

Audit Observation no. 5	Case no. in Active:	52523	Kind of audit observation	<input type="checkbox"/> Non-conformity (major) <input type="checkbox"/> Non-conformity (Minor) <input checked="" type="checkbox"/> Opportunity for improvement
Topic Area	HSEQ Management System			
Description of observation	Standardized Weekly Safety Meeting topics are distributed to all projects. Many of the topics are not pertinent to the work being performed and/or are not timely to the activity			
Audit citation:	Best Practice			
Relevant risk:	Undetermined			
Proposed corrective action	Utilizing a combination of archived Safety Meeting Topics and the resources of Superintendents, make all tool box meeting topics relevant to the current activities of the crews			
Proposed due date	12/31/2014			
Responsible for Action	Tony Lombardi			