



Guideline

Team Selection for Planned Inspection

1 Introduction

This guideline details the consideration to be given in determining the composition of teams for planned inspections.

2 Scope of this Guideline

This guideline sets out issues to be considered in selecting OHS inspectors for planned inspection teams for inspection activities undertaken in accordance with the *Offshore Petroleum (Safety) Regulations 2009 (OPS)*

3 Relevant Regulations

Offshore Petroleum and Greenhouse Gas Storage Act 2006
[Schedule 3 Clause 49]

Offshore Petroleum (Safety) Regulations 2009,
[Regulation 2.45]

and the Petroleum (Submerged Lands) Act 1982 of each State and of the Northern Territory and corresponding regulations under each of those Acts.

4 Team Composition

The team members for planned inspection are to be selected by the respective Team Leaders at the annual planned inspection planning meeting. This should be done in consultation with the OHS inspector for the operator and/or facility. Consideration needs to be given to other NOPSA activities that the person may already be committed to and their previous involvement with the site.

Changes to the assigned person may occur during the year due to other priorities. Team Leaders should ensure that changes to assigned personnel are managed such that the appropriate skills and expertise will be available for the planned inspections.

Planned inspection needs to be conducted by more than one person due to the amount of information gathered during this process and to guard against corporate capture of OHS inspectors. Therefore, the team is to consist of at least two personnel with one taking the lead inspector role for the duration of the planned inspection preparation, implementation, documentation and reporting phases. One of these people may be a Team Leader.

To assist in an efficient and effective planned inspection, it is preferable that one of the OHS inspectors assigned to the planned inspection team was involved in the assessment of the safety case, pipeline safety management plan or diving safety management system.

It is preferable that the two personnel are both OHS inspectors, but where external assistance is required, the OHS inspector will take the lead role.

While this is the preferred team composition it may be varied with approval from the Team Leader. The rationale for this must be recorded by the Team Leader and filed on the planned inspection planning file or the facility file.

All OHS inspectors must undertake training in the planned inspection process to ensure consistency of approach.

5 Corporate Capture

To further guard against corporate capture, it is planned that there will be a rotation of OHS inspectors for each operator and/or facility on a regular basis. This may vary depending on NOPSA team compositions and workloads. At a maximum, however, no OHS inspector should be the primary contact for a facility for more than 6 consecutive years. Therefore selection of OHS inspectors for planned inspection can be scheduled to form the basis for a handover between OHS inspectors.

6 Related Documents

N-02000-PL0025 – Inspections and Audits