



## **4.0 Review Procedure**

The health, safety and environmental management system is monitored and reviewed at least annually unless there are significant changes that would necessitate an earlier review.

The review is undertaken by the safety management group, comprising of the safety advisor and senior team/directors.

The review covers the company's health, safety and environmental performance over the preceding year including accident records, compliance, training and other relevant issues to determine the extent to which the objectives have been met and to establish documented objectives and targets for the following year to promote continuing progressive improvement.

### **4.1 Internal Audits**

The safety advisor carries out internal audits at the company's office and premises at least once a year.

The audits assess compliance with the health, safety and environmental management system and applicable legislation and review the environmental aspects of the company's activities, products and services that it can control and those that it can influence, taking into account planned or new developments, or new or modified activities to determine those aspects that have or can have significant impacts on the environment.

#### **4.1.1 Corrective Actions**

An audit report is issued by the safety co-ordinator. The audit report identifies where procedures have not been complied with, any nonconformities, deficiencies or hazards and makes recommendations for any actions necessary to improve standards and/or revise the management systems and sets timescales for these actions to be completed by.

### **4.2 Competencies**

Auditors shall hold a recognised qualification in health and safety and/or environmental management, and have experience of carrying out audits.