



**SAFETY AND SECURITY OVERSIGHT PROGRAM
CHECKLIST FOR REVIEWING FGTS INTERNAL SAFETY REVIEW REPORTS**

**SSO-04
09-13-05**

FGTS: _____	Date: _____
Function(s)/Group(s) Reviewed: _____	Reviewer(s): _____

Page Reference	Item to be Verified	Function/Group Reviewed	Requirements	Acceptable	Unacceptable	Comments
	Responsibility for Internal Safety Reviews		The unit in charge of a review is not the unit in charge of implementing the function being reviewed.			
	Internal Safety Review Reporting		Reviews must be conducted and coordinated with full management support. Safety Department submits summary reports to the CEO and respective departments. An administrative process to deal with any problems or disagreements that develop.			
	Audit Schedule		Was Audit Schedule submitted and approved? Was internal review conducted according to approved Audit Schedule?			



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	Use of Approved Procedures and Checklists		Were procedures and checklists submitted and approved prior to safety review? Were approved procedures and checklists followed?			
	Completeness of Internal Safety Review		At a minimum, review procedures should address the following elements: <ul style="list-style-type: none"> • Adequate descriptions of inspections and other activities of function reviewed • Documentation of inspections and other activities related to function reviewed • Identification of activities not in compliance with SSPP • Identification of follow-up Corrective Actions 			



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	Formal Letter of Certification		Was Annual Report accompanied by Formal Letter of Certification signed by FGTS chief executive? Were activities not in compliance with SSPP identified in the Letter of Certification? Were activities to remedy non-compliance specified?			

This Internal Safety Review Report is: Approved: _____ Not Approved: _____

Comments:

Reviewed By: <hr/>	Date: <hr/>
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Approved By: <hr/>	Date: <hr/>
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