

No - ISU. /

No - NEG / Registration number of inspected operator: No/date

No - EPA. /

SEVESO INSPECTION REPORT (Annex of Order of Ministry of Internal Affairs no 89/2013)

Number of unique inspection register:/.....

Name of objective:

Identification data of inspected unit:

Classification according Governmental Decision Low tier/upper tier
no. 804/2007 on the control of major - accident
hazards involving dangerous substances

Date of inspection:

Participants:

Themes (Objectives)	Checked Installations	Selection criteria
Examples: Measures taken to prevent major accidents in the objective framed as HG 804/2007 amend Annex 1, Part 2, col.2 (7 and 8) for storing hazardous substances	Examples: access to deposits	Examples: Seveso directive provisions
Implementation of the measures imposed by the previous control	Warning systems	Other specific legislation
Maintaining and operating the facility in a safe and appropriate level of security technology	Deposits	Permits/licenses
	Lighting rod	Audits
	Production equipments/capacities	
	Intervention equipment	
	Communication	

appropriate means to limit inside and outside the
the consequences of a site
major accident
Employees knowledge on
measures and intervention
in case of accident
Public information
supplied

Documents taken into consideration:

		Yes	No
Documents	Verification on site		
Decision of nomination of person charged with security management	Is it nominated the person charged with security management? His/her job duties include responsibilities on this field		
Notification of performed activity	Deposit capacities are according to the last notification?		
Risk analysis	Safety and protection devices that are presented in the risk analysis – are they present on site and in functioning condition?		
Public information	Is the operator performing a continuous population information campaigns and the results of this campaigns are the subject of an audit? If the operator is part of the Law 92/2003 regarding the acceding of Romania to the UNECE Convention ON THE TRANSBOUNDARY EFFECTS OF INDUSTRIAL ACCIDENTS, has he notified the neighboring country authorities on the danger represented by the site?		

Internal emergency plan

Is the operator Internal emergency plan identical with the one that have been transmitted to the Inspectorate for Emergency Situations?

Actualization/Reviews - are up to date?

Is the emergency plan available at the front office or at the manager/responsible person on duty?

Were the relevant parts transmitted to the special designated compartments of the operator, to the intervention unit, public institution/operators that can be affected in case of accident?

Employees/intervention unit/top personnel are informed about the Internal emergency plan?

Is it consistency between exercises that took place on the site and their initial plan and the follow up reports?

Is it consistency between the scenarios described inside Internal emergency plan and the performed exercises?

Respects the requirements of guides/international practices	Respects the requirements in a satisfactory degree	Low level of conformity, ensuring minimum of security
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MAPP/ in the field of safety/security management

Is it adequately detailed and in accordance with requirements?
Is it publicly available to the personnel and displayed in visible places?

Organization and personnel

Have been identified the training needs for all personnel (employees and contractors)?
Are specified the minimum training requirements for each function?
Is it established a plan for personnel training and knowledge examination?
Was it performed a written audit of the system, including recommendation with deadlines?

**Risks
identification
and evaluation**

Is it implemented a system for continuous identification of hazards (normal/abnormal operation)?

Are there procedures for risks evaluation (probability, frequency, magnitude)

Is it a system in place for risks control (the certitude that risks are maintained inside the levels that were described inside the site safety report)?

Have been identified the critical installations for a site safety functioning, and did they receive special attention from maintenance and operational point of view?

Was it performed a written audit of the system, including recommendation with deadlines?

Operational Control

Verification of knowledge of the employees working in critical points on the working procedures in normal and emergency situations

Working procedures contain information for emergency operation?

Maintenance of the critical elements of the system is based on well-documented procedures, instructions of the manufacturer?

Is the operator performing careful records of maintenance operations?

Is it implemented and maintained a work permit system?

Was it performed a written audit of the system, including recommendation with deadlines?

Management
of
modernization
/ change
management

Are there in place
procedures for
defining changes in
facilities /
procedures /
materials /
contractors etc.
subject to change
management?

Are there in place
procedures that
regulates the risk
analysis procedure
for the proposed
changes?

Was it performed
a written audit of
the system,
including
recommendation
with deadlines?

Planning for
emergency
situations

Re there operating
procedures in case
of emergencies,
specific to each
installation
operation

Is all staff receiving
specific training on
the operations and
measures to be
taken in case of
emergency?

Are exercises
performed on order
to observe the
response capacity
of all departments

of the organization?

Was it performed
a written audit of
the system,
including
recommendation
with deadlines ?

Performance monitoring

For each aspect set
out in the policy
have been
established
objectives/measures
leading to their
achievement?

Have been
established
programs that
ensure the
objectives
fulfillment?

Was it performed
a written audit of
the system,
including
recommendation
with deadlines?

Is there a procedure
to determine the
damages/accidents
that need to be
investigated?

Adoption and implementation of mechanisms for investigation

Is there a procedure
to establish a
systematic
methodology for
investigating
damages/accidents?

Is there a clearly defined mechanism which uses the lessons learned from the failures /accidents?

Is it maintained a register containing all damages/accidents?

Audit and review

Is it established a clear audit procedure of the whole safety management system?

Are there established verification criteria of the safety management system, using an audit?

Are closely followed the recommendations resulting from audits, with deadlines for completion and designated responsible persons?

The measures listed above, can be also found in working with contractors?

Contractors

* Evaluation of the above aspects will not be based only on the existence of the documents, but also the evaluation of their implementation /operation inside the working process of the economic operator

Field inspection	Respects all legal requirements/Ensure a high degree of protection/safety	Respects the majority of legal requirements/Ensure a satisfactory degree of protection/safety	Law degree of conformity, ensuring minimum security level
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Access to the site

Warning/alarm systems in place

Communication systems inside and outside the site

Equipment and Safety Systems

Equipment and facilities for intervention purpose

Evaluation of economic operator response after an emergency simulation

Summary of inspection findings:

Examples:

- ❖ Permits/licenses – up to date
- ❖ ISO certifications
- ❖ Modification in functioning, capacities, new installations
- ❖ Notification on hazardous substances present on site, transport/packaging/ labeling
- ❖ Personnel specific training – (Seveso and other legislation provisions)
- ❖ Safety devices presence and their functioning status
- ❖ Exercises performed after previous inspection, their findings, new measures implemented
- ❖ Information supplied to public

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Analyze of fulfilling the previous imposed measures (mentioned in inspection report no. .../... ..):

Measure 1. Deadline: Degree of fulfillment:

Measure 2. Deadline: Degree of fulfillment :

Applied sanctions: (IF necessary)

No.	Name and Surname of sanctioned person	Non conformity that was sanctioned	Serial number of sanction document	Sanctions		
				Main	Amount of fine	Complementary
				Type of sanction		

Imposed measures and their deadlines:

1.
Deadline: Responsible for fulfillment:

2.
Deadline: Responsible for fulfillment:

Regarding on the pattern of how the identified deficiencies have been corrected, the operator will informed in writing the competent authorities no later than: ../(date)

Confirming the take over of the imposed measures Signature and stamp of operator

Business owner _____

Signatures of representatives of competent authorities that have participated to this inspection:

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..... ..

This inspection report was completed in copies, one for the National Environmental Guard - County Commissariat, one for the Environmental Protection Agency., one for the Inspectorate for Emergency Situations "." county, and a copy for the business owner inspected