

<<<<Insert Company Logo>>>>



Flowchart	Function	Description	Ref.
	<p>MD MAN SHEQ SUP</p> <p>SUP</p> <p>SUP</p> <p>SHEQ SUP</p> <p>SHEQ MD</p>	<p>On behalf of SHEQ control the management / supervisory staff periodically inspects the workplace. MD & operation managers frequently perform SHEQ observations, they will directly address SHEQ deviations through e-mail or what's-app when applicable supported by pictures.</p> <p><u>Frequency recorded SHEQ inspections:</u></p> <ul style="list-style-type: none"> MD, Minimum 2x a year; SHEQ, Minimum 4x a year; SUP, Minimum 1x a month; <p>The SHEQ inspections can be performed with the supervision & support from the SHEQ-coordinator.</p> <p>Inform relevant departmental manager or customer to perform the SHEQ inspection or consult with him / her about the inspection process.</p> <ul style="list-style-type: none"> Perform the SHEQ inspection and use SHEQ inspection form. If detected SHEQ deviations are not in compliance indicate this on SHEQ inspection form. When SHEQ deviation cannot be mitigated or solved immediately, fill out the section at the bottom of the SHEQ inspection form and use if applicable Feedback Form. Indicate if feasible the corrective and preventive SHEQ actions, timeframe and who is responsible to monitor these actions; Decide if S&H Risk Assessment has to be changed or adapted. Indicate who is responsible for the control / verification of effectiveness of these actions and indicate frequency and timeframe. Monitor and verify follow-up and indicated corrective and preventive actions and their effectiveness through the CAP-plan and discuss in relevant departmental meetings. <p>Sign of the SHEQ inspection form and send a copy of the completed SHEQ inspection form to the SHEQ coordinator and keep a copy for your own project file.</p> <p>Provide feedback of the status & follow up SHEQ actions through toolbox-meetings and in departmental meetings.</p> <p>Review & Analyze annually all SHEQ inspections on: frequency, SHEQ actions (CAP), SHEQ trends or re-occurrence, additional S&H risks and reports these SHEQ performances to the Management Team as SHEQ input for the annually SHEQ management review.</p>	<p>F4.02</p> <p>P09.W03 F9.02</p> <p>P09.W07</p> <p>F4.02</p> <p>F5.01 TBC-04</p> <p>P09</p>