

Sigma Information Systems

Software Systems for Health & Safety and more





SAFETY AUDIT

Safety Audit software

Background

Methodology “+2/-2” has been developed by Dr Georgios D. Panopoulos in 1993. This is a practicable, simple and efficient methodology, well tested in a numerous cases so far.

The basis of the methodology is that for any deviation (non-conformance) identified, it requires an immediate assessment of the risk involved.

Subject to the risk assessment:

Case	Assessment
-2	A work must be stopped immediately for remedies to be taken
-1	The works can be carried on for limited time while the remedies are worked out in parallel
0	The works can be carried on for a wider period of time if proposed until the remedies are completed
+1	For deviations involving trivial risks or not satisfying totally the auditor (a warning for potential degradation in the future is given)
+2	All ok



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Capabilities

Safety Audit is a powerful tool for the recording, reporting and monitoring of the site audit findings.

The software provides a friendly user environment for the main actions of site audits:

- Easy way to record and report site safety audits
- Standardization of audit procedures
- Findings grouping and assessment
- Pictures and supporting documentation attachment
- Fully configurable reporting



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Key Features

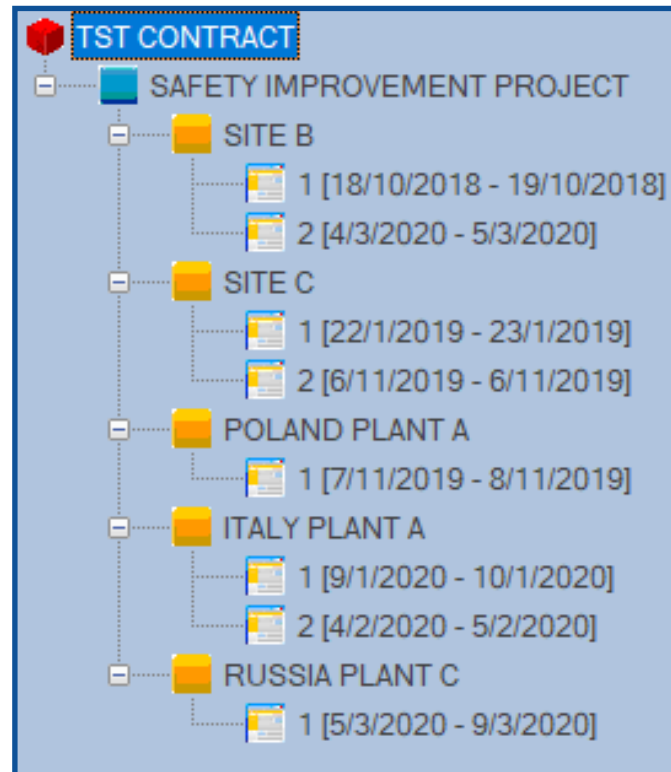
- Multilanguage
- Network access
- Built in HSE Protocols database
- Built in assessment methodology
- Easy data monitoring, grouping, sorting and exporting
- Interface customized by the user
- Reports customized by the user
- Multi user access
- User action log



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Organization Structure

- Two-level structure:
 - ▣ *Project*
 - ▣ *Site*
- Sequentially numbering of Audits per Site



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Pre-configured HSE Protocols database

Sections						
Nr	English	Greek				
01	Biological Agents	Βιολογικοί Παράγοντες				
02	Chemicals Management	Χημικοί Παράγοντες				
▶ 03	Emergency Preparedness/Response	Έκτακτες Ανάγκες				
04	Ergonomics	Εργονομία				
05	General HS Requirements/Management	Γενικές Απαιτήσεις Α&Υ				
06	Hazardous Materials	Επικίνδυνα Υλικά				
07	Physical Agents	Φυσικοί Παράγοντες				
08	Powered Industrial Trucks	Μηχανήμα Έργων/Βιομηχανικά Οχήματα				

