	<b>HSE Management System</b>	
	<b>SITE AUDIT REPORT</b>	Page 1 of 5

**FORMAT: F13**

**SITE AUDIT REPORT**

**DATE:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

Note: Write 'NA' wherever the item is not applicable


SL. No.	ITEM	YES	NO	NA	ACTION
<b>1.</b>	<b>HOUSEKEEPING</b>				
a)	Waste containers provided and used				
b)	Sanity facilities adequate and Clean				
c)	Passageway and Walkways areas				
d)	General neatness of working areas				
e)	Others				
<b>2.</b>	<b>PERSONAL PROTECTIVE EQUIPMENT</b>				
a)	Goggles: Shields				
b)	Face protection				
c)	Hearing protection				
d)	Safety shoes / Foot protection				
e)	Hand protection				
f)	Respiratory Masks etc.				
g)	Full body harness conforming to CE, EN 361				
h)	Hard hat (HDPE) / Helmet				
i)	Other				
<b>3.</b>	<b>EXCAVATION/OPENINGS</b>				
a)	Openings properly covered or barricaded				
b)	Excavations shored				
c)	Excavation barricaded				
d)	Overnight lighting provided				
e)	Other				
<b>4.</b>	<b>WELDING &amp; GAS CUTTING</b>				
a)	Gas cylinders chained upright				
b)	Cables and hoses not obstructing				

c)	Screens or shields used				
d)	Flammable materials protected				
e)	Live electrode bits contained properly				
f)	Fire extinguisher (s) accessible				
g)	Other				
<b>5.</b>	<b>LADDERS</b>				
a)	Extension side rails 1 M. Above				
b)	Top of landing				
c)	Properly secured				
d)	Angle=70 from horizontal				
e)	Other				
<b>6.</b>	<b>HOISTS, CRANES AND DERRICKS</b>				
a)	Condition of cables and sheaves OK				
b)	Conditions of slings, chains hook and eyes OK				
c)	Inspection and maintenance logs maintained				
d)	Outriggers used				
e)	Signs/barricades provided				
f)	Signals observed and understood				
g)	Qualified operators				
h)	Other				
<b>7.</b>	<b>MACHINERY, TOOLS AND EQUIPMENT</b>				
a)	Proper instruction				
b)	Safety devices				
c)	Proper cords				
d)	Inspection and maintenance				
e)	Other				
<b>8.</b>	<b>VEHICLE AND TRAFFIC</b>				
a)	Rules and regulations observed				
b)	Inspection and Maintenance				
c)	Licensed drivers				
d)	Other				
<b>9.</b>	<b>TEMPORARY FACILITIES</b>				

a)	Emergency instruction posted				
b)	Fire extinguishers provided				
c)	Fire – aid equipment available				
d)	Secured against storm damage				
e)	General neatness				
f)	In accordance with electrical equipment's				
g)	Other				
<b>10.</b>	<b>FIRE PREVENTION</b>				
a)	Personnel instructed				
b)	Fire extinguishers checked				
c)	No smoking in prohibited areas				
d)	Hydrants Clear				
e)	Other				
<b>11.</b>	<b>ELECTRICAL</b>				
a)	Use of 3- core armoured cable				
b)	All insulated or double insulated electrical Tools used				
c)	All electrical connections are routed through ELCB				
d)	Natural Earthling at the source of power (Main DB)				
e)	Continuity and tightness of earth conductor				
f)	Covering of junction boxes, panels and other energized wiring places				
g)	Ground fault circuit interrupters provided				
h)	Prevention of tripping hazards				
i)	Other				
<b>12.</b>	<b>HANDLING AND STORAGE OF MATERIALS</b>				
a)	Properly stored or stacked				
b)	Passageways clear				
c)	Other				
<b>13.</b>	<b>FLAMMABLE GASES AND LIQUIDS</b>				

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a)	Containers Clearly identified				
b)	Proper storage				
c)	Fire extinguishers nearby				
d)	Other				
<b>14.</b>	<b>WORKING AT HEIGHT</b>				
a)	Erection plan and work permit obtained				
b)	Safety nets				
c)	Full body harness and lanyards: chute lines				
d)	Health check record available for workers going Up				
e)	Other				
<b>15.</b>	<b>CONFINES SPACE</b>				
a)	Work permit obtained				
b)	Test for toxic and sufficient availability of oxygen conducted				
c)	At least one person outside the confined space for monitoring deputed				
d)	Availability of sufficient means of entry exit and ventilation				
e)	Fire extinguisher and fire-aid facility ensured				
f)	Lighting provision made by using 24V lamp				
g)	Proper usage of PPEs ensured				
<b>16.</b>	<b>RADIOGRAPHY</b>				
a)	Proper storage and handling of source as per BARC guidelines				
b)	Working permit obtained				
c)	Cordoning of the area done				
d)	Use of appropriate PPEs ensured				
e)	Proper training to workers/supervisors imparted				
f)	Minimum occupancy of workplace ensured				
<b>17.</b>	<b>HEALTH CHECK</b>				
a)	Worker medically examined				
b)	Hygienic conditions at labour camp OK.?				

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c)	Availability of First aid facilities				
d)	Proper sanitation at site, office and labour camps				
e)	Arrangement of medical facilities				
f)	Measures for dealing with illness				
g)	Availability of Potable drinking water for workmen & staff.				
h)	Provision of crèches for children.				
i)	RO Water to be made available in guest house				
<b>18.</b>	<b>ENVIRONMENT</b>				
a)	Chemical and other Effluents properly disposed				
b)	Cleaning liquid of pipes disposed off properly				
c)	Seawater used for hydro – testing disposed off as per agree procedure				
d)	Lubricant Waste/Engine oils properly disposed				
e)	Waste from Canteen. Offices, sanitation etc. disposed properly.				
f)	Disposal of surplus earth. Stripping materials. Oily rang and combustible materials done properly.				
g)	Green belt protection.				
<b>19.</b>	<b>MISCELLANEOUS</b>				
a)	Safety committee meeting to be held every month				
b)	Tool box talk to be conducted				
c)	HSE and IMS manual to be displayed in guest house				
d)	Safety posters to be displayed in guest house				

**Remarks:**

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**Inspected by**  
**Site Engineer/HSE**  
**Engineer**