

KP3 Offshore maintenance management template

INSTALLATION	DATE(S)	INSPECTOR(S)
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Persons interviewed	Position

Offshore B	Communication between onshore support staff and offshore maintenance technicians		
<p>1. Who are the technical authorities, discipline engineers and onshore support team for your installation?</p> <p>2. How often do you have contact with them? How often do you meet them on the installation? What do you talk about?</p>			
RELEVANT LEGISLATION MHSWR 5 Arrangements for effective planning, organisation, control, monitoring and review of preventive and protective measures			
NON COMPLIANCE / MAJOR FAILING	ISOLATED FAILURE / INCOMPLETE SYSTEM	IN COMPLIANCE / OK	NOT TESTED / NO EVIDENCE

Duty Holder Response:

HSE Comments:

HSE Action:

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Offshore C	Competence assurance of maintenance technicians and their supervisors		
<ol style="list-style-type: none"> 1. Supervisors – Tell me about the training you received once you were promoted to maintenance supervisor level? 2. Technicians – Suggest you probe competence by asking a few questions on practical subjects relating to safety critical work, e.g. making off bolted flanges, live electrical working, and small bore tubing assembly practices. 3. Tell me about the training you've had on the maintenance management system (e.g. SAP, Maximo etc). Is the maintenance management system reliable and easy to use? 			
RELEVANT LEGISLATION HSWA S2 (2) (c) requires the provision of such information, instruction, training and supervision SFAIRP safe PUWER 8(1) Every employer shall ensure that all persons who use work equipment have adequate H&S information PUWER 9(1) Every employer shall ensure that all persons who use work equipment have received adequate training			
NON COMPLIANCE / MAJOR FAILING	ISOLATED FAILURE / INCOMPLETE SYSTEM	IN COMPLIANCE / OK	NOT TESTED / NO EVIDENCE

Duty Holder Response:

HSE Comments:

HSE Action:

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Offshore D	Maintenance of safety critical elements (SCE)		
<ol style="list-style-type: none"> 1. Does the maintenance work order for a SCE contain a statement of or reference to the relevant SCE performance standard? 2. Does the work order describe any tests to be conducted prior to re-commissioning, to demonstrate that the relevant performance standards has been met? 3. How is the result of this test recorded (e.g. pass / fail / remedied) 4. What do you do if the test doesn't meet the acceptance criteria? 			
RELEVANT LEGISLATION PFEER 5 Assessment - establish appropriate performance standards SCR 2 (5) SCEs remain in good repair and condition PFEER 19 Suitability and condition of plant PUWER 5 Maintenance			
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Offshore E	Supervision		
<ol style="list-style-type: none"> 1. Who confirms that maintenance tasks have been completed in accordance with the instructions on the work order? How is this done in practice (visual inspection of plant, inspection of maintenance records, discussion with technicians) 2. Supervisors - How much time do you spend out on the plant? Do you feel it's enough? 3. How do you monitor maintenance work undertaken by specialist contractors (e.g. gas turbines, pedestal cranes) 			
RELEVANT LEGISLATION HSWA S2 (2) (a) The provision and maintenance of plant and systems of work that are, SFAIRP safe HSWA S2 (2) (c) requires the provision of such information, instruction, training and supervision SFAIRP safe			
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Offshore F	Recording of completed maintenance work		
<ol style="list-style-type: none"> 1. On completion of a maintenance task, who enters the data onto the maintenance software to record that the tasks have been completed? 2. Is there a template to assist that person capture all of the required data? (e.g. fault codes, 'as found' condition of the plant etc) 3. Does anybody check the quality of data recorded? 4. Is the status of a performance standard test recorded (pass / fail / remedied) 			
RELEVANT LEGISLATION PUWER 5 (1) work equipment maintained in an efficient state, in efficient working order, and in good repair PUWER 5 (2) maintenance log kept up to date			
NON COMPLIANCE / MAJOR FAILING	ISOLATED FAILURE / INCOMPLETE SYSTEM	IN COMPLIANCE / OK	NOT TESTED / NO EVIDENCE

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HSE Comments:

