

**QCI Scheme for Approval of Third Party Inspection Bodies
For Review and Verification of Emergency Response Disaster Management Plans
under PNGRB Regulations**

0. INTRODUCTION:

This document defines the criteria and procedure to be followed by the organizations performing review of documents and verification onsite of **Emergency Response Disaster Management Plans (ERDMPs)** for seeking approval of the Quality Council of India (QCI) pending formal accreditation as per ISO 17020 from the **National Accreditation Board for Certification Bodies (NABCB)**, for being recommended to the Petroleum and Natural Gas Regulatory Board (PNGRB) for utilization under their regulatory regime..

1. CRITERIA

1.1 The organization desirous of performing review and verification of ERDMP under this Scheme shall meet the criteria as prescribed in clauses 2 and 3 of this document.

2. ADMINISTRATIVE REQUIREMENTS:

2.1 The inspection body, or the organization of which it forms a part, shall be a legal entity in India, such that it can be held legally responsible for all its activities. A Governmental body is deemed to be a legal entity on the basis of its governmental status. An inspection body that is part of an organization involved in functions other than inspection shall be identifiable within that organization.

2.2 The inspection body shall have documented its terms and conditions which would form the basis for its inspection activities. Contracts or work orders for inspection should ensure that there is a clear and demonstrable understanding between the inspection body and its clients, of the scope of the inspection work to be undertaken by the inspection body.

2.3 The inspection body shall have adequate provisions for liability insurance and the extent of liability should be clearly defined in the contract between the inspection body and the client. The inspection body shall have sufficient finances to cover the activities performed.

2.4 The organization shall define and document the responsibilities and reporting structure of the organization dealing with ERDMP review and verification, and its place within the organization.

2.5 Confidentiality-- The inspection body shall ensure confidentiality of information obtained in the course of its inspection activities. Proprietary rights shall be protected.

2.6 Integrity – The organization and its personnel shall maintain integrity at all times. The organization shall implement adequate measures to ensure integrity.

2.7 Impartiality - The organization shall be independent of the parties involved. The organization and its staff shall not engage in any activities that may conflict with their

impartiality. The organization shall not carry out review/verification where it, and/or its staff responsible for carrying out the review/verification, has been involved in designing or any kind of consultancy in ERDMP for the same client.

2.8 Independence - The personnel of the organization shall be free from any commercial, financial and other pressures which might affect their judgement. The organization shall implement adequate measures to ensure that persons or organizations external to it, cannot influence the results of review/verification carried out by it.

3. TECHNICAL REQUIREMENTS:

3.1 Personnel:

3.1.1 The organization shall have, as part of its own organization, full time personnel, either permanently employed or on contract, having sufficient competence for managing the review and verification of ERDMP in the Petroleum and Natural Gas sector.

Note: The acceptable period of contract shall be one year.

3.1.2 The organization shall have defined processes for selecting, training, and formally authorizing evaluators and for selecting technical experts used in this activity.

3.2 Methodology

3.2.1 The organization shall use the methods and procedures for review and verification as prescribed in the relevant PNGRB regulations.

3.2.2 In case necessary, the organization shall establish technical documents including procedures and checklists to perform effective review and verification.

3.3 Experience:

3.3.1 The organization shall have the following experience/expertise:

a) Previous experience of reviewing such type of documents including HAZOP/HAZCHEM analysis of the organization including onsite and offsite emergency preparedness plan for Petroleum and Natural Gas sector or any related sector, and/or

b) Previous experience of verification of ERDMP onsite in Petroleum and Natural Gas sector or any related sector, and/or

c) Safety audit experience in the field of Petroleum and Natural Gas sector or any related sector

3.3.2 The organization shall have a documented system for providing effective supervision of the review and verification activities carried out by individual evaluators, by persons familiar with the objectives of the review and verification, the methods and procedures, and the assessment of the results and it shall be able to demonstrate the same. The supervision of evaluators shall include, but not be limited to, on-site monitoring of performance.

4. APPLICATION

4.1 Any organization interested in the approval of the QCI for the purpose of ERDMP review and verification may apply to QCI in the application format enclosed vide **Annex A** along with the prescribed application fee. The applicant shall also enclose the required information and documents as specified in the application form.

4.2 The filled in application form for approval shall be duly signed by the CEO/authorized representative/s of the organization seeking approval.

4.3 On receipt of the application form, it will be scrutinized by the secretariat at QCI and those found complete in all respects will be processed further.

5. ASSESSMENT PROCESS

5.1 On review of the application for completeness, an assessment team comprising a team leader and member(s)/technical expert(s) will be nominated by QCI for the purpose of assessment at organization's office and other locations, if required. Under normal circumstances the assessment at head office will be for a total of two man days.

5.2 The names of the members of the audit team along with their CVs will be communicated to the applicant organization giving them adequate time to raise an objection against the appointment of any of the team members, which will be dealt with by QCI on merits. All assessors/experts nominated by QCI have signed undertakings regarding confidentiality and conflict of interest.

5.3 If necessary, QCI may decide based on the report of office assessment or otherwise, to undertake witness assessment of actual review/verification by the applicant organization.

5.4 The assessment team leader shall provide an assessment plan to the applicant organization in advance of the assessment.

5.5 The date(s) of assessment shall be mutually agreed to between the applicant organization and QCI.

5.6 The Office assessment will begin with an opening meeting for explaining the purpose and scope of assessment and the methodology of the assessment. The actual assessment process will cover review of the documented system of the organization to assess its adequacy in line with the assessment criteria as specified. It will also involve verification of the implementation of the system including scrutiny of the records of evaluators' qualifications for ERDMP work, review/verification reports and other relevant records and demonstration of evaluators' competence through means like interviews, etc. In short, it will be an assessment for verifying generic and technical competence of the body for operating a sound review and verification system for ERDMP projects.

5.7 At the end of the office assessment, through a formal closing meeting, all the gaps observed in the organization's system as per the assessment criteria and the assessment team's recommendation to QCI, shall be conveyed to the applicant organization.

5.8 The team shall submit its assessment reports (office and/or witness assessment) to QCI, who would review it and take a decision on approval. The approval or otherwise shall be duly communicated to the applicant.

5.9 Based on the approval, QCI shall recommend the applicant to PNGRB.

5.10 The organization shall be subject to surveillance by way of an office assessment and/or witnessing on site at least once a year or in the event of any complaint/adverse report. In addition, QCI shall reserve the right to undertake additional visits, if needed.

6. VALIDITY OF APPROVAL

6.1 The approval shall be valid for a period of one year during which the organization shall be required to comply with the criteria for '**QCI Scheme for Approval of Inspection Bodies for Infrastructure Projects**' as displayed on QCI's website www.qcin.org. The compliance to the criteria shall be verified through a formal office assessment by QCI.

6.2 The organization shall obtain formal accreditation under ISO 17020 from NABCB within 2 years of approval by QCI.

6.3 In case it is decided to extend the period of validity, the organization shall be liable for an assessment covering both office and witnessing on site, as decided by QCI, prior to such an extension.

7. FEES

7.1 The following fee shall apply:

- Application fee: Rs. 5000/-
- Assessment fee: Rs. 20000/- per man-day for assessment with travel and stay of the assessment team at actuals, if applicable.

7.2 QCI may decide to levy any additional fee, if needed.