



**FACILITY INTEGRITY
TOPSIDES MAINTENANCE SYSTEM
OFFSHORE INTERVIEWS**

OPERATOR:

INSPECTION DATE(S):

FACILITY(S):

No	Topic & Prompts	Remarks	Comments / Status
1	Communication between onshore support staff and offshore maintenance technicians		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> Tick one (✓)
1.1	Who are the technical authorities, discipline engineers and onshore support team for your installation?	<p>For some major operators, support is often provided by Onshore based groups such as</p> <ul style="list-style-type: none"> - Maintenance Support Group - Facility Engineering Group - Technical integrity management group - Specialist Engineering Contractors - Contracted Workshops - Spares & Equipment Suppliers 	
1.2	How often do you have contact with them? How often do you meet them on the installation? What do you talk about?	<p>Interactions are often daily for immediate issues, monthly for planning purposes, quarterly for medium and annually for long term planning</p> <p>Common means of communications with the onshore offices are phones and internet. Typically, this allows access to shared data bases from PC's and frequent communication via Email.</p>	



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2	Competence of maintenance technicians and their supervisors		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> Tick one (✓)
2.1	Supervisors - tell me about the training you have received once you were promoted to maintenance supervisor level.	Training and competency assessment procedures for maintenance technicians and supervisors must be set out in detail in the safety case (Regulation 13 and SMS principle 09). Is there a staff progression scheme?	
2.2	Technicians - suggest you probe competence by asking a few questions on practical subjects relating to safety critical work, e.g. making off bolted flanges, live electrical working, and small bore tubing assembly practices.	<ul style="list-style-type: none"> • As above. • Assess competency on a few safety critical tasks. 	
2.3	Tell me about the training you've had on the maintenance management system (e.g. SAP, Maximo, Wizard, etc). Is the computerized maintenance management system reliable and easy to use?	<ul style="list-style-type: none"> • This should be a module in the training and re-training programme for maintenance technicians and supervisors. • Assess understanding of maintenance management system. 	



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3	Maintenance of safety critical elements (SCE)		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> Tick one (✓)
3.1	Does the maintenance work order for a SCE contain a statement of or reference to the relevant SCE performance standard?	For each SCE, there should be a defined performance standard which documents the performance required of the SCE in meeting its role in preventing or mitigating the initiation of a MAE.	
3.2	Does the work order describe any tests to be conducted prior to re-commissioning, to demonstrate that the relevant performance standards have been met?	Critical function tests should be carried out based on a checklist with acceptance parameters.	
3.3	How is the result of this test recorded?	Pass / fail / remedied and actual results for trending.	
3.4	What do you do if the test doesn't meet the acceptance criteria?	Failed functions not immediately repaired should be the subject of a management of change report for Operations Manager sign off with contingency measures in place for continued safe operation and this should be listed on temporary defeat board.	
4	Supervision		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> Tick one (✓)



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4.1	Supervisors - How much time do you spend out on the plant? Do you feel it's enough?	Should be over 50%.	
4.2	How do you monitor maintenance work undertaken by specialist contractors (e.g. gas turbines, pedestal cranes)?	The safety case should include procedures for monitoring and evaluating the performance of third party service providers (SMS principle 13).	
4.3	Who confirms that maintenance tasks have been completed in accordance with the instructions on the work order? How is this done in practice (visual inspection of plant, inspection of maintenance records, discussion with technicians)?	<ul style="list-style-type: none"> • Work should be undertaken in accordance with documented procedures. • Safety critical procedures should include a checklist to be filed on completion • Operations staff must inspect the equipment and test reports before permit sign off and handover. The SMS maintenance system should include performance monitoring arrangements with agreed performance standards and performance indicators.	
5	Recording of completed maintenance work		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> Tick one (✓)
5.1	On completion of a maintenance task, who enters the data onto the maintenance software to record that the tasks have been completed?	Often the permit applicant.	



