



MARELLI SITE READINESS CHECK LIST

MARELLI SITE :

Date :

Site Overall Status				General Remarks
Mandatory Tasks	0%	Reccomended Tasks	0%	

Tasks status Guideline	Task Status Rating	Description
	1	Blocking point identified without a solution applicable within 1 week
	2	Blocking point identified with a solution to validate for an implementation within 1 week
	3	Implementation has started and all the measures will be operational within 1 week
	4	Measures implemented and self-assessed
Not applicable	Action is not applicable	

X Mandatory task to be checked by Covid-19 Internal Audit

Organizational Rules [Chapter 5]

Chapter	Task	M	R	Local Responsible	Status	Due date	Remarks
5.1	Set-up Local COVID-19 Committe	X					
5.2	Internal Communcation management	X					
5.3	External Communication Management	X					
5.4	Employee Absence Management	X					
5.5	Travel	X					
5.6	Home Working & ICT Requirments	X					
5.7	Key Role Identification	X					
5.8	Industrial Relation		X				

Mandatory Actions	0%
Reccomended Actions	0%

Off-the job general rules and reccomendation [Chapter 6]

Chapter	Task	M	R	Local Responsible	Status	Due date	Remarks
6.1	Basic Protective Measures		X				
6.2	Health Condition at home	X					

Mandatory Actions	0%
Reccomended Actions	0%

Minimum Safety Distance (MSD), Face Masks and Personal Protective Equipment (PPE) [Chapter 7.1]

Chapter	Task	M	R	Local Responsible	Status	Due date	Remarks
7.1.1	Minimum Safety Distance (MSD)	X					
7.1.2	MSD in site	X					
7.1.3	Face Masks & PPE selection	X					
7.1.4	Gloves Selection		X				
7.1.5	Safety Glasses Selection		X				
7.1.6	PPE Management	X					

Mandatory Actions	0%
Reccomended Actions	0%

Site Admission [Chapter 7.2]

Chapter	Task	M	R	Local Responsible	Status	Due date	Remarks
7.2.1	Employee Gate Admission	X					
7.2.2	Resident Contractor Gate Admission	X					
7.2.3	Visitors Gate Admission	X					
7.2.4	Gate MSD	X					

Mandatory Actions	0%
-------------------	-----------

Tasks status Guideline	Task Status Rating	Description
	1	Blocking point identified without a solution applicable within 1 week
	2	Blocking point identified with a solution to validate for an implementation within 1 week
	3	Implementation has started and all the measures will be operational within 1 week
	4	Measures implemented and self-assessed
Not applicable	Action is not applicable	

Recommended Actions	0%
---------------------	----

Body Temperature Check [Chapter 7.3]

Chapter	Task	M	R	Local Responsible	Status	Due date	Remarks
7.3.1	Body Temperature Check at Site Gate	X					

Mandatory Actions	0%
-------------------	----

Recommended Actions	0%
---------------------	----

Cleaning & Higienization [Chapter 7.4]

Chapter	Task	M	R	Local Responsible	Status	Due date	Remarks
7.4.1	Basic protective measures in Site	X					
7.4.2	Hand Sanitizers	X					
7.4.3	Full disinfection before re-start	X					
7.4.4	Site cleaning reinforcement	X					
7.4.5	Workstation cleaning		X				
7.4.6	Office desks cleaning		X				

Mandatory Actions	0%
-------------------	----

Recommended Actions	0%
---------------------	----

Meeting [Chapter 7.5]

Chapter	Task	M	R	Local Responsible	Status	Due date	Remarks
7.5.1	Internal Meetings	X					
7.5.2	Meeting rooms	X					
7.5.3	Meeting Register	X					
7.5.4	Visitors meeting	X					

Mandatory Actions	0%
-------------------	----

Recommended Actions	0%
---------------------	----

Break Areas, Coffee Shops and Smoking rooms [Chapter 7.6]

Chapter	Task	M	R	Local Responsible	Status	Due date	Remarks
7.6.1	Employees breaks	X					
7.6.2	Common Areas MSD	X					
7.6.3	Reduction of strict contacts		X				

