

XI. Employee Participation Program
Nevada Division of Environmental Protection
Chemical Accident Prevention Program
Element Audit Checklist

Revision 2, 09/09/2016



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) CONTENT OF THE EMPLOYEE PARTICIPATION PLAN				NAC Ref.	Resp. Code	
<i>Item #1 Completion Score – Weighted 90% of Part A</i>				$x / 3 = \mathbf{xx}\%$		
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		

Response Code (Point Value): 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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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
<i>Item #2 Completion Score – Weighted 10% of Part A</i>		$x / 2 = \text{xx}\%$	
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:			



B. ON-SITE INSPECTION - RECORDS AUDIT			
1) VERIFY IMPLEMENTATION OF EMPLOYEE PARTICIPATION PLAN	NAC Ref.	Resp. Code	
<i>Item #1 Completion Score – Weighted 50% of Part B</i>	$x / 3 = \mathbf{xx}\%$		
i. 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)		
ii. Is there documented evidence that employees were consulted on developing and implementing the following program elements:	459.95431(1) 459.95431(2b)		
a. Process Safety Information	459.95431(1) 459.95431(2b)		
b. Standard Operating Procedures	459.95431(1) 459.95431(2b)		
c. Training	459.95431(1) 459.95431(2b)		
d. Mechanical Integrity	459.95431(1) 459.95431(2b)		
e. Management of Change	459.95431(1) 459.95431(2b)		
f. Pre-Startup Safety Review	459.95431(1) 459.95431(2b)		
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iii. 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
<i>Item #2 Completion Score – Weighted 50% of Part B</i>	$x / 1 = \mathbf{xx}\%$	
i. 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:		