

# Standard Operating Procedure (SOP)

## Periodic Safety Audits and Inspection Procedures

This SOP details the **periodic safety audits and inspection procedures**, including scheduling regular safety audits, conducting comprehensive workplace inspections, identifying hazards and non-compliance issues, documenting findings, recommending corrective actions, and ensuring continuous improvement in safety standards. The objective is to maintain a safe working environment by systematically assessing and addressing potential risks and compliance with regulatory requirements.

### 1. Purpose

To provide a structured approach for conducting periodic safety audits and inspections to ensure ongoing compliance with regulatory and organizational safety requirements.

### 2. Scope

This procedure applies to all departments and areas within the organization where workplace safety is a concern.

### 3. Responsibilities

- **Safety Officer/Committee:** Oversee and coordinate regular safety audits and inspections.
- **Department Heads:** Ensure cooperation during audits and prompt implementation of corrective actions.
- **Employees:** Cooperate with auditors and implement recommended changes.

### 4. Procedure

#### 1. Audit Scheduling

- Develop an annual audit and inspection schedule covering all areas of the facility.
- Ensure audits are conducted at least **quarterly** or as per regulatory requirements.

#### 2. Preparation for Audit

- Notify relevant department heads and employees in advance.
- Review previous audit reports and outstanding corrective actions.
- Prepare necessary checklists and tools for inspection.

#### 3. Conducting Inspections

- Inspect all designated areas, systems, and equipment for safety hazards and regulatory compliance.
- Observe work practices and interview personnel as needed.
- Record all findings, including hazards, unsafe practices, and non-compliance issues.

#### 4. Documentation of Findings

- Complete the safety audit inspection checklist for each area.
- Take photographs or collect evidence as necessary.
- Assign risk levels to identified hazards.

#### 5. Recommendation and Corrective Actions

- Develop recommendations for corrective actions for each identified issue.
- Assign responsibility and timelines for each corrective action.

#### 6. Follow-up and Continuous Improvement

- Track completion of corrective actions.
- Review effectiveness during subsequent audits.
- Revise procedures based on audit findings for continued improvement.

### 5. Records and Documentation

- Completed safety audit and inspection checklists
- Audit summary reports
- Records of corrective actions and follow-up
- Communication logs and evidence files

### 6. References

- Occupational Safety and Health Administration (OSHA) standards

- Local and national occupational health and safety laws
- Company safety policy and procedures

## 7. Review

This SOP shall be reviewed annually or following significant incidents or changes affecting workplace safety.

### Appendix: Sample Safety Audit Checklist

Area/Item	Compliance (Yes/No)	Hazards Identified	Corrective Action Required	Responsible Person	Deadline
Fire Exits					
Personal Protective Equipment (PPE)					
Chemical Storage					
Machine Guards					