INTERNAL AUDIT CHECKLIST
EMERGENCY PREPAREDNESS AND INCIDENT MANAGEMENT

Audit No: _____   Date: _____   Auditor(s): _____

Item	Compliance	Remarks
Have triggers been developed to ensure notification and activation of the appropriate plan occurs for each scenario identified in this standard?		
Are Emergency Preparedness and Incident Management (EPIM) formally reviewed annually, or following incident debriefings, drills and exercises to encourage continuous improvement?		
Are Major Incident Management Plans (MIMs) developed using hazards, risks and scenarios established from the OTML enterprise and business unit risk registers, and from past major incidents?		
Are all of the factors identified in this standard considered when developing the MIM Plan?		
Does each operation or geographical location have an Incident Management Plan (IM) developed specifically for that site using OTML's standard documentation?		
Are all of the factors identified in this standard considered when developing the IM Plan?		
Is the Emergency Response Plan for each operation/geographical area developed using a standard template?		
Are all of the factors identified in this standard considered when developing the ER Plan?		
Have competencies been established for all team members who		

hold specific roles and responsibilities associated with MIM, IM and ER Plans?		
Are systems in place to ensure personnel assigned roles in OTML'S EPIM Plans are trained and competent to execute the requirements of their roles?		
Have schedules of drills and exercises been developed to test the ER, IM and MIM Plans to ensure they're fit for purpose?		
Are exercises for each operation/geographical area plan undertaken annually, at a minimum?		
Are formal debriefs held following any ER, MIM or IM and drills/exercises?		
Are deficiencies identified to ensure that appropriate preventative actions are developed and managed to closeout through OTML's OHSE action tracking system?		
Is emergency equipment identified, located and documented to ensure the requirements of this standard are met?		
Are performance measures set out in this standard in place to assess the impact, application and effectiveness of OTML's Emergency Preparedness and Incident Management?		

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Key:

Exceed / Action NA	Requirements with this score exceed obligations. No corrective action required.
Compliant / Low Priority	Requirements with this score do not require corrective action. Opportunities for improvement should become a longer term goal once the quality system is established.
Minor N/C / Medium	Requirements with this score require corrective action which should become a medium term priority. These are quick wins but you should focus on the major non-conformities first.
Major N/C / High Priority	Requirements with this score require corrective action which should become a high priority for rectification. These elements should be corrected by ensuring full implementation and documentation.
Major N/C / Immediate	Requirements with this score require corrective action which must become an immediate priority. These elements must be corrected through process implementation and documentation.