

RMP/PSM Library

DOCUMENTATION = IMPLEMENTATION

Library to include; Risk Management Plan and Process Safety Management Program

Filing System;

PSM Team Meetings

Include refrigeration system techs/suggestion box for Safety Team.

File for PSM Team Meetings (Must Show Employees Participation)

PSM Team Meetings blank forms

Suggestion box blank forms

File for completed suggestion forms

Employee Participation/Training of Employees

Employee New Hire and Annual Awareness sign-off sheets

(Must include the availability of PHA'S and Audits/PSM Program)

Sign off sheets blank forms

Copy of the Training Materials (what training material was used?)

Process Safety Information

Piping and Instrumentation Diagrams

Block flow Diagram

Original Equipment Manufactures Manuals (OEMS) for all Equipment

U1 Data Reports on all Pressure Vessels including oil pots, separators, coolers.

Relief Vent System Calculations

Ventilation Room Calculations

Estimated Ammonia Inventory Calculations for entire system

Certification that the ammonia system meets recognized and generally accepted

Good engineering practices (i.e. Mechanical Integrity Inspection).

Electrical Classification statement or certification

Process Hazard Analysis

Required every Five-Years or if the process changes. Since 1992

1997

2002

2007

Operating Procedures

SOPS

Maintenance Personal Training

Operator Training Test and sign-off sheets

PSM Training – Need Overview of PSM

RETA, Garden City, etc. Training Certifications

Contractors Safety Evaluation

Files for each Contractor to include;

GL Insurance Forms, Safety Review Pre-Qualification Form, Training Verification/Test, Employees Certifications for their particular craft or skill (welding, inspection, etc.)

Pre-Qualification Form, Test blank forms

Pre-Start up Safety Review

PSSR blank forms

Can also be filed under MOC

Mechanical Integrity

Annual Visual Inspections – Per IIAR

Five-Year Inspection by outside firm – Per IIAR

1997

2002

2007

Testing the emergency shut down system (check procedures for how often).

Safety Cut outs

Vibration Analysis

Oil Sampling

Water Sampling

Ultra-sonic thickness testing on pipe and vessels (should be included in Five-Year Inspection)

Form for General Inspection of equipment or pipe (Daily Logs)

Hot Work Permit

Blank forms

Management of Change

MOC blank forms

MOC File for each MOC

Incident Investigations

NEAR MISSES! What is a NEAR MISS?

Not common to **have NO Near Misses** in your plant!

Emergency Planning and Response

Should be placed in the RMP binder

Compliance Audits

Required every Three-Years. Since 1992

1995

1998

2001

2004