



Lloyd's  
Register

## Surveillance 3

Report for:

# JEL Maintenance Pte Ltd

<b>LR reference:</b>	SNG6013409 / 3920126
<b>Assessment dates:</b>	09-March-2021 - 10-March-2021
<b>Reporting date:</b>	10-March-2021
<b>Client address:</b>	25 Tanjong Kling Road, Singapore 628050, SG
<b>Assessment criteria:</b>	ISO 9001:2015, ISO 14001:2015, ISO 45001:2018
<b>Assessment team:</b>	Kee Chye Tan Teik Choon Lee
<b>LR Client Facing Office:</b>	SNG Singapore OU

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### Attachments:

SNG6013409\_APP\_Audit Program and Plan.doc

### This report was presented to and accepted by:

**Name:** Mr S Sudharsanan

**Job title:** Management System Rep / Head of Quality System

## 01. Executive report

### Assessment outcome:

This visit was to assess the compliance of the management system of JEL Maintenance Pte Ltd against ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 as defined in the audit planning documentation. The outcome of the visit is recorded below.

This audit was for surveillance visit 3 that covered the integrated quality, environmental, occupational health and safety management system in compliance with ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018.

The audit program was prepared and communicate to the client prior to the visit. The targets areas identified was as determined previously from the audit program and plan that include Control of Maintenance Site Activities - Electrical & Instrumentation, mechanical & shutdown maintenance, the related environmental aspects, hazards identification & risk assessment & determining and implementing controls measures at the maintenance sites, legal and other requirements, evaluation of compliance, monitoring and measurement and context of organisation.

The company's integrated quality, environmental, occupational health and system management system and its business processes were reviewed against the requirements of ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 for the sampled processes and these were found in compliance with LR certification guidelines.

### Continual improvement:

The company has continue to maintain the integrated quality, environmental, occupational health and safety management system. Continual improvement included the implementation of digitalisation initiative with use of virtual imaging for inspection of equipment at height. The company has received an award from WSHC in recognition on the use of innovative technology to reduce and prevent injuries at workplace.



### Areas for senior management attention:

To take corrective action for the 1 minor NC and address the opportunity for improvement.

#### **Minor NC**

The fire Safety and Electricity Acts and subsidiary legislations - the applicable legislation from these were not included in the Register of Legal and Other Requirements

#### **Opportunity for improvement**

The context of organisation and the related risks and opportunities were defined in MP-SMQ-04 Annex 1. The action plan/control measures defined in the Annex 1 could be improved to clearly elaborate and provide sufficient details on the activities and milestones of the action plans to be taken. The Annex 1 table could include a new last column to describe the results of the evaluation of effectiveness of action taken.

The company is to inform LR SDS planning office when they decide to initiate change of their scope to explicitly state the installation of solar panels. This change to approval (CTA) will be done during the next surveillance. The



solar panels installation had been reviewed previously as part of the project activities. No additional man-day is required for the CTA.

## 02. Assessment findings

Where scheme requirement differs to the standard definition below, the scheme definition will take preference

### Major Nonconformity

The absence of, or the failure to implement and maintain, one or more management system elements, or a situation which would, on the basis of the available objective evidence, raise significant doubt of the management to achieve: The policy, objectives or public commitments of the organisation, compliance with the applicable regulatory requirements, conformance to applicable customer requirements, conformance with the audit criteria deliverables.

### Minor Nonconformity

A finding indicative of a weakness in the implemented and maintained system, which has not significantly impacted on the capability of the management system or put at risk the system deliverables, but needs to be addressed to assure the future capability of the system.

