

 اينويرو فيجن Enviro Vision OUR MISSION TO GREEN VISION	Integrated Management System	Doc# IMSP-03-F-03
		Rev: 00
	Internal Audit Report	Date: 21-01-2021

Audit Reference : Doc# EVWMS-IMSP-03

Auditor (S) :

1: Mr. Amal

Symbol: QHSE Officer

Sig: 

2: Mr. Anish Pillai

Symbol: HR Officer

Sig: 

3: Mr. Shobin

Symbol: Sr.HSE Lead

Sig: 

Audit Scope< Documents/ Departments > & Programme : 9

SR.	Department/ Area	Documents Ref.	Date	Auditor
01	Operations (Waste Collection)	-Risk and Opportunity Register (Doc# IMSP-19-F-01) - Service Note (EVWM-08/20-DO2-Rev-0)	14-05-2026	Mr.Amal
02	Transportation	-Control of Maintenance Activities Procedure (Doc# EVWMS-IMSP-08) - Competence, Awareness and Training Procedure(Doc# EVWMS-IMSP-07)	14-05-2026	Mr.Amal
03	HSE Department	-QHSE Manual (Doc# EVWMS-QHSEM-01) - Risk and Opportunity Register (Doc# IMSP-19-F-01) - Competence, Awareness and Training Procedure(Doc# EVWMS-IMSP-07)	15-05-2026	Mr. Anish pillai

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04	Maintenance	Control of Maintenance Activities Procedure (Doc# EVWMS-IMSP-08)	15-05-2026	Mr.Amal
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Audit Type:

Planned Audit

Corrective Action Verification Audit

Others < Specify > :
General Check List< Mandatory Check > :

- Valid trade license and permits for waste transportation
- Vehicle registration and third-party inspection certificates
- Waste transfer notes / manifests available
- PPE compliance (gloves, masks, safety shoes, reflective jackets)
- Driver training records (defensive driving, QHSE induction)
- Emergency procedures displayed and communicated

Audit Summary

Department : Operations, Transportation and QHSE Department, HR Department

Auditor(s) : Mr. Amal (QHSE Officer), Mr. Anish (HR. Officer), Mr. Shobin (Sr. HSE Lead).

Auditee : Operations Department and Maintenance Department (Manager And Supervisor)

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Procedure (S) Refrence :

- QHSE Manual (Doc# EVWMS-QHSEM-01)
- Risk and Opportunity Register (Doc# IMSP-19-F-01)
- Control of Maintenance Activities Procedure (Doc# EVWMS-IMSP-08)
- NC, CA and Customer Complaint Procedure (Doc# EVWMS-IMSP-04)
- Customer Satisfaction Procedure(Doc# EVWMS-IMSP-05)
- Accident and Near Miss Investigation Procedure(Doc# EVWMS-IMSP-18)
- Communication,Participation and Consultation Procedure(Doc# EVWMS-IMSP-15)
- Competence, Awareness and Training Procedure(Doc# EVWMS-IMSP-07)
- Emergency Preparedness and Response Procedure (Doc# EVWMS-IMSP-16)

Activities / Records/ Samples Verified :

- Waste collection operations on-site (Manual Handling & Vehicle Movements)
- Daily vehicle inspection checklist
- Driver licenses and training records
- Waste transfer documentation (Service Notes)
- PPE compliance during operations
- Incident / accident records (Previous)
- Preventive maintenance logs

Details Of Findings < Observation (O), Opportunity for Improvemen(OFI), Non Conformities (NC) >

Department	Procedure Refrence	Finding Type	Details
Operations	Competence, Awareness and Training Procedure (EVWMS-IMSP-07)	OFI	Some drivers were not wearing full PPE during waste collection activities
Transportation	Control of Maintenance Activities Procedure (EVWMS-IMSP-08)	OFI	Vehicle inspection checklist not consistently filled
Operations	Service Note (EVWM-08/20-DO2-Rev-0)	O (Observation)	Service note properly maintained and signed
Transportation	Emergency Preparedness and	OFI	Fire extinguisher found inside driver cabin

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	Response Procedure (Doc# EVWMS-IMSP-16) EVWMS-IMSP-08 (Maintenance Procedure)		instead of designated Boxes; should be properly maintained for easy access
Maintenance	Control of Maintenance Activities Procedure (EVWMS-IMSP-08)	OFI	Preventive maintenance records were not consistently updated as per schedule

Remarks : Overall, the waste collection and transportation activities are effectively implemented and comply with company procedures. However, improvements are required in PPE compliance, vehicle inspection documentation, and maintenance record consistency.

Approved By :	Mr.Hari Krishna A
Date:	20-05-2026