

## **Preparation for audit**

To facilitate and prepare for the upcoming audit, you are requested to fill out the following forms to the best of your knowledge. The information requested will be studied by the auditor(s) to allow familiarization of your organization's HSE system in order to use on-site audit time as efficient as possible. Answering the questions also assists you to prepare for the audit.

The forms presented cover all 20 elements of of the audit reference and their basic set-up in relation to generic and specific sub-elements.

To assist you in the filling out of the forms, brief objectives are being provided for each element and sub-element.

The area "reference" allows the user to indicate where the item under consideration can be found. Such reference may include a person's name, subject title as part of company (HSE) system, code number, place, etc.

## Element – 1 “Leadership”

### Element Objectives

To establish and formalize HSE leadership, commitment and support at the senior level of the organization in order to continually improve HSE performance commensurate with the risks of the organization.

Element Reference:
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<b>Sub-element</b>	<b>Your response</b>
<b>1.0. Policy Statement</b>  The objective of this sub-element is to formalize in written form the top management attitude, leadership, commitment and support to meet HSE objectives and targets identified.	Policy Statement available?  yes/no
1.0. Reference:	
<b>1.1. Management statement</b>  The objective of this sub-element is to assure the ongoing senior management leadership, commitment and support in relation to the element activities in order to meet the element objectives.	Management Statement for this Element is available?  yes / no
1.1. Reference:	
<b>1.2. HSE Coordination</b>  The objectives of this sub-element are to assure proper coordination of the overall HSE system such that system activities are properly identified, developed, coordinated, carried out, monitored and reviewed for further improvement.	Proper coordination established?  yes / no
1.2. Reference:	
<b>1.2.1. General HSE System Coordination</b>  To properly describe, through the use of an organization chart and/or otherwise, the HSE management structure of the organization.	Clear description of HSE organization?  yes / no
1.2.1. Reference:	
<b>1.2.2. HSE management team</b>	HSE management team

<p>To assure high level coordination of the HSE system through a senior management team with the appropriate mandate, expertise and decision making authority.</p>	<p>established?  yes / no</p>
<p>1.2.2. Reference</p>	
<p><b>1.2.3. HSE management/labor committee</b></p> <p>The formation of a management - labor committee to communicate relevant HSE issues.</p>	<p>HSE management/labor committee established?  yes / no</p>
<p>1.2.3. Reference:</p>	
<p><b>1.2.4. HSE System Coordination</b></p> <p>The appointment of a person as the overall coordinator of the HSE management system.</p>	<p>HSE system coordinator appointed?  yes / no</p>
<p>1.2.4. Reference:</p>	
<p><b>1.2.5. HSE specialist support</b></p> <p>To assure that the necessary (technical) expertise is available when needed and in line with the risks of the organization.</p>	<p>HSE specialist support provided?  yes / no</p>
<p>1.2.5. Reference:</p>	
<p><b>1.2.6. Coordinator</b></p> <p>The objective is to assure proper coordination of the activities of this element such that they are properly developed, carried out, monitored and reviewed for further improvement</p>	<p>Name of coordinator for this Element?  _____</p>
<p>1.2.6. Reference:</p>	
<p><b>1.3. Review of legislation, Codes and Standards</b></p> <p>The objective of this element is to assure that all applicable regulations, codes and standards are identified and that timely actions are taken to incorporate requirements into work practices, rules, training programs, engineering standards, etc.</p>	<p>Requirements for this Element are known?  yes / no</p>
<p>1.3 Reference:</p>	
<p><b>1.4. Standing plan</b></p>	<p>A standing plan for this</p>

<p>The objective of this sub-element is to assure that appropriate actions are taken to consistently meet the objectives of the element.</p>	<p>Element is available?  yes / no</p>
<p>1.4. Reference:</p>	
<p><b>1.4.1. Policy distribution</b>  To assure distribution to internal and external stake-holders.</p>	<p>Policy distributed?  yes / no</p>
<p>1.4.1. Reference:</p>	
<p><b>1.4.2. Acquisitions</b>  To assure HSE considerations during acquisition and divestment activities.</p>	<p>Procedure concerning HSE in acquisitions?  yes / no</p>
<p>1.4.2. Reference:</p>	
<p><b>1.4.3. Permits to operate</b>  To assure that the required permits to operate are present, that the conditions are known, and kept up to date.</p>	<p>System to assure relevant permits to operate?  yes / no</p>
<p>1.4.3. Reference:</p>	
<p><b>1.4.4. Refusal to work due to HSE hazards</b>  To provide guidance to employees and their supervisors/managers on how to address circumstances where the HSE risks are considered unacceptable by the employees involved in the execution of the related jobs.</p>	<p>yes / no</p>
<p>1.4.4. Reference:</p>	
<p><b>1.4.5. HSE objectives, targets and resources</b>  To assure that relevant HSE objectives and targets are set commensurate the HSE policy of the organization and to assure that necessary resources are made available to obtain the objectives and targets.</p>	<p>HSE objectives, targets and resources provided?  yes / no</p>
<p>1.4.5. Reference:</p>	
<p><b>1.4.6. Written HSE system</b></p>	<p>Written HSE system</p>

<p>To formalize the vital parts or elements of the HSE systems such that they can be communicated to relevant internal and external stakeholders to serve as reference in the execution of the related activities.</p>	<p>established?  yes / no</p>
<p>1.4.6. Reference:</p>	
<p><b>1.4.7. HSE performance standards</b></p> <p>To indicated standards of performance for all levels of management and supervision, relevant staff functions and others in order to assure that necessary HSE activities are being carried out by the appropriate individuals.</p>	<p>HSE performance standards provided for all relevant functions?  yes / no</p>
<p>1.4.7. Reference:</p>	
<p><b>1.4.8. Individual HSE responsibility and appraisal</b></p> <p>To assign HSE responsibilities to the appropriate persons in the organization and to establish a system of periodic appraisal of those persons in relation to their HSE duties.</p>	<p>HSE responsibilities assigned to individuals and appraisal system established?  yes / no</p>
<p>1.4.8. Reference:</p>	
<p><b>1.4.9. Internal audits</b></p> <p>To establish a system of internal HSE audits to be executed by managers and supervisory personnel and employees.</p>	<p>Internal audit system established?  yes / no</p>
<p>1.4.9. Reference:</p>	
<p><b>1.4.10. HSE system review and improvement</b></p> <p>To periodically review - and as necessary improve - the functioning of the total HSE system in relation to the policy of the organization, the objectives and targets as well as external requirements and/or developments relevant to the organization.</p>	<p>HSE system reviews done?  yes / no</p>
<p>1.4.10. Reference:</p>	
<p><b>1.4.11. Standing plan assessment</b></p> <p>The objective of this element is to verify whether the standing plan has been executed as planned and in accordance with the criteria set.</p>	<p>Execution of Element activities is periodically assessed?  yes / no</p>
<p>1.4.11. Reference:</p>	
<p><b>1.5. Employee participation</b></p>	<p>Employees at various levels</p>

<p>The objective of this sub-element is to involve relevant employees (at various levels in the organization) in the development, execution and improvement of element activities.</p>	<p>are involved in Element activities?</p> <p style="text-align: right;">yes /no</p>
<p>1.5. Reference:</p>	
<p><b>1.6. Element related training</b></p> <p>The objective is to provide knowledge, skills and motivation to those people who are charged with carrying out the element activities, including those that are related to coordination, management/coaching, implementation, monitoring, review, etc.</p>	<p>Element related training has been provided?</p> <p style="text-align: right;">yes / no</p>
<p>1.6. Reference:</p>	
<p><b>1.7. Communication</b></p> <p>The objective of this sub-element is to ensure that identified relevant parties (either internal or external to the organization) are provided with appropriate information concerning the activities in this element</p>	<p>Communication on Element activities goes to identified parties?</p> <p style="text-align: right;">yes /no</p>
<p>1.7. Reference:</p>	
<p><b>1.8. Data collection and analysis</b></p> <p>The objective of this sub-element is to gather and analyze the information/data necessary for communication to identified relevant parties for the proper management of the activities.</p>	<p>Data for Element activities is collected and analyzed?</p> <p style="text-align: right;">yes / no</p>
<p>1.8. Reference:</p>	
<p><b>1.9. Review and improvement</b></p> <p>The objectives of this sub-element is to assure that results (as indicated through the management statement) are being achieved and that further actions, as appropriate, are taken for further improvement.</p>	<p>Element activities are reviewed for results and improvement</p> <p>Done? <span style="float: right;">yes /no</span></p>
<p>1.9. Reference:</p>	

**Comments:**

## Element 2- “Training”

### Element Objectives

To provide necessary training to relevant people in the organization to ensure that they have the required knowledge and skills to effectively carry out their work duties in the development and implementation of the HSE management system and to assure that they will be able to carry out their work in a safe manner.

Element Reference:
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<b>Sub-element</b>	<b>Your response</b>
<p><b>2.1. Management statement</b></p> <p>The objective of this sub-element is to assure the ongoing senior management leadership, commitment and support in relation to the element activities in order to meet the element objectives.</p>	<p>Management Statement for this Element is available?</p> <p>yes / no</p>
2.1. Reference:	
<p><b>2.2. Coordinator</b></p> <p>The objective is to assure proper coordination of the activities of this element such that they are properly developed, carried out, monitored and reviewed for further improvement</p>	<p>Name of coordinator for this Element?</p> <p>_____</p>
2.2. Reference:	
<p><b>2.3. Review of legislation, Codes and Standards</b></p> <p>The objective of this element is to assure that all applicable regulations, codes and standards are identified and that timely actions are taken to incorporate requirements into work practices, rules, training programs, engineering standards, etc.</p>	<p>Requirements for this Element are known?</p> <p>yes / no</p>
2.3 Reference:	
<p><b>2.4. Standing plan</b></p> <p>The objective of this sub-element is to assure that appropriate actions are taken to consistently meet the objectives of the element.</p>	<p>A standing plan for this Element is available?</p> <p>yes / no</p>
2.4. Reference:	

<p><b>2.4.1. Training General</b></p> <p>To assure that operating personnel (to include managers, supervisors and operators) are trained on issues general to the operation of hazardous processes.</p>	<p>Training on general issues available?</p> <p>yes / no</p>
<p>2.4.1. Reference:</p>	
<p><b>2.4.2. Training Needs Identification for HSE Leadership</b></p> <p>To identify the needs for HSE management training of those persons who, through their function, (can) have an important influence on the operation of the HSE management system of the organization.</p>	<p>Training needs identified?</p> <p>yes / no</p>
<p>2.4.2. Reference:</p>	
<p><b>2.4.3. HSE Leadership Orientation/Induction</b></p> <p>To assure that individuals in functions with an important influence on the operation of the HSE system have been informed of the HSE system and their role with respect to the system.</p>	<p>HSE Leadership orientation provided?</p> <p>yes / no</p>
<p>2.4.3. Reference:</p>	
<p><b>2.4.4. Formal Initial training of senior management</b></p> <p>To provide the necessary (management) knowledge and skills relevant to the HSE system and its elements to persons in senior management positions, to enable these individuals to properly execute their HSE roles.</p>	<p>Formal initial training to senior management provided?</p> <p>yes / no</p>
<p>2.4.4. Reference:</p>	
<p><b>2.4.5. Formal Review, Update and advanced HSE training of senior management</b></p> <p>To periodically refresh and up-date the HSE (management) knowledge and skills of senior management personnel.</p>	<p>Formal review/update etc. training provided to senior management?</p> <p>yes / no</p>
<p>2.4.5. Reference:</p>	
<p><b>2.4.6. Formal Initial HSE Leadership Training</b></p> <p>To provide the necessary (management) knowledge and skills relevant to the HSE system and its elements to persons in management and supervisory positions, to enable these individuals to properly execute their HSE roles.</p>	<p>Formal initial HSE Leadership training provided to other than senior management?</p> <p>yes / no</p>
<p>2.4.6. Reference:</p>	

<p><b>2.4.7. Formal Review, Update and Advanced HS Leadership Training</b></p> <p>To periodically refresh and up-date the HSE (management) knowledge and skills of management and supervisory personnel.</p>	<p>Formal Review/update etc. training provided to others than senior management?</p> <p>yes / no</p>
<p>2.4.7. Reference:</p>	
<p><b>2.4.8. Formal Training of HSE Coordinator</b></p> <p>To assure that the HSE system coordinator has received the appropriate training to assist in the management (development, implementation, review and improvement) of the HSE system.</p>	<p>Formal training provided to HSE coordinator(s)</p> <p>yes / no</p>
<p>2.4.8. Reference:</p>	
<p><b>2.4.9. Needs Identification for Knowledge and Skill Training</b></p> <p>To identify the (technical) training to obtain the knowledge and skill levels necessary to carry out the work to be done in the organization.</p>	<p>Knowledge and Skill training needs identified?</p> <p>yes / no</p>
<p>2.4.9. Reference:</p>	
<p><b>2.4.10. Knowledge and Skill Training System</b></p> <p>To assure that training will be provided as required by the needs identification.</p>	<p>Knowledge and skill training system in operation?</p> <p>yes / no</p>
<p>2.4.10. Reference:</p>	
<p><b>2.4.11. Standing Plan Assessment</b></p> <p>The objective of this element is to verify whether the standing plan has been executed as planned and in accordance with the criteria set.</p>	<p>Execution of Element activities is periodically assessed?</p> <p>yes / no</p>
<p>2.4.11. Reference:</p>	
<p><b>2.5. Employee participation</b></p> <p>The objective of this sub-element is to involve relevant employees (at various levels in the organization) in the development, execution and improvement of element activities.</p>	<p>Employees at various levels are involved in Element activities?</p> <p>yes /no</p>
<p>2.5. Reference:</p>	

<p><b>2.6. Element related training</b></p> <p>The objective is to provide knowledge, skills and motivation to those people who are charged with carrying out the element activities, including those that are related to coordination, management/coaching, implementation, monitoring, review, etc.</p>	<p>Element related training has been provided?</p> <p>yes / no</p>
<p>2.6. Reference:</p>	
<p><b>2.7. Communication</b></p> <p>The objective of this sub-element is to ensure that identified relevant parties (either internal or external to the organization) are provided with appropriate information concerning the activities in this element</p>	<p>Communication on Element activities goes to identified parties?</p> <p>yes /no</p>
<p>2.7. Reference:</p>	
<p><b>2.8. Data collection and analysis</b></p> <p>The objective of this sub-element is to gather and analyze the information/data necessary for communication to identified relevant parties for the proper management of the activities.</p>	<p>Data for Element activities is collected and analyzed?</p> <p>yes / no</p>
<p>2.8. Reference:</p>	
<p><b>2.9. Review and improvement</b></p> <p>The objectives of this sub-element is to assure that results (as indicated through the management statement) are being achieved and that further actions, as appropriate, are taken for further improvement.</p>	<p>Element activities are reviewed for results and improvement</p> <p>Done?                      yes /no</p>
<p>2.9. Reference:</p>	

**Comments:**

## Element 3 - “(Process) Risk Analysis”

### Element Objectives

To assure the identification, analysis and evaluation of all HSE risks involved in operating plant and processes under consideration.