<b>Reference number</b>	3447494_SBCTCL02	<b>Assessment Criteria (Clause)</b>	ISO 45001:2018 ( 8.1 )
<b>Grade</b>	Minor NC	<b>Issue Date</b>	23-September-2020
<b>Status</b>	Closed	<b>Process / Aspect</b>	Control of Workshop Fabrication
<b>Location(s)</b>	25 Tanjong Kling Road, Singapore, SG		
<b>Statement of Non Conformity</b>	Operational control and maintenance processes were found to be not fully effective.		
<b>Requirement</b>	Clause 8.1		
<b>Evidence</b>	<p>In the operations and maintenance of the Workshop, the following operational control issues were noted</p> <ul style="list-style-type: none"> <li>- An oxygen cylinder was vertically placed without any securing next to the scrap bin posing the risk of the cylinder toppling</li> <li>- The fire extinguisher on Forklift 30 expired on 27/8/2019</li> <li>- A Fire Hose reel signage was hung on the cladding at the workshop but no hose reel was found below the signage.</li> </ul>		
<b>Proposed correction, corrective action and timescales</b>	The Minor NC will be addressed and corrective actions taken by end Nov 2020		
<b>Correction</b>	Reviewed the completed corrective action request forms. Root causes were identified. Corrective action taken were implemented satisfactory		
<b>Root Cause analysis</b>	Failure to implement the operational controls correctly.		
<b>Corrective action</b>	Reviewed the training records for refresher training conducted. Oxygen cylinders were chained and placed at the correct designated location. The forklift extinguishers were replaced with the latest servicing status and with TUV tag. The previous fire hose sign was no longer in use and been removed to prevent confusion. There was no other similar nonconformity found at the site.		
<b>LR has reviewed and verified the implementation of actions taken.</b>	<b>Date of closure</b>	09-March-2021	



<b>Reference number</b>	3920126_SBCTCL01	<b>Assessment Criteria (Clause)</b>	ISO 45001:2018 ( 6.1.3 )
<b>Grade</b>	Minor NC	<b>Issue Date</b>	09-March-2021
<b>Status</b>	New	<b>Process / Aspect</b>	Legal and Other Requirements * Evaluation of Compliance
<b>Location(s)</b>	25 Tanjong Kling Road,Singapore,SG		
<b>Statement of Non Conformity</b>	Determination of legal and other requirements were found to be not fully effective.		
<b>Requirement</b>	Clause 6.1.3		
<b>Evidence</b>	Fire Safety and Electricity Acts and subsidiary legislations - applicable legislation from these were not included in the Register of Legal and Other Requirements		
<b>Proposed correction, corrective action and timescales</b>	To determine the applicability of legislation under the Fire Safety and Electricity Acts and Subsidiary Legislation and include them in the Register of Legal and other Requirements by Apr 2021.		
<b>Correction</b>			
<b>Root Cause analysis</b>			
<b>Corrective action</b>			
<b>LR has reviewed and verified the implementation of actions taken.</b>	<b>Date of closure</b>		

### 03. Assessment summary

#### Visit generic objective:

This was a Surveillance 3 visit, conducted against objectives previously notified to the client. The objectives of the next visit, including any applicable visit specific objective (theme / focus), are confirmed in the audit plan attached to this report.

#### Client attendees at the opening and closing meeting:

Key staff in attendance (Opening Meeting @0900)

Mr S Sudharsanan (Hd of Quality and Management System Rep) and Mr Rajan (Hd of HSE)

Key staff in attendance (Closing Meeting @1530)

Mr S Sudharsanan (Hd of Quality and Management System Rep) and Mr Rajan (Hd of HSE)

Mr Rajan (Hd of HSE) is the responsible for the occupational health and safety. He would communicate audit outcomes as workers' representative to all functional representatives during the safety committee meeting.

#### Visit specific objective:

Surveillance Visit:

To determine that the client's system continues to meet the assessment criteria and certification scope, any applicable statutory, regulatory and contractual requirements, and to ensure that the system is meeting its specified objectives. To address all issues outstanding from previous visits and any changes to the client's organisation or system that impacts on the approval.

The assessor will use the LR Business Assurance methodology to help clients manage their systems and risks to improve and protect the current and future performance of their organisation.

#### Introduction:

The surveillance visit 3 commenced with opening meeting to highlight audit approaches, audit plan, classification of findings and condition for closing any nonconformity, and the closing meeting was carried out to highlight the final outcome of the audit.

Site visit was conducted for Day 1 for maintenance activities and to close out the minor nonconformance

Due to the Covid 19 pandemic and continual regulatory restriction on workplace restriction, this visit was conducted both with site visit for operational controls and remotely for other planned areas.