Subsections						
Nr	English	Greek				
▶ 03.01	Emergency Response Plan	Σχέδιο Εκτάκτων Αναγκών				
03.02	Fire Protection	Πυρασφάλεια				
03.03	Major Industrial Accidents	Μεγάλα Βιομαχικά Ατυχήματα				
*						

Fields						
Nr	Field	Legislation	Citation	Πεδίο	Νομοθεσία	Άρθρο κτ Παράγ
▶ 03.01.01	An evacuation plan is available and suitably posted around the facility	L. 3850/2010	Art. 30	Το σχέδιο διαφυγής και διάσωσης είναι αναρτημένο σε κατάλληλες θέσεις στους χώρους	N. 3850/2010	Αρθ. 30
03.01.02	Evacuation drills are held regularly	L. 3850/2010	Art. 30	Το σχέδιο διαφυγής και εκκένωσης δοκιμάζεται τακτικά με ασκήσεις.	N. 3850/2010	Αρθ. 30
03.01.03	Personnel are trained on emergency procedures	L. 3850/2010	Art. 45	Ο εργοδότης ορίζει τους εργαζόμενους που είναι υπεύθυνοι για την εφαρμογή μέτρων που αφορούν τις πρώτες βοήθειες.	N. 3850/2010	Αρθ. 45



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HSE Protocols database

Pre-configured Protocols:

- Sections / Subsections / Fields
- Legislation / Citation information for each field in each language
- EU legislation information

Ability to:

- Insert / Update / Delete protocols
- Import protocols from another project
- Export protocols



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Ratings

- Pre-defined “+2/-2” methodology
- For each rating:
 - Deadline definition
 - CAR indication (to be included in Corrective Action Reports)
 - Color selection
- Ability to:
 - Insert / Update / Delete ratings
 - Import ratings from another file
 - Export ratings

Name	English	Greek	Deadline	CAR	Color	Disp.Order
-2	Stop Activity	Διακοπή Δραστηριότητας	IMMEDIATELY	<input checked="" type="checkbox"/>	0000C0	1
-1	High Risk	Υψηλή Επικινδυνότητα	1 WEEK	<input checked="" type="checkbox"/>	0000FF	2
0	Moderate Risk	Μέτρια Επικινδυνότητα	1 MONTH	<input checked="" type="checkbox"/>	00FFFF	3
+1	Compliance	Μερική Συμμόρφωση		<input type="checkbox"/>	C07000	4
+2	Full Compliance	Πλήρης Συμμόρφωση		<input type="checkbox"/>	50B000	5
				<input type="checkbox"/>		

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Audit General Data

Each audit carries the following information:

- Audit Number (sequential for each site - automatically generated)
- Start – End dates
- Legislation (National / European, used in reports)
- Auditee
- Weather Conditions
- Other information
- Audit Participants:
 - Full name and title of each participant
 - Company
 - Function (Auditor / Site Manager / Project Manager ...)



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Audit General Data

Audit Nr 1	Start 18/10/2018	End 19/10/2018	Legislation National				
Auditee Product line 1	Weather Conditions Not Applicable	Other					
Audit Participants							
	Name	Surname	Title	From	To	Company	Function
▶	Theo	Kran		18/10/2018	19/10/2018	MFG	Auditor
	Fan	Giannop		18/10/2018	19/10/2018	MFG	Auditor
	Prodr	Papav		18/10/2018	19/10/2018	MFG	Lead Auditor
	Harry	Drake		18/10/2018	19/10/2018	TST COMPANY	Site Manager
	Nick	Gregory		18/10/2018	19/10/2018	TST COMPANY	Project HSE M...
*							

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Questionnaire and audit results

Audit Questionnaire consists of selected Fields and is categorized by Section / Subsection.

