**ANNEX 1**

**Workshop Session on Inspecting with Safety Reports**

**Annual Meeting of the Technical Working Group on Seveso II Inspections**

The Chair introduced this item as a follow-up to the Mutual Joint Visit Workshop on Safety Reports hosted by TUKES in Turku in September 2011. The workshop is summarized in Annex 1.

As background for the workshop, Anne-Mari Lahde gave highlights from the MJV. M. Wood noted that the publication is now final and being prepared for printing.

Each inspector then gave a short presentation to answer the following pre-established questions:

* **What does an inspector look for in judging the safety of a site? (How do you know when the site is “safe enough”?)**
* **How do you know if the safety report is a “living” document (and not just the work of specialists)?**
* **How do you judge that the risk assessment has been done properly?**
* **Are there areas in which you feel you need additional support?**

**General Comments**

* There is not a very consistent approach in Europe, for ex, depending on the country, inspectors may look at 5- 100 scenarios .
* Linking risks to safety control measures and the emergency plan is a challenge. This is in particular a problem in the demonstration by the operator. Sometimes the emergency response plans and safety control measures are based on different scenarios.
* There are a number of needs to address in this area, such as:
  + Improve co-operation,
  + Divide competences,
  + Provide more education,
  + Improve final report of inspection
* Causes of real accidents are not in safety reports
* There should be a reflection about the use of the safety report by operatrs
* The correct question is not “how do you know the site is safe enough?” – The question should be: “Are there serious deficiencies?”
* Scenarios should reflect substance properties in the plant, for example, scenarios should be provided for each substance classification presented on the site.
* How do you know if a report is “complete”?
* NL is promoting sending in the safety report in digital form. Sometimes establishments are reluctant to do it and prefer sending in hard copies.
* CZ is currently trying to have safety reports on line for competent authorities including the results of the safety report review

**Reflections on future potential joint activities to make safety reports a more effective tool**

* Organizing a risk assessment workshop – what scenarios should be used in the safety report, for land-use planning, for emergency response. What are some guiding principles?
* Workshop between industry and authorities on the use of the safety report?

**What does an inspector look for in judging the safety of a site?**

* A systematic risk analysis has been conducted
* That the scenario selection is well-justified
* Assessment of likelihood of scenarios
* Systematic risk assessment
* Appropriate layers of protection for identified risks
* Control measures are appropriate and functional, for example,
  + Types of measures applied for limiting quantities released
  + Types of measures for limiting dispersion of substances released
  + Control of ignition sources
  + Protection against fire
  + Protection against explosion
* Staff is competent to carry out the measures
* Staff is trained as necessary to carry out the measures
* Random testing of fire protection installation/ intervention teams
* Data in the report accurately reflects the safety level of the site
* The internal emergency plan, especially the procedures for writing and employee knowledge and training
* Evidence of a safety culture
* Whether the safety management system (SMS) has been completed and applied
* Accident history
* The record of compliance
* The role of management
* Employees and managers understand risks
* Who wrote the safety report
* That a good procedure exists for control of process upsets and all other conditions (normal, abnormal, ER shutdown, etc.)
* That good procedures are in place for control of equipment degradation
* Key Performance Indicators – if they are used, whether they are appropriate and functional
* The ways changes are implanted (MOC)
* One can never say the site is safe enough

**How do you know if the safety report is a “living” document (and not just the work of specialists)?**

* Employees are educated about the risks
* Top management and employees know how the report is implemented
* Unplanned inspections
* Inspection verifies the information in the safety report
* Good communication to the public
* All the necessary information is provided to the authority

**How do you judge that the risk assessment has been done properly?**

* Lessons learnt are addressed
* The lists of substances is appropriate
* Comparison with similar establishments
* Compliance with technical regulations of reference
* The method used is appropriate and applied in a proper manner
* Answers to questions on risks and measures during inspections
* Scenarios selected
* Good structure of worst-case accident scenarios
* Competency of the analyst is authorized by the competent authority

**What kind of training, guidance or other support do inspectors receive related to the safety report and using the safety reports in inspections?**

* Basic training
* Post-graduate studies
* Joint training with another authority
* Specialized courses on safety reports
* Double check of safety report review by another inspector is mandatory
* Technical guidance on various specific aspects is provided
* There is a monthly meeting for harmonization with other inspectors
* Checklists
* Detailed guidance on safety reports
* Modeling spreadsheets
* Land-use plannin guidance for specific sectors, substances
* Occasional training courses, e.g., risk assessment

**Are there areas in which you feel you need additional support?**

* We need to develop more guidance in how to use the information in the safety report to do efficient inspections
* We are proposing an annual 2-3 day meeting with all Seveso inspectors from all regions to share experiences, learn from each other, harmonize, get to know each other to facilitate better co-operation
* More education on a regular basis
* Need more training in safety-instrumented levels (SILs)
* Standard operating procedures for inspections based on the safety report could be helpful
* Land-use planning methodology
* Practical guidance on how to evaluate the risk scenarios