The company has been informed and agreed with the approach and allocation of audit covering on site and remote. The information and communication modes for remote and off-site audit were determined together with the client. Relevant data and documented information were provided and audit clarifications were made by suitable ICT means, MS Team and emails.

The client has been assured that information and records provided would be kept confidential and strictly use for this audit purpose only.



To facilitate the remote audit, pre-discussion with the client's representative was done on the activities/operations to cover, the records that need to be made available, sampling to determine the level of implementation, need for supporting the evidence with photographs and the need for interviewing with the relevant workers. The assessment plan was prepared and given to the client.





<b>Assessment of:</b>	Control of Maintenance Site Activities - Electrical & Instrumentation, mechanical & shutdown maintenance	<b>Assessor:</b>	Kee Chye Tan
<b>Auditee(s):</b>	Mr Sathia (Project Manager) Mr Mr S Sudharsanan (Hd of Quality) Mr Rajan (Hd HSE)		

### Audit trails and sources of evidence:

Reviewed the processes for initiation of maintenance works and kick off for communicating scope of work  
 Sampled the shutdown maintenance works for boiler tube replacement works for Sembcorp Ogen Pte Ltd  
 Verified the Piping Test Pack No: JML-SCI-EFW-SH2-TP-001 and JML-SCI-EFW-HT-TP-004 (pressure test) were sampled of the project  
 Verified the work schedule and scope of work established  
 Sampled boiler and plant drawings provided by client and maintained in the Piping Testing Pack Drawing Masterlist  
 Verified the drawings for the locations of tubes allocated for changes were identified with tube numbers indicated

Verified the procedures for qualification of welders  
 WPS were established  
 Welders qualification records were maintained and attached to the completed reports  
 NDT mainly penetrant inspection and radiography (RT) were identified  
 Service provider for NDT was done by client appointed in-house NDT providers (i.e. SNT)  
 NDT reports were sampled and found traceable for the weld numbers. The relevant NDT reports were signed off by the NDT level II and approved by client's representatives

Mark-Up P&ID and General layout drawings were maintained  
 Piping pre test checklists were maintained  
 The applied pressure, hold time and acceptance criteria were defined in the Pressure test procedures (SUT-Z05-B#2-4-008)  
 Safety precautions and requirements for the conduct of the pressure test were defined in the procedures  
 Safety supervisor were assigned and roles and responsibilities were defined  
 Pressure test certificate and the related results were traceable. The sampled certificates were checked and endorsed by the appointed QP and client's representative  
 Pressure test certificates indicate the pressure gauges, safety valve and records serial numbers for traceability  
 Sampled equipment: JML-PG-08 & 09 (pressure gauges), PRV-JEL-05 (safety valve) and pressure recorder (307B) were sampled and found with valid calibration certificates  
 Supporting photographs were maintained  
 Job completion certificate was issued and endorsed by the client's Representative. The shutdown maintenance job was completed on 25 Jan 2021.

Materials were supplied by client. All wastes include metal scraps were disposed at client's designated bins

Sampled the Risk Assessments for the above boiler tubes projects relating to Shut Down Maintenance at Sembcorp CoGen site and erection/use of scaffolds, manual lifting and cleaning of ash pits at the Tuas Incineration Plant (TIP) maintenance site

The risk assessments were established and completed prior to commencement of work

Risk Assessment Inventory Register were updated

Daily tool box meetings were conducted. Sampled toolbox meeting records Progress report include any incident were consolidated in the Daily Progress Report Permit to Work was done in accordance to client's site requirements and approval for PTW was co-ordinated by client's site Supervisor/Technicians

Sampled training records for the recent training conducted at TIP site covering proper handling and gas cylinders safety (completed on 19/1/2021) and refresher for working at height (completed on 7 Mar 2021).

### Evaluation and conclusions:

The above were reviewed and generally found in order without any adverse finding.

### Areas for attention:

Nil

<b>Assessment of:</b>	Context of the Organisation	<b>Assessor:</b>	Keey Chye Tan
<b>Auditee(s):</b>	Mr S Sudharsanan (Hd of Quality System and Management System Rep)		

### Audit trails and sources of evidence:

There was no significant change in the organisation since the last visit except for some minor organisation structure update.

