



PASMA - Alpargatas HSE Audit Program

Issued
June 2017
Reviewed 02



Number: PC.ST.08.006.02	References: Ordinance 3124/78 ISSO 9001:2015 – Requirement 8.2.2
	Purpose: Analyze, assess and measure the HSE performance of Alpargatas units, against pre-established standards, making recommendations for continuous improvement and setting goals to be achieved.

0 Scope:

Related Corporate Procedure:	Human Resources	Supply Chain	Information Technology	Finances	Audit	HSE X	Legal	Quality	Other (Specify)
Internal Site Procedure:	Sandals	Sport Articles	Retail	Factory 17	Factory 22	Factory 26	Factory 30	Factory 33	Factory 55
Sector Work Instruction:									

Scope / Coverage:

All Alpargatas S/A Units in Brazil.

Amendments:

What has changed:	Date:
The PC.ST.08.006.01 code procedure has been replaced by this procedure.	June 2017

Approved by:

Name:	Position:	Id:
Flávio Amorim Gomes de Araújo	Corporate HSE Manager	FLAVIOA

Prepared by:

Nome:	Position:	Id:
Tarcizio de Lima Cardoso	Corporate Labor Security Technician	Tarcizio

Owners/ Recipients:

Headquarters, Industrial Units and Commercial Units (Meggashop, Havaianas and Osklen stores). The Industrial Units in Argentina for knowledge.

Generated Records:

PASMA Audit Report.



PASMA - Alpargatas HSE Audit Program

Issued
June 2017
Reviewed 02



Number: PC.ST.08.006.02	References: Ordinance 3124/78 ISSO 9001:2015 – Requirement 8.2.2 Purpose: Analyze, assess and measure the HSE performance of Alpargatas units, against pre-established standards, making recommendations for continuous improvement and setting goals to be achieved.
-----------------------------------	--

1. INTRODUCTION

This procedure is replacing the HSE procedure PC.ST.08.006-01 - PASMA - Alpargatas Audit Program in HSE. According to the SHE Policy, this procedure has guidelines for SHE committees, SHE meetings and SHE Inspections and Audits, aiming at the recognition, evaluation and control of risks, for the prevention of incidents/accidents, evaluating the work sites and/or processes, compliance with the established norms, with the purpose of eliminating or controlling the identified risks, preventing injuries and/or professional illnesses in the employees or damage to the facilities, equipment, company materials or to the environment.

2. SUPPLEMENTAL STANDARDS AND DEFINITIONS

The standards that regulate this process are:

- **NR - Regulatory Standards, of Ordinance No. 3214 of June 8, 1978**, issued by the Ministry of Labor and Employment-MTE;
- **CLT - Consolidated Labor Laws** - Chapter V - Safety and Labor Medicine. From Articles 169, 175, 182, 191, 198, 199, 212 e213.
- **ILO - International Labor Organization standards**, applicable to occupational health matters.
- **HSE Policy** - Alpargatas policy for HSE issues.
- **Requirement** - need or expectation which is generally expressed implicitly or compulsorily.
- **Process** - set of interrelated or interactive activities that transform inputs (inputs) into products (outputs).
- **Product** - the result of a process that can be a good or a service.
- **Effectiveness** - the extent to which planned activities are carried out and planned results achieved.
- **Efficiency** - relationship between the result achieved and the resources used.
- **Compliance** - meeting a requirement.



PASMA - Alpargatas HSE Audit Program

Issued
June 2017
Reviewed 02



Number: PC.ST.08.006.02	References: Ordinance 3124/78 ISSO 9001:2015 – Requirement 8.2.2 Purpose: Analyze, assess and measure the HSE performance of Alpargatas units, against pre-established standards, making recommendations for continuous improvement and setting goals to be achieved.
-----------------------------------	--

