

1. Checklist for the Evidence of Compliance during audit

Sr. #	OSHAD OHSMS Element	Evidence of Compliance	Evidence Collected
1.	OH&S Policy	<ul style="list-style-type: none"> • Communication record of OSH Policy • Training record related to OSH Policy • Workers are aware about OSH policy? 	
2.	Roles, Responsibilities, Authorities and Accountabilities	<ul style="list-style-type: none"> • Roles and responsibilities procedure are communicated. • Responsibilities are in line with the department chart. • evidence of OSH Roles and responsibilities in signed Job description • Evidence of Employee performance review 	

3.	Objectives, Targets and Programmes	<ul style="list-style-type: none"> • OSH Objective and target of the current year • OSH Objective and target plan of the current year • Compliance evaluation record of OSH Objective and target of the last year • Corrective action plan for the objectives that are not achieved 	
4.	Legal Compliance	<ul style="list-style-type: none"> • Updated Legal register is available. • Communication record of legal register • OSHAD Certificate is available. • Applicable permits and license • Compliance evaluation record of legal register 	
5.	Risk Management	<ul style="list-style-type: none"> • The available risk register covers all the activities of the department. • The risk rating given in the risk register is reviewed. • Last review record of risk register • Evidence for the communication of risk register • Evidence of Risk assessment team • Training record of the risk assessment 	

6.	Contractor Management	<ul style="list-style-type: none"> • Steps of Contractor management procedure as per element 3 is available in the procedure. • List of approved subcontractors • Pre-qualification record of any one approved/selected contractors • Post evaluation record of contractor / Contractor performance evaluation record 	
7.	Emergency Management	<ul style="list-style-type: none"> • Document no. of Emergency Management procedure • Reference of identified emergency scenarios • Evidence of emergency response team • Evidence of emergency layout • Evidence of last emergency drill report 	
8.	Operational Control	<ul style="list-style-type: none"> • Document No. of Operational Control procedure • List of Operational Control procedure • Implementation record of operation control procedures 	

9.	Management of Change	<ul style="list-style-type: none"> • List of changes that occurred during last year. • Implementation of record of management change for any change 	
10.	Training and competency	<ul style="list-style-type: none"> • Training Matrix • Training plan for the current year • Provided training record of any training which was planned in the yearly training plan. • Evidence of TBT record • Evidence of Induction record • Evidence of 3rd party firefighting training record • Evidence of 3rd party First Aid Training record 	
11.	Hazard, Near Miss, Incident Investigation and Reporting	<ul style="list-style-type: none"> • Document No. of Hazard, Near Miss, Incident Investigation and Reporting • No of First Aid case, Near Miss, Accident during the last year • Incident investigation record of any major or minor incident • Evidence of Incident investigation record 	

12.	Communication & Consultation	<ul style="list-style-type: none"> • Evidence of internal and external communication record • Evidence of Consultation with employees • List of OSH Management committee • Frequency of OSH Meeting • Record of last OSH meeting minutes 	
13.	Inspection & Testing	<ul style="list-style-type: none"> • OSH Inspection plan for the year 2022 • Evidence of last internal OSH inspection • Corrective and preventive action record of findings of internal inspection • Inspection record of Firefighting equipment • Inspection record of all lifting equipment 	
14.	Audit	<ul style="list-style-type: none"> • Internal Audit plan • Record of last internal audit • List of findings of internal audit and their closing status • Last year 3rd party external audit report • No. of findings of last year 3rd party audit report and evidence of close out of all the findings 	

15.	OSH Performance Reporting	<ul style="list-style-type: none"> • OSH monitoring program of the current year • Evidence of Occupational Noise Monitoring, Occupational Air quality monitoring etc. • Submission date of last quarterly performance report • Record of last annual cost report. 	
16.	Control of Documents & Records	<ul style="list-style-type: none"> • Record retention period • Master list of documents • Master list of records • Document distribution list 	
17.	Management Review	<ul style="list-style-type: none"> • List of management review committee member • Evidence of last management review meeting • Management review meeting record 	