

Report Format for HAZOP Study and Checklist

GUIDE TO CARRY OUT HAZOP STUDY AND FORMAT FOR HAZOP REPORT \geq 20,000 PE.

The methods presented here are not intended to be prescriptive and a certain amount of flexibility will be required to apply these techniques to different types of projects with different contract strategies.

1.0 HAZOP Study

HAZOP study is a procedural tools designed to identify the safety and operability deficiencies in the design of a treatment facility.

Once a potential cause has been identified in the HAZOP study, the HAZOP study team will identify the potential consequences. If the cause is feasible, and the consequences severe enough, a member of the study team may have to investigate the potential means of eliminating or reducing the problem. “Fact finding” actions may also be raised if sufficient information is not available at the meeting to discuss causes and consequences.

2.0 HAZOP Study Team Members

HAZOP Study ideally should have team members of multi-disciplines involved in the design and operation of the plants. Team members must have a detailed knowledge of the design intentions and/or intended operation of the plant. The team must contain people with sufficient knowledge and experience to identify and understand the consequences and importance of deviation or deficiencies pertaining to design of the plants.

3.0 Format of HAZOP Report

Upon ultimate completion of a HAZOP, i.e. once all actions have been satisfactorily resolved, a HAZOP report will be produced and the report should consist but not limited to the followings:

1. Executive Summary
2. HAZOP Signoff Sheet
3. Introduction and Objective
4. HAZOP Methodology and Techniques
5. HAZOP Team, Attendance and Meeting Agenda
6. The minutes of the HAZOP Study conducted comprising issues raised and action or safeguard taken to resolve the issues, significance of issues raised, amended detailed drawings to suit the HAZOP requirements and signing off of actions by the responsible party
7. Summary of findings and outcome of the Study
8. Conclusion