- **Non-compliance** - failure to meet part or all of a requirement of a standard or documentation of the organization's management system. Failure that may cause non-conforming services to be performed or failure that indicates a reduction in the ability to ensure the control of processes or services.
- **Opportunity for Improvement** - situations that do not have nonconformity characteristics, but the lack of action on them can lead to the occurrence of nonconformity.
- **Specification** - document that establishes requirements.
- **Registration** - document that presents results obtained or provides evidence of activities performed.
- **Critical Analysis** - activity performed to determine the relevance, adequacy, and effectiveness of what is being examined to achieve the established objectives.
- **Audit** - systematic, documented and independent process to obtain audit evidence and objectively evaluate it to determine the extent to which audit criteria are met.
- **Audit Conclusion** - result of an audit, presented by the audit team after taking into consideration the audit objectives and all audit findings.
- **Audit Program** - a set of one or more audits planned for a specific period of time and directed to a specific purpose.
- **Audit Plan** - description of the activities and arrangements for an audit.
- **Audit Scope** - scope and limits of an audit.
- **OSHE** - Occupational safety, health and environment
- **Auditor** - Professional responsible for observing the internal regulations, policies with rigor, maintaining the moral and functional behavior.
- **Lead Auditor** - Professional designated as responsible for planning, conducting, executing and controlling the audit in the working environment.



PASMA - Alpargatas HSE Audit Program

Issued
June 2017
Reviewed 02



Number: PC.ST.08.006.02	References: Ordinance 3124/78 ISSO 9001:2015 – Requirement 8.2.2 Purpose: Analyze, assess and measure the HSE performance of Alpargatas units, against pre-established standards, making recommendations for continuous improvement and setting goals to be achieved.
-----------------------------------	--

3. PURPOSE

The main purposes of this procedure are:

To comply with Alpargatas S.A.'s Occupational Health, Safety and Environment Policy. To evaluate and measure the performance of the company's standards according to its procedures, policies and approved goals, where recommendations for continuous improvement will be suggested for the evolution of the unit. To standardize the way of conducting the processes of the various types of audits determined by PC.ST.00.001.33 Committees, Meetings, Inspections and Audits of HSE.

Assist the Alpargatas Board of Directors and the Management of each Unit in identifying the strengths and weaknesses of the implemented HSE Program, in a standardized manner.

Provide tools to the Audit Group in the pre-audit, audit and post-audit stages based on the established criteria and protocols.

Define the way to follow up the feasible action plans for improvements that can be effectively implemented at the various levels of the Unit.

To reduce the subjectivity that can exist in an evaluation system, through the standardization of the types of questions to be made by the group of auditors.

4. EXTERNAL AUDIT PROGRAM IN LABOR SAFETY, OCCUPATIONAL HEALTH AND ENVIRONMENT

Auditing, particularly with regard to health, safety and the environment, has become an important tool to give Unit management the assurance that their operations follow applicable government regulations and Alpargatas' policies and expectations. In addition, because managers and directors of business units are being responsible for health, safety and environment management systems and processes in their Units, there is a growing desire to use dynamic evaluations or audits to ensure effectiveness and continuous improvement processes.

Auditing is a management tool that constantly proves beneficial in the areas of cost, production and quality. Due to Alpargatas philosophy of Safety, Health and Environment emphasize the responsibility of the Unit Management for



PASMA - Alpargatas HSE Audit Program

Issued
June 2017
Reviewed 02



Number: PC.ST.08.006.02	References: Ordinance 3124/78 ISSO 9001:2015 – Requirement 8.2.2 Purpose: Analyze, assess and measure the HSE performance of Alpargatas units, against pre-established standards, making recommendations for continuous improvement and setting goals to be achieved.
-----------------------------------	--

such subject in their daily management activities, auditing should therefore naturally be included in their work philosophy in these areas. Unlike accident/incident statistics, auditing provides management with a tool "before the event", to measure the ability of their Units to provide their employees with a safe and healthy environment.

It must be noted, within this philosophy, that the audit of the EHS Program when implemented is not intended to find flaws, but to be a useful tool for the process of continuous improvement of quality thereof.

4.1 General Procedures

In order to stimulate good management practices and help the Units to identify strengths and weaknesses in safety, occupational health and the environment, a procedure was adopted to conduct audits in the Unit areas. This procedure is mandatory and adopts the following basic rules:

The frequency and scheduling of audits will be at least once a year, with the following exceptions:

When special circumstances or business needs, such as: closure of a Unit's activities in the near future; accident with large material damages; planned divestiture; among others, a new audit may be performed in less than 1 year.

In case the performance in the auditing of the unit reaches the level of Excellent (situated between 9000 and 10000 points) the frequency and the scheduling will become every two years.

The audit should be conducted by professionals external to the audited Unit.

The group of auditors must be chosen by the HSE Corporate Management, together with those responsible for the HSE of the non-audited Units. The audit must be conducted by the HSE Corporate Manager as the lead auditor or representative designated by him/her and always accompanied by the person responsible for the HSE of the audited Unit.

The audit process will emphasize the 16 (sixteen) elements of the PASMA, in the levels of performance that were defined in it, in the criteria of score per audited element.



PASMA - Alpargatas HSE Audit Program

Issued
June 2017
Reviewed 02



Number: PC.ST.08.006.02	References: Ordinance 3124/78 ISSO 9001:2015 – Requirement 8.2.2 Purpose: Analyze, assess and measure the HSE performance of Alpargatas units, against pre-established standards, making recommendations for continuous improvement and setting goals to be achieved.
-----------------------------------	--

The auditing process will develop performance benchmarks for each of the audited elements, using the scoring criteria per audited element

The audit teams must be formed by trained and sized auditors to meet the scope and size of the audit. The representatives chosen must have experience in the EHS theme and be auditors trained in 16 hours of training at PASMA - Alpargatas Program of Auditing in Labor Safety, Occupational Health and Environment. Have knowledge of all the minimum tools adopted in the management system, updated in legislation and, with good leadership and organization in their Units of origin.

Each Unit must provide auditors for the group, according to the request of the Corporate Management of Labor Safety, Occupational Health and Environment.

The necessary travel and lodging expenses of the auditors participating in the group will be the responsibility of the Unit to which it belongs. If it is necessary, for a Unit, the hiring of services from third parties, due to some specific situation, the related auditing expenses will become non corporate responsibility.

Audit reports should be prepared in a standard form (still in draft form) and submitted to the lead auditor for review before the final report is issued.

The lead auditor will deliver the original report at the end of the audit to the audited Unit Manager at the closing meeting. A copy of this report will be forwarded to the Industrial Director.

After 90 days of receiving the final audit report, the audited Unit Manager shall have developed the action plans, with the definition of deadlines and responsible, for the adoption of the recommendations for improvements proposed by the group of auditors.

The Unit Manager, with the support of SESMT, is responsible for the follow-up of the action plans outlined and the documentation that evidences the improvement actions carried out and implemented. The Corporate Management of Labor Safety, Occupational Health and Environment will be responsible for monitoring these plans during their technical visits to the Units.



PASMA - Alpargatas HSE Audit Program

Issued
June 2017
Reviewed 02



Number: PC.ST.08.006.02	References: Ordinance 3124/78 ISSO 9001:2015 – Requirement 8.2.2 Purpose: Analyze, assess and measure the HSE performance of Alpargatas units, against pre-established standards, making recommendations for continuous improvement and setting goals to be achieved.
-----------------------------------	--

4.1.1 TRAINING

The employees who will be qualified to participate in the audit team, must be trained and authorized by Alpargatas, the training will have a minimum workload of 24 hours.

Auditor's role:

Always have control of the situation;

Be polite and keep calm, remembering that refusals or obstructions may occur;

Be aware of the objectives of the audit

Study the internal audit checklists pertinent to each System and make observations (reminders) according to the needs;

Analyze the procedures related to the audited area;

Include additional audit requirements to the internal audit checklist, when appropriate;

When appropriate, search other areas of the company for data and information to be used in the conformity assessment of the processes and/or procedures to be audited;

Notify the areas involved about the audit.

Impartiality about the process that is being audited.

4.1.2 Rules for defining and applying the weight/note of the PASMA elements

For each PASMA product we have several sub-elements that contribute to the maximum grade reach of 100% attended, however we have some rules for elements weight assignment:

1. For items related to compliance with the legislation and/or PO Alpargatas, we have to have 100% attended to be entitled to a total bill of health.
2. When possible, carry out at least 12-month sampling.
3. Concept of note fragmentation during the PASMA audit:

No mark against a unit when it is not necessary, apply the item called NA.



PASMA - Alpargatas HSE Audit Program

Issued
June 2017
Reviewed 02



Number: PC.ST.08.006.02	References: Ordinance 3124/78 ISSO 9001:2015 – Requirement 8.2.2
	Purpose: Analyze, assess and measure the HSE performance of Alpargatas units, against pre-established standards, making recommendations for continuous improvement and setting goals to be achieved.

Mark against a unit for absence.

4.1.3 Table of denotes application examples:

Rule for sampling an item with several testing possibilities and evidences:										
0%	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Rule for sampling an item with limited testing and evidence:										
4 Evidences:										
0%	25%	50%	75%	100%						
Example:										
<i>Situation identified: Revised and valid PPRA, but evaluating the previous PPRA it was evidenced that the unit stayed 6 months with the due date, so in this situation the grade would be 50%, that is to say considering the 6 months that the document was due.</i>										
Rule for item with high NC number.										
For a sample of 1000 items, however, there is 1 not according, a mark against 5% of the total grade.										
Rule for item with low NC number.										
For a sample of 1000 items where 99% is right but 1% is wrong the score is 95%.										

4.1.4 Final audit report

For each element, one result sheet per element must be filled out according to the items in PASMA, containing the respective scores per item and the most important comments that support that score. The same applies to the basic recommendations for improvements to be made in order to allow the development of action plans with the definition of deadlines and responsible parties.

5. PASMA FLOWCHART AND DOCUMENTATION

5.1 Below are the activities, with defined deadlines and responsibilities, for the execution of PASMA (pre-audit, audit and post-audit).

The schedule of the audits is defined by the EHS Corporate Management, indicating the Unit to be audited, date and group of auditors. For this purpose, the provisions of the table below are valid:



PASMA - Alpargatas HSE Audit Program

Issued
June 2017
Reviewed 02



Number: PC.ST.08.006.02	References: Ordinance 3124/78 ISSO 9001:2015 – Requirement 8.2.2
	Purpose: Analyze, assess and measure the HSE performance of Alpargatas units, against pre-established standards, making recommendations for continuous improvement and setting goals to be achieved.

5.1.1 Pre-Audit

Subject	Who informs	Who is informed	Period	In what way
Beginning of the audit process	Corporate HSE Manager	Unit Manager to be audited	1 month before the estimated audit date	Standard e-mail Pre-audit questionnaire Basic documentation list List of auditors
Response to requests	Unit Manager to be audited	Corporate HSE Manager	15 days before the audit	Completed pre-audit questionnaire

5.1.2 Audit

For the audit process, the observations in the table below are valid:

Subject	Who informs	Who is informed	Period	In what way
Opening Meeting	Auditor responsible	Management staff of the Unit to be audited	At the opening of the audit	Schedule of the week and presentation material (power point)
Audit Notes	Group of auditors	Lead Auditor	At the end of each audit day and the day before the closing	Standard Report Note: Audit notes must remain with the auditors until the preparation of the final report
Preliminary Reports	Auditor responsible	Group of auditors	At the end of each day of audit	Audit Notes Standard Report



PASMA - Alpargatas HSE Audit Program

Issued
June 2017
Reviewed 02



Number: PC.ST.08.006.01	References: Ordinance 3124/78 ISSO 9001:2015 – Requirement 8.2.2
	Purpose: Analyze, assess and measure the HSE performance of Alpargatas units, against pre-established standards, making recommendations for continuous improvement and setting goals to be achieved.

Subject	Who informs	Who is informed	Period	In what way
Review of the Preliminary Report	Lead Auditor and group of auditors	Group of auditors	End of audit	Standard Report
Final Report	Lead Auditor and group of auditors	Group of auditors	Final meeting with Management staff of Unit	Standard Report
Closing Meeting	Lead Auditor and group of auditors	Management staff of Unit to be audited	On the afternoon of the last day of the audit	Presentation material (power point)

5.1.3 Post-audit activities

For the post-audit process, the observations in the table below are valid:

Subject	Who informs	Who is informed	Period	In what way
Review of the Preliminary Report with Comments from the audited Unit	Unit Management	Corporate HSE Manager	Final meeting	Standard Report
Send final report	Lead Auditor	Unit Manager and Executive Committee Corporate Manager SHE	End of audit	Standard Report
Preparation and submission of Action Plans	Unit Manager audited in conjunction with the Local EHS	Unit Manager HSE Manager	90 days after the end of the audit	Standard Action Plan Model
Monitor the measures contained in the Action Plan	Unit Manager in conjunction with Local Corporate HSE Managers	Unit Manager HSE Manager e Corporate HSE Manager	Half-yearly assessment	Standard Action Plan Model Technical visits

Number: PC.ST.08.006.01	References: Ordinance 3124/78 ISSO 9001:2015 – Requirement 8.2.2
	Purpose: Analyze, assess and measure the HSE performance of Alpargatas units, against pre-established standards, making recommendations for continuous improvement and setting goals to be achieved.

6. ATTACHMENTS

6.1 MODEL LIST OF PRE-AUDIT DOCUMENTS

PASMA - LIST OF DOCUMENTS FOR AUDITING	
Leave all documents below, if possible, in the room reserved for auditing.	
1	Relationship with all employees, if possible separated by sector, with the name, position, tobacco, besides the sector;
2	List of all Engineers (all activities) and copies of ART issued from the execution of the function;
3	Signed copy of the HSE Policy and Procedures;
4	Technical Book of HSE Elements;
5	HSE Training Program;
6	Copy of the collective agreement - verification of HSE related items;
7	Notifications, Infractions, Inspection Book and TAC, when applicable, issued by the competent bodies;
8	Matrix of Responsibilities in HSE;
9	HSE Team Activities Division or Logbook;
10	Contract with Company and Control System of HSE Legislation;
11	Check list for Compliance with Legislation - completed;
12	Licenses: CB, IBAMA, environmental agencies, army, PF, restaurant, ambulatory, city hall, CAI;
13	Copy of SESMT and CIPA's MTE Registration;
14	CIPA's current term Management Process (Notices, minutes, training, diplomas, etc.);
15	Copy of the minutes of the CIPA meetings;
16	Risk Map model;
17	Plan of HSE goals;
18	IDS - accumulated result until previous month;
19	HSE Action Control System - RA, electronic media, etc.;
20	Minutes of HSE Meetings: Committee, Ergonomics...;
21	Annual Meetings Program;
22	Annual Audit Program: committees, sectorial assessments, factory assessments, techniques
23	Check list models used in inspections, audits, OCS,...;
24	HSE Training Program: technical teams, health area, leadership and employees in general;
25	Copies of the minutes and training certificates - as indicated by the auditor at the time of the audit;
26	General Integration Program and HSE Presentation;
27	OS model copy;
28	Risk Analysis (AR) and Work Instructions (TT);
29	DDS Schedule;
30	Training Certificates of Electricians, Boiler Operators, Works at Height, Confined Space, Material Handling Equipment;
31	LTCAT, PPRA, PCMSO, PPR, PCA, Risk and Health Hazard Reports;
32	Floor plan with the location of the environmental evaluation points;
33	NR-12: Machine and Equipment Inventories, Adequacy Reports available;
34	AET: List of all mapped posts and those with AET - Ergonomic Analysis of Work;
35	AET: separate the base document from all the evaluated stations;
36	Copies of Work Permits - EN;
37	Confined Spaces Inventory - NR33;
38	Copies of CATs of ACA and Occupational Diseases;
39	Copies of ACA, SAME and Incident Investigations/Reports (includes Fire, Material Accidents, Environmental Accidents...);
40	Statistical Analysis of Accidents, SAME, Incidents; Diseases and Suspected Cases;
41	AET: list of all mapped posts and those that have AET - Ergonomic Analysis of Work;
42	AET: separate the base document from all the evaluated stations;
43	List of all projects and changes of the current year and the previous year;
44	Security Reviews of the Projects and Changes made in the last 12 months (RSP or Initial Control);
45	PPE Records and PPE Table x Function;
46	PPP when approving employees;
47	PMOC - Maintenance, Operation and Control Plan for Air Conditioning;
48	Documentation for Boilers and Pressure Vessels: Inspection Book, Record, Inspection Report, Training Certificates;
49	Electrical Installation Report, according to NBR 5410;
50	SPDA Report, according to NBR 5419;
51	EPC Test Reports;
52	Inventory of Chemical Products;
53	Survey of Environmental Aspects and Impacts;



PASMA - Alpargatas HSE Audit Program

Issued
May 2017

Reviewed 01



Number:	References: Ordinance 3124/78 ISSO 9001:2015 – Requirement 8.2.2
PC.ST.08.006.01	Purpose: Analyze, assess and measure the HSE performance of Alpargatas units, against pre-established standards, making recommendations for continuous improvement and setting goals to be achieved.

