

LOSS PREVENTION / FIRE

PLANT: POWER 1/UTILITIES _____

BUILDING: 1801 _____

REVIEW DATE & TIME: March 11, 1992 8:00 A.M. _____

LOSS PREVENTION TEAM:

SUPERINTENDENT: KEN FOX _____

LOSS PREVENTION: Buck Bailey _____

SAFETY ENGINEER: Gervy Smith _____

TECHNOLOGY CENTER: Rod Pieper _____

DEPARTMENT PERSONNEL: JOE RAWLINGS, MARTY _____

MORRISON, KEVIN TAYLOR _____

SECTION MANAGER: _____

MAJOR MANAGER: PAUL ROZAS _____

(To be completed by the Superintendent)

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B. The plant's implementation plan (approved by Management) should be copied to each member of the Core Assessment Team within 45 days of the Assessment.	

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I. DESCRIPTION OF LOSS PREVENTION ASSESSMENT

OBJECTIVE: The assessment is intended to help the plant/department identify Loss Prevention strengths and weaknesses by having an outside team review your programs. This assessment also covers the requirements of our Dow Insurance Inspection program.

INTRODUCTION: The assessment will cover the following Loss Prevention elements:

1. Electrical Systems
2. Fire Protection System & Maintenance Problems
3. Fired Equipment
4. Critical Instruments/Computers
5. Emergency Block Valves
6. Drainage
7. Emergency Plan
8. Storage Tanks
9. Building Location and Fire Risk
10. Warehouse Storage
11. Pressure Vessels and Relief Valves/Glass Devices/Expansion Joints
12. Critical Equipment
13. Flammable Mixtures/Combustible Dusts
14. Control of Process Change/Safety & Loss Reviews
15. Insurance Package
 - a. Unit Loss Prevention Summary
 - b. Risk Analysis Package (F&EI, pg. 48)

Prior to the assessment, some material will need to be prepared and sent to the Assessment Team. The pre-assessment questionnaire will be used as a worksheet or outline to prepare for the assessment presentations and discussion. The questionnaire will be used by the plant/department to identify strengths and weaknesses which will be reviewed during the assessment presentation. The assessors will use the questionnaire to identify areas for improvement and will bring these up on an exception basis at the appropriate time during the assessment presentation. The questionnaire will be used during the assessment only as reference material (see next page).

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The assessment will require approximately two hours - approximately one hour will be spent inspecting the plant in the afternoon. A plant representative should accompany each assessment team member during the tour.

There will be a verbal feedback session at the end of the assessment. A written report of the Assessment Team's findings and recommendations will be provided.

II. ASSESSMENT MATERIALS

TEN CALENDAR DAYS PRIOR TO THE ASSESSMENT: Send a copy of the following information to the Loss Prevention Audit Team in 47 Building.

1. Insurance Package (see enclosure)
 - a. Unit Loss Prevention Summary
 - b. Risk Analysis Package (F&EI, pg. 48). Use the 6th Edition F&EI book for calculating your F&EI's. For assistance with the Risk Analysis package, call Loss Prevention.
2. Completed Loss Prevention Questionnaire.
3. List of loss prevention concerns plus a copy of last Loss Prevention Audit recommendations and responses.
4. Your Assessment Presentation (see next page).

FOR THE ASSESSMENT: Have the following on hand:

1. Items 1 - 3 above.
2. Operating Discipline
3. Emergency Manual
4. Critical Instrument Program Records
5. EBV Test Records
6. Startup and Re-light Procedures for Fired Equipment (if applicable)
7. Pressure Vessel, Relief Device, Glass Device, and Expansion Joint Inspection Records

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FOR THE ASSESSMENT (Cont.): Have the following on hand:

8. Electrical Classification Plot Plan
9. Plot Plan }
10. Fire Protection Plot Plan } Can be on a combined sheet.
11. Drainage Plot Plan }
12. Flowsheets (Simple)
13. P&ID's
14. Smoke Detector Test Records
15. Gas and Spill Detector Test Records
16. Ground Test Records

PLEASE HAVE ALL DOCUMENTATION FOR THE ASSESSMENT QUESTIONS AVAILABLE.

III. ASSESSMENT AGENDA

Approximate
Time

OVERVIEW OF LOSS PREVENTION ACTIVITIES

(Overhead Transparencies Required)

- | | |
|--|--|
| 1. Review the loss experience for your plant for the past two years, or last incident if greater than two years. | Review during overview session on Day 1. |
| 2. Review status of items from the previous Loss Prevention Audit which the plant agreed to act upon. | |
| 3. Review any Loss Prevention changes in the past two years. | |
| 4. Loss Prevention plans for the next 24 months. | |
| 5. Major Loss Prevention concerns of the plant. | |

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Approximate
Time _____

DETAILED REVIEW OF LOSS PREVENTION ELEMENTS:
(Discussion of Exceptions and Plans)

60 Minutes

1. Electrical Systems
2. Fire Protection System & Maintenance Problems
3. Fired Equipment
4. Critical Instruments/Computers
5. Emergency Block Valves
6. Drainage
7. Emergency Plan
8. Storage Tanks
9. Building Location and Fire Risk
10. Warehouse Storage
11. Pressure Vessels and Relief Valves/Glass Devices/Expansion Joints
12. Critical Equipment
13. Flammable Mixtures/Combustible Dusts
14. Control of Process Change/Safety & Loss Reviews
15. Insurance Package
 - a. Unit Loss Prevention Summary
 - b. Risk Analysis Package (F&EI, pg. 48)

FACILITY TOUR:

Tour hosts should be available for a plant tour where the above items can be shown.

45 Minutes

ASSESSMENT CONCERNS AND RECOMMENDATIONS:

1. The Assessment Team will briefly summarize the major concerns in a verbal wrap-up session.
2. The Loss Prevention representative will summarize the team's concerns in a written report within one week.
3. The Superintendent should review the written concerns and submit a response within 45 days to Loss Prevention.

15 Minutes

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