**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. |

|  |  |  |  |
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|  | 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 |  |