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:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Process</th>
<th>Mandatory activity(ies) to be followed by IB for ERDMP inspection</th>
<th>Indicative required Mandays</th>
<th>Remarks/Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>STEP-1</td>
<td>Acknowledgement, Review of Contract, Receipt of soft copy of ERDMP (Version-1) from Client, Scrutiny of ERDMP document ie ERDMP-Version-1 wrt the PNGRB’s ERDMP Notification Heads/additional information needed, Collation of Observed Gaps Submission to client by IB formal</td>
<td>REF: 3, GP: 3</td>
<td>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&amp;G sector (Refer Competence Document of NABCB)</td>
</tr>
</tbody>
</table>
2. **STEP-2**

<table>
<thead>
<tr>
<th>Visit to Client's premises.</th>
<th>Presentation by Client On ERDMP (Version-2)</th>
<th>Identification of Major hazards/criticalities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Visit</strong></td>
<td><strong>Presentation</strong></td>
<td><strong>Identification</strong></td>
</tr>
<tr>
<td>Walk Through the Plant / Installations, Mock drill, Resolution of Site Visit Issues, Closing Meeting for feedback to/from client etc.- Minimum Mandays</td>
<td>Review of HAZOP /Risk Assessment /QRA documents</td>
<td></td>
</tr>
</tbody>
</table>

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<tr>
<th>Mock Drill</th>
<th>Walk Through of Process Units/Installations/ Critical Work Areas by IB</th>
<th>Status of last External Safety Audit (ESA), HAZOP, QRA and Surprise Audit by OISD, if any to be provided by Client.</th>
</tr>
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<td>Scenario at choice of IB team, IB shall deploy itself at ‘Site of enactment, Fire Pump House and Security Gate with checklists.</td>
<td></td>
<td></td>
</tr>
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<tr>
<th>REF: 4 (Mock drill)</th>
<th>GP: 3 (Mock drill)</th>
<th>3 Mandays for each section Selective mock drill at IPS/RT etc., Personnel interview &amp; walk through for assessing site hazards etc.; Minimum 3 days for a pipeline</th>
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<td>2/1/1 (Mock drill included) Here, walk through &amp; 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 &amp; North Eastern parts. The report of mock drill will be an additional chapter in Final ERDMP document (Version-4) The specified Mandays shall be only for work at Client’s premises and does not include travel time.</td>
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### Discussion on gaps/Further time frames
- Minutes of Meeting for effecting modification in ERDMP - Version-2
- Follow-up for finalizing modified ERDMP i.e. ERDMP Version-3

### 3. STEP-3
Assessment of ERDMP Version-3 and interface of client with IB for final review - Indicative Mandays

<table>
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<tr>
<th>Process</th>
<th>Indicative Mandays</th>
</tr>
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<tbody>
<tr>
<td>Receipt of soft copy of ERDMP (Version-3) from Client. Gap Analysis of ERDMP Ver. 3 to be communicated to client with time frame Based on IB gap analysis, Client to modify &amp; submit soft copy of ERDMP Ver.4 to IB with time frame for closure of issues, if any</td>
<td>2 2 2 2</td>
</tr>
</tbody>
</table>

**REF:** 3  
**GP:** 2

### 4. STEP-4
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 related to ERDMP etc.) - Indicative Mandays

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</tr>
</thead>
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<tr>
<td>Receipt of soft copy of ERDMP (Version-4) from Client. Review of ERDMP (Version-4) w.r.t. agreed content Documentation of videos/still photographs for IB records Conversion of final ERDMP with agreed short &amp; long-term mitigation plan to Non-editable soft form and preserve the same with back-ups etc.</td>
<td>1 1 1 1 1</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Auth. By</th>
<th>Description of Amendment</th>
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</table>

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