

AUDIT FORM
ABERDEEN PVC PLANT

DATE: December 7, 1990

SYSTEM BEING AUDITED: Hand Tools Inspection

AUDIT NO.: 91-7

AUDITORS: CLS, FDA, HLJ, JDH

1. Go talk to safety to see what ideas they have about the system and what things you should look for in your audit.
2. Find existing documentation about the system:

	<u>Found (attach)</u>	<u>Not Found</u>	<u>Not Applicable</u>
A. Process Flow Diagram			X
B. P & I Diagrams			X
C. Class "A" Design			X
D. Operating Procedures			X
E. Maintenance Procedures	X		
F. Mechanical Design & Construction Files			X
G. Plant Location Lists			X
H. Plot Plans			X
I. EPA Rules			X
J. OSHA Rules	X (Attached)		
K. Vista Standards	X (Attached)		
L. Previous Audits		X	

3. Interview three people separately who are familiar with the system you're auditing. Learn from them how the system works and their concerns about the system.
 1. The system that Vista has installed seems to be a good one, but it needs more attention.
 2. This person does not believe there is an inspection on hand tools - but believes there needs to be one.
 3. Believes that an update inspection form for each position should be installed and completed by the individual in that position. This has not been done in several years.

4. Is it operated as the operating procedures (design, etc.) say it is supposed to be operated? If no, what's different?

No; the procedure that we have is not being followed.

5. Is it used per the appropriate OSHA, EPA, or Vista Standards? Yes/No

No; the guidelines set up by OSHA and Vista Standards are recorded, but not used.

6. Brainstorm possible problems with the system. Attach the brainstorm list.
 1. System not followed.
 2. Tools should be checked before each use.
 3. Once a year hand tools should be checked by someone other than the owner.
 4. Replace all defective tools.
 5. Special purpose tools that are made by individuals should be discarded and the proper tool furnished.
 6. Tool room should have an inventory sheet available at all times for inspection.

7. Do any of the problems identified in your brainstorming list make it unsafe?

2, 4, 5

8. What needs to be done as follow-up to this audit? What changes need to be made?
- A. Management emphasis needs to be placed on tool inspection and safety. Time should be allotted to each individual to check his tools.
 - B.
 - 1) Inspection should be done quarterly.
 - 2) Inspection should be done by others than the owner of the tools (Supervisor).

9. ~~What~~^{When} should this be audited again? Why?

1 year to make sure the tool inspection is being enforced.