For each field the audit results include the following information:

- Findings
- Rate
- Comments
- References
- Attached files (multiple files for each field)

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Audit Questionnaire and related information

Section	Subsection	Fields					
		Field	Findings	Rate	Comments	References	Att
Chemicals Management	Hazard Assessment and Control	▶ When chemical agents are used, the respective Material Safety Data Sheets (MSDS) are available	MSDS received from the suppliers and retained in the warehouse.	+1	Comment 1	Ref. 1	0
		* Records of personnel exposed to agents are kept	Medical treatment with limited records.	-1	Comment 2	Ref. 2	0
	< >						
	Medical Surveillance	▶ For personnel exposed to agents, medical examinations are performed upon recruitment	There is medical monitoring, the completion of the medical check is not a condition to start work.	0			0
		* For personnel exposed to agents and following the initial screening, medical examinations are performed at regular intervals	No regular planning of medical re-examination.	0			0
	< >						
	Hazard Communication	▶ Personnel exposed to chemical agents are informed about chemical hazards and risks through specific training	Not organized information, mainly in the workplace by supervisors.	-1			0
		* + Add Subsection					
	< >						
	Emergency Preparedness/Response	Emergency Response Plan	▶ An evacuation plan is available and suitably posted around the facility	There are plans, not updated and at a very high locations.	-1		
* Evacuation drills are held regularly			No emergence evacuation excersizes have been held the past few years.	-2			0



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Corrective Action Report (CAR)

For each Field in the audit, the CAR:

- includes all relevant field information, together with audit information and audit participants.
- provides adequate space for the corrective action description, action dates and participant signatures.

Safety Audit produces CARs only for those Fields which their rating is configured accordingly.



Risk Management & EHS Services
Website: www.mforsafety.com
Email: info@mforsafety.com

CORRECTIVE ACTION REPORT (CAR)			
PROJECT	SAFETY IMPROVEMENT PROJECT	AUDIT NO	1
AUDITEE	Product line 1	CAR NO	1 / 48
DATE	19/10/2018	AUDITED NO	03.01.02
AUDITOR	Kran Theo Glannop Fan Papav Prodr	RATE	-2
FINDINGS No emergency evacuation exercises have been held the past few years.			DEADLINE IMMEDIATELY
REFERENCES L. 3850/2010 (Art. 30),			
FINDINGS ACCEPTED BY		ΔΙΤΗΡΗΣ ΑΣΦΥ ΕΠΙΤΟΧΗΣ PROJECT HSE MANAGER	ΕΠΙΤΟΧΗΣ ΑΣΦΥ ΕΠΙΤΟΧΗΣ SITE MANAGER
NAME	Gregory Nick	Drake Harry	Papav Prodr
POSITION			
SIGNATURE & DATE			
CORRECTIVE ACTION		NAME	
		POSITION	
		SIGN & DATE	
VERIFICATION		ΕΠΙΤΟΧΗΣ ΑΣΦΥ ΕΠΙΤΟΧΗΣ SITE MANAGER	AUDITOR
NAME	Drake Harry		Papav Prodr
SIGNATURE & DATE			



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Audit Report - Options

The Audit Report contains the complete set of information for an audit, including:

- general data
- statistics and graphs
- detailed records

The user can select which parts to include in the report and which columns of the detailed records.

The report can be produced in Word or PDF format.

✓ Cover Page

✓ General Data

Graphs

✓ Audit Summary Results

✓ Audit Results Per Subsection

✓ Audit Summary Results Monitoring

✓ Details

✓ Ratings

✓ Comments

✓ References

✓ Word PDF

Print Cancel

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Audit Report – General Data

General Data

Project: SAFETY IMPROVEMENT PROJECT

Country	Address	Contractor	Subcontractors
GREECE	VOLOS PLANT	MANAGEMENT FORCE	Safety Culture Improvement

Site: SITE B

Country	Address
GREECE	VOLOS AREA

Audit

Legislation	Auditee	Weather Conditions	Other
National	Product line 1	Not Applicable	

