

VST # 98647

Internal Audit Check list

HEALTH & SAFETY

Created:	17/May 1995	Audit No 19	VM3/COP 19 VOP 16
Revised:	12 June 2017		Page 1 of 1
Audit Date	1-9-17	Auditor <i>D. Lewis</i> <i>D. Camb</i>	ISO 6.3

	<u>QUESTION:</u>	<u>RESPONSE:</u>	Y/ N
1	Check that personnel are aware of the company's H & S policy.	<i>Y intrastats</i>	Y
2	Is the policy readily accessible?	Intrastats	N/ A
3	Check that new personnel have undergone induction checklist.	Built into Intrastats	N/ A
4	Verify that existing personnel are still aware of locations for First aid and Fire extinguishers & exit routes.	Intrastats message	X
5	Check that documentation, data sheets and specs etc. for our new products / services equipment are reviewed for H & S implications. This relates to Medical Products only. See Technical controller for the list	See Technical controller for the list	X
6	Check that personnel know where to retrieve information from the company manual.	Intrastats	N/ A
7	Check that the First aid accident book is reviewed and any action required is taken and recorded.		X
8	Verify that risk assessments are being carried out in a timely manner.	Intrastats	N/ A
9	Check that the Risk Assessment / Health and Safety report produced, details all corrective actions required.	Audit 13	Y
10	Verify that the corrective actions are completed on time.		X
11	Verify that these sheets are filed accordingly	Intrastats and Audit file	Y
12	Verify that any hazardous products are safely contained in storage. Check Chemicals cupboard, R+D room and workshop.		X