Element Reference:
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<b>Sub-element</b>	<b>Your response</b>
<p><b>3.1. Management statement</b></p> <p>The objective of this sub-element is to assure the ongoing senior management leadership, commitment and support in relation to the element activities in order to meet the element objectives.</p>	<p>Management Statement for this Element is available?</p> <p>yes / no</p>
3.1. Reference:	
<p><b>3.2. Coordinator</b></p> <p>The objective is to assure proper coordination of the activities of this element such that they are properly developed, carried out, monitored and reviewed for further improvement</p>	<p>Name of coordinator for this Element?</p> <p>_____</p>
3.2. Reference:	
<p><b>3.3. Review of legislation, Codes and Standards</b></p> <p>The objective of this element is to assure that all applicable regulations, codes and standards are identified and that timely actions are taken to incorporate requirements into work practices, rules, training programs, engineering standards, etc.</p>	<p>Requirements for this Element are known?</p> <p>yes / no</p>
3.3 Reference:	
<p><b>3.4. Standing plan</b></p> <p>The objective of this sub-element is to assure that appropriate actions are taken to consistently meet the objectives of the element.</p>	<p>A standing plan for this Element is available?</p> <p>yes / no</p>
3.4. Reference:	

<p><b>3.4.1. Process hazard identification</b></p> <p>To determine the scope of the process hazard identification activities in order to assure the completeness thereof.</p>	<p>Scope of hazard identification activities identified?</p> <p>yes / no</p>
<p>3.4.1. Reference:</p>	
<p><b>3.4.2. Process hazard analysis baseline information</b></p> <p>To assure the availability of all information required to properly carry out the process hazard analysis to be carried out.</p>	<p>Hazard analysis baseline information available?</p> <p>yes / no</p>
<p>3.4.2. Reference:</p>	
<p><b>3.4.3. Process hazard analysis - methodology and execution</b></p> <p>To assure selection of the proper methodologies and the establishment of qualified teams to carry out the risk identifications required.</p>	<p>hazard analysis methods and teams selected?</p> <p>yes / no</p>
<p>3.4.3. Reference:</p>	
<p><b>3.4.4. Identification and evaluation of risks</b></p> <p>To assure evaluation of risk identified.</p>	<p>Risks identified and evaluated?</p> <p>yes / no</p>
<p>3.4.4. Reference:</p>	
<p><b>3.4.5. Follow-up</b></p> <p>To make sure that appropriate measures are - of have been - taken to control risks identified and evaluated.</p>	<p>Control measures taken and followed up??</p> <p>yes / no</p>
<p>3.4.5. Reference:</p>	
<p><b>3.4.6. Standing plan assessment</b></p> <p>The objective of this element is to verify whether the standing plan has been executed as planned and in accordance with the criteria set.</p>	<p>Execution of Element activities is periodically assessed?</p> <p>yes / no</p>
<p>3.4.6. Reference:</p>	

<p><b>3.5. Employee participation</b></p> <p>The objective of this sub-element is to involve relevant employees (at various levels in the organization) in the development, execution and improvement of element activities.</p>	<p>Employees at various levels are involved in Element activities?</p> <p style="text-align: right;">yes / no</p>
<p>3.5. Reference:</p>	
<p><b>3.6. Element related training</b></p> <p>The objective is to provide knowledge, skills and motivation to those people who are charged with carrying out the element activities, including those that are related to coordination, management/coaching, implementation, monitoring, review, etc.</p>	<p>Element related training has been provided?</p> <p style="text-align: right;">yes / no</p>
<p>3.6. Reference:</p>	
<p><b>3.7. Communication</b></p> <p>The objective of this sub-element is to ensure that identified relevant parties (either internal or external to the organization) are provided with appropriate information concerning the activities in this element</p>	<p>Communication on Element activities goes to identified parties?</p> <p style="text-align: right;">yes / no</p>
<p>3.7. Reference:</p>	
<p><b>3.8. Data collection and analysis</b></p> <p>The objective of this sub-element is to gather and analyze the information/data necessary for communication to identified relevant parties for the proper management of the activities.</p>	<p>Data for Element activities is collected and analyzed?</p> <p style="text-align: right;">yes / no</p>
<p>3.8. Reference:</p>	
<p><b>3.9. Review and improvement</b></p> <p>The objectives of this sub-element is to assure that results (as indicated through the management statement) are being achieved and that further actions, as appropriate, are taken for further improvement.</p>	<p>Element activities are reviewed for results and improvement</p> <p>Done? <span style="float: right;">yes / no</span></p>
<p>3.9. Reference:</p>	

**Comments:**

## Element 4 - “Environmental Controls”

### Element Objectives

To assure the control of environmental exposures in relation of objectives and targets established.

Element Reference:
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Sub-element	Your response
<p><b>4.1. Management statement</b></p> <p>The objective of this sub-element is to assure the ongoing senior management leadership, commitment and support in relation to the element activities in order to meet the element objectives.</p>	<p>Management Statement for this Element is available?</p> <p style="text-align: right;">yes / no</p>
4.1. Reference:	
<p><b>4.2. Coordinator</b></p> <p>The objective is to assure proper coordination of the activities of this element such that they are properly developed, carried out, monitored and reviewed for further improvement</p>	<p>Name of coordinator for this Element?</p> <p>_____</p>
4.2. Reference:	
<p><b>4.3. Review of legislation, Codes and Standards</b></p> <p>The objective of this element is to assure that all applicable regulations, codes and standards are identified and that timely actions are taken to incorporate requirements into work practices, rules, training programs, engineering standards, etc.</p>	<p>Requirements for this Element are known?</p> <p style="text-align: right;">yes / no</p>
4.3 Reference:	
<p><b>4.4. Standing plan</b></p> <p>The objective of this sub-element is to assure that appropriate actions are taken to consistently meet the objectives of the element.</p>	<p>A standing plan for this Element is available?</p> <p style="text-align: right;">yes / no</p>
4.4. Reference:	

<p><b>4.4.1. Environmental targets</b></p> <p>The objective of this sub-element is the establishment of targets for the development of environmental action plans.</p>	<p>Have environmental targets been developed?</p> <p>yes / no</p>
<p>4.4.1. Reference:</p>	
<p><b>4.4.2. Cost-benefit analysis</b></p> <p>To assure that cost-benefit analyses are conducted to assist in the selection of most effective environmental action plans.</p>	<p>Cost-benefit analysis been carried out?</p> <p>yes / no</p>
<p>4.4.2. Reference:</p>	
<p><b>4.4.3. Waste/release inventory and impact assessment</b></p> <p>To establish an inventory of wastes/environmental releases and their impacts by a team of qualified persons.</p>	<p>Waste/release inventory made?</p> <p>yes / no</p>
<p>4.4.3. Reference:</p>	
<p><b>4.4.4. Waste and release tracking systems</b></p> <p>To establish systems for:</p> <ul style="list-style-type: none"> <li>• the tracking of quantities of wastes and releases</li> <li>• the execution of pollution prevention projects</li> </ul>	<p>System set up for waste and release tracking?</p> <p>. quantities?      yes / no</p> <p>. prevention?     yes / no</p>
<p>4.4.4. Reference:</p>	
<p><b>4.4.5. Resource consumption</b></p> <p>To identify the consumption of environmentally affected resources in order to prepare actionplans to reduce such consumption.</p>	<p>Plans for reduction of identified resource consumption?</p> <p>yes / no</p>
<p>4.4.5. Reference:</p>	
<p><b>4.4.6. Emissions</b></p> <p>To identify the environmental emissions in order to prepare actionplans to reduce such consumption</p>	<p>Plans for reduction of identified emissions?</p> <p>yes / no</p>
<p>4.4.6. Reference:</p>	

<p><b>4.4.7. Discharges</b></p> <p>To identify the environmental (liquid) discharges in order to prepare actionplans to reduce such discharges.</p>	<p>Plans for reduction of identified discharges?</p> <p>yes / no</p>
<p>4.4.7. Reference:</p>	
<p><b>4.4.8. Waste</b></p> <p>To identify wastes generated in order to prepare actionplans to reduce such wastes.</p>	<p>Plans for reduction of identified waste?</p> <p>yes / no</p>
<p>4.4.8. Reference:</p>	
<p><b>4.4.9. Soil and groundwater</b></p> <p>To identify the soil and groundwater pollution exposures in order to prepare actionplans to reduce such exposures.</p>	<p>Plans for reduction of identified soil and groundwater pollution exposures?</p> <p>yes / no</p>
<p>4.4.9. Reference:</p>	
<p><b>4.4.10. Land use</b></p> <p>To control the use of land (from an environmental point of view).</p>	<p>Plans for control of land-use?</p> <p>yes / no</p>
<p>4.4.10. Reference:</p>	
<p><b>4.4.11. Standing plan assessment</b></p> <p>The objective of this element is to verify whether the standing plan has been executed as planned and in accordance with the criteria set.</p>	<p>Execution of Element activities is periodically assessed?</p> <p>yes / no</p>
<p>4.4.11. Reference:</p>	
<p><b>4.5. Employee participation</b></p> <p>The objective of this sub-element is to involve relevant employees (at various levels in the organization) in the development, execution and improvement of element activities.</p>	<p>Employees at various levels are involved in Element activities?</p> <p>yes /no</p>
<p>4.5. Reference:</p>	

<p><b>4.6. Element related training</b></p> <p>The objective is to provide knowledge, skills and motivation to those people who are charged with carrying out the element activities, including those that are related to coordination, management/coaching, implementation, monitoring, review, etc.</p>	<p>Element related training has been provided?</p> <p>yes / no</p>
<p>4.6. Reference:</p>	
<p><b>4.7. Communication</b></p> <p>The objective of this sub-element is to ensure that identified relevant parties (either internal or external to the organization) are provided with appropriate information concerning the activities in this element</p>	<p>Communication on Element activities goes to identified parties?</p> <p>yes /no</p>
<p>4.7. Reference:</p>	
<p><b>4.8. Data collection and analysis</b></p> <p>The objective of this sub-element is to gather and analyze the information/data necessary for communication to identified relevant parties for the proper management of the activities.</p>	<p>Data for Element activities is collected and analyzed?</p> <p>yes / no</p>
<p>4.8. Reference:</p>	
<p><b>4.9. Review and improvement</b></p> <p>The objectives of this sub-element is to assure that results (as indicated through the management statement) are being achieved and that further actions, as appropriate, are taken for further improvement.</p>	<p>Element activities are reviewed for results and improvement</p> <p>Done?                      yes /no</p>
<p>4.9. Reference:</p>	

**Comments:**

## Element 5 - “Culture and Behavior Modeling”

### Element Objectives

To obtain a desired HSE culture and desired behavior by managerial and operational personnel.