There were more project activities relating to solar panel installations and the company will wish to indicate this in the scope during the next visit to reflect correctly this new area of project activities

The processes for determining the internal/external issues, and needs and expectations of interested parties were established and these were updated in MP-SMQ-04 Annex 1. The expected risks and opportunities for the identified context of organisation were determined. It was noted that internal/external issues and needs and expectations of interested parties related to quality, environmental, health and safety matters. Examples of context of organisations identified include changing of manpower policy by Government that result in less foreign workers causing manpower shortage, delay in project completion due to potential incident at site, poor environmental and safety performance of subcontractors due to changing job activities that need to phase in new subcontractors etc. The actions plan to address the risks and opportunities were established. The review of the effectiveness of the action taken were discussed during management review meeting.

### Evaluation and conclusions:

The above were review and no adverse finding was noted.



**Areas for attention:**

Opportunity for improvement

The context of organisation and the related risks and opportunities were defined in MP-SMQ-04 Annex 1. The action plan/control measures defined in the Annex 1 could be improved to clearly elaborate and provide sufficient details on the activities and milestones of the action plans to be taken. The Annex 1 table could include a new last column to describe the results of the evaluation of effectiveness of action taken.

<b>Assessment of:</b>	Monitoring and Measurement	<b>Assessor:</b>	Kee Chye Tan
<b>Auditee(s):</b>	Mr Rajan (Hd of HSE)		

**Audit trails and sources of evidence:**

Reviewed the monitoring and measurement of safety KPIs and objectives/targets

The QEOHS objectives and targets covered indicators both contractual and non-contractual such as to achieve zero accidents and occupational disease, conservation of water usage at site, proper management and disposal of construction and disposal waste, timely completion of project, customer rating of at least "Good" rating/60% and zero post-delivery claim.

Evaluate of compliance relating to audiometric test for workers were done for selected workers at risk on 28/9/2020 and the results were submitted online to MOM by the clinic

Verified the monitoring and measurement of noise at the workshop was carried out on 24 Jun 2019. There were 6 workers at risk that were sampled using dosimeter and the results were within the legislated limit of 85dBA

The last noise measurement was done within the 3 years interval period and the measurement was done by a competent person from the third party laboratory

**Evaluation and conclusions:**

The above were reviewed and no adverse finding was noted.

**Areas for attention:**

Nil



<b>Assessment of:</b>	Legal and Other Requirements * Evaluation of Compliance	<b>Assessor:</b>	Teik Choon Lee
<b>Auditee(s):</b>	Mr Rajandran		

### Audit trails and sources of evidence:

Register of Legal and other Requirements

- WSH legal requirements on controls on occupational health and safety, general provisions, confine space, work at height, risk management, noise, scaffolds etc
- Environmental legal requirements on control of water pollution, Environmental Protection & Management (Control of noise at construction sites) Regulations 1999, Boundary Noise Limits for Factory Premises, Hazardous substances
- Environmental Public Health legal requirements on control of toxic industrial wastes, ECO, vectors and pesticides
- Covid -19 Safe Management Measures. Covid-19 (Temporary measures prescribed period, Covid-19 (Temporary measures) – CONTROL ORDER, Infectious Diseases – Covid-19 Stay orders Regulation 2020.
- applicable Codes of Practice on safe use of mobile cranes, Safe use of overhead crane used in workshop and some sites [if applicable, PPEs, welding, forklifts, etc

Fire Safety and Electricity Acts and subsidiary legislations - applicable legislation from these were not included in the Register of Legal and Other Requirements.

Evaluation of compliance on the various legislations were conducted and recorded in the table on 30 May 2020

### Evaluation and conclusions:

One Minor NC was raised

### Areas for attention:

See Findings 3920126SBCTCL01



<b>Assessment of:</b>	Emergency preparedness and response	<b>Assessor:</b>	Teik Choon Lee
<b>Auditee(s):</b>	Mr Rajandran		

#### **Audit trails and sources of evidence:**

Work At Height Emergency Rescue Drill Report at Location: PB570 SUT SERVICE CORRIDOR

Date & Time: 10th DECEMBER 2020 @ 11.00am

As most of the activities in HPMP Project requires WAH, JML is required to be prepared to respond to any WAH Emergency Incident in the project.

