

VIII. Pre-Startup Safety Review Program
Nevada Division of Environmental Protection
Chemical Accident Prevention Program
Element Audit Checklist

Revision 2, 09/08/2016



Facility:		Process(es) Covered:		HHS(s):	
Completion Score History	Date	Part A Score	Part B Score		
	xx/xx/xxxx	xx%	xx%		
A. PROCEDURE/POLICY REVIEW					
Documents Reviewed					
Date Reviewed	Title of Document		Rev. #	Date	# Pgs.
1) CONSTRUCTION VERIFICATION			NAC Ref.	Resp. Code	
<i>Item #1 Completion Score – Weighted 20% of Part A</i>			<i>x / 3 = xx%</i>		
i.	Does the PSSR procedure define criteria and responsible individual(s) to enable confirmation that installed equipment and materials are in accordance with design specifications?		459.95425(2a) 459.95341		
ii.	Does the PSSR procedure define criteria and responsible individual(s) to enable confirmation that installed instruments and controls are in accordance with design specifications?		459.95425(2a) 459.95341		
iii.	Does the PSSR procedure define criteria and responsible individual(s) to enable confirmation that construction work is in accordance with design specifications?		459.95425(2a) 459.95341		
Notes/Comments Pertaining to Responses to Questions under Issue 1):					
2) VERIFICATION OF PROCEDURE DEVELOPMENT			NAC Ref.	Resp. Code	
<i>Item #2 Completion Score – Weighted 20% of Part A</i>			<i>x / 2 = xx%</i>		
i.	Does the PSSR procedure define criteria and responsible individual(s) to enable confirmation that procedures are verified to be in place for:		459.95425(2b) 459.95341		
a.	Standard Operating Procedures?		459.95425(2b) 459.95341		
b.	Safe Work Practices?		459.95425(2b) 459.95341		
c.	Maintenance Procedures?		459.95425(2b) 459.95341		

Response Code (Point Valve): Y = Yes (1), N = No (0), NA = Not Applicable (Not Scored), U = Undetermined (0), P = Partially Satisfied (½), NR = Not Reviewed (Not Scored), R = Reviewed (1)

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d. Emergency Procedures?		459.95425(2b) 459.95341	
ii. Does the PSSR procedure define criteria and responsible individual(s) to enable confirmation that procedures are verified to be adequate for:		459.95425(2b) 459.95341	
a. Standard Operating Procedures?		459.95425(2b) 459.95341	
b. Safe Work Practices?		459.95425(2b) 459.95341	
c. Maintenance Procedures?		459.95425(2b) 459.95341	
d. Emergency Procedures?		459.95425(2b) 459.95341	
Notes/Comments Pertaining to Responses to Questions under Issue 2):			
3) PERFORMANCE OF A PHA AND MOC		NAC Ref.	Resp. Code
<i>Item #3 Completion Score – Weighted 20% of Part A</i>		$x / 3 = \mathbf{xx}\%$	
i. Does the PSSR procedure require that a process hazard analysis be performed and designate the responsible individual(s)?		459.95425(2c) 459.95341	
ii. Does the PSSR procedure require that all PHA recommendations be resolved prior to startup and designate the responsible individual(s)?		459.95425(2c) 459.95341	
iii. Does the PSSR procedure require that an MOC be completed for all modifications of an existing process and designate the responsible individual(s)?		459.95425(2d) 459.95341	
Notes/Comments Pertaining to Responses to Questions under Issue 3):			
4) TRAINING		NAC Ref.	Resp. Code
<i>Item #4 Completion Score – Weighted 20% of Part A</i>		$x / 2 = \mathbf{xx}\%$	
i. Does the PSSR require that operating personnel are trained in the new process or change prior to their operating the process; and does the procedure define criteria for training and testing and the responsible individual(s)?		459.95425(2e) 459.95341	
ii. Does the PSSR procedure require that maintenance personnel are trained in the new process or change prior to their performing maintenance on the process; and does the procedure define criteria for training and testing and the responsible individual(s)?		459.95425(2e) 459.95341	
Notes/Comments Pertaining to Responses to Questions under Issue 4):			

