

Guidance on meeting expectations of  
*EI Process safety management framework*

Element 2: Identification and compliance  
with legislation and industry standards

GUIDANCE ON MEETING EXPECTATIONS OF  
EI PROCESS SAFETY MANAGEMENT FRAMEWORK ELEMENT 2:  
IDENTIFICATION AND COMPLIANCE WITH LEGISLATION AND INDUSTRY STANDARDS

1st edition

October 2013

Published by

**ENERGY INSTITUTE, LONDON**

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Registered charity number 1097899

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This publication has been produced as a result of work carried out within the Technical Team of the EI, funded by the EI's Technical Partners. The EI's Technical Work Programme provides industry with cost-effective, value-adding knowledge on key current and future issues affecting those operating in the energy sector, both in the UK and internationally.

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The EI gratefully acknowledges the financial contributions towards the scientific and technical programme from the following companies

BG Group	Premier Oil
BP Exploration Operating Co Ltd	RWE npower
BP Oil UK Ltd	Saudi Aramco
Centrica	Scottish Power
Chevron	SGS
ConocoPhillips Ltd	Shell UK Oil Products Limited
DONG Energy	Shell U.K. Exploration and Production Ltd
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Maersk Oil North Sea UK Limited	Tullow
Murco Petroleum Ltd	Valero
Nexen	Vattenfall
Phillips 66	World Fuel Services

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ISBN 978 0 85293 657 3

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## PUBLICATIONS IN THIS SERIES

### *Guidance on meeting expectations of EI Process safety management framework*

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- *Element 2: Identification and compliance with legislation and industry standards*
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- *Element 4: Workforce involvement*
- *Element 5: Communication with stakeholders*
- *Element 6: Hazard identification and risk assessment*
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- *Element 10: Management of operational interfaces*
- *Element 11: Standards and practices*
- *Element 12: Management of change and project management*
- *Element 13: Operational readiness and process start-up*
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- *Element 17: Work control, permit to work and task risk management*
- *Element 18: Contractor and supplier, selection and management*
- *Element 19: Incident reporting and investigation*
- *Element 20: Audit, assurance, management review and intervention*

## FOREWORD

Process safety management (PSM) is vital to ensuring safe and continued operations in major accident hazard (MAH) organisations. However, PSM is a multifaceted process, and a number of high profile incidents since 2005 have suggested that without a holistic understanding of the various factors required for effective PSM it can be difficult and inefficient to ensure, and measure, performance.

In 2010 the Energy Institute (EI) published *High level framework for process safety management (PSM framework)*, which aimed to define what PSM should involve. Divided into four focus areas (process safety leadership, risk identification and assessment, risk management, and review and improvement) and sub-divided into 20 'elements', it sets out a framework of activities MAH organisations should undertake to ensure PSM. Each element lists a number of high level activities organisations should meet (expectations).

EI *Guidance on meeting expectations of EI Process safety management framework* is a series of 20 publications ('guidelines') that build on the *PSM framework*. Commissioned by the EI Process Safety Committee (PSC) each guideline captures and presents current industry good practices and guidance on how organisations can meet the expectations set out in each element of the *PSM framework*. Each guideline includes:

- A logical flow diagram of activities ('steps') the organisation should undertake to manage that element.
- Descriptions of those steps.
- Example performance measures (PMs) to measure the extent to which key steps have been undertaken.
- A list of further resources to help undertake key steps.
- A table mapping the steps against the expectations in the *PSM framework*.
- Annexes of useful information.

Readers implementing the guidance in this publication should be aware of the *PSM framework* and the other publications in this series, particularly if they are a manager with oversight of the wider implementation of PSM.

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Suggested revisions are invited and should be submitted through the Technical Department, Energy Institute, 61 New Cavendish Street, London, W1G 7AR. e: [technical@energyinst.org](mailto:technical@energyinst.org)

## ACKNOWLEDGEMENTS

*EI Guidance on meeting expectations of EI Process safety management framework* was commissioned by the Energy Institute (EI) Process Safety Committee (PSC) and prepared by Martin Ball (Bossiney Consulting). During this project, PSC members included:

Martin Ball	Bossiney Consulting
David Bleakley	ConocoPhillips
John Brazendale	Health and Safety Executive
John Briggs	Kuwait Petroleum International
Jonathan Carter	Marsh
James Coull	Total
Kenny Crighton	Nexen
Peter Davidson	UKPIA
Graeme Ellis	ABB
Dr David Firth	Chilworth Group
Peter Gedge (Chair)	BP
John Henderson	CB&I Lummus (BCECA)
Bob Kilford	EDF Energy
King Lee (Vice-chair)	Lloyd's Register
Keith Lewis	Total E&P UK Ltd
Paul McCulloch	E.ON
SreeRaj Nair	Chevron
Peter O'Toole	Tullow Oil
John Pond	Consultant
Dr Niall Ramsden	Resource Protection International
Toby St.Leger	ConocoPhillips
Dr Mark Scanlon (Secretary)	Energy Institute
Don Smith	Eni UK

The following additional individuals are acknowledged for commenting on the draft for consultation of this series of publications:

Lee Allford	European Process Safety Centre
John Armstrong	E.ON
Mike Beanland	ABB
Amanda Cockton	Health and Safety Executive
Edwin Ebiegbe	E.ON
Allen Ormond	ABB

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# 1 INTRODUCTION

## 1.1 IDENTIFICATION AND COMPLIANCE WITH LEGISLATION AND INDUSTRY STANDARDS

This guideline sets out good practices for the identification and compliance with legislation and industry standards. Compliance with legislation is a fundamental requirement for organisations. Management should ensure that requirements of applicable legislation are identified, understood and complied with.

The scope of this element is to ensure that the organisation's arrangements meet the requirements of the applicable legislation and industry standards; consequently it focuses on the arrangements themselves, rather than compliance with the arrangements. The checking of compliance with the arrangements is covered by other elements.

This element defines what should be done to ensure that the organisation meets the requirements of legislation, typically by identifying required design standards, safe working practices, policies and procedures. Consequently this element works in conjunction with the following other elements:

- Element 1 – Leadership, commitment and responsibility;
  - policies;
  - targets, objectives and action plans;
- Element 8 – Operating manuals and procedures;
  - procedures;
- Element 11 – Standards and practices;
  - design standards, and
  - safe working practices.

## 1.2 EXPECTATIONS FOR ELEMENT 2: IDENTIFICATION AND COMPLIANCE WITH LEGISLATION AND INDUSTRY STANDARDS

Element 2 of EI *High level framework for process safety management (PSM framework)* describes five expectations – arrangements and processes that organisations should (to an appropriate degree) have in place in order to ensure they are managing this aspect of PSM appropriately:

'Overview      Compliance with legislation is a fundamental requirement for organisations. Management must ensure that the requirements of applicable legislation are identified, understood and complied with.

**2.1**      Requirements of current and forthcoming, applicable legislation, regulations, licences, permits, codes, standards, practices and other governmental requirements are identified, documented and kept current.

**2.2**      The operating requirements arising from legislation and industry standards are defined, documented and communicated to those affected.

**2.3**      Compliance with legislation and industry standards is systematically verified.



- 2.4** Arrangements for identification and compliance with legislation and industry standards are understood and followed; understanding of arrangements and compliance with them is regularly tested.
- 2.5** Compliance and performance trends are reviewed by specified levels of management.'

This guideline provides a process, along with guidance, to help organisations meet these expectations. It also suggests a number of compliance checks and performance measures (PMs) to measure the extent to which key activities involved in meeting these expectations have been or are being undertaken.