The purpose of an Emergency WAH Rescue Drill is to familiarize everyone in the event of an emergency.

Scenario of person falling from height and photographs depicting the rescue operation seen. Recommendations were recorded for future reference.

Fire evacuation drill at Workshop with attendance list of participants on 12 Sep 2020.

#### **Evaluation and conclusions:**

Emergency drill on rescue of personnel falling from height and fire evacuation drill conducted at workshop were implemented satisfactorily.

#### **Areas for attention:**

Nil

## 04. Next visit details

### Theme(s) for Next Visit

#### Next visit Surveillance:

The next visit is surveillance with the objective to determine that the client's system continues to meet the assessment criteria and certification scope, any applicable statutory, regulatory and contractual requirements, and to ensure that the system is meeting its specified objectives. To address all issues outstanding from previous visits and any changes to the client's organisation or system that impacts on the approval.

The assessor will use the LR Business Assurance methodology to help clients manage their systems and risks to improve and protect the current and future performance of their organisation.

<b>Standard(s) / Scheme(s)</b>	ISO 9001:2015	<b>Visit type</b>	Surveillance 4		
<b>Audit days</b>	1.00 DAY	<b>Due date</b>	October, 2021		
<b>Team</b>					
<b>Site</b>	<b>Audit days</b>	<b>Delivery Method</b>	<b>Remote Effort</b>	<b>Activity codes</b>	
25 Tanjong Kling Road,Singapore,SG	1.00 DAY	Onsite	0 DAY	107202,109015	

<b>Standard(s) / Scheme(s)</b>	ISO 14001:2015	<b>Visit type</b>	Surveillance 4		
<b>Audit days</b>	1.00 DAY	<b>Due date</b>	October, 2021		
<b>Team</b>					
<b>Site</b>	<b>Audit days</b>	<b>Delivery Method</b>	<b>Remote Effort</b>	<b>Activity codes</b>	
25 Tanjong Kling Road,Singapore,SG	1.00 DAY	Onsite	0 DAY	280101,415001,066302	



<b>Standard(s) / Scheme(s)</b>	ISO 45001:2018	<b>Visit type</b>	Surveillance 4		
<b>Audit days</b>	1.00 DAY	<b>Due date</b>	October, 2021		
<b>Team</b>					
<b>Site</b>	<b>Audit days</b>	<b>Delivery Method</b>	<b>Remote Effort</b>	<b>Activity codes</b>	
25 Tanjong Kling Road,Singapore,SG	1.00 DAY	Onsite	0 DAY	045001,280101,415001,066302	



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## 05. Appendix



## 1. Audit Programme/Plan

Both the audit plan and the programme are dynamic and must be in line with the client's developments. Any (last minute) changes are possible with valid reasons e.g. organisational changes, processes, management review results etc. Prior to the closing meeting the audit team should (re)confirm the programme and identify any changes, E.g. to the management system, extent, time or dates of the audit, competences.

Visit Type	Certificate Renewal + NST	SV1	SV2	SV3	SV4	SV5	Certificate Renewal
Due Date	10/2019	04/2020	10/2020	04/2021	10/2021	04/2022	10/2022
Start Date	25 Sep 19	21 Sep 2020		9/3/21			
End Date	14 Oct 19	23 Sept 2020		10/3/21			
Audit Days	13+1 NST	03+03=06		03	03	03	TBC
Separate assessment plan?	Y/N	Y		Y	Y/N	Y/N	Y/N
Any change in workforce numbers that may impact visit duration (if yes add new number)	Y/N	N		N	Y/N	Y/N	Y/N
Where identified above see separate current assessment plan for further detail.							
<b>Process / aspect / theme / location</b>							
<i>Final selection will be determined after review of management elements and actual performance</i>							
Opening meeting	AM	AM	AM	AM	AM	AM	AM
Closing meeting (H&S Rep invited for attendance)	PM	PM	PM	PM	PM	PM	PM
Changes to organizational context	X	R/D3	R/D3	R/D2	X	X	X
Management Review	X		R/D3		X	X	X
Internal Audits	X		R/D3		X	X	X
Continual Improvement	X		R/D3		X	X	X
Management of change	X		R/D3		X	X	X
Corrective action and incident reporting	X		R/D3		X	X	X
Complaint Management	X		R/D3		X	X	X
Use of Logo (LRQA & Accreditation Marks)	X		R/D3		X	X	X
Performance against the client management system objective	X		R/D3		X	X	X
Legal and other requirements / Evaluation of compliance		R/D2		R/D1			
Note: One shift only and not require to audit outside normal working hours							
(1)							
<b>Contract Review</b> - Customer-Related Processes	X		R/D2				X
<b>Control of External Providers</b> <b>Control of Contractors (PTW &amp; LOTO) and Outsourcing</b>	X		R/D2			X	X
<b>Control of Maintenance Site Activities</b> (see note 1) - Electrical & Instrumentation, mechanical & shutdown maintenance	X	S/D1		S/D1			X
<b>Control of Project Management and Site Activities</b> (see note 1)	X	S/D1			X*		X
<b>Control of Workshop Fabrication Activities</b> (see note 1)	X		S/D1			X	X
<b>Communication, Consultation</b>	X	R/D3			X		X

Visit Type	Certificate Renewal + NST		SV1	SV2	SV3	SV4	SV5	Certificate Renewal
<b>and Participation</b>								
<b>Organisation Knowledge, Competence, Training &amp; Awareness</b>	X					X		X
<b>Monitoring and measurement</b>	X			R/D2	R/D2	X		X
<b>Evaluation of compliance</b>	X			R/D2	R/D1	X		X
<b>Emergency preparedness and response</b>	X				R/D1		X	X

**\*Note 1:** where applicable to cover site activities for environmental aspects, OH&S risk assessment, operational control, project management, operational planning and control, release of products and services (Quality and Inspection Test Plan), control of contractors/PTW and LOTO and emergency preparedness & response, control of documented information, infrastructure, environment for operations, control of production and service provision, identification & traceability, customer/external provider property, calibration control, and control of non-conforming product/service

1: Complete the list of organisation (parts), departments and/or processes of the different locations

S – On site, R- Remote, D1 – Day 1, D2 – Day 2 and D3 – Day 3

\* - for Change to Approval (CTA) to include solar panel installation in scope.

### Scope

Any revised scope will be as agreed in formal correspondence between LRQA and the client or defined in section 4 of the previous LRQA visit report.

Scope	Plant maintenance, project management and plant construction associated with mechanical equipment & pipeline installation, electrical & instrumentation, and related fabrication works.
Exclusion	For ISO 9001:2015 Clause 7.5.3 - Design and Development

Visit start time (approximate)	0900	Visit end time (approximate)	1700
The actual start and finish times for the visit will be agreed at the pre-visit contact with the assessor and recorded in the report introduction.			

## **Additional information**

### **Opportunities for improvement**

*If we identify opportunities to improve your already compliant system, we will either record them in the process table applicable to the area being assessed or in the Executive summary of the report if they can deliver improvement at a strategic level.*

### **Confidentiality**

*We will treat the contents of this report, together with any notes made during the visit, in the strictest confidence and will not disclose them to any third party without written client consent, except as required by the accreditation authorities.*

### **Sampling**

*The assessment process relies on taking a sample of the activities of the business. This is not statistically based but uses representative examples. Not all of the detailed nature of a business may be sampled so, if no issues are raised in a particular process, it does not necessarily mean that there are no issues, and if issues are raised, it does not necessarily mean that these are the only issues.*

### **Legal entity**

*The accredited legal entity and client facing office that has provided the assessment service in this report is referenced in the applicable agreement for this service.*

### **Generic audit objectives and team responsibilities**

*The generic audit objectives and team responsibilities are included in the Client Information Note 'Assessment Process'. Any visit specific objectives for the next visit will be recorded in the report of the previous visit and will be addressed through the visit plan for that visit. The assessment standard and roles of the audit team are defined in the assessment visit confirmation sent to the client.*

### **Audit Criteria**

*The audit criteria consist of the assessment standard and the client's management system processes and documentation.*

### **Additional observers**

*Any additional observers will be as formally communicated to the client.*

## 2. Separate Assessment Plan

**Note:** if the visit involves more than one team member and/or is more than one day duration, an additional plan detailing the activities of each member of the team on each day will be required.

