

Internal audit

Manufacturing

INTERNAL AUDIT

Name of the H&S policy director:

Details of the policy:

Is the H&S policy updated till date?

☐ Yes ☐ No ☐ Na

Are the policy papers signed by the H&S director?

☐ Yes ☐ No ☐ Na

Is the policy statement displayed in a way that it's understandable to all the employees?

☐ Yes ☐ No ☐ Na

Is there an updated organisational chart mentioning the H&S roles?

☐ Yes ☐ No ☐ Na

Do the management hold review meetings to decide KPI, targets, and objectives?

☐ Yes ☐ No ☐ Na

Mention the document's Major Non Conformance

What corrective actions are required?

Mention the date of completion

What corrective actions were taken?

Mention the document's Minor Non conformance

What corrective actions are required

Mention the date of completion

What corrective actions were taken?

Any OFI (Observations For Improvement)