



**FACILITY INTEGRITY  
FACILITY INTEGRITY MANAGEMENT SYSTEM  
ONSHORE INTERVIEWS**

**OPERATOR:** .....

**INSPECTION DATE(S):** .....

**FACILITY(S):** .....

No	Prompt	Guide Notes	Comments /Status
<b>1</b>	<b>Policy and strategic objectives for Facility Integrity</b>		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> Tick one (✓)
1.1	<b>Policy and strategy</b> Is there a documented policy with strategic objectives for managing the integrity of the facility?	<ul style="list-style-type: none"> <li>• A facility integrity policy shall be clear, specific and useable by the workforce.</li> <li>• Should lay down objectives, strategies, plan, performance standards, performance indicators and continuous improvement strategy.</li> <li>• Systems, assets and equipment to be monitored by specific programmes should be clearly identified, including on-line inspection.</li> <li>• The process of validation &amp; verification should be clearly defined along with regulatory requirements.</li> </ul>	



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1.2	<p><b>Communication of policy and strategy</b> Is facility integrity management included in the operator's overall Safety Management System and Business Process, and how is it communicated to the workforce?</p>	<ul style="list-style-type: none"> <li>• Facility integrity should be part of operator's overall business management system.</li> <li>• Top management should review regularly the technical health of the facility and the effectiveness of its monitoring.</li> <li>• Workforce at every level should have access to relevant integrity information in addition to regular briefing by management.</li> </ul>	
<b>2</b>	<b>Planning, Responsibility and Authority</b>		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> Tick one (✓)
2.1	<p><b>Plans and procedures</b> Are there plans and procedures to achieve the strategic objectives of safeguarding facility integrity?</p>	<p>This may include</p> <ul style="list-style-type: none"> <li>• Clear identification of critical activities and threats to integrity.</li> <li>• Integrity management manual.</li> <li>• Plan and procedure for inspection, audits and change management.</li> <li>• Methodologies i.e. RBI, RCM and IPF.</li> <li>• Clear process of defining SCEs and their performance standards.</li> <li>▪ Plan and procedures for each type of asset, equipment or system, e.g. pipework, pressure system, corrosion and erosion, structures etc.</li> </ul>	



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2.2	<b>Roles and responsibilities</b> Have roles, responsibilities and authorities for integrity management been clearly and adequately defined?	<ul style="list-style-type: none"> <li>• The custodian of facility integrity should be clearly identified with job description and authority.</li> <li>• The roles, responsibilities and communication between the operations, maintenance and technical integrity group should be clear.</li> <li>• The roles and responsibilities of other support staff, contractors, specialists etc should be unambiguous.</li> </ul>	
2.3	<b>Procedures for implementation</b> What integrity assessment procedures and guidelines are in place?	This may include <ul style="list-style-type: none"> <li>• Pipeline Integrity Management system.</li> <li>• Structural Integrity Management system.</li> <li>• Technical Change Management system.</li> <li>• Maintenance Management Manual.</li> <li>• Inspection and Corrosion Engineering Manual.</li> <li>• Small Bore Piping Integrity manual.</li> <li>• Safety critical Function maintenance and testing Management system.</li> <li>• Asset Information system.</li> </ul>	



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<b>3</b>	<b>Training and Competency</b>		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> Tick one (✓)
3.1	<b>Training needs</b>  What integrity-related training requirements have been defined for key personnel to attain the required competency?	<ul style="list-style-type: none"> <li>• Who are the key personnel involved in safeguarding the facility integrity?</li> <li>• Is there a procedure for identifying the training needs of these personnel, is there a training/skills matrix?</li> <li>• Are there competency requirements for personnel responsible for specific areas of integrity safeguarding such as corrosion/erosion, pressure system, pipework and SCEs?</li> <li>• What specific skills are outsourced and how is their work output and performance monitored?</li> <li>• What external accreditation is required for specific skills of personnel (own and contractors)?</li> </ul> <p>Training records should be maintained and audited for comparison with the schedule.</p>	
3.2	<b>Competence</b>  How is competence established / assured?	<p>Competence includes knowledge, skills, experience, and personal qualities, and relevant training enhances the competency of individual.</p> <p>Many operating companies have formal in-house career progression schemes based on on-the-job training, off-the-job-training and internal assessment criteria.</p> <ul style="list-style-type: none"> <li>• Is there a competency assessment procedure?</li> <li>• Are personnel trained in root cause analysis, HAZID, HAZOP and risk management?</li> </ul>	



