

## Equipment

Has all the equipment been inspected as scheduled?

Yes. The equipment in the process area was inspected according to company inspection standards. However, because of the corrosive nature of X chemical, we should consider more frequent inspections.

Have pressure relief valves been inspected as scheduled?

Yes. However, additional training is needed for new employees with inspection responsibilities.

Are the proper spare parts and maintenance materials inventory available?

Yes. However, we should assign an employee the full time responsibility of managing this inventory.

## Material

Do all raw materials continue to conform to original specifications?

Yes. Raw materials conform to the same specification used since startup.

Are material receipts checked when material is delivered?

No. We should implement a check system to ensure the receipt of material matches our purchase order with our supplier's delivery.

Does the operating staff have access to Material Safety Data Sheets?

Yes. All employees are trained in Hazard Communication.

Is fire-fighting equipment properly located and maintained?

Yes. The main fire-fighting system is located in a non-flammable area, allowing proper access in the event of a fire. Other fire-fighting equipment is spaced according to regulations. The inspection procedure of equipment should be reviewed.

## Procedures

Are the operating procedures current?

Unsure. A thorough review of all operating procedures should be performed.

Are employees following operating procedures?

Our newly instigated behavioral safety program includes an observation checklist for this and it is working very well.

Are employees trained? If so, how?

Yes. Employees used Web-based training for the knowledge portion of training, and we have a staff of trainers for new employees and recurrent hands-on training needs.

Are safe work permits being used?

Yes. However, these should be reviewed during the operating procedure review to make sure they are up-to-date.