



# Guideline

## Role of workforce and Operator in Planned Inspection

### 1 Introduction

This guideline sets out the expectations of NOPSA on members of the workforce and the operator during planned inspection of facilities, pipelines and activities under the *Offshore Petroleum and Greenhouse Gas Storage Act 2006* (formerly the *Petroleum (Submerged Lands) Act 1967*). Planned inspections are a critical examination of aspects of a facility, its systems and operations against information obtained from the facility safety case, pipeline safety management plan or diving safety management system, and the relevant legislation. Information will also be taken from other sources such as incident notifications and investigations, past inspections and audits.

### 2 Scope of this Guideline

All personnel need to be aware and have an understanding of what their roles and responsibilities are in relation to the management of safety, the safety management system and the specific safety controls on their facility.

This guideline covers the participation of the operator and members of the workforce in planned inspection activities.

### 3 Role of Members of the Workforce in Planned Inspection

The workforce of the facility, including contractors play an important role during planned inspection, in particular in providing information to the inspection team. Members of the workforce may have the following roles during inspection:

- Provide information to the inspection team in response to specific requests
- Answer any questions posed by the inspection team
- Accompany the inspection team while at the facility
- Demonstrate equipment operation or other procedures to the inspection team
- Show the inspection team selected items of physical plant and equipment

It is important to note that participation by members of the workforce in planned inspection is at the request of the inspection team. In relation to Health and Safety Representatives (HSRs), they have a right to accompany an OHS inspector during any inspection at the workplace for the purpose of promoting or ensuring the health and safety of their designated work group.

Members of the workforce and HSRs are not involved in any decision-making regarding planned inspection findings or conclusions.

### 4 Requirements of Operators

Operators need to understand the role and purpose of planned inspection. Planned inspection is a sampled verification of the contents of the safety case, pipeline safety management plan and/or diving safety management system and project plans accepted by NOPSA, as well as verification that legislative requirements are being met. This is critical to ensure that operators understand the

distinction between assessment of documented commitment in the safety case and verification of operator commitments through inspection.

NOPSA has several requirements of the operator to ensure an effective and efficient inspection:

- Availability of necessary personnel to provide information relative to inspection elements, including onshore management to meet with the inspection team prior to and after the inspection. This must be supported by the identification of a key contact who has the authority to facilitate availability of personnel.
- HSRs from the areas of the facility where the inspection is occurring, are available to spend time with the inspection and attend entry and exit meetings
- Access to relevant documentation and records as required by the inspection team
- Access to the facility (accompanied by facility representatives)
- Provision of a meeting room or office with a desk for the inspection team for the duration of the inspection activities
- Any site induction requirements to be made clear to the inspection team prior to the visit so that suitable arrangements can be made

The Lead inspector should advise the Operator of these requirements, in the form of the Inspection Brief, prior to commencing inspection activities.

## **5 Related Documents**

N-02000-PL0025 – Inspections and Audits  
N-02000-SOP0291– Conducting Planned Inspection