Element Reference:
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<b>Sub-element</b>	<b>Your response</b>
<p><b>5.1. Management statement</b></p> <p>The objective of this sub-element is to assure the ongoing senior management leadership, commitment and support in relation to the element activities in order to meet the element objectives.</p>	<p>Management Statement for this Element is available?</p> <p>yes / no</p>
5.1. Reference:	
<p><b>5.2. Coordinator</b></p> <p>The objective is to assure proper coordination of the activities of this element such that they are properly developed, carried out, monitored and reviewed for further improvement</p>	<p>Name of coordinator for this Element?</p> <p>_____</p>
5.2. Reference:	
<p><b>5.3. Review of legislation, Codes and Standards</b></p> <p>The objective of this element is to assure that all applicable regulations, codes and standards are identified and that timely actions are taken to incorporate requirements into work practices, rules, training programs, engineering standards, etc.</p>	<p>Requirements for this Element are known?</p> <p>yes / no</p>
5.3 Reference:	
<p><b>5.4. Standing plan</b></p> <p>The objective of this sub-element is to assure that appropriate actions are taken to consistently meet the objectives of the element.</p>	<p>A standing plan for this Element is available?</p> <p>yes / no</p>
5.4. Reference:	

<p><b>5.4.1. Identification of desired behavior</b></p> <p>To identify the desired behavior of people in decision-making and operational positions.</p>	<p>Has desired behavior been determined?</p> <p>yes / no</p>
<p>5.4.1. Reference:</p>	
<p><b>5.4.2. Selection of personnel</b></p> <p>To select those people that have the proper ability and motivation to show the desired HSE behavior.</p>	<p>Does personnel selection include ability to show desired behavior?</p> <p>yes / no</p>
<p>5.4.2. Reference:</p>	
<p><b>5.4.3. Procedure and rule preparation</b></p> <p>To establish guidelines for the preparation of rules, work practices and procedures such that they will reinforce desired behavior.</p>	<p>Do guidelines for rule preparation etc. exist?</p> <p>yes / no</p>
<p>5.4.3. Reference:</p>	
<p><b>5.4.4. Competency surveys</b></p> <p>To periodically establish that people working in the organization have the competencies to properly carry out their jobs.</p>	<p>Competency surveys done?</p> <p>yes / no</p>
<p>5.4.4. Reference:</p>	
<p><b>5.4.5. Leadership behavior surveys</b></p> <p>To assure that people in leadership positions show the HSE behavior desired.</p>	<p>Leadership behavior surveys carried out?</p> <p>yes / no</p>
<p>5.4.5. Reference:</p>	
<p><b>5.4.6. Employee behavior surveys</b></p> <p>To assure that people in operating positions show the desired HSE behavior.</p>	<p>Employee behavior surveys carried out?</p> <p>yes / no</p>
<p>5.4.6. Reference:</p>	

<p><b>5.4.7. Employee satisfaction and perception surveys</b></p> <p>To periodically carry out surveys to establish the level of HSE perception and satisfaction amongst employees.</p>	<p>Employee satisfaction and perception surveys?</p> <p>yes / no</p>
<p>5.4.7. Reference:</p>	
<p><b>5.4.8. Standing plan assessment</b></p> <p>The objective of this element is to verify whether the standing plan has been executed as planned and in accordance with the criteria set.</p>	<p>Execution of Element activities is periodically assessed?</p> <p>yes / no</p>
<p>5.4.8. Reference:</p>	
<p><b>5.5. Employee participation</b></p> <p>The objective of this sub-element is to involve relevant employees (at various levels in the organization) in the development, execution and improvement of element activities.</p>	<p>Employees at various levels are involved in Element activities?</p> <p>yes /no</p>
<p>5.5. Reference:</p>	
<p><b>5.6. Element related training</b></p> <p>The objective is to provide knowledge, skills and motivation to those people who are charged with carrying out the element activities, including those that are related to coordination, management/coaching, implementation, monitoring, review, etc.</p>	<p>Element related training has been provided?</p> <p>yes / no</p>
<p>5.6. Reference:</p>	
<p><b>5.7. Communication</b></p> <p>The objective of this sub-element is to ensure that identified relevant parties (either internal or external to the organization) are provided with appropriate information concerning the activities in this element</p>	<p>Communication on Element activities goes to identified parties?</p> <p>yes /no</p>
<p>5.7. Reference:</p>	
<p><b>5.8. Data collection and analysis</b></p> <p>The objective of this sub-element is to gather and analyze the information/data necessary for communication to identified relevant parties for the proper management of the activities.</p>	<p>Data for Element activities is collected and analyzed?</p> <p>yes / no</p>
<p>5.8. Reference:</p>	

<p><b>5.9. Review and improvement</b></p> <p>The objectives of this sub-element is to assure that results (as indicated through the management statement) are being achieved and that further actions, as appropriate, are taken for further improvement.</p>	<p>Element activities are reviewed for results and improvement</p> <p>Done?                      yes /no</p>
<p>5.9. Reference:</p>	

**Comments:**

## Element 6 - “Product Stewardship”

### Element Objectives

To assure that HSE aspects are properly taken care of during the entire “life cycle” of the products during manufacturing, distribution, use and disposal.

Element Reference:
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Sub-element	Your response
<p><b>6.1. Management statement</b></p> <p>The objective of this sub-element is to assure the ongoing senior management leadership, commitment and support in relation to the element activities in order to meet the element objectives.</p>	<p>Management Statement for this Element is available?</p> <p>yes / no</p>
6.1. Reference:	
<p><b>6.2. Coordinator</b></p> <p>The objective is to assure proper coordination of the activities of this element such that they are properly developed, carried out, monitored and reviewed for further improvement</p>	<p>Name of coordinator for this Element?</p> <p>_____</p>
6.2. Reference:	
<p><b>6.3. Review of legislation, Codes and Standards</b></p> <p>The objective of this element is to assure that all applicable regulations, codes and standards are identified and that timely actions are taken to incorporate requirements into work practices, rules, training programs, engineering standards, etc.</p>	<p>Requirements for this Element are known?</p> <p>yes / no</p>
6.3 Reference:	
<p><b>6.4. Standing plan</b></p> <p>The objective of this sub-element is to assure that appropriate actions are taken to consistently meet the objectives of the element.</p>	<p>A standing plan for this Element is available?</p> <p>yes / no</p>
6.4. Reference:	

<p><b>6.4.1. General</b></p> <p>To assure that proper resources are made available to allow product stewardship activities suitable for the product risks present.</p>	<p>Are there resources and efforts concerning product stewardship?</p> <p>yes / no</p>
<p>6.4.1. Reference:</p>	
<p><b>6.4.2. Research and Development</b></p> <p>To assure proper product risk assessment during research and development activities and to establish the role that the R&amp;D people play in the life-cycle control of product risks involved.</p>	<p>R&amp;D role established?</p> <p>yes / no</p>
<p>6.4.2. Reference:</p>	
<p><b>6.4.3. Health, Safety and Environment</b></p> <p>To establish the role of the HSE department in product risk assessment and control activities.</p>	<p>HSE department role established?</p> <p>yes / no</p>
<p>6.4.3. Reference:</p>	
<p><b>6.4.4.1 Purchasing and Supply - General</b></p> <p>To establish a general basis for the inclusion of product stewardship in the purchasing of goods and/or materials.</p>	<p>Purchasing and Supply role established?</p> <p>yes / no</p>
<p>6.4.4.1 Reference:</p>	
<p><b>6.4.4.2. Purchasing - product HSE identification</b></p> <p>To identification of HSE related risks in the purchasing of goods, materials and equipment and the preparation of related purchasing specifications.</p>	<p>HSE risks in purchasing identified?</p> <p>yes / no</p>
<p>6.4.4.2. Reference</p>	
<p><b>6.4.4.3. Purchasing - Purchasing Process</b></p> <p>To establish the process of purchasing in order to assure that materials, goods and equipment bought are complying with the HSE specifications set.</p>	<p>Purchasing process established?</p> <p>yes / no</p>
<p>6.4.4.4. Reference</p>	

<p><b>6.4.4.5. Purchasing - Incoming inspections</b></p> <p>To assure that materials, goods and equipment are inspected to meet the HSE specifications set before being allowed into the organization.</p>	<p>Incoming inspections done?</p> <p>yes / no</p>
<p>6.4.4.6. Reference</p>	
<p><b>6.4.4.7. Purchasing - Internal storage</b></p> <p>To consider storage needs during the purchasing process and to assure proper internal storage of materials, goods and equipment in relation to the HSE risks identified.</p>	<p>Internal storage considered during purchasing?</p> <p>yes / no</p>
<p>6.4.4.8. Reference</p>	
<p><b>6.4.4.9. Purchasing – Disposal</b></p> <p>To consider disposal needs of products, waste, packaging etc. during the purchasing process.</p>	<p>Disposal considered during purchasing?</p> <p>yes / no</p>
<p>6.4.4.9. Reference</p>	
<p><b>6.4.5. Manufacturing and (external) storage</b></p> <p>To assure that issues affecting HSE of the products manufactured are properly addressed during manufacturing and (external) storage and to establish the role that manufacturing have in life-cycle control of product risks</p>	<p>(Product) HSE issues addresses in manufacturing and external storage?</p> <p>yes / no</p>
<p>6.4.5. Reference</p>	
<p><b>6.4.6. Distribution</b></p> <p>To assure that product related risks are properly controlled during distribution.</p>	<p>Product risk controlled during distribution?</p> <p>yes / no</p>
<p>6.4.6. Reference</p>	
<p><b>6.4.7. Product Information</b></p> <p>To identify and prepare necessary HSE information required by people handling and/or using the products involved.</p>	<p>HSE product information available?</p> <p>yes / no</p>
<p>6.4.7. Reference</p>	

<p><b>6.4.8. Marketing and Sales</b></p> <p>To obtain and provide relevant HSE information from and to product customers and distributors and to establish the role of marketing and sales department in the life-cycle control of product risks.</p>	<p>Marketing and Sales role established?</p> <p>yes / no</p>
<p>6.4.8. Reference</p>	
<p><b>6.4.9. Product Use and Disposal</b></p> <p>To provide relevant HSE information to users on the use and disposal of the product and/or related materials etc.</p>	<p>HSE information provided to users?</p> <p>yes / no</p>
<p>6.4.9. Reference</p>	
<p><b>6.4.10. Communications Department</b></p> <p>To establish the role of the communications person or department in the life-cycle control of product risks.</p>	<p>Role of Communications Department established?</p> <p>yes / no</p>
<p>6.4.10. Reference:</p>	
<p><b>6.4.11. Standing plan assessment</b></p> <p>The objective of this element is to verify whether the standing plan has been executed as planned and in accordance with the criteria set.</p>	<p>Execution of Element activities is periodically assessed?</p> <p>yes / no</p>
<p>6.4.11. Reference:</p>	
<p><b>6.5. Employee participation</b></p> <p>The objective of this sub-element is to involve relevant employees (at various levels in the organization) in the development, execution and improvement of element activities.</p>	<p>Employees at various levels are involved in Element activities?</p> <p>yes / no</p>
<p>6.5. Reference:</p>	
<p><b>6.6. Element related training</b></p> <p>The objective is to provide knowledge, skills and motivation to those people who are charged with carrying out the element activities, including those that are related to coordination, management/coaching, implementation, monitoring, review, etc.</p>	<p>Element related training has been provided?</p> <p>yes / no</p>
<p>6.6. Reference:</p>	

<p><b>6.7. Communication</b></p> <p>The objective of this sub-element is to ensure that identified relevant parties (either internal or external to the organization) are provided with appropriate information concerning the activities in this element</p>	<p>Communication on Element activities goes to identified parties?</p> <p style="text-align: right;">yes /no</p>
<p>6.7. Reference:</p>	
<p><b>6.8. Data collection and analysis</b></p> <p>The objective of this sub-element is to gather and analyze the information/data necessary for communication to identified relevant parties for the proper management of the activities.</p>	<p>Data for Element activities is collected and analyzed?</p> <p style="text-align: right;">yes / no</p>
<p>6.8. Reference:</p>	
<p><b>6.9. Review and improvement</b></p> <p>The objective of this sub-element is to assure that results (as indicated through the management statement) are being achieved and that further actions, as appropriate, are taken for further improvement.</p>	<p>Element activities are reviewed for results and improvement</p> <p>Done? <span style="float: right;">yes /no</span></p>
<p>6.9. Reference:</p>	

**Comments:**

## Element 7 - “Task and Operating Procedures”

### Element Objectives

To assess and control risk in work practices, task and operating procedures.

Element Reference:
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<b>Sub-element</b>	<b>Your response</b>
<p><b>7.1. Management statement</b></p> <p>The objective of this sub-element is to assure the ongoing senior management leadership, commitment and support in relation to the element activities in order to meet the element objectives.</p>	<p>Management Statement for this Element is available?</p> <p>yes / no</p>
7.1. Reference:	
<p><b>7.2. Coordinator</b></p> <p>The objective is to assure proper coordination of the activities of this element such that they are properly developed, carried out, monitored and reviewed for further improvement</p>	<p>Name of coordinator for this Element?</p> <p>_____</p>
7.2. Reference:	
<p><b>7.3. Review of legislation, Codes and Standards</b></p> <p>The objective of this element is to assure that all applicable regulations, codes and standards are identified and that timely actions are taken to incorporate requirements into work practices, rules, training programs, engineering standards, etc.</p>	<p>Requirements for this Element are known?</p> <p>yes / no</p>
7.3 Reference:	
<p><b>7.4. Standing plan</b></p> <p>The objective of this sub-element is to assure that appropriate actions are taken to consistently meet the objectives of the element.</p>	<p>A standing plan for this Element is available?</p> <p>yes / no</p>
7.4. Reference:	

<p><b>7.4.1. Operating Procedures</b></p> <p>To establish the presence and completeness of operating procedures.</p>	<p>Operating Procedures are present and complete?</p> <p>yes / no</p>
<p>7.4.1. Reference:</p>	
<p><b>7.4.2. Operational and Work Process Controls</b></p> <p>To ascertain that HSE risk in operating and work procedures are properly assessed by a qualified team of people and that proper controls are taken to bring risks to an acceptable level.</p>	<p>HSE risks in operating/work procedures assessed and controlled?</p> <p>yes / no</p>
<p>7.4.2. Reference:</p>	
<p><b>7.4.3. Critical Task Inventory</b></p> <p>To identify those tasks done by people that are being considered “critical” form an HSE point of view.</p>	<p>Critical tasks identified?</p> <p>yes / no</p>
<p>7.4.3. Reference:</p>	
<p><b>7.4.4. Critical Task Analysis</b></p> <p>To assure that task identified as being “critical” are properly analyzed and that appropriate controls are being implemented to prevent potential HSE losses.</p>	<p>Critical tasks analyzed and controls implemented?</p> <p>yes / no</p>
<p>7.4.4. Reference:</p>	
<p><b>7.4.5. Objectives for Critical Task Analysis and Procedures</b></p> <p>To establish objectives for the completion of critical task analysis and - where appropriate - the establishment of procedures and to assure that those objectives are being met.</p>	<p>Objectives established and met?</p> <p>yes / no</p>
<p>7.4.5. Reference:</p>	
<p><b>7.4.6. Critical Task Observations</b></p> <p>To assure that all employees regularly carrying out critical tasks are periodically being observed in the execution of those tasks and that infrequent tasks are being reviewed with relevant people prior to execution.</p>	<p>Observations of the execution of critical tasks done?</p> <p>yes / no</p>
<p>7.4.6. Reference:</p>	

<p><b>7.4.7. Standing plan assessment</b></p> <p>The objective of this element is to verify whether the standing plan has been executed as planned and in accordance with the criteria set.</p>	<p>Execution of Element activities is periodically assessed?</p> <p style="text-align: right;">yes / no</p>
<p>7.4.7. Reference:</p>	
<p><b>7.5. Employee participation</b></p> <p>The objective of this sub-element is to involve relevant employees (at various levels in the organization) in the development, execution and improvement of element activities.</p>	<p>Employees at various levels are involved in Element activities?</p> <p style="text-align: right;">yes /no</p>
<p>7.5. Reference:</p>	
<p><b>7.6. Element related training</b></p> <p>The objective is to provide knowledge, skills and motivation to those people who are charged with carrying out the element activities, including those that are related to coordination, management/coaching, implementation, monitoring, review, etc.</p>	<p>Element related training has been provided?</p> <p style="text-align: right;">yes / no</p>
<p>7.6. Reference:</p>	
<p><b>7.7. Communication</b></p> <p>The objective of this sub-element is to ensure that identified relevant parties (either internal or external to the organization) are provided with appropriate information concerning the activities in this element</p>	<p>Communication on Element activities goes to identified parties?</p> <p style="text-align: right;">yes /no</p>
<p>7.7. Reference:</p>	
<p><b>7.8. Data collection and analysis</b></p> <p>The objective of this sub-element is to gather and analyze the information/data necessary for communication to identified relevant parties for the proper management of the activities.</p>	<p>Data for Element activities is collected and analyzed?</p> <p style="text-align: right;">yes / no</p>
<p>7.8. Reference:</p>	

<p><b>7.9. Review and improvement</b></p> <p>The objective of this sub-element is to assure that results (as indicated through the management statement) are being achieved and that further actions, as appropriate, are taken for further improvement.</p>	<p>Element activities are reviewed for results and improvement</p> <p>Done?                      yes /no</p>
<p>7.9. Reference:</p>	

**Comments:**

## Element 8 - "Hiring and Placement"

### Element Objectives

To assure that people hired by the organization and/or placed in specific job situations meet the physical (and other) requirements of the job and that they receive the proper introduction into the department where they will carry out their work.

Element Reference:
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<b>Sub-element</b>	<b>Your response</b>
<p><b>8.1. Management statement</b></p> <p>The objective of this sub-element is to assure the ongoing senior management leadership, commitment and support in relation to the element activities in order to meet the element objectives.</p>	<p>Management Statement for this Element is available?</p> <p style="text-align: right;">yes / no</p>
8.1. Reference:	
<p><b>8.2. Coordinator</b></p> <p>The objective is to assure proper coordination of the activities of this element such that they are properly developed, carried out, monitored and reviewed for further improvement</p>	<p>Name of coordinator for this Element?</p> <p>_____</p>
8.2. Reference:	
<p><b>8.3. Review of legislation, Codes and Standards</b></p> <p>The objective of this element is to assure that all applicable regulations, codes and standards are identified and that timely actions are taken to incorporate requirements into work practices, rules, training programs, engineering standards, etc.</p>	<p>Requirements for this Element are known?</p> <p style="text-align: right;">yes / no</p>
8.3 Reference:	
<p><b>8.4. Standing plan</b></p> <p>The objective of this sub-element is to assure that appropriate actions are taken to consistently meet the objectives of the element.</p>	<p>A standing plan for this Element is available?</p> <p style="text-align: right;">yes / no</p>
8.4. Reference:	

<p><b>8.4.1. Physical Requirements</b></p> <p>To identify the physical requirements for people to carry out a specific function or job and to establish a medical program to assure that people performing the work are meeting the requirements identified.</p>	<p>Physical Requirements identified?</p> <p>yes / no</p>
<p>8.4.1. Reference:</p>	
<p><b>8.4.2. External References</b></p> <p>To obtain information for external sources about critical performance indicators in relation to the work to be done.</p>	<p>External references obtained?</p> <p>yes / no</p>
<p>8.4.2. Reference:</p>	
<p><b>8.4.3. General Orientation/ Induction Program</b></p> <p>To provide general information about the organization and./or the department to new or transferred employees.</p>	<p>General information provided to new/transferred employees?</p> <p>yes / no</p>
<p>8.4.3. Reference:</p>	
<p><b>8.4.4. Personnel Assignments</b></p> <p>To assure that the proper number of competent people are available at all times to carry out the work.</p>	<p>System to assure that competent personnel available at all times?</p> <p>yes / no</p>
<p>8.4.4. Reference:</p>	
<p><b>8.4.5. Physical or Mental Incapacitation</b></p> <p>To assure that people carrying out "safety critical" jobs are physically and mentally fit to carry out their work properly.</p>	<p>System to assure people are "fit for purpose?"</p> <p>yes / no</p>
<p>8.4.5. Reference:</p>	
<p><b>8.4.6. Employee Debriefing</b></p> <p>To learn about the HSE practice in the organization by interviewing employees leaving it.</p>	<p>System for employee debriefing exists?</p> <p>yes / no</p>
<p>8.4.6. Reference:</p>	

<p><b>8.4.7. Standing plan assessment</b></p> <p>The objective of this element is to verify whether the standing plan has been executed as planned and in accordance with the criteria set.</p>	<p>Execution of Element activities is periodically assessed?</p> <p style="text-align: right;">yes / no</p>
<p>8.4.7. Reference:</p>	
<p><b>8.5. Employee participation</b></p> <p>The objective of this sub-element is to involve relevant employees (at various levels in the organization) in the development, execution and improvement of element activities.</p>	<p>Employees at various levels are involved in Element activities?</p> <p style="text-align: right;">yes /no</p>
<p>8.5. Reference:</p>	
<p><b>8.6. Element related training</b></p> <p>The objective is to provide knowledge, skills and motivation to those people who are charged with carrying out the element activities, including those that are related to coordination, management/coaching, implementation, monitoring, review, etc.</p>	<p>Element related training has been provided?</p> <p style="text-align: right;">yes / no</p>
<p>8.6. Reference:</p>	
<p><b>8.7. Communication</b></p> <p>The objective of this sub-element is to ensure that identified relevant parties (either internal or external to the organization) are provided with appropriate information concerning the activities in this element</p>	<p>Communication on Element activities goes to identify parties?</p> <p style="text-align: right;">yes /no</p>
<p>8.7. Reference:</p>	
<p><b>8.8. Data collection and analysis</b></p> <p>The objective of this sub-element is to gather and analyze the information/data necessary for communication to identified relevant parties for the proper management of the activities.</p>	<p>Data for Element activities is collected and analyzed?</p> <p style="text-align: right;">yes / no</p>
<p>8.8. Reference:</p>	

<p><b>8.9. Review and improvement</b></p> <p>The objective of this sub-element is to assure that results (as indicated through the management statement) are being achieved and that further actions, as appropriate, are taken for further improvement.</p>	<p>Element activities are reviewed for results and improvement</p> <p>Done?                      yes /no</p>
<p>8.9. Reference:</p>	

**Comments:**

## Element 9 - "Occupational Health"

### Element Objectives

To assess occupational health risks and to establish controls to eliminate and/or control those risks at an acceptable level.

Element Reference:
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<b>Sub-element</b>	<b>Your response</b>
<p><b>9.1. Management statement</b></p> <p>The objective of this sub-element is to assure the ongoing senior management leadership, commitment and support in relation to the element activities in order to meet the element objectives.</p>	<p>Management Statement for this Element is available?</p> <p>yes / no</p>
9.1. Reference:	
<p><b>9.2. Coordinator</b></p> <p>The objective is to assure proper coordination of the activities of this element such that they are properly developed, carried out, monitored and reviewed for further improvement</p>	<p>Name of coordinator for this Element?</p> <p>_____</p>
9.2. Reference:	
<p><b>9.3. Review of legislation, Codes and Standards</b></p> <p>The objective of this element is to assure that all applicable regulations, codes and standards are identified and that timely actions are taken to incorporate requirements into work practices, rules, training programs, engineering standards, etc.</p>	<p>Requirements for this Element are known?</p> <p>yes / no</p>
9.3 Reference:	
<p><b>9.4. Standing plan</b></p> <p>The objective of this sub-element is to assure that appropriate actions are taken to consistently meet the objectives of the element.</p>	<p>A standing plan for this Element is available?</p> <p>yes / no</p>
9.4. Reference:	

<p><b>9.4.1. Health Hazard Identification</b></p> <p>The objective is to assess occupational health risks within the organization.</p>	<p>Health hazard identification has been done?</p> <p>yes / no</p>
<p>9.4.1. Reference:</p>	
<p><b>9.4.2. Health Hazard Control</b></p> <p>The objective is to establish controls for occupational health risks identified.</p>	<p>Controls are there for hazards identified?</p> <p>yes / no</p>
<p>9.4.2. Reference:</p>	
<p><b>9.4.3. Professional Assistance</b></p> <p>The objective is to assure that adequate medical advice is obtained and to assure that such advice and assistance is commensurate with the level and type of occupational health risks.</p>	<p>Professional medical assistance is available?</p> <p>yes / no</p>
<p>9.4.3. Reference:</p>	
<p><b>9.4.4. Health Care System</b></p> <p>The objective is to establish a health care system in the organization based on the needs of the organization.</p>	<p>A health care system is available?</p> <p>yes / no</p>
<p>9.4.4. Reference:</p>	
<p><b>9.4.5. Occupational Health and Industrial Hygiene Monitoring</b></p> <p>The objective is to establish an occupational health monitoring system in relation to the (potential) exposures in the organization.</p>	<p>Health and Hygiene monitoring is done?</p> <p>yes / no</p>
<p>9.4.5. Reference:</p>	
<p><b>9.4.6. Standing plan assessment</b></p> <p>The objective of this element is to verify whether the standing plan has been executed as planned and in accordance with the criteria set.</p>	<p>Execution of Element activities is periodically assessed?</p> <p>yes / no</p>
<p>9.4.6. Reference:</p>	

<p><b>9.5. Employee participation</b></p> <p>The objective of this sub-element is to involve relevant employees (at various levels in the organization) in the development, execution and improvement of element activities.</p>	<p>Employees at various levels are involved in Element activities?</p> <p style="text-align: right;">yes / no</p>
<p>9.5. Reference:</p>	
<p><b>9.6. Element related training</b></p> <p>The objective is to provide knowledge, skills and motivation to those people who are charged with carrying out the element activities, including those that are related to coordination, management/coaching, implementation, monitoring, review, etc.</p>	<p>Element related training has been provided?</p> <p style="text-align: right;">yes / no</p>
<p>9.6. Reference:</p>	
<p><b>9.7. Communication</b></p> <p>The objective of this sub-element is to ensure that identified relevant parties (either internal or external to the organization) are provided with appropriate information concerning the activities in this element</p>	<p>Communication on Element activities goes to identified parties?</p> <p style="text-align: right;">yes / no</p>
<p>9.7. Reference:</p>	
<p><b>9.8. Data collection and analysis</b></p> <p>The objective of this sub-element is to gather and analyze the information/data necessary for communication to identified relevant parties for the proper management of the activities.</p>	<p>Data for Element activities is collected and analyzed?</p> <p style="text-align: right;">yes / no</p>
<p>9.8. Reference:</p>	
<p><b>9.9. Review and improvement</b></p> <p>The objectives of this sub-element is to assure that results (as indicated through the management statement) are being achieved and that further actions, as appropriate, are taken for further improvement.</p>	<p>Element activities are reviewed for results and improvement</p> <p>Done? <span style="float: right;">yes / no</span></p>
<p>9.9. Reference:</p>	

**Comments:**

## Element 10 - “Engineering, Pre-startup Safety Reviews and Management of Change”

### Element Objectives

To assure that installations and processes meet accepted design engineering standards during their entire life-cycle.

Element Reference:
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<b>Sub-element</b>	<b>Your response</b>
<p><b>10.1. Management statement</b></p> <p>The objective of this sub-element is to assure the ongoing senior management leadership, commitment and support in relation to the element activities in order to meet the element objectives.</p>	<p>Management Statement for this Element is available?</p> <p style="text-align: right;">yes / no</p>
10.1. Reference:	
<p><b>10.2. Coordinator</b></p> <p>The objective is to assure proper coordination of the activities of this element such that they are properly developed, carried out, monitored and reviewed for further improvement</p>	<p>Name of coordinator for this Element?</p> <p>_____</p>
10.2. Reference:	
<p><b>10.3. Review of legislation, Codes and Standards</b></p> <p>The objective of this element is to assure that all applicable regulations, codes and standards are identified and that timely actions are taken to incorporate requirements into work practices, rules, training programs, engineering standards, etc.</p>	<p>Requirements for this Element are known?</p> <p style="text-align: right;">yes / no</p>
10.3 Reference:	
<p><b>10.4. Standing plan</b></p> <p>The objective of this sub-element is to assure that appropriate actions are taken to consistently meet the objectives of the element.</p>	<p>A standing plan for this Element is available?</p> <p style="text-align: right;">yes / no</p>
10.4. Reference:	

<p><b>10.4.1. Engineering general</b></p> <p>To establish risk acceptance criteria for the installation(s) and process(s) involved.</p>	<p>Risk Acceptance Criteria established?</p> <p>yes / no</p>
<p>10.4.1. Reference:</p>	
<p><b>10.4.2. Site Location/Layout</b></p> <p>To assure that installations are properly located in relation to other installations on site, the neighborhood and the surrounding environment.</p>	<p>Siting/location criteria established?</p> <p>yes / no</p>
<p>10.4.2. Reference:</p>	
<p><b>10.4.3. Process Design Standards</b></p> <p>To establish and/or make use of engineering standards, including proper technical control means, appropriate for the process and/or installation involved.</p>	<p>Design Standards available?</p> <p>yes / no</p>
<p>10.4.3. Reference:</p>	
<p><b>10.4.4. Ergonomics and Human Factors in Design Standards</b></p> <p>To assure that proper human factors and ergonomic aspects are included in design standards and/or practices used.</p>	<p>Ergonomic / human factors criteria used?</p> <p>yes / no</p>
<p>10.4.4. Reference:</p>	
<p><b>10.4.5. Change Criteria Management of Change</b></p> <p>To establish that changes affecting the HSE aspects of the installation/process are properly identified. as part of the MOC system.</p>	<p>MOC criteria established?</p> <p>yes / no</p>
<p>10.4.5. Reference:</p>	
<p><b>10.4.6. Review and Change Management System</b></p> <p>To assure that management of change reviews are carried out by a team of qualified people and that controls are incorporated to control the risks involved.</p>	<p>MOC system established?</p> <p>yes / no</p>
<p>10.4.6. Reference:</p>	

