

CALENDAR BLOCKING

LEGEND:

OPEN	KSA Holiday (tentative)
Planned QHSE activity	Completed activity
Planned QHSE activity as per ISO/OHSAS	
Ramadan (tentative)	

QHSE Activity Plan 2023

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Calendar Week	Activities as per ISO 9001 / ISO 45001 / ISO 14001		Activities as per Project & SABIC SHEM		Remarks
									Description	Completion	Description	Completion	
Jan-23	1	2	3	4	5	6	7	Week 01	Production Tools Equipment & Facilities, Utilities & others.		1.Weekly EHSS report. 2.Fire safety Equipment inspection.		
	8	9	10	11	12	13	14	Week 02	Quality Assurance Report		1.Weekly EHSS report		
	15	16	17	18	19	20	21	Week 03	Vendor Re-Evaluation		1.Weekly EHSS report		
	22	23	24	25	26	27	28	Week 04	QMS Performance Report		1.Internal site Audit 2.Monthly EHSS Training		
	29	30	31	1	2	3	4	Week 05	1. Quality Assurance Monthly Report 2. Production Tools Equipment & Facilities, Utilities & others.		1.Weekly EHSS report 2.Monthly EHSS Report 3. Monthly Safety officers Meeting		
Feb-23	5	6	7	8	9	10	11	Week 06	Emergency Planning Group Meeting		1.Fire safety Equipment inspection. 2.Weekly EHSS report		
	12	13	14	15	16	17	18	Week 07			1.Weekly EHSS report		
	19	20	21	22	23	24	25	Week 08			1.Monthly EHSS Training 2.Monthly EHSS report		
	26	27	28	1	2	3	4	Week 09	1. Quality Assurance Monthly Report 2. Production Tools Equipment & Facilities, Utilities & others.		1.Weekly EHSS report. 2. Internal site audit 2.Monthly Safety officers Meeting		
Mar-23	5	6	7	8	9	10	11	Week 10	1. HIRA (Hazard Identification Risk Assessment) 2. Quality Assurance Monthly Report		1.Fire safety Equipment inspection. 2.Weekly EHSS report.		
	12	13	14	15	16	17	18	Week 11	Legal and other Requirements		1.Weekly EHSS report		
	19	20	21	22	23	24	25	Week 12	Emergency Preparedness & Response.		1.Monthly EHSS Training 2.Weekly EHSS report. 3.Monthly EHSS Report		
	26	27	28	29	30	31	1	Week 13	1. Quality Assurance Monthly Report 2.QHSE internal audit schedule release		1.Internal site Audit 2.Monthly Safety officers Meeting		
Apr-23	2	3	4	5	6	7	8	Week 14	1. Production Tools Equipment & Facilities, Utilities & others. 2. Q-HSE Representative Meeting or Management review Meeting		1.Weekly EHSS report. 2.Fire safety Equipment inspection.		
	9	10	11	12	13	14	15	Week 15	ISO 45001:2018 Internal surveillance audit		1. Weekly EHSS report		
	16	17	18	19	20	21	22	Week 16	ISO 9001:2015 Internal surveillance audit		1. Weekly EHSS report		
	23	24	25	26	27	28	29	Week 17			1. Monthly EHSS Training 2.Weekly EHSS report 3. Internal site audit		
May-23	30	1	2	3	4	5	6	Week 18	1. Quality Assurance Monthly Report 3. Production Tools Equipment & Facilities, Utilities & others. 2. Mock Emergency Drill		1.Weekly EHSS report 2.Monthly EHSS Report 3.Monthly Safety officers Meeting		
	7	8	9	10	11	12	13	Week 19			1.Weekly EHSS report. 2. Fire safety Equipment inspection		
	14	15	16	17	18	19	20	Week 20			1.Weekly EHSS report		

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									Description	Completion	Description	Completion	
	21	22	23	24	25	26	27	Week 21			1.Weekly EHSS report 2.Monthly EHSS Report 2. Monthly EHSS Training		
	28		30	31	1	2	3	Week 22	1. Quality Assurance Monthly Report 2. Consumption of Fuel 3. Consumption of electricity 4. Consumption of Water 5. Wastage 6. Consumption of A4/A3 paper 7. Noise Control Record sheet 8. Fuel Log 9. Production Tools Equipment & Facilities, Utilities & others.		1.Weekly EHSS report 2. internal site audit 3.Monthly Safety officers Meeting		
Jun-23	4	5	6	7	8	9	10	Week 23			1.Weekly EHSS report. 2.Fire safety Equipment inspection.		
	11	12	13	14	15	16	17	Week 24	Management Review Meeting		1.Weekly EHSS report		
	18	19	20	21	22	23	24	Week 25	QHSE Representative Meeting		1.Weekly EHSS report 2.Monthly EHSS Training		
	25	26	27	28	29	30	1	Week 26	1. Vendor Re-Evaluation 2. Audit Release 3. Quality Assurance Monthly Report 4. Consumption of Fuel 5. Consumption of electricity 6. Consumption of Water 7. Wastage 8. Consumption of A4/A3 paper 9. Noise Control Record sheet 10. Fuel Log		1.Weekly EHSS report 2.Internal Site audit 3.Monthly Safety officers Meeting		
Jul-23	2	3				7	8	Week 27	1. Production Tools & Equipment & Facilities, Utilities & others 2. Quality Assurance Report		1.Weekly EHSS report 2.Monthly EHSS report 3.Fire safety Equipment inspection.		
	9	10	11	12	13	14	15	Week 28			1.Weekly EHSS report		
	16	17	18	19	20	21	22	Week 29	QMS Performance Report		1.Weekly EHSS report		
	23	24	25	26	27	28	29	Week 30	1. ISO 45001:2018 External Surveillance audit 2. ISO 9001:2015 External Surveillance audit		1.Weekly EHSS report 2.Internal site audit 3. Monthly EHSS report 4.Monthly EHSS training		

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									Description	Completion	Description	Completion	
	30	31	1	2	3	4	5	Week 31	1. Quality Assurance Monthly Report 2. Consumption of Fuel 3. Consumption of electricity 4. Consumption of Water 5. Wastage 6. Consumption of A4/A3 paper 7. Noise Control Record sheet 8. Fuel Log 9. Production Tools Equipment & Facilities, Utilities & others.		1. Weekly EHSS report 2. Monthly Safety officers Meeting		
Aug-23	6	7	8	9	10	11	12	Week 32			1. Fire safety Equipment inspection. 2. Weekly EHSS report.		
	13	14	15	16	17	18	19	Week 33			1. Weekly EHSS report		
	20	21	22	23	24	25	26	Week 34	Mock Emergency Drill		1. Weekly EHSS report 2. Internal site audit 3. Monthly EHSS Training		
	27	28	29	30	31	1	2	Week 35	1. Quality Assurance Monthly Report 2. Consumption of Fuel 3. Consumption of electricity 4. Consumption of Water 5. Wastage 6. Consumption of A4/A3 paper 7. Noise Control Record sheet 8. Fuel Log		1. Weekly EHSS report 2. Monthly EHSS report 3. Monthly Safety officers Meeting		
Sep-23	3	4	5	6	7	8	9	Week 36	1. Production Tools Equipment & Facilities, Utilities & others.		1. Weekly EHSS report. 2. Fire safety Equipment inspection.		
	10	11	12	13	14	15	16	Week 37			1. Weekly EHSS report		
	17	18	19	20	21	22	23	Week 38			1. Weekly EHSS report 2. Monthly EHSS Training		
	24	25	26	27	28	29	30	Week 39	1. Quality Assurance Monthly Report 2. Consumption of Fuel 3. Consumption of electricity 4. Consumption of Water 5. Wastage 6. Consumption of A4/A3 paper 7. Noise Control Record sheet 8. Fuel Log		1. Weekly EHSS report 2. Monthly EHSS report 3. Internal site audit 4. Monthly Safety officers Meeting		
	1	2	3	4	5	6	7	Week 40	Production Tools & Equipment & Facilities, Utilities & others		1. Weekly EHSS report. 2. Fire safety Equipment inspection.		
	8	9	10	11	12	13	14	Week 41	Quality Assurance Monthly Report		1. Weekly EHSS report		
	15	16	17	18	19	20	21	Week 42			1. Weekly EHSS report		
	22	23	24	25	26	27	28	Week 43			1. Weekly EHSS report 2. Internal site audit 3. Monthly EHSS Training		

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									Description	Completion	Description	Completion	
Oct-23	29	30	31	1	2	3	4	Week 44	1. Quality Assurance Monthly Report 2. Consumption of Fuel 3. Consumption of electricity 4. Consumption of Water 5. Wastage 6. Consumption of A4/A3 paper 7. Noise Control Record sheet 8. Fuel Log		1.Weekly EHSS report 2. Monthly EHSS report 3.Monthly Safety officers Meeting		
	5	6	7	8	9	10	11	Week 45	Production Tools Equipment & Facilities, Utilities & others.		1.Fire safety Equipment inspection. 2.Weekly EHSS report.		
Nov-23	12	13	14	15	16	17	18	Week 46			1.Weekly EHSS report		
	19	20	21	22	23	24	25	Week 47	Mock Emergency Drill		1.Weekly EHSS report 2. Monthly EHSS Training 3. Internal site audit		
	26	27	28	29	30	1	2	Week 48	1. Quality Assurance Monthly Report 2. Consumption of Fuel 3. Consumption of electricity 4. Consumption of Water 5. Wastage 6. Consumption of A4/A3 paper 7. Noise Control Record sheet 8. Fuel Log		1.Weekly EHSS report 2.Monthly Safety officers Meeting 3. Monthly EHSS report		
Dec-23	3	4	5	6	7	8	9	Week 49	Production Tools Equipment & Facilities, Utilities & others.		1.Weekly EHSS report. 2.Fire safety Equipment inspection.		
	10	11	12	13	14	15	16	Week 50			1.Weekly EHSS report		
	17	18	19	20	21	22	23	Week 51			1.Weekly EHSS report		
	24	25	26	27	28	29	30	Week 52	1. Quality Assurance Monthly Report 2. Consumption of Fuel 3. Consumption of electricity 4. Consumption of Water 5. Wastage 6. Consumption of A4/A3 paper 7. Noise Control Record sheet 8. Fuel Log		1.Weekly EHSS report 2. Internal site audit 3. Monthly EHSS Training		
	31							Week 53			1. Weekly EHSS report 2. Monthly EHSS report 3.Monthly Safety officers Meeting		