



### 3. PLANNED INSPECTIONS (75)

#### 3.1. **Inspection Guidelines (20)**

3.1.1. Is clearly identified which type of inspections should be carried out:

- general (housekeeping inspections)? (1) yes/no \_\_\_\_\_
- middle and senior management tours? (1) yes/no \_\_\_\_\_
- critical item inspections? (1) yes/no \_\_\_\_\_
- preventive maintenance inspections? (1) yes/no \_\_\_\_\_
- predictive maintenance inspections? (1) yes/no \_\_\_\_\_
- pre-use inspections? (1) yes/no \_\_\_\_\_
- legally required inspections? (1) yes/no \_\_\_\_\_
- vendor inspections? (1) yes/no \_\_\_\_\_
- inspections during construction? (1) yes/no \_\_\_\_\_
- pre-start-up inspections? (1) yes/no \_\_\_\_\_
- inspections after process/installation modifications? (1) yes/no \_\_\_\_\_
- inspections after shut-down? (1) yes/no \_\_\_\_\_
- permit system related inspections? (1) yes/no \_\_\_\_\_

Please provide description of guidelines for inspections indicated.

3.1.2. Do these inspection guidelines include:

- who is responsible for initiating the inspections? (1) yes/no \_\_\_\_\_
- who should carry out the inspections? (1) yes/no \_\_\_\_\_
- who supervises the actual inspection being carried out? (1) yes/no \_\_\_\_\_
- the frequency of the inspections? (1) yes/no \_\_\_\_\_
- reporting on inspection findings? (1) yes/no \_\_\_\_\_
- use of hazard classification system? (1) yes/no \_\_\_\_\_
- follow-up on inspections? (1) yes/no \_\_\_\_\_

Please provide relevant guidelines with aspects indicated.

#### 3.2. **General Inspections (10)**

3.2.1. Are General Inspections carried out for all areas? (3) yes/no \_\_\_\_\_

Please provide General Inspection procedure and/or planning of inspections carried out

3.2.2. Has the frequency of these inspections been established? (1) yes/no \_\_\_\_\_

3.2.3. Is responsibility for inspections established? (1) yes/no \_\_\_\_\_

3.2.4. Are workers involved in this type of inspection? (2) yes/no \_\_\_\_\_

3.2.5. Are report forms used for reporting substandard conditions? (1) yes/no \_\_\_\_\_

Please provide sample copies of reports filled out during recent inspections.



3.2.6. Has a proper follow-up procedure been established? (2) yes/no \_\_\_\_\_

Please provide description of General Inspection follow-up

### **3.3. Critical Parts Inspections (15)**

3.3.1. Have critical parts been identified? (4) yes/no \_\_\_\_\_

3.3.2. Are identified critical parts periodically inspected? (3) yes/no \_\_\_\_\_

Provide Critical Parts Inspection procedures, planning and sample copies of reports.

3.3.3. Does a system exist for reporting substandard conditions? (3) yes/no \_\_\_\_\_

3.3.4. Has a follow-up procedure been established to correct reported substandard conditions? (5) yes/no \_\_\_\_\_

### **3.4. Maintenance (15)**

3.4.1. Are maintenance activities analyzed to indicate those repairs and maintenance works which can be considered abnormal? (10) yes/no \_\_\_\_\_

3.4.2. Are these abnormal maintenance/repair activities periodically analyzed? (5) yes/no \_\_\_\_\_

Please provide copies of last analyses.

### **3.5. Hazardous Conditions Reporting (10)**

3.5.1. Is there a system for all employees to report substandard conditions/acts to a central point? (4) yes/no \_\_\_\_\_

Please provide description of Hazardous Conditions Reporting system

3.5.2. Is this procedure known to all employees? (3) yes/no \_\_\_\_\_

3.5.3. Is there an adequate system to ensure proper follow-up of conditions/acts reported? (3) yes/no \_\_\_\_\_

Please provide description of follow-up system

### **3.6. Regular Evaluation of Inspection Activities (5)**

3.6.1. Is there a regular evaluation of inspection activities? (2) yes/no \_\_\_\_\_

3.6.2. Does this evaluation include:

- number of inspections carried out? (1) yes/no \_\_\_\_\_
- quality of inspections carried out? (1) yes/no \_\_\_\_\_

Please provide last evaluation reports.



3.6.3. Are evaluation results reported to senior management for proper follow-up? (1) yes/no \_\_\_\_\_

#### **4. CRITICAL TASK CONTROL (55)**

##### **4.1. Critical Task Control Guideline (5)**

4.1.1. Is there a management guideline on Critical Task Control? (5) yes/no \_\_\_\_\_

Please provide copy of guideline on Critical task Control

##### **4.2. Critical Task Control Training (5)**

4.2.1. Have appropriate personnel been trained in the control of Critical Tasks and did this training include:

- Critical Task Identification? (2) yes/no \_\_\_\_\_
- Task Analysis? (1) yes/no \_\_\_\_\_
- Task Procedure preparation? (1) yes/no \_\_\_\_\_
- Task Observation? (1) yes/no \_\_\_\_\_

Please provide lesson plan and hand-out used during training

##### **4.3. Inventory of Critical Tasks (15)**

4.3.1. Have critical Tasks been identified through a systematic process including:

- listing of all functions in the operations? (5) yes/no \_\_\_\_\_
- listing of Tasks per function? (5) yes/no \_\_\_\_\_
- identifying the critical Tasks? (5) yes/no \_\_\_\_\_

##### **4.4. Controls Established (10)**

4.4.1. Have controls been established for Critical Tasks identified? (5) yes/no \_\_\_\_\_

4.4.2. Have critical steps in operating procedures been identified? (5) yes/no \_\_\_\_\_

Provide sample copies of operating procedures with critical steps identified

##### **4.5. Task Observation Program (15)**

4.5.1. Does a system exist for periodic planned observation of the execution of Critical Tasks and critical steps in operating procedures? (10) yes/no \_\_\_\_\_

Please provide description of observation activities, including planning of observations.