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Offshore G	Backlogs		
<ol style="list-style-type: none"> 1. Do you have access to any reports on the level of backlog? What's the current position? Is the backlog getting better or worse? 2. How is the backlog being addressed? Have any additional resources been allocated (e.g. campaign teams etc) 3. What proportion of your time is spent on corrective maintenance as opposed to planned maintenance? 			
RELEVANT LEGISLATION MHSWR 3 - suitable and sufficient assessment of the risk PUWER 5 – work equipment maintained in an efficient state, in efficient working order, and in good repair PUWER 6(2)(a) Every employer shall ensure that work equipment exposed to conditions causing deterioration which is liable to result in dangerous situations is inspected at suitable intervals			
NON COMPLIANCE / MAJOR FAILING	ISOLATED FAILURE / INCOMPLETE SYSTEM	IN COMPLIANCE / OK	NOT TESTED / NO EVIDENCE

Duty Holder Response:

HSE Comments:

HSE Action:

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Offshore H	Deferrals		
<ol style="list-style-type: none"> 1. How are deferrals authorised and justified? When is the offshore support team (e.g. technical authorities) consulted? 2. If maintenance of an SCE is deferred, is any assessment done to identify and implement additional measures (e.g. increased inspection) to restore the integrity of the barriers weakened by the deferral? 3. What is the current level of deferrals? Is this getting better or worse? 			
RELEVANT LEGISLATION MHSWR 3 - suitable and sufficient assessment of the risk PUWER 5 – work equipment maintained in an efficient state, in efficient working order, and in good repair PUWER 6(2)(a) Every employer shall ensure that work equipment exposed to conditions causing deterioration which is liable to result in dangerous situations is inspected at suitable intervals			
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Duty Holder Response:

HSE Comments:

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Offshore I	Corrective maintenance		
<ol style="list-style-type: none"> 1. When defects and anomalies are identified, who decides if they're significant? When would the onshore support team be consulted? 2. How are the risks to continued safe operation evaluated for their degrading effect on the major hazards. (e.g. contribution of faulty / passing valves to the Brent Bravo incident) How is this decision recorded? 3. Do you feel that you have enough technicians to cope with corrective maintenance? 			
RELEVANT LEGISLATION MHSWR 3 - suitable and sufficient assessment of the risk PUWER 5 – work equipment maintained in an efficient state, in efficient working order, and in good repair PUWER 6(2)(a) Every employer shall ensure that work equipment exposed to conditions causing deterioration which is liable to result in dangerous situations is inspected at suitable intervals			
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Offshore J	Defined life repairs		
<ol style="list-style-type: none"> 1. Defined life or temporary repairs occur when the replacement part is not to the original specification (i.e. not a 'like for like' repair). What is the procedure for justifying and approving temporary repair? Who would be consulted onshore? Is anyone consulted to approve a temporary repair? 2. Is the 'temporary' repair assigned a defined life? Is a work order generated on the maintenance scheduling software to record the defined life and to schedule when the temporary repair should be replaced with a conventional repair? 3. Is a work order devised for the inspection and maintenance of the defined life repair? 4. Request a copy of the temporary repairs register. 			
RELEVANT LEGISLATION MHSWR 3 - suitable and sufficient assessment of the risk MHSWR 5 Arrangements for effective planning, organisation, control, monitoring and review of preventive and protective measures. PUWER 6(2)(a) Every employer shall ensure that work equipment exposed to conditions causing deterioration which is liable to result in dangerous situations is inspected at suitable intervals PFEER 19 Suitability and condition of plant			
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Offshore K	Measuring the effectiveness of the maintenance system		
1. What information do you get to see regarding the performance of maintenance activities? Provide a sample report.			
RELEVANT LEGISLATION HSWA S2 (2) (a) The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health. MHSWR 5 Arrangements for effective planning, organisation, control, monitoring and review of preventive and protective measures.			
NON COMPLIANCE / MAJOR FAILING	ISOLATED FAILURE / INCOMPLETE SYSTEM	IN COMPLIANCE / OK	NOT TESTED / NO EVIDENCE

Duty Holder Response:

HSE Comments:

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Offshore	System test of SCE		
Describe the outcome of system tests carried out			
RELEVANT LEGISLATION SCR 2 (5) SCEs remain in good repair and condition PFEER 19 Suitability and condition of plant			
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Test results:

HSE Action:

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Offshore	Condition of plant		
Describe the physical condition of the plant			
RELEVANT LEGISLATION SCR 2 (5) SCEs remain in good repair and condition PFEER 19 Suitability and condition of plant PUWER 5 Maintenance			
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HSE Comments:

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Offshore	Examples of Best Practice		
Describe examples of best practice where appropriate			
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HSE Comments: