

CICM Safe Road Award 2018

Award 2018 Checklist

Name of Company: _____

No	Management Practices	YES	NO	Remarks	Supporting Documents
1	Organisation				Ref No
1.1	Is there an organisation chart defining each individual's role within the organisation, including the responsibilities for SHEQ & Security? (e.g. organisation chart & job description (signed & acknowledged))				
1.2	Does the leadership interact and constructively encourage employees to be actively engaged in SHEQ & Security performance improvement, e.g. is there management involvement in safety matters (e.g. toolbox meeting, spot check, safety meetings, site visits, etc)				
2	Policy	YES	NO		Ref No
2.1	Does the company have a current written policy reflecting management's active commitment towards: * Safety & Health, Environment & Security * Quality * Prohibit drugs, narcotics and alcohol * Drivers & Driving * Others				
2.2	Is there evidence available that the company stays abreast of all relevant legislation and legislative developments in the area of SHEQ & Security and are persons formally designated or a source defined? (e.g. legal register)				
2.3	OSH policy signed and displayed at the appropriate location?				
2.4	Is there a Safety Committee? Is there a meeting conducted quarterly basis with regards to road safety?				
2.5	Are specific SHEQ & Security objectives set and monitored and is an action plan in place to achieve these objectives?				
2.6	Does the company have a written policy for subcontracting transport and transport related services? (including selection process, performance assessment and monitoring)				
2.7	Are the requirements and restrictions of the customer chemical companies include spot subcontracting, reflected in the subcontracting policy ?				
3	Compliance Review and Training	YES	NO		Ref No
3.1	Is a detailed report on non-compliances provided to the responsible management team, containing immediate cause, root cause and recommendations for corrective actions to prevent recurrence?				
3.2	Is the customer informed promptly of all non-conformances involving his shipments / products?				

3	Compliance Review and Training (cont)	YES	NO	Ref No
3.3	Are drivers trained on road safety and legal requirements?			
3.4	Is there a process to assess and document the SHE and Security risks, related to all activities of the company, considering the following aspects ? * start-up of new operations / activities (e.g. new products, new routes)? * periodic review of risks on current activities?			
3.5	Are measures taken to control / mitigate all identified risks ?			
3.6	Are road safety performance being monitored as KPIs?			
4	Journey Management Programme	YES	NO	Ref No
4.1	Does the company implement measures to ensure the security of the products and transport information throughout the chain of its service partners?			
4.2	Is geo-fencing in place and monitored?			
4.3	Is a route card or road hazard mapping available for driver's reference?			
4.4	Is a tool box meeting used for communicating new hazards on the road, new route and new drivers?			
4.5	Is a dedicated route assessed and established? (i.e. major hazards & rest areas)			
4.6	Is there a process in place to address abrupt changes in route plan?			
4.7	Is there a process in place to manage driver's fatigue? (i.e. working, rest and driving hours)			
4.8	Are the above items being reviewed on a regular basis?			
4.9	Does each crew member of a vehicle carry with them means of identification, which includes their photograph, during carriage?			
5	Driver Management Programme	YES	NO	Ref No
5.1	Is there a written recruitment procedure which takes into account relevant experience, competence and education for all employees including temporary staff? (e.g. is there a procedure in place for driver selection)			
5.2	Has all operating personnel (drivers, operators, etc.) undergone a periodic medical examination?			
5.3	Is there a training programme in place for all personnel that results in an individual training plan?			
5.4	Does the training programme includes an induction training for all newly appointed personnel? Are the following subjects covered in the training programme: * incident reporting, unsafe act and unsafe condition (UA/UC) investigation and analysis? * dangerous goods handling? * specific product or handling needs? * use of PPE (Personal Protective Equipment)? * company emergency procedures? * spill prevention and control? * Behaviour Based Safety (BBS) principles?			

5	Driver Management Programme (cont)	YES	NO	Ref No
5.5	Are records maintained of who has been trained and in what subjects?			
5.6	Is the driver's performance monitored with consequence management in place? (i.e. driving behaviours such as speeding, harsh braking, etc.)			
5.7	Is there a written procedure defining what PPE has to be used under what circumstances? Is the PPE regularly checked (before use and at set intervals) and replaced when required?			
5.8	Is there a risk profiling conducted on drivers?			
5.9	Is there a reward and recognition programme on safety for drivers?			
5.10	Are there any spot checks or unannounced checks on drivers?			
5.11	Is there product awareness to the drivers?			
6	Vehicle Management Programme	YES	NO	Ref No
6.1	Is there documentary evidence that statutory inspections of tractor units and tanks / tank containers / trailers have been carried out?			
6.2	Is there a documented programme for preventive inspection and maintenance covering the following items: - tractor units? - trailers? - tyres? - earthing points? - twist locks? - cargo securing devices and materials? - valves and relief valves? - couplings? - gaskets / seals? - gauges?			
6.3	Is there a procedure and register in place for periodic testing on critical equipment?			
6.4	Is there a documented defect reporting and rectification system in place for all equipment, including required follow-up?			
6.5	Are pre-departure vehicle inspections (with checklist) completed daily by the driver?			
6.6	Are all fleets equipped with basic emergency equipment? (i.e. cones, stoppers, fire extinguishers, first aid box, basic tools, etc.)			
6.7	Are seatbelts made compulsory to all fleets?			
6.8	Are all fleets equipped with on-board computer / in-vehicle monitoring system or its equivalent? Are data being monitored and maintained?			
6.9	Is there a preventive maintenance programme in place and documented?			
6.10	Is there a system / process established to stop unfit vehicles to be on the road?			
6.11	Is there a tyre management programme in place? (e.g. tyre depth check, pressure, wheel nut indicator, etc.)			

7	Emergency Preparedness	YES	NO	Ref No
7.1	Is there an updated emergency response procedure in place?			
7.2	Is there an updated emergency response organisation chart available? Responders trained?			
7.3	Is there a written plan for dealing with on-site emergencies and potential crisis?			
7.4	Has there been a comprehensive test of the emergency plan for on-site emergencies during the past 12 months?			
7.5	Is there any post mortem conducted for the drills and learnings being shared?			
7.6	Is there a documented system in place for recording and investigating non-conformances regarding: * accidents & incidents ? * regulatory compliance? * UA / UC?			
7.7	Are current Safety Data Sheets (SDS) available from the manufacturers for all products transported and / or handled?			
8	Other Additional Information	YES	NO	Ref No
8.1	Is there a system to monitor entry, exit and limited access to restricted areas of all personnel and visitors through positive identification ?			
8.2	Companies are encouraged to list down any other safety practices that you have within your organisation which is not captured above. Please provide a short description in another sheet of paper and the supporting documents			

IMPORTANT NOTE: All columns ticked "Yes" must be accompanied with the relevant supporting evidences