6.2 DISTRIBUTION OF THE AUDIT TEAM

PASMA - AUDIT PLANNING					
UNIT:					
COVERAGE:					
PERSON IN CHARGE:					
MAIN CONTACT:					
TYPE OF AUDIT:					
SCOPE:					
AUDITING TEAM:	NAME	POSITION	UNIT	GE	FUNCTION
REFERENCE STANDARDS:					
OFFICE:					
DOCUMENTS:					
SAMPLING PERIOD:					
FINAL AUDIT PRODUCT:					
REACTION PLAN EXPECTED FOR UNIT:					



PASMA - Alpargas HSE Audit Program

Issued
May 2017

Reviewed 01



Number: PC.ST.08.006.01	References: Ordinance 3124/78 ISSO 9001:2015 – Requirement 8.2.2 Purpose: Analyze, assess and measure the HSE performance of Alpargas units, against pre-established standards, making recommendations for continuous improvement and setting goals to be achieved.
-----------------------------------	--

6.3 DISTRIBUTION OF AUDITORS TEAM

AUDITOR	UNIT OF AUDITOR	AUDIT PLACES AND DATES				element	Qty. of questions
		F55	F33	F22	F26		
		Jul 4 to 8	Jul 18 to 22	Aug 8 to 12	Aug 15 to 19		
	F22	GE3(L)	GE2(L) + Elem.4	Audited	GE1(L)	1	50
	F22	GE4 + Elem.4	-	Audited	GE1	2	35
	F22	-	GE4 + Elem.4	Audited	GE4(L)	3	22
	F22	GE2	GE4(L) + Elem.4	Audited	Elem 4 + F30	4	55
	F22	GE1	GE2 + Elem.4	-	-	5	24
	F26	GE2(L)	GE1(L)	GE1(L)	Audited	6	22
	F26	-	GE3(L)	GE2(L)	Audited	7	23
	F26	GE4(L) + Elem.4	GE2 + Elem.4	GE4(L)	Audited	8	38
	F26	-	GE3	Elem.4 + AI.New	Audited	9	27
	F2G	-	-	GE1	Audited	10	30
	F33	GE1(L)	Audited	GE3(L)	GE2(L)	11	44
	F33	-	Audited	GE2	-	12	24
	F33	-	Audited	-	GE4	13	34
	F33	-	Audited	GE3	GE2	14	34
	F33	-	audited	-	-	15	17
	F55	Audited	-	-	GE3(L)	16	37
	F55	Audited	-	GE1	-		
	F55	Audited	GE1	-	-		
	OFFICE	GE3	GE1	GE4	Elem.4 + Satellites		
	OFFICE	-	GE3	GE3	GE3		
	OFFICE	LEADER	LEADER	LEADER	LEADER		
							516

Groups	Elements	Main focus	question s
GE1	1.2. 3 e 4*	HSE management	162
Elem.4	4*	work conditions	55
GE2	5, 6. 7 e 8	risk analysis and controls	107
GE3	9. 10, 11 e 12	occupational health and investigations	125
GE4	13, 14 15 e 1&	environmental, eg contracted and emerg.	122
			516

4* - Element 4 can be audited together with element group 1 or part, depending on the unit. However, the leadership of the element must always be the leader of the group of elements 1.

code	meaning
GE1	GROUP OF ELEMENTS 1
Elem.4	ELEMENT 4
GE2	GROUP OF ELEMENTS 2
GE3	GROUP OF ELEMENTS 3
GE4	GROUP OF ELEMENTS 4
(L)	ELEMENT GROUP LEADER
GENERAL	GENERAL SUPPORT
LEADER	AUDIT LEADER



XXXXXXXXXXXX

PASMA - Alpargatas HSE Audit Program

Issued
May 2017

Reviewed 01





PASMA - Alparbatas HSE Audit Program

Issued
May 2017
Reviewed 01



Number: PC.ST.08.006.01	References: Ordinance 3124/78 ISSO 9001:2015 – Requirement 8.2.2 Purpose: Analyze, assess and measure the HSE performance of Alparbatas units, against pre-established standards, making recommendations for continuous improvement and setting goals to be achieved.
-----------------------------------	--