<p><b>10.4.7. Temporary Changes</b></p> <p>To assure that temporary changes are properly addressed to control risks involved.</p>	<p>System for control of Temporary Changes?</p> <p>yes / no</p>
<p>10.4.7. Reference:</p>	
<p><b>10.4.8. Construction and Pre-Startup Safety Reviews</b></p> <p>To assure that construction is executed in accordance with the design approved and that pre-startup safety reviews are carried out to confirm this.</p>	<p>System for control of Construction and Pre-Startup Safety Reviews present?</p> <p>yes / no</p>
<p>10.4.8. Reference:</p>	
<p><b>10.4.9. Standing plan assessment</b></p> <p>The objective of this element is to verify whether the standing plan has been executed as planned and in accordance with the criteria set.</p>	<p>Execution of Element activities is periodically assessed?</p> <p>yes / no</p>
<p>10.4.9. Reference:</p>	
<p><b>10.5. Employee participation</b></p> <p>The objective of this sub-element is to involve relevant employees (at various levels in the organization) in the development, execution and improvement of element activities.</p>	<p>Employees at various levels are involved in Element activities?</p> <p>yes / no</p>
<p>10.5. Reference:</p>	
<p><b>10.6. Element related training</b></p> <p>The objective is to provide knowledge, skills and motivation to those people who are charged with carrying out the element activities, including those that are related to coordination, management/coaching, implementation, monitoring, review, etc.</p>	<p>Element related training has been provided?</p> <p>yes / no</p>
<p>10.6. Reference:</p>	
<p><b>10.7. Communication</b></p> <p>The objective of this sub-element is to ensure that identified relevant parties (either internal or external to the organization) are provided with appropriate information concerning the activities in this element</p>	<p>Communication on Element activities goes to identified parties?</p> <p>yes / no</p>
<p>10.7. Reference:</p>	

<p><b>10.8. Data collection and analysis</b></p> <p>The objective of this sub-element is to gather and analyze the information/data necessary for communication to identified relevant parties for the proper management of the activities.</p>	<p>Data for Element activities is collected and analyzed?</p> <p style="text-align: right;">yes / no</p>
<p>10.8. Reference:</p>	
<p><b>10.9. Review and improvement</b></p> <p>The objective of this sub-element is to assure that results (as indicated through the management statement) are being achieved and that further actions, as appropriate, are taken for further improvement.</p>	<p>Element activities are reviewed for results and improvement</p> <p>Done?                      yes /no</p>
<p>10.9. Reference:</p>	

**Comments:**

## Element 11 - “Mechanical Integrity, Maintenance and Inspections”

### Element Objectives

To assure at all times and during all operational phases (normal, abnormal and emergency) the mechanical integrity of installations.

Element Reference:
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<b>Sub-element</b>	<b>Your response</b>
<p><b>11.1. Management statement</b></p> <p>The objective of this sub-element is to assure the ongoing senior management leadership, commitment and support in relation to the element activities in order to meet the element objectives.</p>	<p>Management Statement for this Element is available?</p> <p>yes / no</p>
11.1. Reference:	
<p><b>11.2. Coordinator</b></p> <p>The objective is to assure proper coordination of the activities of this element such that they are properly developed, carried out, monitored and reviewed for further improvement</p>	<p>Name of coordinator for this Element?</p> <p>_____</p>
11.2. Reference:	
<p><b>11.3. Review of legislation, Codes and Standards</b></p> <p>The objective of this element is to assure that all applicable regulations, codes and standards are identified and that timely actions are taken to incorporate requirements into work practices, rules, training programs, engineering standards, etc.</p>	<p>Requirements for this Element are known?</p> <p>yes / no</p>
11.3 Reference:	
<p><b>11.4. Standing plan</b></p> <p>The objective of this sub-element is to assure that appropriate actions are taken to consistently meet the objectives of the element.</p>	<p>A standing plan for this Element is available?</p> <p>yes / no</p>
11.4. Reference:	

<p><b>11.4.1. General Inspections</b></p> <p>To establish a system of periodic general (housekeeping type) inspections to identify deviations from accepted standards and initiate corrective actions before undesired losses occur.</p>	<p>General Inspection system present?</p> <p>yes / no</p>
<p>11.4.1. Reference:</p>	
<p><b>11.4.2. Mechanical Integrity/Critical Item Inspections</b></p> <p>To establish a system of periodic inspections directed at installation items which have been identified as being “critical” from an HSE point of view in order to detect deviations from acceptable standards and initiate corrective actions before undesired losses occur.</p>	<p>Critical Item Inspection System established?</p> <p>yes / no</p>
<p>11.4.2. Reference:</p>	
<p><b>11.4.3. Special Systems Inspections</b></p> <p>To establish a system of periodic inspections directed at (technical) items which function is primarily in HSE protection, such that items not meeting operational readiness criteria will be identified and that actions to correct the situation are taken before undesired losses will occur.</p>	<p>“Special Systems Inspection” system established?</p> <p>yes / no</p>
<p>11.4.3. Reference:</p>	
<p><b>11.4.4. Pre-use Equipment Inspections</b></p> <p>To establish an inspection system directed at mobile and other material handling equipment to identify deviations that may negatively affect the HSE status of the equipment and initiate actions before undesired losses occur.</p>	<p>Pre-use Equipment Inspection system established?</p> <p>yes / no</p>
<p>11.4.4. Reference:</p>	
<p><b>11.4.5. Alternate Substandard Conditions Reporting System</b></p> <p>To provide a system for all employees, and other people as applicable, to report conditions and/or other issues that may negatively affect the HSE situation in the organization such that these issues may be corrected before undesired losses occur.</p>	<p>Alternate Reporting System established?</p> <p>yes / no</p>
<p>11.4.5. Reference:</p>	
<p><b>11.4.6. Maintenance Programs</b></p> <p>To establish a system to maintain equipment in a safe operational condition at all times.</p>	<p>Maintenance Program established?</p> <p>yes / no</p>
<p>11.4.6. Reference:</p>	

<p><b>11.4.7. Quality Assurance Inspection and Testing</b></p> <p>To establish an inspection and test system which assures that vendor supplied and new equipment will meet HSE criteria set by the organization.</p>	<p>Inspection/Test system established?</p> <p>yes / no</p>
<p>11.4.7. Reference:</p>	
<p><b>11.4.8. Follow-up</b></p> <p>To assure that recommendations coming from all inspection activities will be carried out as planned.</p>	<p>Follow-up system established?</p> <p>yes / no</p>
<p>11.4.8. Reference:</p>	
<p><b>11.4.9. Standing plan assessment</b></p> <p>The objective of this element is to verify whether the standing plan has been executed as planned and in accordance with the criteria set.</p>	<p>Execution of Element activities is periodically assessed?</p> <p>yes / no</p>
<p>11.4.9. Reference:</p>	
<p><b>11.5. Employee participation</b></p> <p>The objective of this sub-element is to involve relevant employees (at various levels in the organization) in the development, execution and improvement of element activities.</p>	<p>Employees at various levels are involved in Element activities?</p> <p>yes /no</p>
<p>11.5. Reference:</p>	
<p><b>11.6. Element related training</b></p> <p>The objective is to provide knowledge, skills and motivation to those people who are charged with carrying out the element activities, including those that are related to coordination, management/coaching, implementation, monitoring, review, etc.</p>	<p>Element related training has been provided?</p> <p>yes / no</p>
<p>11.6. Reference:</p>	
<p><b>11.7. Communication</b></p> <p>The objective of this sub-element is to ensure that identified relevant parties (either internal or external to the organization) are provided with appropriate information concerning the activities in this element</p>	<p>Communication on Element activities goes to identified parties?</p> <p>yes /no</p>
<p>11.7. Reference:</p>	

<p><b>11.8. Data collection and analysis</b></p> <p>The objective of this sub-element is to gather and analyze the information/data necessary for communication to identified relevant parties for the proper management of the activities.</p>	<p>Data for Element activities is collected and analyzed?</p> <p>yes / no</p>
<p>11.8. Reference:</p>	
<p><b>11.9. Review and improvement</b></p> <p>The objective of this sub-element is to assure that results (as indicated through the management statement) are being achieved and that further actions, as appropriate, are taken for further improvement.</p>	<p>Element activities are reviewed for results and improvement</p> <p>Done? yes /no</p>
<p>11.9. Reference:</p>	

**Comments:**

## Element 12 - “Contractor Management”

### Element Objectives

To identify and control (potential) HSE risks - associated with the use of contractor or third party services - that may negatively affect the organization.

Element Reference:
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<b>Sub-element</b>	<b>Your response</b>
<p><b>12.1. Management statement</b></p> <p>The objective of this sub-element is to assure the ongoing senior management leadership, commitment and support in relation to the element activities in order to meet the element objectives.</p>	<p>Management Statement for this Element is available?</p> <p>yes / no</p>
12.1. Reference:	
<p><b>12.2. Coordinator</b></p> <p>The objective is to assure proper coordination of the activities of this element such that they are properly developed, carried out, monitored and reviewed for further improvement</p>	<p>Name of coordinator for this Element?</p> <p>_____</p>
12.2. Reference:	
<p><b>12.3. Review of legislation, Codes and Standards</b></p> <p>The objective of this element is to assure that all applicable regulations, codes and standards are identified and that timely actions are taken to incorporate requirements into work practices, rules, training programs, engineering standards, etc.</p>	<p>Requirements for this Element are known?</p> <p>yes / no</p>
12.3 Reference:	
<p><b>12.4. Standing plan</b></p> <p>The objective of this sub-element is to assure that appropriate actions are taken to consistently meet the objectives of the element.</p>	<p>A standing plan for this Element is available?</p> <p>yes / no</p>
12.4. Reference:	

<p><b>12.4.1. Scope</b></p> <p>The objective is to determine which contractors (suppliers of services) are within the scope of this element.</p>	<p>Scope determined?</p> <p>yes / no</p>
<p>12.4.1. Reference:</p>	
<p><b>12.4.2. Pre-selection activities</b></p> <p>The objective of this sub-element is to establish criteria to be used during the selection of contractors, to assess their HSE capabilities and experience.</p>	<p>Pre-selection criteria established?</p> <p>yes / no</p>
<p>12.4.2. Reference:</p>	
<p><b>12.4.3. Selection process</b></p> <p>The objective is to select a contractor with the requisite HSE capabilities and experience for the job to be done by the contractor.</p>	<p>Selection process established?</p> <p>yes / no</p>
<p>12.4.3. Reference:</p>	
<p><b>12.4.4. Introduction at start of service</b></p> <p>The objective of this element is to assure that contractor employers and contractor personnel receive, in a timely fashion, the proper information about the organization, its risks and any requirements that the organization may want or need to put on the contractor while performing for the organization.</p>	<p>Introduction to work program present?</p> <p>yes / no</p>
<p>12.4.4. Reference:</p>	
<p><b>12.4.5. In-service performance</b></p> <p>The objective of this sub-element is to ensure proper HSE performance of the contractor while supplying services to the organization.</p>	<p>Performance evaluation system established?</p> <p>yes / no</p>
<p>12.4.5. Reference:</p>	
<p><b>12.4.6. Standing plan assessment</b></p> <p>The objective of this element is to verify whether the standing plan has been executed as planned and in accordance with the criteria set.</p>	<p>Execution of Element activities is periodically assessed?</p> <p>yes / no</p>
<p>12.4.6. Reference:</p>	

<p><b>12.5. Employee participation</b></p> <p>The objective of this sub-element is to involve relevant employees (at various levels in the organization) in the development, execution and improvement of element activities.</p>	<p>Employees at various levels are involved in Element activities?</p> <p style="text-align: right;">yes /no</p>
<p>12.5. Reference:</p>	
<p><b>12.6. Element related training</b></p> <p>The objective is to provide knowledge, skills and motivation to those people who are charged with carrying out the element activities, including those that are related to coordination, management/coaching, implementation, monitoring, review, etc.</p>	<p>Element related training has been provided?</p> <p style="text-align: right;">yes / no</p>
<p>12.6. Reference:</p>	
<p><b>12.7. Communication</b></p> <p>The objective of this sub-element is to ensure that identified relevant parties (either internal or external to the organization) are provided with appropriate information concerning the activities in this element</p>	<p>Communication on Element activities goes to identified parties?</p> <p style="text-align: right;">yes /no</p>
<p>12.7. Reference:</p>	
<p><b>12.8. Data collection and analysis</b></p> <p>The objective of this sub-element is to gather and analyze the information/data necessary for communication to identified relevant parties for the proper management of the activities.</p>	<p>Data for Element activities is collected and analyzed?</p> <p style="text-align: right;">yes / no</p>
<p>12.8. Reference:</p>	
<p><b>12.9. Review and improvement</b></p> <p>The objective of this sub-element is to assure that results (as indicated through the management statement) are being achieved and that further actions, as appropriate, are taken for further improvement.</p>	<p>Element activities are reviewed for results and improvement</p> <p>Done? <span style="float: right;">yes /no</span></p>
<p>12.9. Reference:</p>	

**Comments:**

## Element 13 - “Rules and Work permits”

### Element Objectives

To assure that general and specific HSE rules are being followed at all times and to assure that specific hazardous work activities, or work under hazardous conditions, which can not be controlled otherwise, are executed under an effective work permit system.

