**Facility: . . . . . . . . . . . . . . . . . . . Auditor: . . . . . . . . . . . . . . . . . . . Date: . . . . . . . . .**

1. **Facility entrance and safety first impression:** ✔**/ x**

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| 1. Appropriate safety protective equipment is provided to visitors |  |
| 1. Appropriate site information and safety rules are provided to visitors |  |
| 1. Smoking is strictly prohibited except in the specified areas |  |
| 1. The use of mobile phones is strictly prohibited on the shop floor |  |
| 1. Work areas are generally safe and free from hazards and other obstructions |  |
| 1. Safety rules are being enforced visually throughout the whole facility |  |
| 1. Employees are using PPEs correctly and at all time (hearing protection and safety footwear) |  |
| 1. PPEs are being used as per the requirement (helmets, face shields, goggles, safety glasses, masks and respirators, safety gloves, safety harnesses) |  |

1. **Fire and emergency:**

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| 1. The general condition of fire extinguishers is satisfactory (cleanliness, labeling, visibility, seal) |  |
| 1. Fire extinguishers are tagged with the last date of inspection (no more than 12 months) |  |
| 1. The firefighting equipment cabinet is in good condition and has a checklist of its content |  |
| 1. The fire protection system (detection, alarm, sprinkler, pump) is tested periodically |  |
| 1. Emergency drills are conducted on a regular basis and for all shifts |  |
| 1. Evacuation procedures and routs are posted at appropriate places |  |
| 1. Emergency lighting is in good condition and exit doors are operating properly |  |
| 1. Emergency services numbers are posted at appropriate places |  |
| 1. At least one member in every work area is trained on fire fighting |  |

1. **First aid and accident reporting:**

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| 1. First aid stations are in good condition and accessible during all work shifts |  |
| 1. First aid stations are regularly inspected for content\*\* and items are within use-by dates |  |
| 1. Items in each first aid station are of sufficient quantities and adequately stocked |  |
| 1. At least one first aider is present at all times during working hours for every 50 workers |  |
| 1. Specific procedures are in place in the event of accidents, incidents and near misses |  |
| 1. Accident and incident investigations are conducted to determine causes & avoid recurrence |  |
| 1. Investigation results of accidents and incidents are communicated to all internal teams |  |

1. **Safety systems:**

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| 1. Safety measures are in place (e.g. recordable cases, near miss cases, lost work days) |  |
| 1. A workplace inspection system is in place to report unsafe conditions |  |
| 1. A safety observation and communication system is in place to report unsafe acts |  |
| 1. Hazard identification and risk assessments are performed reactively and proactively |  |
| 1. Safety training programs are delivered by qualified personnel & included in the training plan |  |
| 1. Skills matrices are utilized to manage and track safety skills of all work teams |  |

**Comments: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .**