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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Facility:** | | **Process(es) Covered:** | | | | **HHS(s):** | |
| **Completion Score History** | | **Date** | **Part A Score** | | | **Part B Score** | |
| xx/xx/xxxx | xx% | | | xx% | |
|  |  | | |  | |
| **A. PROCEDURE/POLICY REVIEW** | | | | | | | |
| **Documents Reviewed** | | | | | | | |
| **Date Reviewed** | **Title of Document** | | | | **Rev. #** | **Date** | **# Pgs.** |
|  |  | | | |  |  |  |
|  |  | | | |  |  |  |
| **1) CONSTRUCTION VERIFICATION** | | | | | | **NAC Ref.** | **Resp.**  **Code** |
| ***Item #1 Completion Score – Weighted 20% of Part A*** | | | | | | **x / 3 = xx%** | |
| i. Does the PSSR procedure define criteria and responsible individual(s) to enable confirmation that installed equipment and materials are in accordance with design specifications? | | | | | | 459.95425(2a)  459.95341 |  |
| ii. Does the PSSR procedure define criteria and responsible individual(s) to enable confirmation that installed instruments and controls are in accordance with design specifications? | | | | | | 459.95425(2a)  459.95341 |  |
| iii. Does the PSSR procedure define criteria and responsible individual(s) to enable confirmation that construction work is in accordance with design specifications? | | | | | | 459.95425(2a)  459.95341 |  |
| **Notes/Comments Pertaining to Responses to Questions under Issue 1):** | | | | | | | |
| **2) VERIFICATION OF PROCEDURE DEVELOPMENT** | | | | | | **NAC Ref.** | **Resp.**  **Code** |
| ***Item #2 Completion Score – Weighted 20% of Part A*** | | | | | | **x / 2 = xx%** | |
| i. Does the PSSR procedure define criteria and responsible individual(s) to enable confirmation that procedures are verified to be in place for: | | | | | | 459.95425(2b)  459.95341 |  |
| a. Standard Operating Procedures? | | | | |  | 459.95425(2b)  459.95341 |  |
| b. Safe Work Practices? | | | | |  | 459.95425(2b)  459.95341 |  |
| c. Maintenance Procedures? | | | | |  | 459.95425(2b)  459.95341 |  |
| d. Emergency Procedures? | | | | |  | 459.95425(2b)  459.95341 |  |
| ii. Does the PSSR procedure define criteria and responsible individual(s) to enable confirmation that procedures are verified to be adequate for: | | | | | | 459.95425(2b)  459.95341 |  |
| a. Standard Operating Procedures? | | | |  | | 459.95425(2b)  459.95341 |  |
| b. Safe Work Practices? | | | |  | | 459.95425(2b)  459.95341 |  |
| c. Maintenance Procedures? | | | |  | | 459.95425(2b)  459.95341 |  |
| d. Emergency Procedures? | | | |  | | 459.95425(2b)  459.95341 |  |
| **Notes/Comments Pertaining to Responses to Questions under Issue 2):** | | | | | | | |
| **3) PERFORMANCE OF A PHA AND MOC** | | | | | | **NAC Ref.** | **Resp.**  **Code** |
| ***Item #3 Completion Score – Weighted 20% of Part A*** | | | | | | **x / 3 = xx%** | |
| i. Does the PSSR procedure require that a process hazard analysis be performed and designate the responsible individual(s)? | | | | | | 459.95425(2c)  459.95341 |  |
| ii. Does the PSSR procedure require that all PHA recommendations be resolved prior to startup and designate the responsible individual(s)? | | | | | | 459.95425(2c)  459.95341 |  |
| iii. Does the PSSR procedure require that an MOC be completed for all modifications of an existing process and designate the responsible individual(s)? | | | | | | 459.95425(2d)  459.95341 |  |
| **Notes/Comments Pertaining to Responses to Questions under Issue 3):** | | | | | | | |
| **4) TRAINING** | | | | | | **NAC Ref.** | **Resp.**  **Code** |
| ***Item #4 Completion Score – Weighted 20% of Part A*** | | | | | | **x / 2 = xx%** | |
| i. Does the PSSR require that operating personnel are trained in the new process or change prior to their operating the process; and does the procedure define criteria for training and testing and the responsible individual(s)? | | | | | | 459.95425(2e)  459.95341 |  |
| ii. Does the PSSR procedure require that maintenance personnel are trained in the new process or change prior to their performing maintenance on the process; and does the procedure define criteria for training and testing and the responsible individual(s)? | | | | | | 459.95425(2e)  459.95341 |  |
| **Notes/Comments Pertaining to Responses to Questions under Issue 4):** | | | | | | | |
| **5) CONFIRMATION OF COMPLETION** | | | | | | **NAC Ref.** | **Resp.**  **Code** |
| ***Item #5 Completion Score – Weighted 10% of Part A*** | | | | | | **x / 1 = xx%** | |
| i. Does the PSSR procedure define how it is confirmed that all program requirements are satisfied prior to starting the new process or implementing the change; and does the procedure define the responsible individual(s)? | | | | | | 459.95425(2)  459.95341 |  |
| **Notes/Comments Pertaining to Responses to Questions under Issue 5):** | | | | | | | |
| **6) MANAGEMENT PLAN AND DOCUMENT CONTROL** | | | | | | **NAC Ref.** | **Resp.**  **Code** |
| ***Item #6 Completion Score – Weighted 10% of Part A*** | | | | | | **x / 2 = xx%** | |
| i. Is there a site-specific plan that addresses how the Pre-Startup Safety Review Program requirements will be developed and maintained, including, documenting the names of person(s) who are members of the team with overall responsibility for the development, implementation and integration of the Pre-Startup Safety Review Program Requirements? | | | | | | 459.95341 |  |
| ii. Is there a site-specific policy or procedure that addresses how Pre-Startup Safety Review Program documentation is controlled to ensure that the most current information is in circulation and use? | | | | | | 459.95341 |  |
| **Notes/Comments Pertaining to Responses to Questions under Issue 6):** | | | | | | | |
| **General Procedure/Policy Review Notes/Comments:** | | | | | | | |

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| B. ON-SITE INSPECTION - RECORDS AUDIT | | | | | | | | | |
| **1) REVIEW 1 TO 4 ISSUED PRE-STARTUP SAFETY REVIEWS**  *List on the Following Table:* | | | | **NAC 459.95425** | | | | | |
| ***Item #1 Completion Score – Weighted 80% of Part B*** | | | | **x / 4 = xx%** | | | | | |
| **#** | **PSSR ID #** | **Proposed Change** | **Issue Date** | **Approval Date** | | | **Startup Date** | | |
| **i** |  |  |  |  | | |  | | |
| **ii** |  |  |  |  | | |  | | |
| **iii** |  |  |  |  | | |  | | |
| **iv** |  |  |  |  | | |  | | |
| **Inquiry/Observation** | | | | **Response Code :** | | | | | |
| **i** | | **ii** | **iii** | | **iv** |
| a. Is there documented evidence that any installed equipment and materials were confirmed to be in accordance with design specifications prior to introducing a substance into the process? | | | |  | |  |  | |  |
| b. Is there documented evidence that any installed instruments and controls were confirmed to be in accordance with design specifications prior to introducing substance into the process? | | | |  | |  |  | |  |
| c. Is there documented evidence that any construction work was confirmed to be in accordance with design specifications prior to introducing a substance into the process? | | | |  | |  |  | |  |
| d. Is there documented evidence that the SOPs were confirmed to be in place and adequate prior to introducing a substance into the process? | | | |  | |  |  | |  |
| e. Is there documented evidence that the SWPs were confirmed to be in place and adequate prior to introducing a substance into the process? | | | |  | |  |  | |  |
| f. Is there documented evidence that the Maintenance Procedures were confirmed to be in place and adequate prior to introducing substance into the process? | | | |  | |  |  | |  |
| g. Is there documented evidence that the Emergency Procedures, was confirmed to be in place and adequate prior to introducing a substance into the process? | | | |  | |  |  | |  |
| h. Is there documented evidence that a Process Hazards Analysis (PHA) was performed prior to introducing a substance into the process? | | | |  | |  |  | |  |
| i. Is there documented evidence that all recommendations resulting from the PHA were resolved or implemented prior to startup of the process? | | | |  | |  |  | |  |
| j. Is there documented evidence that a Management of Change (MOC) review was performed for a modified process, and that all MOC requirements were met, prior to introducing a substance into the process? | | | |  | |  |  | |  |
| k. Is there documented evidence that training was completed for each employee involved in operating and maintaining the process prior to their working in the process? | | | |  | |  |  | |  |
| l. Based on the Response Codes used to complete items ‘a’ – ‘k’ above, is it possible to confirm that the PSSR was performed in accordance with program requirements? | | | |  | |  |  | |  |
| **Notes/Comments Pertaining to Responses to Questions under Issue 1):** | | | | | | | | | |
| **2) PRE-STARTUP SAFETY REVIEWS COMPLETED** | | | | | **NAC Ref.** | | | **Resp. Code** | |
| ***Item #2 Completion Score – Weighted 20% of Part B*** | | | | | **x / 1 = xx%** | | | | |
| i. Have PSSRs been completed for circumstances requiring such? (Answer is limited to auditor’s observations and inquiries. List any activities for which a PSSR was not conducted as required.) | | | | | 459.95425(1) | | |  | |
| **Notes/Comments Pertaining to Responses to Questions under Issue 2):** | | | | | | | | | |
| **General On-Site Inspection Notes/Comments:** | | | | | | | | | |