



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)–'December'2024



Effective Date: 1 January' 2025



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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:

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 Audit / Inspection of entity
PI	:	Petroleum Installation
REF	:	Refinery /Gas Processing Plant (Petroleum Refinery” means an industrial process plant or group of process units or facilities where petroleum or crude oil is converted and refined into more useful products such as petroleum naphtha, gasoline, diesel fuel, asphalt base, heating oil, kerosene, liquefied petroleum gas, jet fuel and fuel oils and like other more useful products
GP	:	Gas Processing Plant” means a facility where natural gas is received and processed to separate gas, LPG condensate and other products;

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 Audit/Inspection	Indicative required Mandays					Remarks/Justification
			REF / GP	PI/AFS/ LBP	LPG/ LNG	NGPL/ PPPL	CGD /CNG/ RO	
1.	STEP-1 Off-site/Desk Review on Receipt of ERDMP from entity after due approval of their Management -Indicative Mandays	<u>Acknowledgment, Review of Contract,</u> <u>Receipt of soft copy</u> of ERDMP (Version-0) from entity. <u>Scrutiny</u> of ERDMP document ie ERDMP-Version-0 wrt the PNGRB’s ERDMP Notification Heads/additional information needed. <u>Collation</u> of Observed Gaps	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 shall meet the competence requirements for specific O&G sector (Refer Competence Document of NABCB) Note (shall to be mandatory and Should to be recommendatory):



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		<p>Submission to entity by IB formal document Review Report / gap analysis / time frame for necessary modification to be done in ERDMP document Ver 0 by entity.</p> <p>Based on IB gap analysis, modify & submit Soft copy of ERDMP-Version-1 to IB</p> <p>Collation of Gaps/ /Observations to be made before site visit. (step-2)</p>						<p>1. Audit Team carrying out Off- Site Desk Review <u>shall</u> be same as the one visiting site. PNGRB's present protocol of approval of team prior to site visit <u>shall</u> be extended to team carrying out Off- Site review of Version- 0 ERDMP document.</p> <p>2. Version- 0 ERDMP Document <u>should</u> be prepared by entities working group. In case, entity opts for a 3rd party to prepare Version-0 ERDMP document, they shall ensure that individual/ each of working group <u>shall</u> have <u>experience of minimum 10 years</u> in Process Safety/ Fire Safety/ OISD External Safety Audit (ESA) in related downstream installation.</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 entity minimum Mandays</p>	<p>Visit to entity premises.</p> <p>Presentation by entity's On ERDMP (Version-1)</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>Team Composition and Audit Man-days are as per Revised Annexure – 1, dated” 30-12-2024</p>				<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-3)</p> <p>The specified Mandays shall be only for work at entity's premises and does not include travel time.</p>	



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		<p>Status of last External Safety Audit (ESA), HAZOP, QRA and Surprise Audit, if any to be provided by entity.</p> <p>Discussion on gaps/Further time frames</p> <p>Minutes of Meeting for effecting modification in ERDMP - Version-1</p> <p>Follow-up for finalizing modified ERDMP i.e. ERDMP Version-2</p>						
3.	<p>STEP-3</p> <p>Assessment of ERDMP Version- 2 and interface of entity with IB for final review- Indicative Mandays</p>	<p>Receipt of soft copy of ERDMP (Version- 2) from entity. Gap Analysis of ERDMP Ver. 2 to be communicated to entity with time frame</p> <p>Based on IB gap analysis, entity to modify & submit soft copy of ERDMP Ver. 3 to IB with time frame for closure of issues, if any</p>	3	2	2	2	2	
4.	<p>STEP-4</p> <p>Finalization & Submission of ERDMP document to entity & 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>Receipt of soft copy of ERDMP (Version- 3) from entity.</p> <p>Review of ERDMP (Version- 3) 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>	1	1	1	1	1	Entity to submit to IB a detailed Mitigation Plan for short and long Term.



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- Note:** 1). For Re-verification Audit, the number of man-days may be suitably reviewed.
- 2) The Inspection Body's other legal entity (if any) shall not prepare the ERDMP Document or carry out Safety Studies, Customized training to O&G entities being Conflict of Interest.
- 3). Team approval from PNGRB shall be obtained before document review.
- 4). Documents review shall be completed before proceeding with the site visit.
- 5). The Concerned Technical Manager of IB shall review all audit and compliance reports before submission to PNGRB/Entity.
- 6). The audit team shall ensure that inspections of all critical areas are conducted, and reference document number is mentioned in the audit checklist.

Amendment Record

<u>Date</u>	<u>Auth. By</u>	<u>Description of Amendment</u>
Sept'2018	NABCB TC	Inclusion of Comments by TC members / PNGRB
31.01.2024	NABCB TC	Inclusion of Comments by TC members / PNGRB
21.08.2024	NABCB TC	Inclusion of Comments by PNGRB
30.12.2024	NABCB TC	Inclusion of Comments by PNGRB