

Project Number:	709
Category:	Inspection/Safety
Date:	November 2012
Subject:	<i>Technical and Business Proposal for Example Safety Management System and Audit Criteria/Procedures Template and Checklist for Offshore Wind</i>
Performing Activity:	PMSS
Principal Investigator:	J. Doane
Contracting Agency:	Bureau of Safety and Environmental Enforcement
Summary:	The researchers developed both an example SMS for an offshore wind farm using guidance from the template established as part of TAP 633 and an assessment framework and principles that BSEE can use to assess the adequacy of the arrangements for managing safety contained in an SMS.
Key Findings:	<ul style="list-style-type: none"> • Safety management systems are intended to be high-level documents that outline an entity's health and safety policies and procedures at the corporate level. For individual projects, a more detailed, project-specific health and safety plan (HASP) is assembled, which relates to project-specific components. The HASP, which is based on the SMS, details the specific policies, procedures and best practices, such as an emergency action plan, auditing protocol, incident investigation procedures, and job safety analysis (JSA), which will be utilized by the company's staff and contractors. Consequently, the HASP is a living document that evolves along with the project. • The example SMS was developed to the International Occupational Health and Safety management system specification, OHSAS 18001. The American Petroleum Institute safety management system guidance document, API RP 75, was used as a reference. The DOI TAP 633 template was used to cross-reference the topics contained in the SMS, as well as to ensure that the topic areas achieved contextual expectations.
Recommendations:	<ul style="list-style-type: none"> • PMSS provided a detailed example SMS for BOEM review and for use as guidance to provide to operators on the U.S. OCS. • PMSS provided SMS audit criteria and a checklist to help provide a systematic assessment of the consistent and affective implementation of the SMS and to confirm that the SMS meets BOEM and operator needs. • At the conclusion of the each SMS audit, a draft report identifying the audit findings and noteworthy efforts will be prepared. The findings should begin with an opening statement that is the bottom-line message. The findings statement should: (a) be supported by observations and/or examples of facts; (b) provide the regulatory citation or reference to the company standard to the lowest level of detail possible; and (c) provide a recommendation

	<p>that incorporates systematic processes that will prevent reoccurrence.</p> <ul style="list-style-type: none"> • Corrective action must be taken to address the findings if applicable. Within 30 calendar days from the date of the closing conference, the auditee should develop a detailed corrective action plan (CAP) for all findings. Actions resulting from the findings identified during the audit must be tracked to completion.
Subsequent Studies/Activities:	<ul style="list-style-type: none"> • TAPs 703 and 633 will form the basis for BOEM ESH guidelines and eventual rule.
Report Link:	AA : Proposed Research on Safety of Offshore Wind Operations in the US Outer Continental Shelf: Example Safety Management System and Audit Criteria
	AB : Bureau of Safety and Environmental Enforcement Safety Management System Auditing Criteria and Checklist