



Standardized HSE Audit Checklist

PLAN (46 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	
			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 HSE objectives for conformity?							
3.	Are personnel formally trained to comprehend Lifesaving Golden Rules/ Fatality Guidelines?							
Process Safety Fundamental (PSFs) OGM/P-HSE-4.3								
4.	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								
5.	Is line management and workforce aware of their HSE roles, responsibilities, accountabilities and authorities?							
6.	Are Location Emergency Management Teams (LMT) formulated and aware of their HSE roles?							
Crisis Management OGM/P-HSE-4.5								
7.	Is site based Emergency Response Plan developed and implemented?							
8.	Are Emergency LMT Teams and Duty Roster(s) prepared and disseminated to all concerned?							
9.	Is mock-up drill plan prepared, approved and exercised? Is updated record of Emergency Drill Reports available?							
10.	Is an authentic Head Count System established for rescue operations during emergency situations?							
11.	Are First Aid Boxes available & maintained at all pertinent places?							
12.	Are validation tests of emergency detection & response system /equipment performed at a prescribed frequency?							



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13.	After an Emergency/ Drill, Is Location Emergency Preparedness & Response Plan (ERP) discussed in the HSE MRC Meetings and revised based on Lessons Learned?							
14.	Is Emergency Response Control Centre LMT Room / Alternate LMT Room available with tested resources?							
15.	Is list of required resources for ERTs identified, available, and maintained?							
16.	Are members of Emergency Teams (LMT) trained?							
Structure OGM/P-HSE-4.6								
17.	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								
18.	Is Risk Management Team (RMT) formulated and conducted risk assessment?							
19.	Is Location-based Risk Register developed/ updated by Risk Management Team (RMT), reviewed by HSE MRC and approved by Location Charge?							
20.	Are climate related risks included in the risk assessment process, using the applicable consequences table?							
21.	Are Risk Cards of significant risks developed?							
22.	Are Risk Ratings and Risk Cards communicated to all concerned stakeholders?							
23.	Are members of Risk Management Team (RMT) trained in risk management?							
Job Vulnerability /Hazard Analysis OGM/P-HSE-5.2								
24.	Is JVA/ JHA conducted for all tasks performed under a Permit to Work (PTW)?							
25.	Is JVA/JHA discussed with workforce prior to commencement of work?							
26.	Are Permit Issuing and Receiving Authorities trained on JVA/ JHA?							
Legal & Other Requirements OGM/P-HSE-5.3								
27.	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								
28.	Is Annual HSE (Activity) Plan developed and readily available? Is Progress against HSE Plan followed up?							
29.	Are HSE Objective formulated to reduce, manage or mitigate the impact of high rated risks?							
30.	Are Annual HSE (Activity) Plan and HSE Objectives discussed, reviewed and followed up in HSE MRC meeting?							
Competence & Awareness OGM/P-HSE-6.1								
31.	Based on TNA, is Annual HSE Training and Awareness Planner developed considering all essential HSE topics, and disseminated to all concerned?							



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32.	Do the selection of training facilitators/ instructors consider some eligibility criterion?							
33.	Are HSE Trainings/ Awareness Sessions conducted at the identified frequencies?							
34.	Is record of HSE Trainings/ Awareness Sessions maintained and are the sessions being attended by adequate number of personnel?							
35.	Is effectiveness of HSE Trainings/ Awareness Sessions evaluated to oversee their intended purpose/ utilization?							
36.	Are site visitors, guests, etc. provided formal HSE induction and record kept?							
Communication & Consultation OGM/P-HSE-6.2								
37.	Are Tool Box Talks conducted by each Section?							
38.	Is Effectiveness of Tool Box Talks evaluated on periodic basis on prescribed template?							
39.	Are adequate number of safety signboards available at site and are these maintained to a good standard?							
40.	Are Product Safety Data Sheets developed, reviewed and distributed to Purchasers?							
41.	Are updated copies of applicable MSDSs distributed to Store, Medical, HSE and User's Sections and contents therein properly communicated?							
42.	Are Pipeline, Vessels and Lifting-gears color coded and labeled?							
43.	Are assured grounding color codes; lock out tag out devices color coding being carried out?							
44.	Is Stakeholders'/ External Environmental Complaint Register maintained to log the complaints?							
Documented Information OGM/P-HSE-6.3								
45.	Is Documented Information controlled (i.e. prepared, reviewed, updated, approved, and distributed)?							
Control of Records OGM/P-HSE-6.4								
46.	Are documents reference numbering, approval & issuance, record keeping, retention and disposition being carried out?							
SUB SCORE								



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DO (34 Questions)								
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Operational Planning and Control OGM/P-HSE-7.1								
47.	Are Standard Operating Procedures (SOPs) and Work Instructions (WIs) prepared by relevant Sections for all activities which may pose an HSE Risk?							
48.	Are Preventive Maintenance Plans developed and implemented?							
49.	Are Calibration Plans developed and implemented? Does real-time testing validate the calibration results?							
Permit to Work System OGM/P-HSE-7.2								
50.	Are Work Permits easily accessible during normal conditions, emergencies, SIMOPs, ATAs, etc.?							
51.	Is the system of Authorized Person for permit issuance & receiving documented and implemented?							
52.	Have Issuing and Receiving Authorities received PTW trainings and record of these trainings available?							
53.	Are adequate gas detectors available to conduct gas test?							
54.	Is energy isolation system developed and followed?							
55.	Is safety defeat system developed and followed?							
56.	Are applicable Permits timely issued, complied upon, closed out and record maintained?							
57.	Are PTW audits conducted and outcome of these audits actioned?							
58.	Are our employees and contractors' employees regularly trained on PTW system?							
Handling, Segregation and Disposal of Waste OGM/P-HSE- 7.3								
59.	Is On-Site Waste Management Plan developed and implemented?							
60.	Is waste segregation, handling, temporary storage and disposal carried out?							
61.	Is record of waste collection, handing over and disposal maintained? Disposal sites crosschecked/ verified?							



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62.	Are employees trained in waste management techniques/ methodologies?							
Journey Management OGM/P-HSE-7.4								
63.	Is Journey Management Plan developed, made available in vehicles and record maintained?							
64.	Are all applicable operational controls checked and made available/ ensured before journeys? Are controls for the high security journeys in place?							
65.	Are driver(s) competence and fitness assured through trainings and monitoring?							
Framework for Hydrogen Sulfide (H ₂ S) Management-7.5								
66.	Is location categorized w.r.t Framework for Hydrogen Sulfide (H ₂ S) Management?							
67.	Are H ₂ S detection system and protective/ emergency controls available and in healthy condition?							
Management of Project Contractors & Service Companies OGM/P-HSE-7.6								
68.	Do Contracts bound Contractors & Service Companies for HSE requirements as an obligation?							
69.	Are Contractors & Service Companies managed through overseeing their compliance toward HSE protocols?							
70.	Are Contractors & Service Companies recognized through HSE rewards and warned for violations?							
Use of Personal Protective Equipment OGM/P-HSE-7.7								
71.	Do all Sections prepare and update PPE Need Assessment Matrix and maintain record?							
72.	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?							
73.	Does PPE issuance, cleaning & maintenance, disposal meets requirements?							
74.	Is adequate PPE stock available to cater for employees, contractors and visitors?							
75.	Is color coding for hard helmets and coverall followed?							
76.	Is workforce trained in use of PPE?							
Framework For Site Restoration OGM/P-HSE-7.8								
77.	Are treatment and restoration cases for hazardous/ non-hazardous sites/ pits initiated and processed?							
78.	Is well site's handing over taking over carried out and record maintained?							
79.	Is QC for treatment & restoration performed and record maintained?							
80.	Are employees trained in handling, treatment and disposal of hazardous/ non-hazardous materials and waste?							
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CHECK (25 Questions)								
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UBUC (Hazards) Identification & Reporting OGM/P-HSE-8.1								
81.	Are STOP Cards available at prominent areas along with the Drop Boxes?							
82.	Is STOP Cards/ UBUC Hazard Hunt Tours schedule/ frequency followed?							
83.	Are STOP Cards analyzed, results shared and record maintained?							
84.	Are personnel trained in how to use STOP cards?							
Monitoring, Measurement & Compliance Evaluation OGM/P-HSE-8.2								
85.	Is Occupational Health Plan developed/ updated and distributed?							
86.	Are Section-wise Safety Monitoring Plans developed/ updated and distributed?							
87.	Is Environmental Monitoring Plan developed/ updated and distributed?							
88.	Are monitoring Checklists developed/ updated and made available in each Section?							
89.	Are HSE monitoring activities performed in accordance with HSE Monitoring Plans?							
90.	Is a quantitative noise survey completed around all machinery and equipment and sign posted where noise levels greater than 80 dB(A)?							
91.	Are CPRs initiated for the deviations and corrective actions followed up?							
92.	Are HSE objectives set for the deviations and progress followed up?							
Analysis of Data OGM/P-HSE-8.3								
93.	Is Location Management aware of his location's HSE Performance/ KPI/ benchmarking criteria?							
94.	Is location's HSE performance shared with all concerned via HSE Monthly Reports?							



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95.	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?							
Reward, Recognition & Penalties OGM/P-HSE-8.4								
96.	Is the reward and recognition system known and followed in letter & spirit?							
Internal HSE Audits OGM/P-HSE-8.5								
97.	Are Internal HSE Audits planned and conducted?							
98.	Are Internal HSE Audit Teams trained/ certified and the list of location’s qualified Internal HSE Auditors maintained?							
99.	Are Internal HSE Audits findings referred to all concerned for developing Action Plan?							
100.	Are Internal HSE Audits findings effectively closed out?							
Management Reviews OGM/P-HSE-8.6								
101.	Are quarterly HSE Management Reviews conducted?							
102.	Are Agenda and Minutes of HSE MRC Meetings timely circulated to all concerned for necessary actions?							
103.	Does each Section reflect its own HSE Performance (through Presenting Section’s PDCA Cycle) in HSE MRC Meetings?							
104.	Are HSE MRC meetings decisions followed up?							
105.	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?							
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ACT (13 Questions)								
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Opportunities For Continual Improvement OGM/P-HSE-9.1								
106.	Are Corrective Preventive Actions (CPRs) initiated and processed?							
107.	Are root cause analysis (RCA) of near hits/ misses carried out, reported and discussed using CPRs?							
108.	Is CPR Log maintained and updated?							
Management of Change OGM/P-HSE-9.2								
109.	Are Engineering Changes Request (ECR) made for modification jobs? Are records of these changes available and maintained?							
110.	Is an ECR Committee formulated in the field?							
111.	Does the ECR Committee conduct Monthly ECR Reviews and record minutes?							
112.	During post incident scenarios, are Emergency ECR meetings convened?							
113.	Are personnel trained on MOC procedure?							
Incident Investigation OGM/P-HSE-9.3								
114.	Are Preliminary Incident Reports timely submitted to head office?							
115.	Are investigation conducted as per criterion?							
116.	Are investigation reports developed using the standard template?							
117.	Are lessons learned (Safety Alerts) shared with all concerned and they understand how to avoid recurrence?							
118.	Is workforce trained on incident investigation protocol?							
SUB SCORE								