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|  | **HSE PLANNING AND AUDITING** |  |
| 1. **OBJECTIVES**   To provide a comprehensive HSE planning and auditing leading to continual system improvement, based upon company QHSE policy for the fulfillment of pre-agreed commitments with our stakeholders.   1. **SCOPE**   This standard operating procedure is applicable to all project sites / establishments of the company.   1. **RESPONSIBILITIES**   Head QHSE leads the planning at the bidding stage and provides necessary knowhow during the planning phase to prepare the project HSE plan. The HSE plan is implemented by the project execution team and facilitated by the site HSE staff. The HSE department at Head Office is responsible to compile projects data in terms of first aid cases, injuries and man hours worked on monthly basis from all projects and establishments. This data is analyzed for initiation of corrective and preventive actions as deemed necessary.   1. **ABBREVIATIONS / DEFINITIONS**    * HSE Health, Safety & Environment    * RFP Request for Proposal    * HAZOP Hazard & Operability study    * JSA Job Safety Analysis    * QHSE Quality, Health, Safety & Environment    * SOP Standard Operating Procedure 2. **PROCEDURE**   5.1 HSE PLANNING  HSE department prepares project HSE Plan right at the bidding stage of the project. This planning effort is carried out after studying the RFP and making a thorough analysis of risks involved in executing the jobs as described in the scope of work and project specifications. | | |

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| A typical project HSE plan is sub-divided into following major sections.   * General * Safety * Health and Hygiene * Environment * Security * Supporting Documents   This plan responds to various HSE related issues as laid down in RFP.  Project HSE plan is formally submitted to Customer at the mobilization stage for approval and also referred to expedite the compilation and preparation of project specific HSE plan. The amendment and modifications advised by the customer are incorporated in HSE plan and it becomes the reference document with all of its contents.  Necessary procedures for HAZOP study, JSA and risk assessment are provided in the HSE plan where it is applicable. Project team is entrusted with the responsibility of HSE plan implementation during the project life cycle.   * 1. All the major activities mentioned in the scope of work are covered by relevant HSE procedures and Job Safety Analysis (JSA) described in the HSE plan.   2. The approved scheme of HSE plan also includes HSE orientation and job specific training of project execution team at all levels. The site HSE team coordinates and facilitates the morning sessions of tool box talks, issue HSE bulletins and incorporates the feed back into the HSE plan from previous nearmises, incidents, accidents and audits.   Refer to SOP No. HSE/SOP-02 HSE Orientation and Training  Refer to SOP No. HSE/SOP-03 Incident / Accident Reporting,  Investigation and Analysis | | |

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| * 1. HSE Audits are carried out in accordance with Standard Operating Procedure # HSE/SOP-01 HSE Planning and Auditing.   Before starting the audit, the scope and date of audit is pre-agreed between the auditor and the auditee:   * + 1. Persons within a department cannot audit their own department.     2. The audit begins with a briefing to audit team on account of its importance in the HSE perspective.   Refer to Form No. HSE/FRM-07 Weekly HSE Audit Schedule   * 1. The members of audit team are provided with relevant documents such as: * Audit Basis * Audit Scope * Standard Checklist * Last Audit report   Audit report is prepared on Form No. HSE/FRM-08 – HSE Audit Report.   * 1. HSE non-compliance in job execution, if any, is observed carefully and details of deficiency are recorded. The recommended corrective action(s) are submitted to Project/Site Manager for implementation accordingly.   Refer to Non-compliance Observation Form No. HSE/FRM-27.  The agreed preventive action is incorporated in the system on regular basis for continuous improvement.   * 1. Data from all the projects/establishments is collected and compiled at head office by HSE department and analyzed for the confirmation of its adherence to the Project HSE plan.   This data is also used to advise the project execution team for taking requisite corrective and preventive actions during the project life cycle. | | |

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| 1. **RELATED DOCUMENTS**    1. HSE Orientation and Training    2. Incident / Accident Reporting, H Investigation and Analysis    3. Weekly HSE Audit Schedule    4. HSE Audit Report    5. Non-Compliance Observation   **WRITTEN BY:**  **INCHARGE HSE**  **AUTHORIZED BY:**  **HEAD QHSE** | | |