Element Reference:
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<b>Sub-element</b>	<b>Your response</b>
<p><b>13.1. Management statement</b></p> <p>The objective of this sub-element is to assure the ongoing senior management leadership, commitment and support in relation to the element activities in order to meet the element objectives.</p>	<p>Management Statement for this Element is available?</p> <p>yes / no</p>
13.1. Reference:	
<p><b>13.2. Coordinator</b></p> <p>The objective is to assure proper coordination of the activities of this element such that they are properly developed, carried out, monitored and reviewed for further improvement</p>	<p>Name of coordinator for this Element?</p> <p>_____</p>
13.2. Reference:	
<p><b>13.3. Review of legislation, Codes and Standards</b></p> <p>The objective of this element is to assure that all applicable regulations, codes and standards are identified and that timely actions are taken to incorporate requirements into work practices, rules, training programs, engineering standards, etc.</p>	<p>Requirements for this Element are known?</p> <p>yes / no</p>
13.3 Reference:	
<p><b>13.4. Standing plan</b></p> <p>The objective of this sub-element is to assure that appropriate actions are taken to consistently meet the objectives of the element.</p>	<p>A standing plan for this Element is available?</p> <p>yes / no</p>
13.4. Reference:	

<p><b>13.4.1. General HSE Rules</b></p> <p>To establish and communicate up-to-date- general HSE rules applying to all of the organization or major parts thereof.</p>	<p>General HSE rules established?</p> <p>yes / no</p>
<p>13.4.1. Reference:</p>	
<p><b>13.4.2. Specialized Work Rules</b></p> <p>To establish and maintain HSE rules for specific functions and/or jobs.</p>	<p>HSE Rules established for specific jobs/functions?</p> <p>yes / no</p>
<p>13.4.2. Reference:</p>	
<p><b>13.4.3. Work Permit Systems</b></p> <p>To assure an effective system of work permits to control hazardous work or work under hazardous conditions, which cannot be controlled otherwise.</p>	<p>Work permit system established?</p> <p>yes / no</p>
<p>13.4.3. Reference:</p>	
<p><b>13.4.4. Personal Protective Equipment</b></p> <p>To assure an effective PPE system in operation to prevent health and safety exposures that cannot be controlled otherwise.</p>	<p>PPE system in operation?</p> <p>yes / no</p>
<p>13.4.4. Reference:</p>	
<p><b>13.4.5. Use of Signs and Color Coding</b></p> <p>To establish an effective system of signs and color coding to inform and/or instruct people of potential HSE risks and ways to prevent related exposures.</p>	<p>System of Signs and Color Coding established?</p> <p>yes / no</p>
<p>13.4.5. Reference:</p>	
<p><b>13.4.6 Site Security</b></p> <p>To establish a system to prevent personnel and others from unauthorized entering of identified areas or departments.</p>	<p>Site Security System established?</p> <p>yes / no</p>
<p>13.4.6. Reference:</p>	

<p><b>13.4.7. Compliance Efforts and Recognition</b></p> <p>To establish a system to enhance motivation for people to follow HSE rules and to discourage non-compliance of those rules.</p>	<p>Compliance / Recognition system established?</p> <p>yes / no</p>
<p>13.4.7. Reference:</p>	
<p><b>13.4.8. Standing plan assessment</b></p> <p>The objective of this element is to verify whether the standing plan has been executed as planned and in accordance with the criteria set.</p>	<p>Execution of Element activities is periodically assessed?</p> <p>yes / no</p>
<p>13.4.8. Reference:</p>	
<p><b>13.5. Employee participation</b></p> <p>The objective of this sub-element is to involve relevant employees (at various levels in the organization) in the development, execution and improvement of element activities.</p>	<p>Employees at various levels are involved in Element activities?</p> <p>yes /no</p>
<p>13.5. Reference:</p>	
<p><b>13.6. Element related training</b></p> <p>The objective is to provide knowledge, skills and motivation to those people who are charged with carrying out the element activities, including those that are related to coordination, management/coaching, implementation, monitoring, review, etc.</p>	<p>Element related training has been provided?</p> <p>yes / no</p>
<p>13.6. Reference:</p>	
<p><b>13.7. Communication</b></p> <p>The objective of this sub-element is to ensure that identified relevant parties (either internal or external to the organization) are provided with appropriate information concerning the activities in this element</p>	<p>Communication on Element activities goes to identified parties?</p> <p>yes /no</p>
<p>13.7. Reference:</p>	
<p><b>13.8. Data collection and analysis</b></p> <p>The objective of this sub-element is to gather and analyze the information/data necessary for communication to identified relevant parties for the proper management of the activities.</p>	<p>Data for Element activities is collected and analyzed?</p> <p>yes / no</p>
<p>13.8. Reference:</p>	

<p><b>13.9. Review and improvement</b></p> <p>The objective of this sub-element is to assure that results (as indicated through the management statement) are being achieved and that further actions, as appropriate, are taken for further improvement.</p>	<p>Element activities are reviewed for results and improvement?</p> <p>yes /no</p>
<p>13.9. Reference:</p>	

**Comments:**

## Element 14 - “Process Safety and Document Control”

### Element Objectives

To assure that all relevant process safety information is collected, kept up-to-date and made available to interested parties in a timely fashion and to establish a system to control the preparation, issuance and availability of all HSE documents considered important enough to come under a formalized document control system.

Element Reference:
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<b>Sub-element</b>	<b>Your response</b>
<p><b>14.1. Management statement</b></p> <p>The objective of this sub-element is to assure the ongoing senior management leadership, commitment and support in relation to the element activities in order to meet the element objectives.</p>	<p>Management Statement for this Element is available?</p> <p>yes / no</p>
14.1. Reference:	
<p><b>14.2. Coordinator</b></p> <p>The objective is to assure proper coordination of the activities of this element such that they are properly developed, carried out, monitored and reviewed for further improvement</p>	<p>Name of coordinator for this Element?</p> <p>_____</p>
14.2. Reference:	
<p><b>14.3. Review of legislation, Codes and Standards</b></p> <p>The objective of this element is to assure that all applicable regulations, codes and standards are identified and that timely actions are taken to incorporate requirements into work practices, rules, training programs, engineering standards, etc.</p>	<p>Requirements for this Element are known?</p> <p>yes / no</p>
14.3 Reference:	
<p><b>14.4. Standing plan</b></p> <p>The objective of this sub-element is to assure that appropriate actions are taken to consistently meet the objectives of the element.</p>	<p>A standing plan for this Element is available?</p> <p>yes / no</p>
14.4. Reference:	

<p><b>14.4.1. Process Safety Information</b></p> <p>To assure that relevant process safety information is collected, up-to-date and made available to identified interested parties in a timely fashion.</p>	<p>Up-to-date and relevant Process Safety Information available?</p> <p>yes / no</p>
<p>14.4.1. Reference:</p>	
<p><b>14.4.2. Reference Library</b></p> <p>To assure that HSE information relevant to the processes and plant from information sources such as technical manuals or periodicals is readily accessible to persons in need of such information and that those people are made aware of the existence of the information.</p>	<p>Library/Information system available?</p> <p>yes / no</p>
<p>14.4.2. Reference:</p>	
<p><b>14.4.3. Document Control</b></p> <p>To assure the preparation, issuance and availability of identified up-to-date documents to those needing the information contained in the documents, through the establishment of a formal document control system.</p>	<p>Document Control System in force regarding identified documents/information?</p> <p>yes / no</p>
<p>14.4.3. Reference:</p>	
<p><b>14.4.4. Trade Secrets</b></p> <p>To assure that HSE information covered by any trade secret arrangement is made available to those persons in the organization that are in need of such information to properly execute their roles within the context of the HSE system(s) of the organization.</p>	<p>Trade Secret information made available?</p> <p>yes / no</p>
<p>14.4.4. Reference:</p>	
<p><b>14.4.5. Standing plan assessment</b></p> <p>The objective of this element is to verify whether the standing plan has been executed as planned and in accordance with the criteria set.</p>	<p>Execution of Element activities is periodically assessed?</p> <p>yes / no</p>
<p>14.4.5. Reference:</p>	
<p><b>14.5. Employee participation</b></p> <p>The objective of this sub-element is to involve relevant employees (at various levels in the organization) in the development, execution and improvement of element activities.</p>	<p>Employees at various levels are involved in Element activities?</p> <p>yes /no</p>
<p>14.5. Reference:</p>	

<p><b>14.6. Element related training</b></p> <p>The objective is to provide knowledge, skills and motivation to those people who are charged with carrying out the element activities, including those that are related to coordination, management/coaching, implementation, monitoring, review, etc.</p>	<p>Element related training has been provided?</p> <p>yes / no</p>
<p>14.6. Reference:</p>	
<p><b>14.7. Communication</b></p> <p>The objective of this sub-element is to ensure that identified relevant parties (either internal or external to the organization) are provided with appropriate information concerning the activities in this element</p>	<p>Communication on Element activities goes to identified parties?</p> <p>yes /no</p>
<p>14.7. Reference:</p>	
<p><b>14.8. Data collection and analysis</b></p> <p>The objective of this sub-element is to gather and analyze the information/data necessary for communication to identified relevant parties for the proper management of the activities.</p>	<p>Data for Element activities is collected and analyzed?</p> <p>yes / no</p>
<p>14.8. Reference:</p>	
<p><b>14.9. Review and improvement</b></p> <p>The objective of this sub-element is to assure that results (as indicated through the management statement) are being achieved and that further actions, as appropriate, are taken for further improvement.</p>	<p>Element activities are reviewed for results and improvement</p> <p>yes /no</p>
<p>14.9. Reference:</p>	

**Comments:**

## Element 15 - "Communication"

### Element Objectives

To assure communication of relevant HSE issues to individual persons as well as to groups in order to maintain general HSE awareness as well as knowledge of identified general HSE issues at a desired level.

Element Reference:
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<b>Sub-element</b>	<b>Your response</b>
<p><b>15.1. Management statement</b></p> <p>The objective of this sub-element is to assure the ongoing senior management leadership, commitment and support in relation to the element activities in order to meet the element objectives.</p>	<p>Management Statement for this Element is available?</p> <p>yes / no</p>
15.1. Reference:	
<p><b>15.2. Coordinator</b></p> <p>The objective is to assure proper coordination of the activities of this element such that they are properly developed, carried out, monitored and reviewed for further improvement</p>	<p>Name of coordinator for this Element?</p> <p>_____</p>
15.2. Reference:	
<p><b>15.3. Review of legislation, Codes and Standards</b></p> <p>The objective of this element is to assure that all applicable regulations, codes and standards are identified and that timely actions are taken to incorporate requirements into work practices, rules, training programs, engineering standards, etc.</p>	<p>Requirements for this Element are known?</p> <p>yes / no</p>
15.3 Reference:	
<p><b>15.4. Standing plan</b></p> <p>The objective of this sub-element is to assure that appropriate actions are taken to consistently meet the objectives of the element.</p>	<p>A standing plan for this Element is available?</p> <p>yes / no</p>
15.4. Reference:	

<p><b>15.4.1. Job Orientation/Induction</b></p> <p>To assure that new and transferred employees receive the proper introduction into the department in which they are to perform their duties.</p>	<p>Job Orientation/Induction system present?</p> <p>yes / no</p>
<p>15.4.1. Reference:</p>	
<p><b>15.4.2. Task Instruction</b></p> <p>To assure that employees receive proper instruction about the task{s} they are expected to perform.</p>	<p>Task Instruction system available?</p> <p>yes / no</p>
<p>15.4.2. Reference:</p>	
<p><b>15.4.3. Planned Personal Contacts</b></p> <p>To assure regular contacts with employees on an individual basis to communicate on issue relevant to the proper performance of their work.</p>	<p>System of Planned Personal Contacts in force?</p> <p>yes / no</p>
<p>15.4.3. Reference:</p>	
<p><b>15.4.4. Group Communications</b></p> <p>To assure periodic communication on relevant HSE subjects on a work-group or departmental level.</p>	<p>Group Communications System operational?</p> <p>yes / no</p>
<p>15.4.4. Reference:</p>	
<p><b>15.4.5. General Promotion</b></p> <p>To establish activities to promote HSE issues, applicable to all or a major part of the workforce, on an on-going basis in order to increase and maintain HSE awareness.</p>	<p>General Promotion program in force?</p> <p>yes / no</p>
<p>15.4.5. Reference:</p>	
<p><b>15.4.6. Recognition and Award programs</b></p> <p>To establish a formal system to recognize notable performance of people in matters related to HSE.</p>	<p>Recognition system for HSE efforts available?</p> <p>yes / no</p>
<p>15.4.6. Reference:</p>	

<p><b>15.4.7. Standing plan assessment</b></p> <p>The objective of this element is to verify whether the standing plan has been executed as planned and in accordance with the criteria set.</p>	<p>Execution of Element activities is periodically assessed?</p> <p style="text-align: right;">yes / no</p>
<p>15.4.7. Reference:</p>	
<p><b>15.5. Employee participation</b></p> <p>The objective of this sub-element is to involve relevant employees (at various levels in the organization) in the development, execution and improvement of element activities.</p>	<p>Employees at various levels are involved in Element activities?</p> <p style="text-align: right;">yes /no</p>
<p>15.5. Reference:</p>	
<p><b>15.6. Element related training</b></p> <p>The objective is to provide knowledge, skills and motivation to those people who are charged with carrying out the element activities, including those that are related to coordination, management/coaching, implementation, monitoring, review, etc.</p>	<p>Element related training has been provided?</p> <p style="text-align: right;">yes / no</p>
<p>15.6. Reference:</p>	
<p><b>15.7. Communication</b></p> <p>The objective of this sub-element is to ensure that identified relevant parties (either internal or external to the organization) are provided with appropriate information concerning the activities in this element</p>	<p>Communication on Element activities goes to identified parties?</p> <p style="text-align: right;">yes /no</p>
<p>15.7. Reference:</p>	
<p><b>15.8. Data collection and analysis</b></p> <p>The objective of this sub-element is to gather and analyze the information/data necessary for communication to identified relevant parties for the proper management of the activities.</p>	<p>Data for Element activities is collected and analyzed?</p> <p style="text-align: right;">yes / no</p>
<p>15.8. Reference:</p>	

<p><b>15.9. Review and improvement</b></p> <p>The objective of this sub-element is to assure that results (as indicated through the management statement) are being achieved and that further actions, as appropriate, are taken for further improvement.</p>	<p>Element activities are reviewed for results and improvement?</p> <p>yes /no</p>
<p>15.9. Reference:</p>	

**Comments:**

## Element 16 - “Environmental Monitoring and Assessment”

### Element Objectives

To establish a system to regularly monitor relevant environmental data and to assess criteria environmental performance by using well established criteria.

Element Reference:
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<b>Sub-element</b>	<b>Your response</b>
<p><b>16.1. Management statement</b></p> <p>The objective of this sub-element is to assure the ongoing senior management leadership, commitment and support in relation to the element activities in order to meet the element objectives.</p>	<p>Management Statement for this Element is available?</p> <p>yes / no</p>
16.1. Reference:	
<p><b>16.2. Coordinator</b></p> <p>The objective is to assure proper coordination of the activities of this element such that they are properly developed, carried out, monitored and reviewed for further improvement</p>	<p>Name of coordinator for this Element?</p> <p>_____</p>
16.2. Reference:	
<p><b>16.3. Review of legislation, Codes and Standards</b></p> <p>The objective of this element is to assure that all applicable regulations, codes and standards are identified and that timely actions are taken to incorporate requirements into work practices, rules, training programs, engineering standards, etc.</p>	<p>Requirements for this Element are known?</p> <p>yes / no</p>
16.3 Reference:	
<p><b>16.4. Standing plan</b></p> <p>The objective of this sub-element is to assure that appropriate actions are taken to consistently meet the objectives of the element.</p>	<p>A standing plan for this Element is available?</p> <p>yes / no</p>
16.4. Reference:	

<p><b>16.4.1. Environmental Monitoring</b></p> <p>To establish a system to regularly monitor relevant environmental parameters</p>	<p>Monitoring System available?</p> <p>yes / no</p>
<p>16.4.1. Reference:</p>	
<p><b>16.4.2. Assessment Activities</b></p> <p>To periodically assess environmental performance to measure the effectiveness of environmental; control systems.</p>	<p>Performance assessment system in force?</p> <p>yes / no</p>
<p>16.4.2. Reference:</p>	
<p><b>16.4.3. Standing plan assessment</b></p> <p>The objective of this element is to verify whether the standing plan has been executed as planned and in accordance with the criteria set.</p>	<p>Execution of Element activities is periodically assessed?</p> <p>yes / no</p>
<p>16.4.3. Reference:</p>	
<p><b>16.5. Employee participation</b></p> <p>The objective of this sub-element is to involve relevant employees (at various levels in the organization) in the development, execution and improvement of element activities.</p>	<p>Employees at various levels are involved in Element activities?</p> <p>yes /no</p>
<p>16.5. Reference:</p>	
<p><b>16.6. Element related training</b></p> <p>The objective is to provide knowledge, skills and motivation to those people who are charged with carrying out the element activities, including those that are related to coordination, management/coaching, implementation, monitoring, review, etc.</p>	<p>Element related training has been provided?</p> <p>yes / no</p>
<p>16.6. Reference:</p>	
<p><b>16.7. Communication</b></p> <p>The objective of this sub-element is to ensure that identified relevant parties (either internal or external to the organization) are provided with appropriate information concerning the activities in this element</p>	<p>Communication on Element activities goes to identified parties?</p> <p>yes /no</p>
<p>16.7. Reference:</p>	

<p><b>16.8. Data collection and analysis</b></p> <p>The objective of this sub-element is to gather and analyze the information/data necessary for communication to identified relevant parties for the proper management of the activities.</p>	<p>Data for Element activities is collected and analyzed?</p> <p>yes / no</p>
<p>16.8. Reference:</p>	
<p><b>16.9. Review and improvement</b></p> <p>The objective of this sub-element is to assure that results (as indicated through the management statement) are being achieved and that further actions, as appropriate, are taken for further improvement.</p>	<p>Element activities are reviewed for results and improvement?</p> <p>yes /no</p>
<p>16.9. Reference:</p>	

**Comments:**

## Element 17 - “Emergency Planning and Response”

### Element Objectives

To assure proper response in cases of emergency or potential emergency situations, in order to limit HSE losses.

Element Reference:
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<b>Sub-element</b>	<b>Your response</b>
<p><b>17.1. Management statement</b></p> <p>The objective of this sub-element is to assure the ongoing senior management leadership, commitment and support in relation to the element activities in order to meet the element objectives.</p>	<p>Management Statement for this Element is available?</p> <p>yes / no</p>
17.1. Reference:	
<p><b>17.2. Coordinator</b></p> <p>The objective is to assure proper coordination of the activities of this element such that they are properly developed, carried out, monitored and reviewed for further improvement</p>	<p>Name of coordinator for this Element?</p> <p>_____</p>
17.2. Reference:	
<p><b>17.3. Review of legislation, Codes and Standards</b></p> <p>The objective of this element is to assure that all applicable regulations, codes and standards are identified and that timely actions are taken to incorporate requirements into work practices, rules, training programs, engineering standards, etc.</p>	<p>Requirements for this Element are known?</p> <p>yes / no</p>
17.3 Reference:	
<p><b>17.4. Standing plan</b></p> <p>The objective of this sub-element is to assure that appropriate actions are taken to consistently meet the objectives of the element.</p>	<p>A standing plan for this Element is available?</p> <p>yes / no</p>
17.4. Reference:	

<p><b>17.4.1. Identification of potential Emergencies</b></p> <p>To identify possible and potential emergencies arriving from products services and activities of the organization.</p>	<p>Emergencies identified?</p> <p>yes / no</p>
<p>17.4.1. Reference:</p>	
<p><b>17.4.2. Emergency Plan</b></p> <p>To assure proper response to emergencies identified, including the availability of qualified people, equipment and procedures.</p>	<p>Emergency Plan prepared?</p> <p>yes / no</p>
<p>17.4.2. Reference:</p>	
<p><b>17.4.3. Off-site Emergencies</b></p> <p>To assure proper response in relation to potential emergencies outside the perimeter of the sites concerned.</p>	<p>Off-site emergencies identified and response plan?</p> <p>yes / no</p>
<p>17.4.3. Reference:</p>	
<p><b>17.4.4. Sources of Energy Control</b></p> <p>To control potential energy sources in case of emergency such that those sources will not increase the original emergency level.</p>	<p>Energy sources identified and controlled?</p> <p>yes / no</p>
<p>17.4.4. Reference:</p>	
<p><b>17.4.5. Emergency Equipment</b></p> <p>To assure that identified emergency equipment to deal with potential emergencies at the site is available and operational.</p>	
<p>17.4.5. Reference:</p>	
<p><b>17.4.5.1. General</b></p> <p>To assure that appropriate emergency equipment needed to address likely emergencies at the site is available and operational.</p>	<p>Appropriate equipment available?</p> <p>yes / no</p>
<p>17.4.5.1. Reference:</p>	

<p><b>17.4.5.2. Alarm Systems</b></p> <p>To assure the installation of alarm systems such that potential emergency situations can be identified at an early stage of development.</p>	<p>Appropriate alarm systems operational?</p> <p>yes / no</p>
<p>17.4.5.2. Reference:</p>	
<p><b>17.4.5.3. First Aid</b></p> <p>To assure the availability of an effective first aid operation to include qualified personnel and relevant equipment.</p>	<p>Necessary first aid available?</p> <p>yes / no</p>
<p>17.4.5.3. Reference:</p>	
<p><b>17.4.5.4. Fixed Fire Fighting Systems</b></p> <p>To assure that adequate fixed fire fighting systems are operational at all times to effectively fight fire situations at a developing as well as developed stage.</p>	<p>Appropriate fixed fire-fighting systems available?</p> <p>yes / no</p>
<p>17.4.5.4. Reference:</p>	
<p><b>17.4.5.5. Mobile Equipment</b></p> <p>To assure that required mobile fire fighting and other emergency equipment is available to effectively cope with developing emergency situations.</p>	<p>Required mobile fire fighting / emergency equipment available?</p> <p>yes / no</p>
<p>17.4.5.5. Reference:</p>	
<p><b>17.4.6. Emergency Teams</b></p> <p>To assure the availability of qualified teams of people to respond to potential emergency situations.</p>	<p>Qualified emergency teams available?</p> <p>yes / no</p>
<p>17.4.6. Reference:</p>	
<p><b>17.4.7. External Emergency Support</b></p> <p>To assure external emergency support where such support is available and required.</p>	<p>External emergency support available?</p> <p>yes / no</p>
<p>17.4.7. Reference:</p>	

<p><b>17.4.8. Emergency Communications Equipment</b></p> <p>To assure that communication equipment is available during emergency situations.</p>	<p>Emergency communication equipment available?</p> <p>yes / no</p>
<p>17.4.8. Reference:</p>	
<p><b>17.4.9. Public Relations</b></p> <p>To structure and control communications to external parties which have or may have an interest in obtaining information about the developing emergency situation.</p>	<p>Emergency Public Relations structured and controlled?</p> <p>yes / no</p>
<p>17.4.9. Reference:</p>	
<p><b>17.4.10. Post-event Planning</b></p> <p>By advance planning, assure that the business situation is returned to normal as soon as possible after the emergency in order to limit loss.</p>	<p>Post-event plan in existence?</p> <p>yes / no</p>
<p>17.4.10. Reference:</p>	
<p><b>17.4.11. Lessons learned</b></p> <p>To structure activities during and after actual or staged emergency situations in order to improve and evaluate the effectiveness of emergency procedures, the use of equipment and the effectiveness of emergency personnel.</p>	<p>Lessons learned system exists?</p> <p>yes / no</p>
<p>17.4.11. Reference:</p>	
<p><b>17.4.6. Standing plan assessment</b></p> <p>The objective of this element is to verify whether the standing plan has been executed as planned and in accordance with the criteria set.</p>	<p>Execution of Element activities is periodically assessed?</p> <p>yes / no</p>
<p>17.4.6. Reference:</p>	
<p><b>17.5. Employee participation</b></p> <p>The objective of this sub-element is to involve relevant employees (at various levels in the organization) in the development, execution and improvement of element activities.</p>	<p>Employees at various levels are involved in Element activities?</p> <p>yes / no</p>
<p>17.5. Reference:</p>	

<p><b>17.6. Element related training</b></p> <p>The objective is to provide knowledge, skills and motivation to those people who are charged with carrying out the element activities, including those that are related to coordination, management/coaching, implementation, monitoring, review, etc.</p>	<p>Element related training has been provided?</p> <p>yes / no</p>
<p>17.6. Reference:</p>	
<p><b>17.6.1. First Aid Training</b></p> <p>To assure that company personnel are capable of providing first aid services as required by identified needs.</p>	<p>Firs Aid training provided?</p> <p>yes / no</p>
<p>17.6.1. Reference:</p>	
<p><b>17.6.2. Emergency Response Personnel Training</b></p> <p>To assure that company personnel responding to emergency situations will be capable of properly responding to likely emergencies.</p>	<p>Training of emergency response personnel provided?</p> <p>yes / no</p>
<p>17.6.2. Reference:</p>	
<p><b>17.6.3. Emergency Plan Training and Drills</b></p> <p>To assure that the emergency plan is periodically tested to verify its proper operation.</p>	<p>Emergency plan training/drills done?</p> <p>yes / no</p>
<p>17.6.3. Reference:</p>	
<p><b>17.6.4. Communications Training</b></p> <p>To assure that communication during emergencies will be properly carried out and controlled.</p>	<p>Emergency communications training provided?</p> <p>yes / no</p>
<p>17.6.4. Reference:</p>	
<p><b>17.7. Communication</b></p> <p>The objective of this sub-element is to ensure that identified relevant parties (either internal or external to the organization) are provided with appropriate information concerning the activities in this element</p>	<p>Communication on Element activities goes to identified parties?</p> <p>yes /no</p>
<p>17.7. Reference:</p>	

<p><b>17.8. Data collection and analysis</b></p> <p>The objective of this sub-element is to gather and analyze the information/data necessary for communication to identified relevant parties for the proper management of the activities.</p>	<p>Data for Element activities is collected and analyzed?</p> <p>yes / no</p>
17.8. Reference:	
<p><b>17.9. Review and improvement</b></p> <p>The objective of this sub-element is to assure that results (as indicated through the management statement) are being achieved and that further actions, as appropriate, are taken for further improvement.</p>	<p>Element activities are reviewed for results and improvement</p> <p>yes /no</p>
17.9. Reference:	

**Comments:**

## Element 18 - "Incident Investigation and Analysis"

### Element Objectives

To assure proper investigation and analysis of individual incidents to make action plans such that the same or similar incidents will no longer occur and to collect information from incidents occurred over a period of time to produce incident statistics, to uncover trends and/or common causes requiring further improvement attention.

