

	Health, Safety & Environmental HSE Inspections and Audits			Page 1 of 2
	Approved By M. Miller	Issue Date 01/01/2020	Revision Date	Revision Number 0

1 Purpose

In order to ensure compliance with internal and regulatory requirements, Silver Eagle Distributors Houston, LLC (Silver Eagle Houston) personnel will conduct periodic inspections and audits of its facilities and field work practices. These inspections and audits are conducted to identify gaps and to drive continuous improvement of Silver Eagle Houston’s HSE Management System.

2 Roles and Responsibilities

2.1 Warehouse Managers

Warehouse Managers will routinely perform inspections of facilities and operations under their control to identify conditions or practices that are unsafe or do not comply with the requirements of Silver Eagle Houston Standards.

2.2 HSE Department

The HSE Department will periodically perform thorough, documented audits of Silver Eagle Houston branches and market operations to ensure compliance with regulatory requirements and Silver Eagle Houston HSE Standards.

2.3 Multi-Discipline Leadership Teams

A specified group of leadership representatives will conduct periodic comprehensive audits to identify conditions or practices that are unsafe or do not comply with the requirements of Silver Eagle Houston Standards. This group may consist of HSE, Warehouse Managers, Fleet Managers, Facilities Managers, etc.

3 General Requirements

3.1 Inspections

Inspections may be limited in scope to specific hazards, such as storage racking or mobile equipment operations. The frequency of these inspections will be dictated by the requirements of specific Silver Eagle Houston standards or by recognized need. Warehouse Managers are encouraged to perform informal walk-through inspections (“hazard hunts”) on at least a weekly basis.

3.2 Audits

Multi-Discipline Leadership Teams or individuals, at the direction of the HSE Department, will periodically perform documented audits or evaluations of facilities and operations to ensure compliance with regulatory and Silver Eagle Houston requirements. Any gaps will be identified, corrective actions will be determined and a person responsible for implementing the corrective action(s) will be named. These audits will be documented on the Annual HSE Audit Checklist - SED-CORP-HSE-04-017, Quarterly HSE Audit Checklist - SED-CORP-HSE-04-018, or Marketplace Safety Evaluation – SED-CORP-HSE-04-019, as appropriate.

3.3 Corrective Actions

When identified instances of non-compliance cannot be corrected on the spot, corrective action to remedy the non-compliance will be determined. These corrective actions may be developed in consultation with the HSE Department, other personnel or third-party subject matter experts. The corrective actions will also identify the target date for implementation and the person(s) responsible for implementation. Corrective actions may be tracked to closure in EHS Insight.



Health, Safety & Environmental
HSE Inspections and Audits

Approved By M. Miller	Issue Date 01/01/2020	Revision Date	Revision Number 0	Document Number SED-CORP-HSE-2-004
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4 References

Annual HSE Audit Checklist – SED-CORP-HSE-04-017

Quarterly HSE Audit Checklist - SED-CORP-HSE-04-018

Marketplace Safety Evaluation – SED-CORP-HSE-04-019

5 Document Revision Register

Revision #	Section #	Date	Revision Description
0		01/01/2020	Initial Issue