4.5.2. Are reports made for each observation carried out? (5) yes/no \_\_\_\_\_

Please provide sample copies of observation reports carried out during last six (6) months.



#### 4.6. Critical Tasks Control System Evaluation (5)

4.6.1. Is there a regular evaluation of Critical Task Control activities and does this include:

- review of existing procedures? (3) yes/no \_\_\_\_\_
- observations carried out according to planning? (2) yes/no \_\_\_\_\_
- feedback from accident reports? (1) yes/no \_\_\_\_\_

Please provide copies of last evaluation reports

### 5. ACCIDENT/INCIDENT ANALYSIS/STATISTICS (45)

#### 5.1. Procedure for investigating/analyzing accidents/incidents (8)

5.1.1. Is there a procedure for reporting and analysis of accidents/incidents? (2) yes/no \_\_\_\_\_

Please provide copy of accident/incident reporting/analysis procedures

5.1.2. Does this procedure include:

- reporting of accidents/incidents by employees? (1) yes/no \_\_\_\_\_
- system for evaluation of accidents in terms of potential severity and frequency of occurrence? (1) yes/no \_\_\_\_\_
- methods to be used for analysis? (1) yes/no \_\_\_\_\_

Please provide lesson plan and course material subject accident/incident analysis/investigation.

5.1.3. Is this procedure made known to all managers, supervisors and workers? (2) yes/no \_\_\_\_\_

5.1.4. Does the procedure include worker involvement in the analyzing/investigation process? (1) yes/no \_\_\_\_\_

#### 5.2. Training in accident analysis/investigation (5)

5.2.1. Have all people involved in accident/incident analysis/investigation been trained for this purpose? (5) yes/no \_\_\_\_\_

#### 5.3. Reporting/registration of accidents/incidents (8)

5.3.1. Is there a procedure for registration of accidents and incidents? (2) yes/no \_\_\_\_\_

Please provide procedure for registration of accidents/incidents.

5.3.2. Does this registration include the form of a "log" to register all deviations from normal? (4) yes/no \_\_\_\_\_

Please provide samples of "logs" filled out.



5.3.3. Is there an adequate form to guide the analysis and reporting of accidents/incidents identified for that purpose? (2) yes/no \_\_\_\_\_

Please provide form(s) used to report and investigate accidents/incidents.

#### **5.4. Action-plan and Follow-up (6)**

5.4.1. Is there a procedure to properly follow-up on actions suggested to remedy the situation? (3) yes/no \_\_\_\_\_

Please provide description of procedure.

5.4.2. Does this procedure indicate:

- who is responsible for follow-up being carried out? (1) yes/no \_\_\_\_\_
- regular reporting on outstanding actions? (1) yes/no \_\_\_\_\_
- final check on actions being completed? (1) yes/no \_\_\_\_\_

#### **5.5. Central reporting of accidents/incidents (2)**

5.5.1. Are accidents/incidents identified for this purpose reported to a central point on corporate level? (2) yes/no \_\_\_\_\_

#### **5.6. Injury Type Accidents (4)**

5.6.1. Are injury type accidents identified and recorded? (1) yes/no \_\_\_\_\_

Please provide records identifying injury type accidents.

5.6.2. Are these registrations or records periodically analyzed? (2) yes/no \_\_\_\_\_

Please provide copies of last analyses.

5.6.3. Are problem solving teams used to cope with identified problems? (1) yes/no \_\_\_\_\_

Please provide reports of problem solving teams used.

#### **5.7. Damage Type Accidents (4)**

5.7.1. Are repair and maintenance jobs other than normal wear and tear identified and recorded? (1) yes/no \_\_\_\_\_

Please provide records indicating "abnormal" maintenance jobs carried out.

5.7.2. Are these registrations or records periodically analyzed? (2) yes/no \_\_\_\_\_

5.7.3. Are problem solving teams used to cope with identified problems? (1) yes/no \_\_\_\_\_

Please provide reports of problem solving teams used.



## 5.8. Near-miss incidents (4)

5.8.1. Are near-miss incidents identified and recorded? (1) yes/no \_\_\_\_\_

Please provide record of near-miss incidents.

5.8.2. Are these registrations or records periodically analyzed? (2) yes/no \_\_\_\_\_

5.8.3. Are problem solving teams used to cope with identified problems? (1) yes/no \_\_\_\_\_

Please provide reports of problem solving teams used.

## 5.9. Evaluation of accident/incident activities (4)

5.9.1. Is there a regular evaluation of the accident/incident report system? (2) yes/no \_\_\_\_\_

Please provide last evaluation reports.

5.9.2. Does this include quantitative as well as qualitative criteria? (1) yes/no \_\_\_\_\_

5.9.3. Are evaluation results shared with senior management for proper follow-up? (1) yes/no \_\_\_\_\_