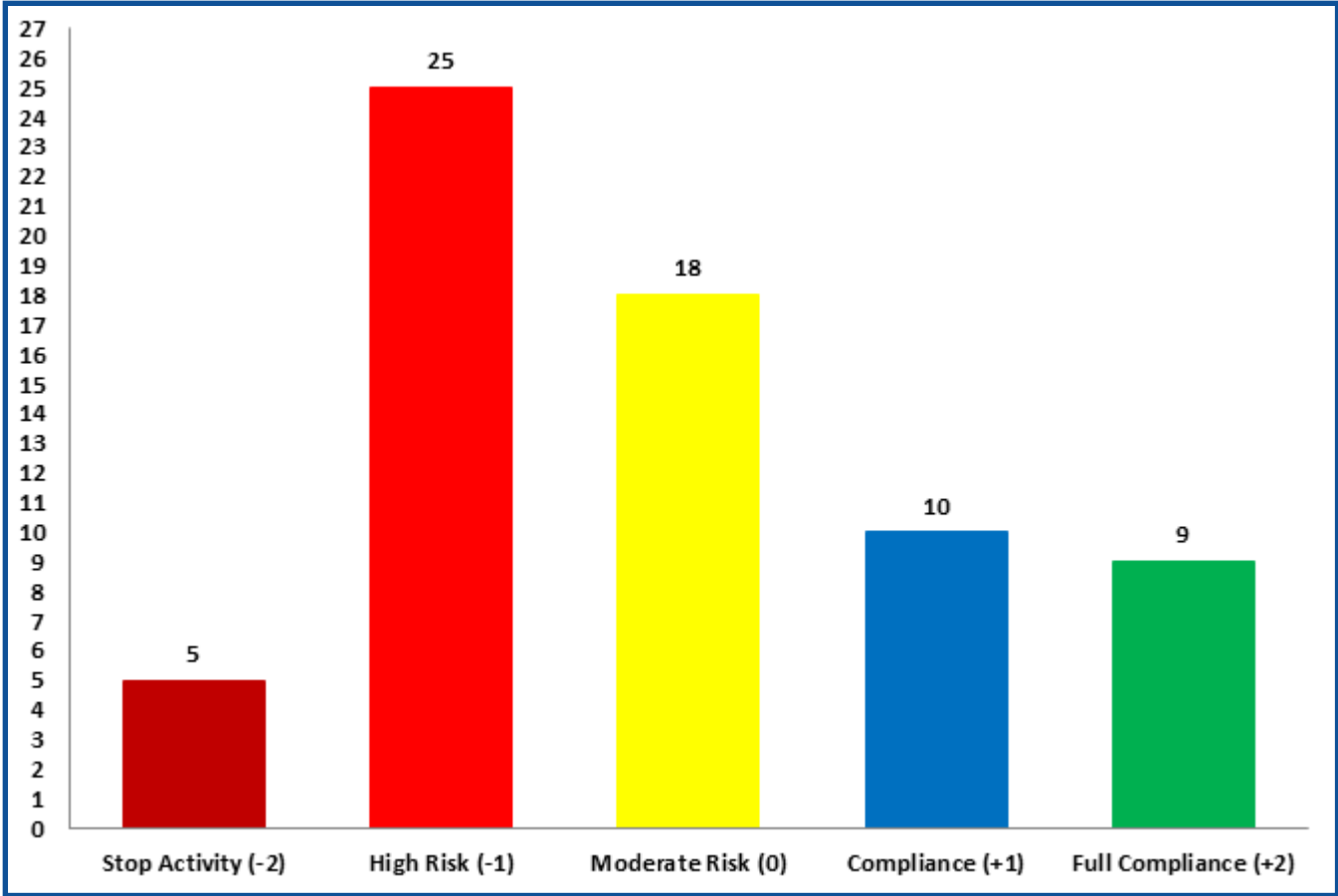
Participants

Name	Surname	Title	From	To	Company	Function
Theo	Kran		18/10/2018	19/10/2018	MFG	Auditor
Fan	Giannop		18/10/2018	19/10/2018	MFG	Auditor
Prodr	Papav		18/10/2018	19/10/2018	MFG	Lead Auditor
Harry	Drake		18/10/2018	19/10/2018	TST COMPANY	Site Manager
Nick	Gregory		18/10/2018	19/10/2018	TST COMPANY	Project HSE Manager



