



NATIONAL ACCREDITATION BOARD FOR CERTIFICATION BODIES (NABCB)

Quality Council of India (QCI), 2nd Floor, Institution of Engineers Building, Bahadur Shah Zafar Marg, New Delhi – 110002
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Process for Emergency Response and Disaster Management Plan (ERDMP) Audit

BCB 502 (O&G)–September, 2018



Effective Date: 15 October 2018



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1.0 Scope

This procedure details out requirements on proposed ERDMP Audit process providing information on the man-days likely to be incurred against prescribed activity.

2.0 Abbreviations:

REF/GP	:	Refinery /Gas Processing Plant (see definition in OISD-STD-116)
POL	:	POL Depot/Tank Farm Storage
LPG	:	Liquefied Petroleum Gas Plants
LNG	:	Liquefied Natural Gas
NGPL	:	Cross Country Natural Gas Pipeline
PPPL	:	Petroleum & Petroleum Products Pipeline
CGD/CNG:	:	City Gas Distribution / Compressed Natural Gas
RO	:	Retail Outlet
IB	:	Inspecting Body carrying out ERDMP Inspection of Client

3.0 Process Requirements for Inspection

The table below summarizes the different processes, activities and man-days required to conduct the same. Inspection bodies have to review and organize their process as per the guidance stipulated below:

S. No.	Process	Mandatory activity(ies) to be followed by IB for ERDMP inspection	Indicative required Mandays					Remarks/Justification
			REF/ GP	POL	LPG/ LNG	NGPL/ PPPL	CGD /CNG/ RO	
1.	STEP-1 Off site/Desk Review on Receipt of ERDMP from Client after due approval of their Management -Indicative Mandays	<u>Acknowledgement, Review of Contract, Receipt of soft copy</u> of ERDMP (Version-1) from Client. <u>Scrutiny</u> of ERDMP document ie ERDMP-Version-1 wrt the PNGRB's ERDMP Notification Heads/additional information needed. <u>Collation</u> of Observed Gaps <u>Submission to client by IB</u> formal	<u>REF:</u> 3 <u>GP:</u> 3	2	2	2	1	Man Days for Refinery are proposed higher than other sectors considering the area of spread, Complexity of process, hazards/impact on off sites etc. The Manpower with IB is expected to meet the competence requirements for specific O&G sector (Refer Competence Document of NABCB)



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		<p>document Review Report / gap analysis / time frame for necessary modification to be done in ERDMP document Ver 1 by Client.</p> <p>Based on IB gap analysis, modify & submit Soft copy of ERDMP-Version-2 to IB</p> <p>Collation of Gaps/ Observations to be made before site visit. (step-2)</p>						
2.	<p>STEP-2</p> <p>Walk Through the Plant / Installations, Mock drill, Resolution of Site Visit Issues, Closing Meeting for feedback to/from client etc.- Minimum Mandays</p>	<p>Visit to Client's premises.</p> <p>Presentation by Client On ERDMP (Version-2)</p> <p>Identification of Major hazards/criticalities</p> <p>Review of HAZOP /Risk Assessment /QRA documents</p> <p>Walk Through of Process Units/Installations/ Critical Work Areas by IB</p> <p>Mock Drill Scenario at choice of IB team, IB shall deploy itself at Site of enactment, Fire Pump House and Security Gate with checklists.</p> <p>Status of last External Safety Audit (ESA), HAZOP, QRA and Surprise Audit by OISD, if any to be provided by Client.</p>	<p>REF:</p> <p>4 (Mock drill)</p> <p>GP:</p> <p>3 (Mock drill)</p>	3 (Mock drill)	3 (Mock drill)	3 Mandays for each section Selective mock drill at IPS/RT etc., Personnel interview & walk through for assessing site hazards etc.; Minimum 3 days for a pipeline	2/1/1 (Mock drill included)	<p>Here, walk through & logistics shall be a deciding factor in Man day assessment, especially in case of Refineries and Cross-Country Pipelines in remote areas of country such as Eastern & North Eastern parts.</p> <p>The report of mock drill will be an additional chapter in Final ERDMP document (Version-4)</p> <p>The specified Mandays shall be only for work at Client's premises and does not include travel time.</p>



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		<p>Discussion on gaps/Further time frames</p> <p>Minutes of Meeting for effecting modification in ERDMP - Version-2</p> <p>Follow-up for finalizing modified ERDMP i.e. ERDMP Version-3</p>						
3.	<p>STEP-3</p> <p>Assessment of ERDMP Version-3 and interface of client with IB for final review- Indicative Mandays</p>	<p>Receipt of soft copy of ERDMP (Version-3) from Client. Gap Analysis of ERDMP Ver. 3 to be communicated to client with time frame</p> <p>Based on IB gap analysis, Client to modify & submit soft copy of ERDMP Ver.4 to IB with time frame for closure of issues, if any</p>	<p>REF: 3</p> <p>GP: 2</p>	2	2	2	2	
4.	<p>STEP-4</p> <p>Finalization & Submission of ERDMP document to Client & PNGRB by IB (covering letter and Certificate of conformity with Mitigation Plans /status of Short/Long Term projects non-related to ERDMP etc.)- Indicative Mandays</p>	<p>Receipt of soft copy of ERDMP (Version-4) from Client.</p> <p>Review of ERDMP (Version-4) w.r.t. agreed content</p> <p>Documentation of videos/still photographs for IB records</p> <p>Conversion of final ERDMP with agreed short & long-term mitigation plan to Non-editable soft form and preserve the same with back-ups etc.</p>	<p>1 (Comm on to REF & GP)</p>	1	1	1	1	<p>Client to submit to IB a detailed Mitigation Plan for short and long Term.</p>

Note: For Re-verification Audit, the number of mandays may be suitably reviewed.



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Amendment Record

Date

Auth. By

Description of Amendment