



Supervisory Auditing

Info Sheet 12 a

Supervision is charged with the tasks of planning and organizing the job, but also enforcing the plan. Enforcing requires supervisors to take a look at what is going on. It asks them to evaluate to ensure the staff is meeting a specific target. It is therefore important to set a benchmark and then measure it. Confined space operations create three areas that can be measured.

The easiest benchmark to set is the quality of paperwork. In general:

- All required paperwork (permits, logs, inspection sheet) must be turned in
- All not applicable blanks need to be crossed out or filled in with N/A
- There should be slight deviations in penmanship, placement of checks, timing, etc.
- Completed blanks in the forms must have accurate information

Have all completed forms come back to you for review? Are they done right? If not, are you informing the workers how to complete the forms better?

The second area where auditing is effective is on the job. Randomly (e.g. 15% or 3 out of 20) visiting your people while they perform the job enables you to view their performance. Have a form to provide guidance and really look at what they are doing. If you find problems, have them corrected immediately if they warrant it, but record everything. Scan your completed surveys to find any inherent weaknesses to address. It may mean training; new tools or new procedures are required. Remember, auditing is not a race as there is no finish line. Auditing is a key part of a continuous improvement program that enables us to be better, faster and stronger than the competition.

The last area of auditing is the hardest as it examines your training program. Are you getting the right information delivered to help your workers? Theory tests ask questions - how well did your people remember? Skill tests are practical demonstrations - what is your people's competency in using the equipment? Evaluating practical scenarios or real jobs enables you to determine how the training is helping you get better, faster and stronger.

Now auditing gives you facts. What and how you use them in furthering your organization's goals and objectives is up to you.



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Info Sheet 12 b

Audit Questions

Y/N Remarks

ENTRY TEAM

- ☐ Have workers been selected for the job on the basis of their training, knowledge and experience?
- ☐ Have workers been made fully aware of the hazards involved in the work?
- ☐ Have ALL procedures been fully explained to the workers entering the space?
- ☐ Have workers been provided instruction in the care, use and maintenance of all equipment on the job?
- ☐ If required, has a trained attendant been posted at the entry point?
- ☐ Are trained Rescue personnel capable of rendering aid in an emergency, at or nearby the entry point?

HAZARDS

- ☐ Has all work going on in the area that could endanger the workers in the space been stopped?
- ☐ Have all workers in the area been advised of the work going on?
- ☐ Has the surrounding area been inspected and declared safe?
- ☐ Have all potential hazards within the confined space been assessed as to their probability?
- ☐ Have all hazards identified within the space been controlled?

ISOLATION METHODS

- ☐ Has all equipment been de-energized?
- ☐ Are all electrical switches locked out and tagged?
- ☐ Have all connecting piping been depressurized and either blanked or blocked?
- ☐ Have all valves been locked closed and tagged?
- ☐ Has an adequate supply of fresh air been assured?
- ☐ Is the ventilation system providing adequate circulation throughout the space?
- ☐ Has the area been barricaded for vehicle traffic?
- ☐ Has the area been barricaded for vehicle erected?

ATMOSPHERIC MANAGEMENT

- ☐ Have tests been made for:
 - oxygen content
 - lower explosive levels
 - toxic gases?
- ☐ Have the results been recorded?
- ☐ Where the results within allowable parameters?
- ☐ Have arrangements been made for frequent retesting of the atmosphere?
- ☐ Are approved lights in use and reducing shadows or glare to a minimum?
- ☐ Is there suitable methods of communication between:
 - Entry point and work area
 - Entry point and extra assistance (Emergency Services?)



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EQUIPMENT REQUIREMENTS

- ☐ Is all equipment required for operation:
 - Present at the jobsite
 - In good repair
 - Being used properly as required
- ☐ Is the equipment either in use or in standby mode organized in a manner to limit potential damage and maximize use?
- ☐ Is all damaged equipment suitably tagged for repair?

RETRIEVAL REQUIREMENTS

- ☐ Is there a clear path from the work area to the entry point enabling the workers to get out on their own?
- ☐ Is there fall protection used by every worker who can fall a distance of more than 3 m?
- ☐ Using personnel from outside the space, can ALL workers in the space be removed within 5 minutes?
- ☐ Has the retrieval system successfully demonstrated its ability to remove a worker from this particular location within the last year?
- ☐ Is there a suitable system to remove injured workers inside the space that will not aggravate the injury?
- ☐ Are all required resources to handle potential emergencies in the space at the entry point?

PAPERWORK

- ☐ All required paperwork (permits, logs, inspection sheet) must be turned in
- ☐ All not applicable blanks need to be crossed out or filled in with N/A
- ☐ There should be slight deviations in penmanship, placement of checks, timing etc.
- ☐ Completed blanks in the forms must have accurate information

THE BOTTOM LINE

I have reviewed the work being performed at _____ on _____ and have found everything NOT IN order.

Signature

Print Name

Date