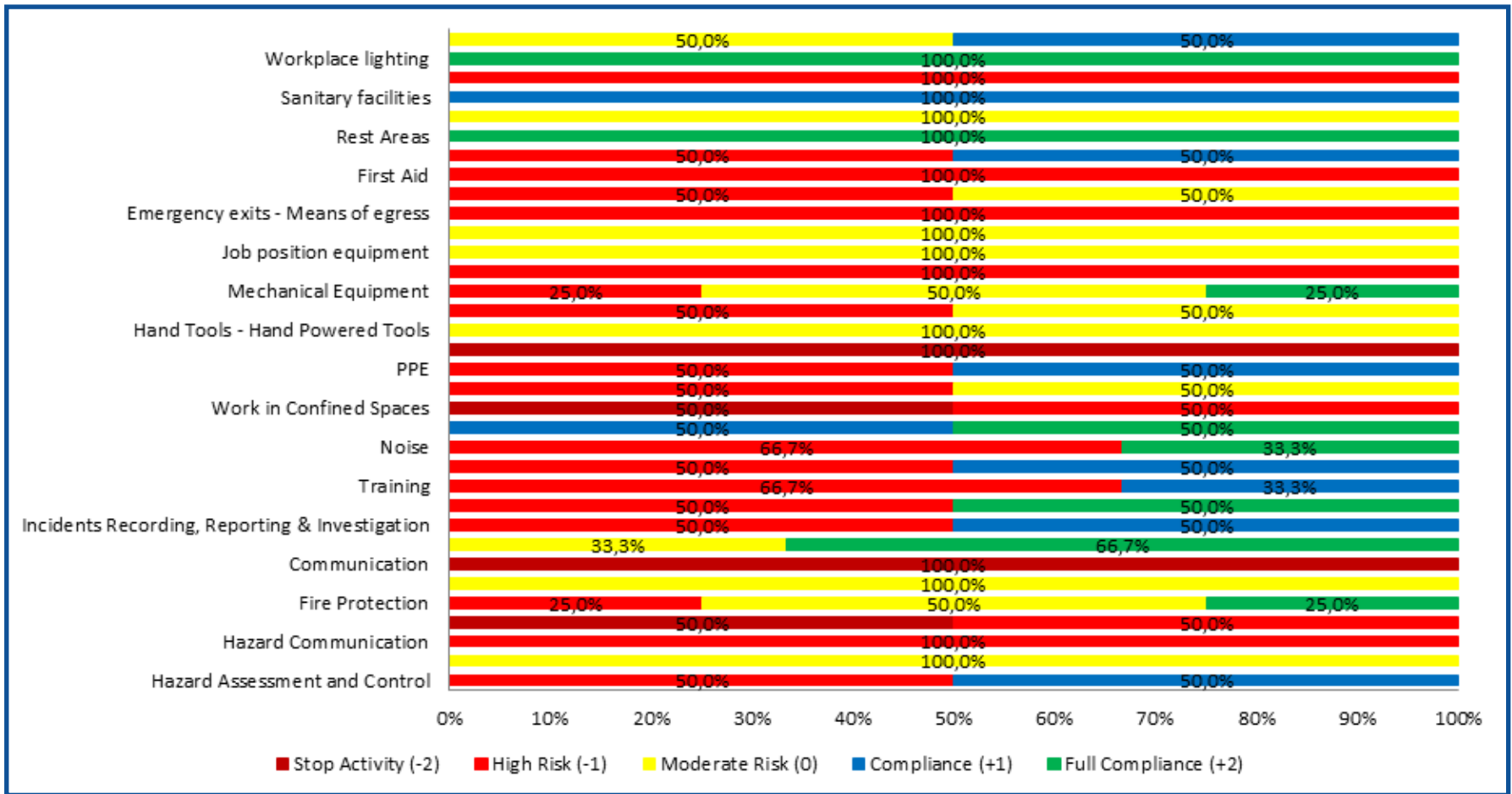
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Audit Report – Audit Summary Results



