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| **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) CONTENT OF THE EMPLOYEE PARTICIPATION PLAN** | **NAC Ref.** | **Resp.****Code** |
| ***Item #1 Completion Score – Weighted 90% of Part A*** | **x / 3 = xx%** |
| i. Does the written plan define how employees are consulted about conducting and developing the process hazard analysis, how employee input is provided and who is responsible for consulting with the employees and documenting that consultation?  | 459.95431(1)459.95431(2a)459.95341 |  |
| ii. Does the written plan define how employees are consulted about developing and implementing the following CAPP program elements; and does the plan define how employee input is provided and who is responsible for consulting with the employees and documenting that consultation? | 459.95431(1)459.95431(2b)459.95341 |  |
| a. Process Safety Information |  | 459.95431(1)459.95431(2b)459.95341 |  |
| b. Standard Operating Procedures |  | 459.95431(1)459.95431(2b)459.95341 |  |
| c. Training |  | 459.95431(1)459.95431(2b)459.95341 |  |
| d. Mechanical Integrity |  | 459.95431(1)459.95431(2b)459.95341 |  |
| e. Management of Change |  | 459.95431(1)459.95431(2b)459.95341 |  |
| f. Pre-Startup Safety Review |  | 459.95431(1)459.95431(2b)459.95341 |  |
| g. Compliance Audits |  | 459.95431(1)459.95431(2b)459.95341 |  |
| h. Incident Investigation |  | 459.95431(1)459.95431(2b)459.95341 |  |
| i. Hot Work Permit |  | 459.95431(1)459.95431(2b)459.95341 |  |
| j. Employee Participation  |  | 459.95431(1)459.95431(2b)459.95341 |  |
| k. Contractor Program |  | 459.95431(1)459.95431(2b)459.95341 |  |
| l. Emergency Response Program |  | 459.95431(1)459.95431(2b)459.95341 |  |
| iii. Does the written plan define how employees have access to the information referenced in items i and ii above; and does the plan define the individual(s) responsible for ensuring the information is available? | 459.95431(3)459.95341 |  |
| **Notes/Comments Pertaining to Responses to Questions under Issue 1):** |
| **2) MANAGEMENT PLAN AND DOCUMENT CONTROL** | **NAC Ref.** | **Resp.****Code** |
| ***Item #2 Completion Score – Weighted 10% of Part A*** | **x / 2 = xx%** |
| i. Is there a site-specific plan that addresses how the Employee Participation 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 Employee Participation Program Requirements? | 459.95341 |  |
| ii. Is there a site-specific policy or procedure that addresses how the Employee Participation 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 2):** |
| **General Procedure/Policy Review Notes/Comments:** |

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| **B. ON-SITE INSPECTION - RECORDS AUDIT** |
| **1) VERIFY IMPLEMENTATION OF EMPLOYEE PARTICIPATION PLAN** | **NAC Ref.** | **Resp. Code** |
| ***Item #1 Completion Score – Weighted 50% of Part B*** | **x / 3 = xx%** |
| 1. Is there documented evidence that employees were consulted on developing and conducting the process hazard analysis in accordance with the employee participation plan?
 | 459.95431(1)459.95431(2a) |  |
| 1. Is there documented evidence that employees were consulted on developing and implementing the following program elements:
 | 459.95431(1)459.95431(2b) |  |
| 1. Process Safety Information
 |  | 459.95431(1)459.95431(2b) |  |
| 1. Standard Operating Procedures
 |  | 459.95431(1)459.95431(2b) |  |
| 1. Training
 |  | 459.95431(1)459.95431(2b) |  |
| 1. Mechanical Integrity
 |  | 459.95431(1)459.95431(2b) |  |
| 1. Management of Change
 |  | 459.95431(1)459.95431(2b) |  |
| 1. Pre-Startup Safety Review
 |  | 459.95431(1)459.95431(2b) |  |
| 1. Compliance Audits
 |  | 459.95431(1)459.95431(2b) |  |
| 1. Incident Investigation
 |  | 459.95431(1)459.95431(2b) |  |
| 1. Hot Work Permit
 |  | 459.95431(1)459.95431(2b) |  |
| 1. Employee Participation
 |  | 459.95431(1)459.95431(2b) |  |
| 1. Contractor Program
 |  | 459.95431(1)459.95431(2b) |  |
| 1. Emergency Response Program
 |  | 459.95431(1)459.95431(2b) |  |
| 1. Is there documented evidence that employee input was actively considered?
 | 459.95431(2) |  |
| **Notes/Comments Pertaining to Responses to Questions under Issue 1):** |
| **2) VERIFY ACCESSIBILITY OF THE INFORMATION** | **NAC Ref.** | **Resp. Code** |
| ***Item #2 Completion Score – Weighted 50% of Part B*** | **x / 1 = xx%** |
| 1. Is the information accessible to employees in the manner specified in the employee participation plan and does it appear to be adequate?
 | 459.95431(3) |  |
| **Notes/Comments Pertaining to Responses to Questions under Issue 2):** |
| **General On-Site Inspection and Records Audit Notes/Comments:** |