<b>Assessment type</b> Surveillance Visit 3	<b>Assessment criteria</b> ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018	
<b>Assessment team</b> Tan KC and Lee TC	<b>Assessment dates</b> 9 & 10 Mar 2021	<b>Issue date</b> 23 Feb 2021

(Day 1 – 9 Mar 2021)

0900 Introductory meeting with management to explain the scope of the visit, assessment methodology, method of reporting and to discuss the company's organisation (approximately 30 minutes).

LRQA team briefing for a team of two or more assessors or (experts).

<Tan Kee Chye> (Team Leader) (Onsite)

<Lee Teik Choon> (Remote)

0930 Close out minor NC

Legal and Other Requirements

Control of Maintenance Site  
Activities - Electrical & Instrumentation,  
mechanical & shutdown maintenance

Evaluation of Compliance

1200 Lunch.

Lunch.

1300 Environmental aspects, hazard  
identification and control measures for  
maintenance site activities

Emergency preparedness and  
response

Report writing.

Report writing.

Close.

Close.

(Day 2 – 10 Mar 2021) (Remote)

0900 Review of findings from previous day. Review of the assessment plan for the day.

0930 Changes to organizational  
Context  
Planning for risks and opportunities

Monitoring and measurement

1200 Lunch

1300 Continue from morning

Report writing.

Close

\*Note 1: where applicable to cover control of documented information, communication, infrastructure, environment for operations, operations planning and controls, control of production and service provision, identification & traceability, customer/external provider property, calibration control, release of products/services and control of non-conforming product/service.

#Note 2: To cover management responsibility, QOH&S objectives/KPIs/Analysis and evaluation of data, internal audit & management review, corrective action/customer feedback/complaints, customer satisfaction, continual improvement, statutory & regulatory requirement and use of UKAS accreditation marks & LRQA QMS logo

Note; Information on the objectives of the various visits can be found in the Client Information included in the report or on our website [www.lrqa.com](http://www.lrqa.com). Furthermore on the website there are Client Information Notes available for the various visit types. The audit criteria and team members date and locations are also stated on the front page of the report. Scope of certification and roles and responsibilities of the audit team members are expressed in the Audit Program Plan.

### 3. Report Considerations

<b>LRQA Report considerations</b>		
Have there been any deviation from the original assessment plan:	Yes/No	If yes detail these in the introduction section of the report along with the reasons for the deviations
Have there been any significant issues impacting on the audit programme:	Yes/No	If yes detail these in the introduction of the report and amend the APP
Have there been any significant changes that affect the management system of the client since the last audit took place:	Yes/No	If yes detail these within the executive summary section of the report
Have any unresolved issues been identified during the assessment:	Yes/No	If yes detail these within the executive summary section of the report
Was the audit undertaken a combined or integrated audit:	Yes/No	If yes confirm what type of audit and the standards covered in the introduction to the report. [Integrated for ISO 9001, ISO 14001 and ISO 45001]
Was the organisation effectively controlling the use of the certification documents and marks:	Yes/No	If no document within the reporting table covering the mandatory elements
If applicable has the organisation taken effective corrective action regarding previously identified nonconformities:	Yes/No	Record outcome in the findings log against the relevant findings.
Does the management system of the organisation continue to meet the applicable requirements and meet the expected outcomes:	Yes/No	If no details reasons within the executive summary of the report
Does the scope of certification continue to be appropriate to the activities/products/services of organisation:	Yes/No	If no then document the actions necessary in relation to the scope in the executive summary of the report and amend the APP as required.
Were the objectives of the visit as defined in the APP fulfilled during the visit:	Yes/No	If no detail the reasons and any necessary actions in the executive summary of the report and amend/update the APP