6.4 PASMA AGENDA MODEL

PASMA - ALPARGATAS HSE AUDIT PROGRAM																					
AUDIT SCHEDULE																					
MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY									
08:30am	Initial Meeting with the Audit Team	HSE room		Interview Cleotônio	SI Cleotônio			Audits at Factories I and II	Factories I and II	GE1		Interview Betânia	Room Betânia				Evandro Closing Meeting	Room Evandro	GE1		
				Injected Factory Audit	Injected Manufact.	GE1						Audits at	Warehouses	GE1							
				Acomp.: Jorge								Acomp.: Warley									
				Audit Alagoa Nova	Alagoa Nova								Vehicle Safety and Material Handling	Factory Visit, HR, Ordinance, Vehicles, Maintenance	GE2				Check general pending issues (all groups)	Meeting Room	-
				Acomp.: Jaiza/Janiele																	
				IT Management / Op. Training / Projects	Engineering, Maintenance and Plant Visit	GE2			Management of the PPE Control and Delivery System	Rooms EPI	GE2	8:30am									
				Acomp.: Warley																	
10:00am	Opening Meeting with F22 Managers	Meeting room	08:30am	Health Management / Interviews: Físic: Ivna / Alysson; Doctors: Solon, Emilia, Erica PCMSO / Medical Controls / Ergo	Medical Rooms / Nursery 1	GE3															
				Acomp.: Filipe																	
				Environmental Management / Waste Management	HSE/ Waste Area	GE4															
				Acomp.: Marcelo																	
				Interview Jorge	Sala Jorge																
				Audit New and Old CD	CD	GE1															
				Acomp.: Michelly																	
				Environmental Management / Waste Management	HSE/ Waste Area	GE4															
				Acomp.: Marcelo																	
				Interview Jorg	Sala Jorge																
				Audit New and Old CD	CD	GE1															
				Acomp.: Michelly																	
				Environmental Management / Waste Management	HSE/ Waste Area	GE4															
				Acomp.: Marcelo																	
				Interview Jorg	Sala Jorge																
				Audit New and Old CD	CD	GE1															
				Acomp.: Michelly																	
12:30pm	LUNCH		12:30pm	LUNCH				12:30pm	LUNCH			12:30pm	LUNCH				1:00pm	END OF AUDIT			
2:00pm	Interview Evandro	Room Evandro	GE1	Interview Manoel	Room Manoel			2:00pm	Interview Gladstone	SI Gladstone		2:00pm	Interview Augusto	Room Augusto							
	Interview Pedro Project Management Masterplan Initial Control / RSP	Masterplan Room	GE2	Laboratory Audit	Laboratory	GE1			Boilers Facility and General Utilities Audit	Boilers			Interview Antônio Carlos	Room Antônio Carlos							
	Acomp.: Rogério			Acomp.: Filipe					Substations and Electrical Installations Audit	Factory	GE1		Kitchen and Restaurant Audit	Restaurant	GE1						
	Interview CIPA President: Aécio Mapa Risks/Inv.Acid. / Meetings/ Work Plan	HSE Room	GE3	Management Risk Analysis Management Permissions Work LOTO System Management Project Management / RSP	HSE and Factory Visit	GE2			Maintenance workshops Audit	Workshops			Auditorium Changing Rooms and WC	Vest/WC							
	Acomp.: Edmar			Acomp.: Warley/Fabiano					Acomp.: Marcelo				Acomp.: Michelly								
	Environmental Management & Sustainability	HSE and Factory	GE4	Health Management/ Interviews: Fono: Monica; Físio: Rostand/João PCA, PPR, Investig. Diseases, Ergonomics, Nursing Facilities...	Nursery 1	GE3			Management of the PPE Control and Delivery System	PPE/HSE Rooms	GE2										
	Acomp.: Marcelo			Acomp.: Marcia					Acomp.: Warley												
	Interview Allan	Sala Allan	GE1	Environmental Management and Waste Control	HSE and Waste Area	GE4			Occupational Hygiene Management	HSE, Nursery and Factory	GE3		2:30pm	Check pending issues (ALL GROUPS)							
	Audit Factory II	Factory II		Acomp.: Marcelo					Acomp.: Tillipe												
	Acomp.: Filipe			Interview Glauber	Room Glauber				HSE Management for Contractors (Third Parties)	HSE, HR, Maintenance and Factory	GE4										
	Accident, SAME and Incident Management	Nursery	GE3	Audit Factory I	Factory I				Acomp.: Jariele												
	Acomp.: Jorge			Acomp.: Bezerra																	
	Interview Industrial Engineer	Manager Room	GE2	3:30pm																	
	Project Management and Operational Training	Industrial Engineering /HR/ Maintenance		Audit Team Meeting	HSE Room																
	Acomp.: Warley			Audit Team Meeting	HSE Room																
5:30pm	Audit Team Meeting	HSE Room		5:30pm	Audit Team Meeting	HSE Room		5:30pm	Audit Team Meeting	HSE Room		5:30pm	Audit Team Meeting	HSE Room							

