

















DESIGN MANAGEMENT PROCEDURES

-  DMP-100 Project Planning
-  DMP-200 Change Control
-  DMP-300 Safety Analyses
(HIRA, FMEA, CFD, SIS/SIL)
-  DMP-800 Site Acceptance Test
-  DMP-900 Drawings














EMERGENCY RESPONSE PLAN

-  ERP-100 General Emergency Response
-  ERP-101 Phone Lists
-  ERP-102 Crisis Communications
-  ERP-103 Emergency Devices & Safety Features

SAFETY MANAGEMENT SYSTEM

-  SMS-100 Safety Policy
-  SMS-200 Safety Program Overview
-  SMS-401 Risk Assessment
-  SMS-402 Job Planning
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-  SMS-404 Incident Investigation
-  SMS-405 Corrective & Preventive Action
-  SMS-406 Contractor Safety
-  SMS-407 Hazardous Materials Management (MSDS & PPE)
-  SMS-408 Work Permit
-  SMS-409 Equipment Lockout
-  SMS-410 Hot Work
-  SMS-411 Confined Space Entry
-  SMS-412 Below Grade Locates & Excavation
-  SMS-413 Audit
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FACILITY OPERATIONS PROCEDURES

-  FOP-100 Operation & Maintenance Manual
 -  A6.1 PCC Panel
 -  A6.2 Power Supply System
 -  A6.3 Gas Compressors
 -  A6.4 Gas Dryer
 -  A6.5 Cooling Water System
 -  A6.6 Process Devices, Instruments and Valves
 -  A6.7 Gas Control Panels & Storage Vessels
 -  A6.8 E-Stop, Fire Alarm, Gas & Flame Detection and Misc. Safety Equipment
 -  A6.9 Heating, Ventilation & Air Conditioning
 -  A6.10 Architectural Features
 -  A6.11 Fencing, Lighting and Misc. Site Equipment
-  FOP-200 Vehicle Operators' Manual

FORMS & CHECKLISTS

RECORDS

CODES & STANDARDS (NOT TO BE REPRODUCED)

INTEGRATED MANAGEMENT SYSTEM OVERVIEW

DRAFT

IMS Procedure Overview

DESIGN MANAGEMENT PROCEDURES

DMP-100 Project Planning

This procedure explains how Project Safety Plans shall be developed to demonstrate how Company XXX will manage the Safety aspects for major construction activity as part of their overall site Safety Management System.

DMP-200 Change Control

The purpose of Change Control is to make sure any changes in design, operation or maintenance do not create a scenario that is beyond the scope of the original safety, or other analyses. If the proposed change creates a new scenario, these analyses would have to be revisited and the safety or other impacts (if any) determined. The principles of change control can also be applied to any engineering or similar change to analyze the impact on all site life cycle risks.

DMP-800 Site Acceptance Test

The Site Acceptance Test (SAT) procedure is intended for use at the Hydrogen Refueling Station. The station will be subjected to a series of tests to demonstrate to the satisfaction of the Owner that the station is in compliance with all applicable codes and standards, that all subsystems and the station as a whole will “fail safe” in the event of a process “upset” or any unsafe operating condition and that all equipment and systems perform in accordance with their respective design specifications.

This procedure would not be required until a major station renovation was planned.

DMP-900 Drawings

This is a depository where all drawings of record related to the Hydrogen Refueling Station, can be electronically accessed.

EMERGENCY RESPONSE PLAN

ERP-100 General Emergency Response

This procedure is intended to serve as a “master” document for general emergencies at the Hydrogen Refueling Station and as a model for the development of specific emergency plans. It can also be used as a model to develop any necessary training to support the implementation of the plans.

ERP-101 Phone Lists

Call Out List
Internal Notifications / Contractors / Neighbors
External Notifications / Authorities

ERP-102 Crisis Communications

This procedure describes the Company XXX process for dealing with employees, media, board members and other key stakeholder groups in an emergency situation.

ERP-103 Emergency Devices & Safety Features

This procedure provides specific details of all emergency devices and safety features at the Hydrogen Refueling Station.

IMS Procedure Overview

SAFETY MANAGEMENT SYSTEM

SMS-100 Safety Policy

This procedure is intended to serve as a “master” document for general safety policies at the Hydrogen Refueling Station and as a model for the development of specific safety plans. It can also be used as a model to develop any necessary training to support the implementation of the plans.

SMS-200 Safety Program Overview

The purpose of this document is to provide an overview of the health and safety program including the priority risks and management controls that exist at Company XXX.

SMS-401 Risk Assessment & HIRA

This procedure describes the method used by Company XXX for identifying hazards, estimating the risk associated with the identified hazard and then determining if the risk is acceptable or if further risk reduction is required. We assume that the station has been subjected to a Risk Assessment and the information is on file.

SMS-402 Job Planning

This procedure describes the methods used to determine when and how job planning shall be completed for all project, operations and maintenance activities undertaken by Company XXX.

SMS-403 Deficiency Reporting

This procedure defines the mechanism for handling safety or other deficiencies encountered at Company XXX projects or sites.

SMS-404 Incident Investigation

This procedure describes how Company XXX will report and investigate safety and other incidents or accidents at Company XXX.

SMS-405 Corrective & Preventive Action

The purpose of this procedure is to ensure timely and effective follow up on Corrective & Preventive Action recommendations related to safety and other issues identified through Deficiency Reports (DRs), Incident Investigation Reports (IIRs), Work Orders (WOs) or other means.

SMS-406 Contractor Safety

This procedure describes how Company XXX intends to manage the safety of Contractors doing work at Company XXX facilities.

SMS-407 Hazardous Materials Management (MSDS & PPE)

This procedure describes the methods used by Company XXX to communicate and manage the hazards associated with hazardous materials on site and the Personal Protective Equipment that is required by personnel who might be exposed to hazardous materials.

IMS Procedure Overview

SAFETY MANAGEMENT SYSTEM

SMS-408 Work Permit

This procedure describes how work will be managed at Company XXX through the use of a formal Work Permit system.

SMS-409 Equipment Lockout

This procedure describes how Company XXX equipment is to be taken out of service for non-visual inspection, maintenance or testing.

SMS-410 Hot Work

This procedure describes how Company XXX intends to manage the risks associated with hot work on its site.

SMS-411 Confined Space Entry

This procedure describes the basic requirements for any person entering a confined space at the Company XXX sites.

SMS-412 Below Grade Locates & Excavation

This procedure will ensure that the industrial risks associated with any digging on site will be incorporated into the Job Planning (SMS-402) and Work Permit (SMS-408).

SMS-413 Audit

The purpose of this procedure is to ensure that the Company XXX Integrated Management System (IMS) operates as described (i.e. conforms to planned arrangements) and is effectively implemented and maintained.

SMS-414 Training

The purpose of this procedure is to ensure that persons performing tasks for Company XXX or on its behalf are competent on the basis of appropriate education, training and experience.

FACILITY OPERATIONS PROCEDURES

FOP-100 Operation & Maintenance Manual

This procedure provides instructions concerning the operation of the Hydrogen Refueling Station. It is also intended as a reference document to be used by qualified technicians undertaking periodic service, repair and maintenance that is beyond the scope of any routine inspection and service that would be undertaken as part of the normal operation of the Hydrogen Refueling Station.

FOP-200 Vehicle Operator's Manual

This procedure provides instructions to vehicle operators who use the station to refuel their vehicles.