Element Reference:
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<b>Sub-element</b>	<b>Your response</b>
<p><b>18.1. Management statement</b></p> <p>The objective of this sub-element is to assure the ongoing senior management leadership, commitment and support in relation to the element activities in order to meet the element objectives.</p>	<p>Management Statement for this Element is available?</p> <p>yes / no</p>
18.1. Reference:	
<p><b>18.2. Coordinator</b></p> <p>The objective is to assure proper coordination of the activities of this element such that they are properly developed, carried out, monitored and reviewed for further improvement</p>	<p>Name of coordinator for this Element?</p> <p>_____</p>
18.2. Reference:	
<p><b>18.3. Review of legislation, Codes and Standards</b></p> <p>The objective of this element is to assure that all applicable regulations, codes and standards are identified and that timely actions are taken to incorporate requirements into work practices, rules, training programs, engineering standards, etc.</p>	<p>Requirements for this Element are known?</p> <p>yes / no</p>
18.3 Reference:	
<p><b>18.4. Standing plan</b></p> <p>The objective of this sub-element is to assure that appropriate actions are taken to consistently meet the objectives of the element.</p>	<p>A standing plan for this Element is available?</p> <p>yes / no</p>
18.4. Reference:	

<p><b>18.4.1. Scope of the investigation activities</b></p> <p>To determine which incidents need to be within the investigation and analysis activities.</p>	<p>Scope determined?</p> <p>yes / no</p>
<p>18.4.1. Reference:</p>	
<p><b>18.4.2. Reporting System</b></p> <p>To establish an effective system and methods for reporting and analysis incidents.</p>	<p>System for reporting and analysis established?</p> <p>yes / no</p>
<p>18.4.2. Reference:</p>	
<p><b>18.4.3. Near-miss reporting</b></p> <p>To establish a system to report and investigate incidents that have not actually resulted in visible loss.</p>	<p>Near-miss reporting and analysis system established?</p> <p>yes / no</p>
<p>18.4.3. Reference:</p>	
<p><b>18.4.4. Remedial action and follow-up</b></p> <p>To assure that remedial actions are being carried out as planned and in accordance with priorities set.</p>	<p>Remedial action system and follow-up established?</p> <p>yes / no</p>
<p>18.4.4. Reference:</p>	
<p><b>18.4.5. Standing plan assessment</b></p> <p>The objective of this element is to verify whether the standing plan has been executed as planned and in accordance with the criteria set.</p>	<p>Execution of Element activities is periodically assessed?</p> <p>yes / no</p>
<p>18.4.5. Reference:</p>	
<p><b>18.5. Employee participation</b></p> <p>The objective of this sub-element is to involve relevant employees (at various levels in the organization) in the development, execution and improvement of element activities.</p>	<p>Employees at various levels are involved in Element activities?</p> <p>yes /no</p>
<p>18.5. Reference:</p>	

<p><b>18.6. Element related training</b></p> <p>The objective is to provide knowledge, skills and motivation to those people who are charged with carrying out the element activities, including those that are related to coordination, management/coaching, implementation, monitoring, review, etc.</p>	<p>Element related training has been provided?</p> <p>yes / no</p>
<p>18.6. Reference:</p>	
<p><b>18.7. Communication</b></p> <p>The objective of this sub-element is to ensure that identified relevant parties (either internal or external to the organization) are provided with appropriate information concerning the activities in this element</p>	<p>Communication on Element activities goes to identified parties?</p> <p>yes /no</p>
<p>18.7. Reference:</p>	
<p><b>18.8. Data collection and analysis</b></p> <p>The objective of this sub-element is to gather and analyze the information/data necessary for communication to identified relevant parties for the proper management of the activities.</p>	<p>Data for Element activities is collected and analyzed?</p> <p>yes / no</p>
<p>18.8. Reference:</p>	
<p><b>18.8.1. Incident report maintenance</b></p> <p>To assure that incident reports are properly filed, maintained and accessible for further use and reference.</p>	<p>System established for maintenance of incident reports?</p> <p>yes / no</p>
<p>18.8.1. Reference:</p>	
<p><b>18.8.2. Property damage identification and analysis</b></p> <p>To prepare valid statistical information regarding the occurrence of property damage incidents.</p>	<p>Statistical information provided on property damage incidents?</p> <p>yes / no</p>
<p>18.8.2. Reference:</p>	
<p><b>18.8.3. Environmental damage</b></p> <p>To prepare relevant environmental event rates.</p>	<p>Statistical information provided on environmental incidents?</p> <p>yes / no</p>
<p>18.8.3. Reference:</p>	

<p><b>18.8.4. Injury/illness events</b></p> <p>To prepare injury and illness frequency and severity rates.</p>	<p>Statistical information provided on injury / illness type incidents?</p> <p>yes / no</p>
<p>18.8.4. Reference:</p>	
<p><b>18.8.5. Data analysis and distribution</b></p> <p>To analyze the information obtained from incidents in order to uncover trends and common causes that require further attention within the context of reducing future incidents and to distribute the analyses result to parties concerned.</p>	<p>System established for analysis of incident data and distribution thereof?</p> <p>yes / no</p>
<p>18.8.5. Reference:</p>	
<p><b>18.8.6. Incident (near-miss) analysis</b></p> <p>To prepare near-miss incident rates and to analyze those with a high potential for loss in order to add to activities to control future incidents.</p>	<p>Near-miss incident statistics provided?</p> <p>yes / no</p>
<p>18.8.6. Reference:</p>	
<p><b>18.8.7. Problem solving project teams</b></p> <p>To establish qualified teams with a vested interest in solving problems identified from the analysis of incidents.</p>	<p>System of problem-solving teams established?</p> <p>yes / no</p>
<p>18.8.7 Reference:</p>	
<p><b>18.9. Review and improvement</b></p> <p>The objective of this sub-element is to assure that results (as indicated through the management statement) are being achieved and that further actions, as appropriate, are taken for further improvement.</p>	<p>Element activities are reviewed for results and improvement</p> <p>yes /no</p>
<p>18.9. Reference:</p>	

**Comments:**

## Element – 19 “External communications”

### Element Objectives

To structure HSE communications to identified interested parties external to the organization.

Element Reference:
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<b>Sub-element</b>	<b>Your response</b>
<p><b>19.1. Management statement</b></p> <p>The objective of this sub-element is to assure the ongoing senior management leadership, commitment and support in relation to the element activities in order to meet the element objectives.</p>	<p>Management Statement for this Element is available?</p> <p style="text-align: right;">yes / no</p>
19.1. Reference:	
<p><b>19.2. Coordinator</b></p> <p>The objective is to assure proper coordination of the activities of this element such that they are properly developed, carried out, monitored and reviewed for further improvement</p>	<p>Name of coordinator for this Element?</p> <p>_____</p>
19.2. Reference:	
<p><b>19.3. Review of legislation, Codes and Standards</b></p> <p>The objective of this element is to assure that all applicable regulations, codes and standards are identified and that timely actions are taken to incorporate requirements into work practices, rules, training programs, engineering standards, etc.</p>	<p>Requirements for this Element are known?</p> <p style="text-align: right;">yes / no</p>
19.3 Reference:	
<p><b>19.4. Standing plan</b></p> <p>The objective of this sub-element is to assure that appropriate actions are taken to consistently meet the objectives of the element.</p>	<p>A standing plan for this Element is available?</p> <p style="text-align: right;">yes / no</p>
19.4. Reference:	

<p><b>19.4.1. Communication with interested parties</b></p> <p>To assure that HSE information required or needed by identified parties, outside the organization, is provided on time.</p>	<p>HSE information provided to identified parties?</p> <p>yes / no</p>
<p>19.4.1. Reference:</p>	
<p><b>19.4.2. Promotional activities</b></p> <p>To structure the positive HSE communication to (potentially) interested parties external to the organization in order to profile the organization within the context of positive risk communication (PRC).</p>	<p>Positive risk communication activities program established?</p> <p>yes / no</p>
<p>19.4.2. Reference:</p>	
<p><b>19.4.3. Complaints and other information</b></p> <p>To assure proper handling of complaints from external parties on issues on which the organization have an influence.</p>	<p>System established for proper receiving and handling of complaints and other information issues?</p> <p>yes / no</p>
<p>19.4.3. Reference:</p>	
<p><b>19.4.4. Standing plan assessment</b></p> <p>The objective of this element is to verify whether the standing plan has been executed as planned and in accordance with the criteria set.</p>	<p>Execution of Element activities is periodically assessed?</p> <p>yes / no</p>
<p>19.4.4. Reference:</p>	
<p><b>19.5. Employee participation</b></p> <p>The objective of this sub-element is to involve relevant employees (at various levels in the organization) in the development, execution and improvement of element activities.</p>	<p>Employees at various levels are involved in Element activities?</p> <p>yes /no</p>
<p>19.5. Reference:</p>	
<p><b>19.6. Element related training</b></p> <p>The objective is to provide knowledge, skills and motivation to those people who are charged with carrying out the element activities, including those that are related to coordination, management/coaching, implementation, monitoring, review, etc.</p>	<p>Element related training has been provided?</p> <p>yes / no</p>
<p>19.6. Reference:</p>	

<p><b>19.7. Communication</b></p> <p>The objective of this sub-element is to ensure that identified relevant parties (either internal or external to the organization) are provided with appropriate information concerning the activities in this element</p>	<p>Communication on Element activities goes to identified parties?</p> <p style="text-align: right;">yes /no</p>
<p>19.7. Reference:</p>	
<p><b>19.8. Data collection and analysis</b></p> <p>The objective of this sub-element is to gather and analyze the information/data necessary for communication to identified relevant parties for the proper management of the activities.</p>	<p>Data for Element activities is collected and analyzed?</p> <p style="text-align: right;">yes / no</p>
<p>19.8. Reference:</p>	
<p><b>19.9. Review and improvement</b></p> <p>The objectives of this sub-element is to assure that results (as indicated through the management statement) are being achieved and that further actions, as appropriate, are taken for further improvement.</p>	<p>Element activities are reviewed for results and improvement</p> <p>Done? <span style="float: right;">yes /no</span></p>
<p>19.9. Reference:</p>	

**Comments:**

## Element – 20 “Professional/external audits”

### Element Objectives

To assure periodic assessments of HSE management and technical systems - by parties external to the organization being assessed - in order to verify proper operation of those systems in line with internal organization as well as external needs and requirements.

Element Reference:
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<b>Sub-element</b>	<b>Your response</b>
<p><b>20.1. Management statement</b></p> <p>The objective of this sub-element is to assure the ongoing senior management leadership, commitment and support in relation to the element activities in order to meet the element objectives.</p>	<p>Management Statement for this Element is available?</p> <p>yes / no</p>
20.1. Reference:	
<p><b>20.2. Coordinator</b></p> <p>The objective is to assure proper coordination of the activities of this element such that they are properly developed, carried out, monitored and reviewed for further improvement</p>	<p>Name of coordinator for this Element?</p> <p>_____</p>
20.2. Reference:	
<p><b>20.3. Review of legislation, Codes and Standards</b></p> <p>The objective of this element is to assure that all applicable regulations, codes and standards are identified and that timely actions are taken to incorporate requirements into work practices, rules, training programs, engineering standards, etc.</p>	<p>Requirements for this Element are known?</p> <p>yes / no</p>
20.3 Reference:	
<p><b>20.4. Standing plan</b></p> <p>The objective of this sub-element is to assure that appropriate actions are taken to consistently meet the objectives of the element.</p>	<p>A standing plan for this Element is available?</p> <p>yes / no</p>
20.4. Reference:	

<p><b>20.4.1. Management system audits</b></p> <p>To execute periodic assessments of the HSE management system - by qualified parties external to the organization of which the management system is being evaluated - in order to verify proper operation of the system in line with the organizations' HSE policy and the HSE risks identified.</p>	<p>Periodic management system audit system established?</p> <p style="text-align: right;">yes / no</p>
<p>20.4.1. Reference:</p>	
<p><b>20.4.2. Compliance audits</b></p> <p>To execute periodic assessments to assure that the organizations policies, management and technical systems On an on-going basis meet the requirements set by external parties, including authorities and industrial codes standards, mandatory as well as voluntary.</p>	<p>Periodic compliance audit system established?</p> <p style="text-align: right;">yes / no</p>
<p>20.4.2. Reference:</p>	
<p><b>20.4.3. Standing plan assessment</b></p> <p>The objective of this element is to verify whether the standing plan has been executed as planned and in accordance with the criteria set.</p>	<p>Execution of Element activities is periodically assessed?</p> <p style="text-align: right;">yes / no</p>
<p>20.4.3. Reference:</p>	
<p><b>20.5. Employee participation</b></p> <p>The objective of this sub-element is to involve relevant employees (at various levels in the organization) in the development, execution and improvement of element activities.</p>	<p>Employees at various levels are involved in Element activities?</p> <p style="text-align: right;">yes /no</p>
<p>20.5. Reference:</p>	
<p><b>20.6. Element related training</b></p> <p>The objective is to provide knowledge, skills and motivation to those people who are charged with carrying out the element activities, including those that are related to coordination, management/coaching, implementation, monitoring, review, etc.</p>	<p>Element related training has been provided?</p> <p style="text-align: right;">yes / no</p>
<p>20.6. Reference:</p>	
<p><b>20.7. Communication</b></p> <p>The objective of this sub-element is to ensure that identified relevant parties (either internal or external to the organization) are provided with appropriate information concerning the activities in this element</p>	<p>Communication on Element activities goes to identified parties?</p> <p style="text-align: right;">yes /no</p>
<p>20.7. Reference:</p>	

<p><b>20.8. Data collection and analysis</b></p> <p>The objective of this sub-element is to gather and analyze the information/data necessary for communication to identified relevant parties for the proper management of the activities.</p>	<p>Data for Element activities is collected and analyzed?</p> <p style="text-align: right;">yes / no</p>
<p>20.8. Reference:</p>	
<p><b>20.9. Review and improvement</b></p> <p>The objectives of this sub-element is to assure that results (as indicated through the management statement) are being achieved and that further actions, as appropriate, are taken for further improvement.</p>	<p>Element activities are reviewed for results and improvement</p> <p>Done?                      yes /no</p>
<p>20.9. Reference:</p>	

**Comments:**