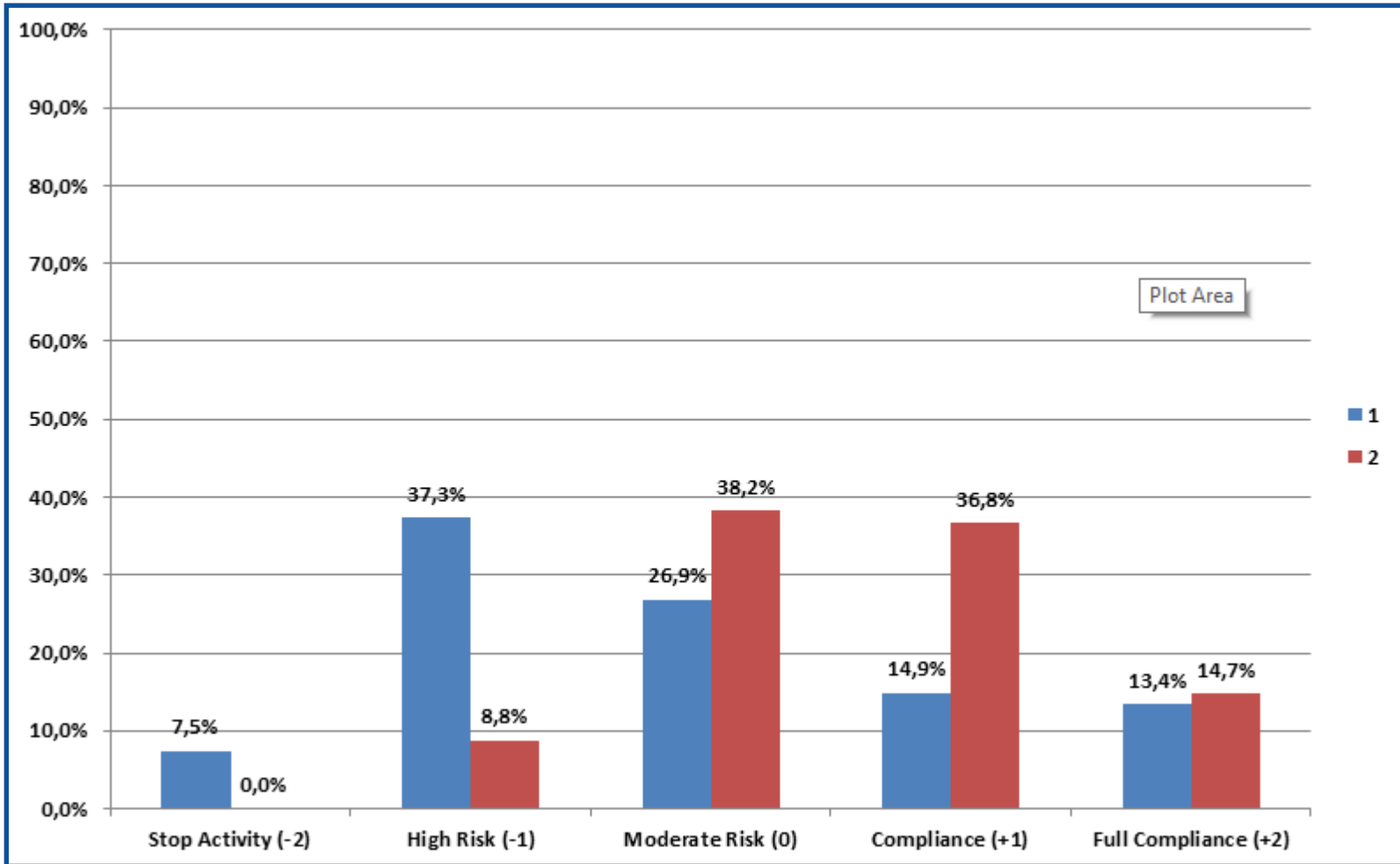
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Audit Report – Audit Results Per Subsection