Mandatory Actions	0%
-------------------	----

Recommended Actions	0%
---------------------	----

Canteen and food services [Chapter 7.7]

Chapter	Task	M	R	Local Responsible	Status	Due date	Remarks
7.7.1	Employee lunch break	X					
7.7.2	Canteen MSD	X					
7.7.3	Canteen Tables	X					
7.7.4	HACCP		X				
7.7.5	Canteen Service organization		X				
7.7.6	Catering service in site	X					

Mandatory Actions	0%
-------------------	----

Recommended Actions	0%
---------------------	----

Bathrooms [Chapter 7.8]

Chapter	Task	M	R	Local Responsible	Status	Due date	Remarks
7.8.1	Bathrooms MSD	X					

Mandatory Actions	0%
-------------------	----

Tasks status Guideline	Task Status Rating	Description
	1	Blocking point identified without a solution applicable within 1 week
	2	Blocking point identified with a solution to validate for an implementation within 1 week
	3	Implementation has started and all the measures will be operational within 1 week
	4	Measures implemented and self-assessed
Not applicable	Action is not applicable	

Recommended Actions	0%
---------------------	----

Doors & Elevators [Chapter 7.9]

Chapter	Task	M	R	Local Responsible	Status	Due date	Remarks
7.9.1	Doors		X				
7.9.2	Elevators		X				

Mandatory Actions	0%
Recommended Actions	0%

Changing rooms [Chapter 7.10]

Chapter	Task	M	R	Local Responsible	Status	Due date	Remarks
7.10.1	Employees shifts		X				
7.10.2	Work clothes		X				
7.10.3	Changing rooms MSD	X					
7.10.4	Showers		X				

Mandatory Actions	0%
Recommended Actions	0%

Commuting to and from Site [Chapter 7.11]

Chapter	Task	M	R	Local Responsible	Status	Due date	Remarks
7.11.1	Personal and shared car		X				
7.11.2	Company means of transport	X					
7.11.3	Company means of transport cleaning		X				

Mandatory Actions	0%
Recommended Actions	0%

External truck drivers & Goods loading/unloading [Chapter 7.12]

Chapter	Task	M	R	Local Responsible	Status	Due date	Remarks
7.12.1	External Truck drivers	X					
7.12.2	Goods loading and unloading	X					

Mandatory Actions	0%
Recommended Actions	0%

Internal communication in preparation of re-start [Chapter 7.13]

Chapter	Task	M	R	Local Responsible	Status	Due date	Remarks
7.13.1	Employee Information		X				
7.13.2	Site signage	X					

Mandatory Actions	0%
Recommended Actions	0%

Site readiness & Internal Audit check-list [Chapter 7.14]

Chapter	Task	M	R	Local Responsible	Status	Due date	Remarks
7.14.1	Marelli Site Readiness Check list	X					
7.14.3	Internal Audit Check list	X					

Mandatory Actions	0%
Recommended Actions	0%

Additional Local Initiatives [Chapter 7.15]

Chapter	Task	M	R	Local Responsible	Status	Due date	Remarks
7.15.1	Additional Local Initiatives	X					

Tasks status Guideline	Task Status Rating	Description
	1	Blocking point identified without a solution applicable within 1 week
	2	Blocking point identified with a solution to validate for an implementation within 1 week
	3	Implementation has started and all the measures will be operational within 1 week
	4	Measures implemented and self-assessed
Not applicable	Action is not applicable	

Mandatory Actions	0%
Reccomended Actions	0%

Site Start up [Chapter 8]

Chapter	Task	M	R	Local Responsible	Status	Due date	Remarks
8.1	Training	X					
8.2	Internal Audit System	X					

Mandatory Actions	0%
Reccomended Actions	0%

COVID-19 Cases management & Health Fragility [Chapter 9]

Chapter	Task	M	R	Local Responsible	Status	Due date	Remarks
9.1	Confirmed Case Management	X					
9.2	Suspect Case in Site management	X					
9.3	Suspect Case off the job management	X					
9.4	People with specific health fragility	X					

Mandatory Actions	0%
Reccomended Actions	0%