

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

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Guidance on meeting expectations of EI Process safety management framework

- *Element 1: Leadership, commitment and responsibility*
- *Element 2: Identification and compliance with legislation and industry standards*
- *Element 3: Employee selection, placement and competency, and health assurance*
- *Element 4: Workforce involvement*
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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

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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.