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Audit Report – Audit Summary Results Monitoring



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Audit Report – Detail records

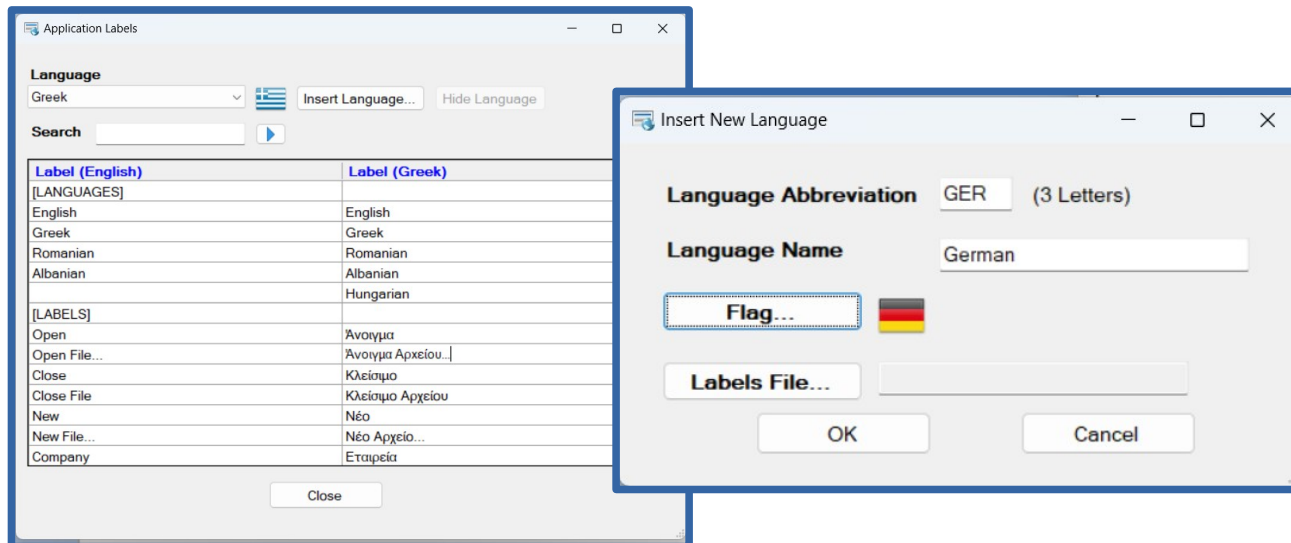
Section 02: Chemicals Management
Subsection 02.01: Hazard Assessment and Control

Field Nr	Field	Findings	Rating	Comments	References
02.01.01	When chemical agents are used, the respective Material Safety Data Sheets (MSDS) are available	MSDS received from the suppliers and retained in the warehouse.	+1	Comment 1	L. 3850/2010 (Art. 37), Ref. 1
02.01.03	Records of personnel exposed to agents are kept	Medical treatment with limited records.	-1	Comment 2	L. 1568/85 (Art. 26), Ref. 2

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Full multiple language support

- Safety Audit is preconfigured for use in four languages: English, Greek, Albanian and Romanian
- Users are free to configure any number of languages in the application and translate all labels and messages to the new languages
- All risk assessment information entered in one language can be easily translated by the user to any other language and produce the same reports in different languages



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Additional capabilities

- **Audit duplication**
Audits can be copied from one site to another
- **Organization structure duplication**
Any branch of the hierarchical structure can be copied to another branch in the same file
- **Customization of application labels and messages**
All labels and messages in any language can be easily modified by the user



Safety Audit software

Trial version

Please visit

<https://mforsafety.com/tools.html>

for a fully functional trial version of Safety Audit software



Thank you for your interest!