE-8.6								
89.	<i>Are quarterly HSE Management Reviews conducted?</i>							
90.	<i>Are Agenda and Minutes of HSE MRC Meetings timely circulated to all concerned for necessary actions?</i>							
91.	<i>Does each Section reflect its own HSE Performance (through Presenting Section's PDCA Cycle) in HSE MRC Meetings?</i>							
92.	<i>Are HSE MRC meetings decisions followed up?</i>							
<i>SUB SCORE</i>								



Standardized HSE Audit Checklist

ACT (10 Questions)								
#	HSE MS Element	Rating					Findings and Comments <i>(Use separate sheets where required)</i>	
		Not Applicable	Documentation and implementation is totally absent	Documentation is partially available but not completely implemented	Documentation is completely available but partially implemented Or Implementation is there but documents partially implemented	Documentation & implementation is in place to a larger extent		Documentation and implementation is fully in place
Rating		0	2.5	5	7.5	10		
Opportunities For Continual Improvement OGM/P-HSE-9.1								
93.	<i>Are Corrective Preventive Actions (CPRs) initiated and processed?</i>							
94.	<i>Is CPR Log maintained and updated?</i>							
Management of Change OGM/P-HSE-9.2								
95.	<i>Are Engineering Changes Request (ECR) made for modification jobs? Are records of these changes available and maintained?</i>							
96.	<i>Is an ECR Committee formulated in the field?</i>							
97.	<i>Does the ECR Committee conduct Monthly ECR Reviews and record minutes?</i>							
98.	<i>During post incident scenarios, are Emergency ECR meetings convened?</i>							
Incident Investigation OGM/P-HSE-9.3								
99.	<i>Are Preliminary Incident Reports timely submitted to head office?</i>							
100.	<i>Are investigation conducted as per criterion?</i>							
101.	<i>Are investigation reports developed using the standard template?</i>							
102.	<i>Are lessons learned (Safety Alerts) shared with all concerned and they understand how to avoid recurrence?</i>							
SUB SCORE								