**bizSAFE Level 3 Risk Management (RM) Audit Report**

**SECTION 1**

**Auditee Company Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name |  | | |
| Contact Address |  | | |
| UEN |  | Nature of Business |  |
| Date of Audit |  | Time of Audit |  |
| Location of Audit |  | | |
| Name of Management Representative |  | | |
| Signature of Management Representative |  | | |

**Auditor Information**

|  |  |  |
| --- | --- | --- |
| Auditor(s) Name(s) |  | |
| Auditing Organization |  | |
| Signature of Auditor(s) | | Auditor’s Company Stamp |

**SECTION 2**

|  |  |
| --- | --- |
| Audit Objectives | The objective of this audit is to verify that the companyhas achieved satisfactory WSH and Security outcomes that suggests eligibility for bizSAFE Level 3 recognition |
| Audit Reference Standard | Workplace Safety and Health (Risk Management) Regulations 2006 |
| Executive Summary | 1. *Describe auditee’s core business;* 2. *Describe flow of major work processes, so as to identify the core business;* 3. *Recommendation for bizSAFE Level 3 recognition* |

**SECTION 3**

|  |  |
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| RM Audit Checklist |  |
| Annexes | * All evidences and illustrations to substantiate findings from RM Audit Checklist; * Make references of these Annexes. |

**Document Version Control Log**

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| **Dated** | **Amendment** | **Remarks** |
| 1-Jan-2016 | First release | To be used for all RM Audit for bizSAFE Level 3/ Star submissions. |
| 1-Apr-2016 | [Amend] Prescriptive Interview Sheet;  [Added] Include Human Factors check for Logistics & Transportation Activities | To adopt for all RM Audit for bizSAFE Level 3/ Star submissions wef 1-April-2016 |
| 11-Apr-2016 | [Added] Remarks column;  [Added] Annex column;  [Added] Document Version Control Log | Provide reason(s) on why NA;  State the annex to refer;  For easy reference on revisions |
| 26-Sep-2017 | [Add] Label “bizSAFE Checklist”, “Human Factors & Other considerations” & “Interview Personnel Sheet” as Appendix 1, Appendix 2 & Appendix 3 respectively. |  |
|  | [Amend] Change title “Human Factors & Other considerations” to “Other Considerations” |  |
|  | [Amend] All mention of “WSH” to “WSH and Security” | To emphasise equal weightage accorded to “Security” to be on par with “WSH”. |
|  | [Add] Appendix 1; 1.2: “3. address terror threats?" | To ensure terror threats are addressed in company’s policy. |
|  | [Add] Appendix 1;2.1: “as well as terror threats” | To ensure terror threats are addressed in company’s RM. |
|  | [Add] Appendix 1; 2.7: Audit question “Did the company appoint a SGSecure representative?” | To check for documentary proof for appointment of SGSecure representative. |
|  | [Add] Appendix 1;3.6: Audit question “Did the risk assessment identify potential terror threat(s) to the workplace?” | To ensure that hazard identification includes the identification of terror threats. |
|  | [Amend] Appendix 1;3.7: Insert “other considerations including” into “Does the risk assessment take into account other considerations including human factors…” |  |
|  | [Amend] Appendix 1;4.1: Insert to Guidance for RM Auditor “[Including control measures to address the identified potential terror threat scenario(s)]” | To ensure control measures to address terror threat(s) are included in RM implementation plan. |
|  | [Add] Appendix 1;4.6: “Are company employees briefed and aware of key SGSecure tenets and the actions to be taken in the event of a terror attack?” |  |
|  | [Add] Appendix 2;3: Audit question to check for noise and/or toxic substances monitoring |  |
|  | [Add] Appendix 3;4.6: “Are company employees briefed and aware of key SGSecure tenets and the actions to be taken in the event of a terror attack?”  Question  Please explain "Run, Hide, Tell".  Please explain "Press, Tie, Tell".  Do you know the escape route during a terrorist attack?  Do you know where to hide during a terrorist attack?  What do you understand about your company's lockdown procedure? |  |