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5.2	Is there a template to assist in the capture of all the required data (e.g. fault codes, 'as found' condition of the plant, etc)?	(e.g. fault codes, 'as found' condition of the plant, etc).	
5.3	Does anybody check the quality of data recorded?	Usually the permit applicant supervisor, otherwise the onshore support team.	
5.4	Is the status of a performance standard test recorded and trended (pass/fail/remedied)?	pass/fail/remedied.	
6	Backlogs		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> Tick one (✓)
6.1	What proportion of your time is spent on corrective maintenance as opposed to planned maintenance?	This will depend on the equipment strategies adopted for the systems and equipment (condition monitoring or maintenance at planned intervals). Benchmarks of 3:1 Planned vs. Corrective.	



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6.2	Do you have access to any reports on the level of backlog? What is the current position? Is the backlog getting better or worse?	A backlog is work which has not been completed by the nominated "required by date".	
6.3	How is the backlog being addressed? Have any additional resources been allocated (e.g. campaign teams, etc)?	<ul style="list-style-type: none"> • Key performance indicators, including backlog, should be readily available from the inspection and maintenance management system, and reviewed by supervisors and managers. • There should be a trigger period on backlogs to provide additional resources to reduce overdue maintenance. 	
7	Deferrals		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> Tick one (✓)
7.1	How are deferrals authorised and justified?	There should be a documented procedure describing how deferrals are authorised and justified.	
7.2	When is the onshore support team (e.g. technical authorities) consulted?	Technical authority should be consulted on deferral of any safety critical task before it is deferred.	



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7.3	If maintenance of an SCE is deferred, is any assessment done to identify and implement additional measures (e.g. increased inspection) to restore the integrity of the barriers weakened by the deferral?	Change management authorisation document to be examined to ascertain the extents of contingency measures and risk assessments that need to be taken by the operator.	
7.4	What is the current level of deferrals? Is this getting better or worse?	Check reasons for deferrals.	
8	Corrective maintenance		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> Tick one (✓)
8.1	Do you feel that you have enough technicians to cope with corrective maintenance?	With a good practice of 3:1 PM's vs. CM's, any deviation may point to lack of resources.	
8.2	How are the risks to continued safe operation evaluated for their degrading effect on the major hazards (e.g. contribution of faulty/passing valves to an incident)? How is this decision recorded?	The safety case change management system will apply in this case. The first step would be a risk assessment that would need to be documented and attached to the authorisation form.	



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8.3	When defects and anomalies are identified, who decides if they're significant? When would the onshore support team be consulted?	<ul style="list-style-type: none"> • For safety critical systems and equipment the safety case must include performance standards. • Safety critical anomalies should be remedied immediately. For the rest a hazard assessment is required. • If the anomaly has shown deterioration with time then an estimate of when it will become critical can be made. • If failure is predicted before the next inspection it should be scheduled for repair in the next maintenance campaign. 	
9	Defined life or temporary repairs	<div style="display: flex; align-items: center; gap: 10px;"> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> </div> Tick one (✓)	
9.1	Is a work order devised for the inspection and maintenance of the defined life repair?		
9.2	Request a copy of the temporary repairs register.		
9.3	What is the procedure for justifying and approving temporary repair? Who would be consulted onshore? Is anyone consulted to approve a temporary repair?	Defined life or temporary repairs occur when the replacement part is not to the original specification (i.e. not a 'like for like' repair) or the system cannot be made available for permanent repair. Technical authority should be consulted for safety critical elements.	



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9.4	Is the 'temporary' repair assigned a defined life? Is a work order generated on the maintenance scheduling software to record the defined life and to schedule when the temporary repair should be replaced with a conventional repair?	When temporary measures are put in place they must be limited to a specified time period and authorised in accordance with change management procedures, including a risk assessment.	
10	Measuring the effectiveness of the maintenance system		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> Tick one (✓)
10.1	What information do you get to see regarding the performance of maintenance activities? Provide a sample report.	E.g. backlogs, repeated repair.	
11	System test of SCE		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> Tick one (✓)
11.1	Describe the outcome of system tests carried out.	There should be a performance standard for the system tests.	
12	Condition of plant		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> Tick one (✓)
12.1	Describe the physical condition of the plant.	Check for corrosion, tidiness, painting, tripping hazards.	



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13	Examples of Best Practice		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> Tick one (✓)
13.1	Describe examples of best practice where appropriate.	e.g. maintenance management system, corrosion management, competency etc.	

Legend:

- complies
- partially complies (incomplete system)
- non compliance (major failing or Key elements missing)
- Not Tested / No Evidence

(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: