

1. PURPOSE AND SCOPE

To establish a process for conducting an HSEMS audit for providing information that the HSE Management system conforms to

- Sterling and Wilson HSE requirements including Corporate HSE policy and objectives and related procedures as per ISO 45001 and ISO 14001, and
- verify the effective implementation.

2. APPLICABILITY

This procedure applies to Sterling & Wilson Projects and Operation & Maintenance

3. DEFINITIONS

- **Audit** Systematic, independent, and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled
- **Audit evidence** consists of records, statements of fact or other information which are relevant to the audit criteria and are verifiable
- **Audit criteria** are the set of policies, procedures or requirements used as a reference against which audit evidence is compared respectively.
- **Audit findings** results of the evaluation of the collected audit evidence against audit criteria. Audit findings can indicate either conformity or nonconformity with audit criteria or opportunities for improvement
- **Audit conclusion** outcome of an audit provided by the audit team after consideration of the audit objectives and all audit findings
- **Audit scope** extent or boundaries of an audit. The audit scope includes a description of physical locations, organization units, activities, and processes, as well as the time covered
- **Auditor** Person with the competence to conduct an audit
- **Audit team:** One or more auditors conducting an audit. The audit team for the project audit will have a minimum of two internal auditors. The team will be selected by MA.
- **Conformity:** fulfilment of a requirement
- **Nonconformity** non-fulfilment of a requirement. Nonconformity relates to the requirements of ISO 45001:2018 and ISO 14001:2015 and the internal OHS requirements defined in the procedures

4. RESPONSIBILITIES

4.1 MA/ Business HSE is responsible for preparing and managing the audit programme

4.2 Selected Internal Auditors are responsible for conducting the Internal Audits and preparing the audit report

5. DESCRIPTION OF PROCEDURE

- Sterling and Wilson conduct internal audits annually and outcomes are discussed in management review meetings.

Input	Process	Output	Responsibility
Audit protocol as per the audit criteria and scope			
	Preparation of annual HSEMS audit planner		MA/Business HSE
	Prepare a list of Internal Auditors and assign the responsibilities to the online HSE portal	List of Internal auditors	MA/Business HSE
	Selection of site audit team for conducting the planned audit	Site selection	MA/Business HSE
	Prepare and schedule for site audit through the Online HSE platform. Any change in the audit schedule if required to be carried out and the new audit notification to be generated for the concerned person.	Audit schedule	MA/ Business HSE
	An audit questionnaire is provided in the audit protocol to address the requirements to be verified while conducting the audit	Audit questionnaire	Internal auditor
	The audit team collects Audit evidence by means of interviews, review of documents, site visits, observation of activities and physical verification. The audit evidence is based on samples of the available information, the record of the evidence will be attached as audit findings if required.	Audit evidence	Internal auditor
	Audit evidence is compared with the audit criteria and audit findings are identified as good practices, regulatory noncompliance (Immediate), non-conformity (15 days) and potential for improvement.	Audit Findings	Internal auditor

	Non- Compliant findings are recorded and would be reflected in the Task management tool of the concerned auditee	Action Items	Site HSE/PM/auditee
	RCA is conducted for non-conformities		PM/Site HSE/auditee
	Closure Action would be taken against the NCs after reviewing the root cause as defined in Procedure No. SW/HSE/P013		
	After the closing of the action item, necessary updates would occur in the task management calendar of the auditee and the concerned auditor would receive the notification of the same.	Audit report closure	Auditee/PM/Site HSE

6. Formats applicable

Sr. No.	Document No.	Title
1	SW/HSE/F801	Audit protocols
2	NA	List of trained internal auditors