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<b>4</b>	<b>Deviation/deferrals, monitoring and records</b>		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> Tick one (✓)
4.1	<b>Deviation/deferral</b>  How are deviations and deferrals communicated from offshore and authorised?	<ul style="list-style-type: none"> <li>• Is there an overall procedure covering deviation and deferral and how is this communicated to staff?</li> <li>• Who are the authorities approving technical deviations and deferrals of testing and verification of SCEs?</li> <li>• Who reviews and monitors these items and are these fed back to top management for regular review?</li> </ul>	
4.2	<b>Onshore and offshore roles and responsibilities</b>  How have roles and responsibilities been allocated between onshore and offshore staff?	<ul style="list-style-type: none"> <li>• Is there a clear understanding of roles and responsibilities of offshore and onshore staff in deviation and deferral management?</li> <li>• Describe the different levels of monitoring facility integrity and their levels of control?</li> <li>• Is there a trigger point and process for facility operations manager to take appropriate actions to ensure compliance?</li> </ul>	



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4.3	<b>Records</b> What records are kept, how are the results reviewed, and actions implemented?	<ul style="list-style-type: none"> <li>• Are integrity records maintained to demonstrate achievement of the performance standards of the systems and equipment, are they centrally kept?</li> <li>• Are records maintained for non-compliances, deviations, deferrals, corrective actions and remedial measures taken, are they centrally kept?</li> <li>• Are validation and verification results of specialist contractors recorded?</li> <li>• Are these records accessible to offshore personnel?</li> <li>• What form are these records kept and what is the retention time?</li> </ul>	
<b>5</b>	<b>Audit and review</b>	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> Tick one (✓)	
5.1	<b>Integrity Assurance</b> How is integrity assurance demonstrated?	Integrity assurance may be demonstrated through: <ul style="list-style-type: none"> <li>• Key performance indicators used in daily and monthly operations reports.</li> <li>• Monthly facility integrity reports.</li> <li>• Monthly facility technical change reports.</li> <li>• Validation/verification scheme.</li> <li>• Regular internal and external audits and reviews.</li> </ul>	



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5.2	<b>Audit</b> How are audits planned and implemented?	<p>Facility integrity audit is aimed at ensuring that processes, people and plant are in place to safeguard the integrity of the facility, and to determine the effectiveness of the management system.</p> <ul style="list-style-type: none"> <li>• Is there a policy and procedure for facility integrity audit?</li> <li>• How are the audits planned, are they based on the status and importance of the activity?</li> <li>• How are personnel selected to conduct each audit?</li> <li>• Are independent competent persons (ICP) used for audits and verification?</li> </ul>	
5.3	<b>Review of audits</b> How are the results of integrity audits reviewed, and improvement programmes developed?	<ul style="list-style-type: none"> <li>• To clarify how the integrity audit results are included in their review process.</li> <li>• Result of review should be specific with responsible parties for implementing remedial actions against set deadlines for completion.</li> <li>• Is there a continuous improvement process?</li> </ul>	
5.4	<b>Review of fit-for-purpose</b> What reviews are carried out for offshore facility against current standards?	It is a good practice to regularly review the adequacy and fit-for-purpose of existing plant against current standards (say every 5 years) and recommend necessary improvements.	

Legend:



- complies



- partially complies (incomplete system)



- non compliance (major failing or Key elements missing)



- Not Tested / No Evidence



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**(Please send the completed prompt sheets to T3 EA with 3 good practices and 3 practices with deficiencies/major failures)**

INSPECTION CARRIED OUT BY

Name: .....

Signature:.....