Observations: Schedules are provided to help with scheduling, especially for interviews, but there may be variation, depending on the progress of the audit and the need for adjustments. In the schedule foreseen above, it is also possible to visit non-programs and consult with Leaders and their teams at any time, but always under the auditor's notice.



PASMA - Alpargatas HSE Audit Program

Issued
May 2017
Reviewed 01



Number: PC.ST.08.006.01	References: Ordinance 3124/78 ISSO 9001:2015 – Requirement 8.2.2 Purpose: Analyze, assess and measure the HSE performance of Alpargatas units, against pre-established standards, making recommendations for continuous improvement and setting goals to be achieved.
-----------------------------------	--

6.5 PASMA MODEL

PASMA - ALPARGATAS HSE AUDIT PROGRAM						
UNIT:	WEIGHTED AVERAGE 2016	PERIOD:				
ITEM	TEAM OF AUDITORS	SCORES				%
		Maximum score	Goal	Prior	Current	Evidenced
1.	COMMITMENT TO HSE	1500	471	354	00	0%
2.	PEOPLE DEVELOPMENT IN HSE	800	290	173	00	0%
3.	BEHAVIORAL AUDITS AND OBSERVATIONS	800	399	342	00	0%
4.	HSE CONDITIONS IN THE WORKPLACES	800	352	262	00	0%
5.	RISK MANAGEMENT	800	166	132	00	0%
6.	WORK PERMISSION, LABEL AND SAFETY LOCK	600	275	253	00	0%
7.	INDIVIDUAL PROTECTION EQUIPMENT	200	99	64	00	0%
8.	VEHICLE SAFETY AND MATERIAL HANDLING	600	273	226	00	0%
9.	COMMUNICATION, INVESTIGATION AND ANALYSIS OF ACCIDENTS, SAME AND INCIDENTS	600	277	234	00	0%
10.	OCCUPATIONAL HEALTH AND HYGIENE	600	280	251	00	0%
11.	OCCUPATIONAL MEDICINE AND DISEASE INVESTIGATION	600	166	136	00	0%
12.	ERGONOMICS	800	256	231	00	0%
13.	SUSTAINABILITY	600	281	150	00	0%
14.	CHEMICAL PRODUCTS MANAGEMENT	200	108	93	00	0%
15.	HSE WITH CONTRACTORS AND SUPPLIERS	200	63	47	00	0%
16.	EMERGENCY PREPAREDNESS	300	174	158	00	0%
TOTAL		100001	3929	3110	00	0%

ITEM	QUESTIONS	EVIDENCES	SCORES				%	BRIEF DESCRIPTION OF NON-COMPLIANCE/OBSERVATION
			Maximum score	Goal	Prior	Current	Evidenced	
1.	COMMITMENT TO HSE		1500	0	0	0	0%	
1.1.	Mission, Vision & Values		20	0	0	0	0%	
1	Is there a clear definition of the HSE strategy and is it in line with Alpargatas' Mission, Vision & Values?	HSE strategy HSE Direction and Path Mission, Vision & Values						
1.2.	Conceptual Alignment of HSE		20	0	0	0	0%	
1	Is the HSE strategy at Alpargatas clear and available for all leadership levels?	HSE strategy HSE Direction and Path Interview	10					
2	Is the HSE strategy at Alpargatas very clear and u available to all other levels, as appropriate?	HSE strategy HSE Direction and Path Interview	10					