

Audit/Inspection Checklist

Code Title	Emergency preparedness and response	Code No.	OSHJ-COP-18	Rev. No.	1.0
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Sr.	Checklist Item	Clause in the Code	Acceptable means of compliance
1	Are the possible emergency scenarios in the workplace identified?	5.1.1: Identifying Emergency Scenarios	<ul style="list-style-type: none"> – Copy of Emergency plan document – Interviewing the ER team
2	Is there a dedicated emergency response team available with an appointed person in charge?	5.1.3: Emergency Response Personnel	<ul style="list-style-type: none"> – Check for the ER team document – Check the training certificates of ER team representative – Check for previous emergency drills / situations performance
3	Are the equipment and resources for the emergencies available and ready to use?	5.1.4: Resources and Equipment	<ul style="list-style-type: none"> – Visual inspection of resources / equipment allocated for emergency use. – Check for documentation for the inventory of emergency resources / equipment
4	Is there an Emergency Response Procedure for the workplace?	5.1.5: Emergency Response Procedures	<ul style="list-style-type: none"> – Copy of Emergency Response Procedure
5	Are the ER team representative trained for the emergencies?	5.1.6 : Training	<ul style="list-style-type: none"> – Check for training plan – Check training record – Check training certificate
6	Are the employees trained in the emergency procedures?	5.1.6 : Training	<ul style="list-style-type: none"> – Check for training plan – Check training record
7	Are there emergency evacuation drills conducted once/year and recorded?	5.1.7: Drills and Exercises	<ul style="list-style-type: none"> – Copy of emergency evacuation and fire drills Records. – Check for performance of evacuation and fire drills.