**MJV Workshop Break-Out Session Questions
Risk Management and Enforcement on Aging Seveso Sites
10-12 April 2019, Qawra, Malta**

**Session 3. The Seveso Inspector’s Toolkit for Ageing Sites**

***Break-out groups will be assigned one of the following topics:***

***A. 10 Questions/Key Topics for inspection of ageing sites***

***B. Model agenda for inspection of ageing sites***

***INSTRUCTIONS TO THE GROUP***

***1) In the first 5 minutes, groups should:***

* ***Choose a rapporteur (note-taker)***
* ***Decide on a strategy for the questions.***

***Recommendations***

* ***Look through the questions and decide together on a strategy.***
* ***Discuss the questions and try to provide concrete answers to each.***
* ***Specific details such as***
	+ ***inspection methods***
	+ ***inspection questions***
	+ ***strengths and weaknesses,***
	+ ***best and worst case criteria,***
	+ ***using real cases from inspections***

***are all good ways to make your experience useful for other inspectors.***

***2) In the last 10 minutes at the end of the session, prepare your group presentation.***

***RAPPORTEURS/PRESENTERS –***

* ***You should have both NOTES and a PRESENTATION on the memory stick. Please take good notes!***
* ***Please label your sessions and presentations on the memory stick clearly (e.g., Group 1, Session 1)***
* ***Give your memory stick to the chair at the end of the session4)***

***You have 75 minutes. Watch your time and please stay on topic!***

**A. 10 Questions/Key Topics for inspection of ageing sites**

*There will be three groups discussing this topic. All questions are mandatory.*

**Questions to be considered**

*Each question also has subquestions that are offered as options to help stimulate a concrete discussion.*

**1. First the group should create a list of central topics or questions for inspecting an ageing type.**

*Please provide an explanation of each question.*

*Indicate any standards or criteria that can assist the inspector in evaluating this element.*

1. **After creating the list, review each topic and come up with ideas for each one to answer the question: What does good practice look like?**

**5-10 minutes before the session ends, summarize your discussion. Agree on the 10 topics and how to present them to the rest of the workshop.**

**B. Model agenda for inspection of ageing sites**

*There will be two groups discussing this topic. All questions are mandatory*

**Questions to be considered**

*Each question also has subquestions that are offered as options to help stimulate a concrete discussion.*

**1. Discuss your preferred model agenda for inspection of ageing sites.** You can refer to the sample agenda on the next page to help the discussion if you wish.

Your discussion should aim to:

* **Select and prioritise topics of the inspection, and how they would be scheduled in sequence**
* **Indicate which functions on the site (e.g., management, maintenance, etc.) would you interview and for what parts of the agenda?**
* **Describe the strategy for selecting and performing spotchecks? What should be the priorities?**

**5-10 minutes before the session ends, summarize your discussion, and complete your model agenda, and any other comments, to present to the group.**

**Inspection of an Ageing Seveso Site**

**Sample Agenda**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Time** | **Topic** | **Detail** |
| 30 July | 10:45 | Check in |  |
| 11:00 | Arrive offices | Brief the facility staff on purpose of visit. Discussion on arrangements for the inspection. |
| 12:00 | Lunch |  |
| 12:30 | Chemical plant tour | Familiarisation for new inspectors. |
| 14:30-16:00 | Overview of asset integrity and maintenance systems | For all inspectors to understand the system.Including responsibilities and liaison with Operations.Bedding in of new maintenance system.Worker engagement under regulation 65.How this forms part of the safety management system. |
| 16:00-16:30 | Review of incidents | Those requiring maintenance actions. Action status list provided. |
| 16:30 | Leave site |  |
|  |  |  |  |
| 31 July | 09:00 | Arrive offices on site. |  |
| 09:15-15:00 | Ageing plant mgmt.Asset integrity | Identification of risks and systems for managing this risk.Maintenance systems, including computer systems. |
| Work programmes | Capital programmes. Maintenance funding. Safety assessment implementation. |
| 09:15-10:30 | Procurement | Purchasing and inventory control |
| 10:30-12:00 | Computer systems | For operational control. PLC; DCS; etc.How are they treated as Safety Critical Elements? |
| 12-12:30 | Lunch |  |
| 12:30-13:15 | Standards | For equipment. |
| 13:15-14:30 | Quality control | Performance measures (KPIs). How are they used?Audit and review procedures. |
| 14:30- 16:00 | Inspection | Inspection regimes for plant. For what? Frequency? |
| 15:00-16:00 | Electrical | Including power supply to site. |
| 16:00 | Close out meeting | Sum up the day |
| 16:30 | Leave site |  |
|  |  |  |  |
| 01 Aug | 09:00 | Arrive offices on site |  |
| 09:15- 12:00 | Safety critical elements | Identification and management. Independent verification. |
| Management of change | Procedure and audit. |
| Records | Maintenance |
| 09:15- 10:00 | Control of work | Isolation and permits to work. Updates |
| 10:00-12:00 | Contractor management | Selection. Training and competency. All workers involved in maintenance. |
| TBC | Talk to worker representatives from the contractors |
| 12-12:30 | Lunch |  |
| 12:30-13:30 | Instrumentation | Calibration and maintenance. |
| 12:30- 13:30 | Contractor management | Continued |

|  |  |  |
| --- | --- | --- |
|  | 13:30-14:00 | Complaint investigations. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | 14:00-14:30 | Inspector review | Inspector teams to prepare for close out discussions. |
| 14:30-15:30 | Review | Discussion and debrief with Site General Manager (alone) |
| 15:30 | Close out meeting | With all those involved in the inspection. |
| 16:00 | Leave site |  |