**INTERNAL AUDIT QUESTIONNAIRE**

| Project Title: | Date: | | |
|---|---|---|---|
| | Project No.: | | |
| Procedures Audited: ENVIRONMENTAL PROCESS<br>**Emergency Preparedness (E5)** | YES | YES BUT | NO |
| Has the Emergency Coordinator (EC) been formulated?<br><br>Is the Emergency Contact List displayed prominently at the workplace?<br><br>Are evacuation routes and assembly points and emergency equipment available?<br><br>Are emergency equipment maintained?<br><br>Are personnel aware of their emergency response procedure?<br><br>Are Fire Drill Exercise conducted at a frequency deem appropriate by the owner?<br><br>Does the EC inform relevant personnel about fire drill?<br><br>Are Fire Drill Report/correspondence maintained? | | | |
| Comments:<br><br>Auditor Signature: Date: | | | |