



**NATIONAL ACCREDITATION BOARD FOR CERTIFICATION BODIES (NABCB)**

Quality Council of India (QCI), 2<sup>nd</sup> Floor, Institution of Engineers Building, Bahadur Shah Zafar Marg, New Delhi – 110002  
Phone: +91-11-2337 8056 / 57; Fax: +91-11-2337 8678; E-mail: nabcb@qcin.org; Web: www.qcin.org;

**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.	<b>STEP-1</b>  Off site/Desk Review on Receipt of ERDMP from Client after due approval of their Management -Indicative Mandays	<u>Acknowledgement, Review of Contract,</u>  <u>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 &amp; submit Soft copy of ERDMP-Version-2 to IB</p> <p><b>Collation</b> of Gaps/ Observations to be made before site visit. (step-2)</p>						
2.	<p><b>STEP-2</b></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><b>Visit</b> to Client's premises.</p> <p><b>Presentation</b> by Client On ERDMP (Version-2)</p> <p><b>Identification</b> of Major hazards/criticalities</p> <p>Review of HAZOP /Risk Assessment /QRA documents</p> <p><b>Walk Through</b> of Process Units/Installations/ Critical Work Areas by IB</p> <p><b>Mock Drill</b> Scenario at choice of IB team, IB shall deploy itself at Site of enactment, Fire Pump House and Security Gate with checklists.</p> <p><b>Status</b> of last External Safety Audit (ESA), HAZOP, QRA and Surprise Audit by OISD, if any to be provided by Client.</p>	<p><b>REF:</b></p> <p>4 (Mock drill)</p> <p><b>GP:</b></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 &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.</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><b>Discussion</b> on gaps/Further time frames</p> <p><b>Minutes of Meeting</b> for effecting modification in ERDMP - Version-2</p> <p><b>Follow-up</b> for finalizing modified ERDMP i.e. <b>ERDMP Version-3</b></p>						
3.	<p><b>STEP-3</b></p> <p>Assessment of ERDMP Version-3 and interface of client with IB for final review- Indicative Mandays</p>	<p><b>Receipt of soft copy</b> of ERDMP (Version-3) from Client.          Gap Analysis of ERDMP Ver. 3 to be communicated to client with time frame</p> <p><b>Based on IB gap analysis</b>, Client to modify &amp; submit soft copy of <b>ERDMP Ver.4</b> 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><b>STEP-4</b></p> <p>Finalization &amp; Submission of ERDMP document to Client &amp; PNGRB by IB (covering letter and Certificate of conformity with Mitigation Plans /status of Short/Long Term projects related to ERDMP etc.)- Indicative Mandays</p>	<p><b>Receipt of soft copy</b> of ERDMP (Version-4) from Client.</p> <p><b>Review of ERDMP</b> (Version-4) w.r.t. agreed content</p> <p><b>Documentation of</b> videos/still photographs for IB records</p> <p><b>Conversion of final ERDMP</b> with agreed short &amp; long-term mitigation plan to Non-editable soft form and preserve the same with back-ups etc.</p>	<p>1 (Comm on to REF &amp; 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