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5) CONFIRMATION OF COMPLETION	NAC Ref.	Resp. Code
<i>Item #5 Completion Score – Weighted 10% of Part A</i>		$x / 1 = \mathbf{xx}\%$
i. Does the PSSR procedure define how it is confirmed that all program requirements are satisfied prior to starting the new process or implementing the change; and does the procedure define the responsible individual(s)?	459.95425(2) 459.95341	
Notes/Comments Pertaining to Responses to Questions under Issue 5):		
6) MANAGEMENT PLAN AND DOCUMENT CONTROL	NAC Ref.	Resp. Code
<i>Item #6 Completion Score – Weighted 10% of Part A</i>		$x / 2 = \mathbf{xx}\%$
i. Is there a site-specific plan that addresses how the Pre-Startup Safety Review Program requirements will be developed and maintained, including, documenting the names of person(s) who are members of the team with overall responsibility for the development, implementation and integration of the Pre-Startup Safety Review Program Requirements?	459.95341	
ii. Is there a site-specific policy or procedure that addresses how Pre-Startup Safety Review Program documentation is controlled to ensure that the most current information is in circulation and use?	459.95341	
Notes/Comments Pertaining to Responses to Questions under Issue 6):		
General Procedure/Policy Review Notes/Comments:		

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B. ON-SITE INSPECTION - RECORDS AUDIT							
1) REVIEW 1 TO 4 ISSUED PRE-STARTUP SAFETY REVIEWS <i>List on the Following Table:</i>					NAC 459.95425		
<i>Item #1 Completion Score – Weighted 80% of Part B</i>					$x / 4 = \mathbf{xx}\%$		
#	PSSR ID #	Proposed Change	Issue Date	Approval Date	Startup Date		
i							
ii							
iii							
iv							
Inquiry/Observation				Response Code :			
				i	ii	iii	iv
a. Is there documented evidence that any installed equipment and materials were confirmed to be in accordance with design specifications prior to introducing a substance into the process?							
b. Is there documented evidence that any installed instruments and controls were confirmed to be in accordance with design specifications prior to introducing substance into the process?							
c. Is there documented evidence that any construction work was confirmed to be in accordance with design specifications prior to introducing a substance into the process?							
d. Is there documented evidence that the SOPs were confirmed to be in place and adequate prior to introducing a substance into the process?							
e. Is there documented evidence that the SWPs were confirmed to be in place and adequate prior to introducing a substance into the process?							
f. Is there documented evidence that the Maintenance Procedures were confirmed to be in place and adequate prior to introducing substance into the process?							
g. Is there documented evidence that the Emergency Procedures, was confirmed to be in place and adequate prior to introducing a substance into the process?							

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h. Is there documented evidence that a Process Hazards Analysis (PHA) was performed prior to introducing a substance into the process?				
i. Is there documented evidence that all recommendations resulting from the PHA were resolved or implemented prior to startup of the process?				
j. Is there documented evidence that a Management of Change (MOC) review was performed for a modified process, and that all MOC requirements were met, prior to introducing a substance into the process?				
k. Is there documented evidence that training was completed for each employee involved in operating and maintaining the process prior to their working in the process?				
l. Based on the Response Codes used to complete items 'a' – 'k' above, is it possible to confirm that the PSSR was performed in accordance with program requirements?				
Notes/Comments Pertaining to Responses to Questions under Issue 1):				
2) PRE-STARTUP SAFETY REVIEWS COMPLETED	NAC Ref.		Resp. Code	
<i>Item #2 Completion Score – Weighted 20% of Part B</i>	$x / 1 = \mathbf{xx}\%$			
i. Have PSSRs been completed for circumstances requiring such? (Answer is limited to auditor's observations and inquiries. List any activities for which a PSSR was not conducted as required.)	459.95425(1)			
Notes/Comments Pertaining to Responses to Questions under Issue 2):				
General On-Site Inspection Notes/Comments:				