

6. MODULE 7: Group work

Divide the class into groups and provide to each group with a case study.

Exercise 1 The audit plan

The case-study is Ceramica Eempio S.p.A. that is a medium-sized manufacturer of floor and wall tiles (a total of about three hundred employees), located in the Sassuolo-Scandiano District and with organizational, management, production and technological characteristics common to many other companies in the sector. Summary information regarding the results of the Initial Analysis conducted within the company is provided.

The Ceramica Eempio is particularly attentive to the environmental issues related to its business. In the last year, this sensitivity has led the Management to mature the decision to obtain an environmental certification (ISO14001). The company has thus decided to undertake a path of implementation of an environmental management system.

it is assumed that the company has already successfully passed a first level of audit and is about to sustain level 2

The Lead Auditor, after receiving the assignment, must issue the audit plan. The two auditors are freelance professionals, competent in the SSL (occupational health and safety) technical area of the auditor.

Students are asked to prepare the audit plan with the following data:

| | |
|-----------------|---|
| Audit team | Lead Auditor Marina Rossi Auditor Luigi Bianchi |
| Auditors skills | both auditors are competent in the SSL technical area in which the auditor's characteristic activity falls. |

| Duration of the audit | <p>36 audit hours (2.5 consecutive days for the lead auditor and 2 days for the auditor).</p> <table border="1" data-bbox="847 300 1390 629"> <thead> <tr> <th data-bbox="847 300 1027 412"></th> <th data-bbox="1027 300 1208 412">Lead auditor</th> <th data-bbox="1208 300 1390 412">Auditor</th> </tr> </thead> <tbody> <tr> <td data-bbox="847 412 1027 483">Day 1</td> <td data-bbox="1027 412 1208 483">8h</td> <td data-bbox="1208 412 1390 483">8h</td> </tr> <tr> <td data-bbox="847 483 1027 555">Day 2</td> <td data-bbox="1027 483 1208 555">8h</td> <td data-bbox="1208 483 1390 555">8h</td> </tr> <tr> <td data-bbox="847 555 1027 629">Day 3</td> <td data-bbox="1027 555 1208 629">4h</td> <td data-bbox="1208 555 1390 629">--</td> </tr> </tbody> </table> | | Lead auditor | Auditor | Day 1 | 8h | 8h | Day 2 | 8h | 8h | Day 3 | 4h | -- |
|-----------------------|--|---------|--------------|---------|-------|----|----|-------|----|----|-------|----|----|
| | Lead auditor | Auditor | | | | | | | | | | | |
| Day 1 | 8h | 8h | | | | | | | | | | | |
| Day 2 | 8h | 8h | | | | | | | | | | | |
| Day 3 | 4h | -- | | | | | | | | | | | |
| Audit location | the company location indicated in the DVR (risk assessment document) | | | | | | | | | | | | |
| Forms | fill in the "audit plan" form, specifying the standard processes and requirements. | | | | | | | | | | | | |

Exercise n.2 Check list preparation

Prepare at least two of the following checklists:

- for the participation and consultation of workers
- for the audit of the manufacturing process
- for the audit of the maintenance process of production plants and management of maintenance service contractors