

BI-02.50 Plant Safety Files - requirement to register and track plant components and certificates

(Accountable - Engineering Manager (Site) (Unassigned))

Expectations

Sites have a process to track and manage information related to equipment deployed on the site. The process should mesh with maintenance strategies and provide a single point of truth for test/inspection information related to registered/regulated components.

Specify

The process confirms that **all** components of equipment deployed on site meet requirements.

Requirements for information to be provided, developed and maintained:

1. Design information - including: load cases (operating conditions) considered; standards conformed with; schematics of sub systems and detailed and dimensioned general arrangement drawings; design registration of components/complete machine; risk and safety assessments (design RA, functional safety studies, ergonomic assessments, etc.); assumptions on usage made by designers (duty cycles, etc.); recommended spares; maintenance strategy (and draft work orders).
2. Manufacturing and Commissioning - including: test certificates for registered components (certificates of conformity); records of proof tests; design registration; signed conformance to design certification; ITP/QA&QC records; coatings (paints, etc.) and components information (reference numbers etc.); Safety Data Sheets (for deployed lubricants and relevant coatings and components); fire suppression and extinguisher details (including diagrams of position and function); change management records (for any required modifications).
3. Maintenance - detailed parts list/manual; spares provided/user serviceable parts or systems; maintenance procedures; lifting points and constraints (e.g. tanks full/empty);

workshop requirements; service agreement(s); maintainability risk assessment; site maintenance strategy and work orders (site generated); maintenance records (site generated); third party incident/recommendations; OEM issued recalls or service bulletins.

4. Operations - operating manual; work procedures and associated training modules; emergency response considerations; pre-use checklists; operability risk assessment.

Implement

1. Plant Safety Files/Dossiers are reviewed during the Introduction to Site (ItS) process - confirming that supplied equipment is designed and manufactured to meet site requirements.
2. Confirming checks are made of the delivered plant during the ItS matching the safety related components against those documented in the safety file/dossier.
3. Nominated Proof tests and other safety related procedures/work orders are added as priority items in the maintenance strategy for the accepted item(s) of plant.

Monitor

1. Document management systems confirm currency of relevant certificates related to the items of plant deployed on site.
2. Regular internal and external audits confirm that plant files/dossiers match plant deployed on the site and are current in line with site requirements.