

## Design Safety Alert 25-94 Completion of Process Safety Records and Actions within ActivSHEQ

### Process Safety Actions:

#### Issue

Process Safety Actions are actions from Hazard Studies such as SWIFT, HAZOP and LOPA and are recorded on ActivSHEQ. The system then sends out an **email alert** to the **actionee** detailing the action to be taken and a note that all **responses should be sent to the Study Secretary**. However we have had a number of instances of persons trying to upload responses on ActivSHEQ.

#### Actions to take

- In the case of PSAs, all responses should be sent to the Study Secretary and the Study Chair will approve in ActivSHEQ. There is no cause for anyone other than the Study Chair or Secretary to access ActivSHEQ to complete these actions and only the Study Chair and Secretary has edit rights.
- Design Managers can access the Process Safety Actions to monitor progress, but they don't have edit rights.

### Process Safety Records

#### Issue

Process Safety Monthly records are not being completed on ActivSHEQ. The Process Safety Dashboard accessible via the process safety tab on ActivSHEQ contains a rolling 6 monthly reported of completed Process Safety Records.

Process Safety Records - Rolling 6 Month  
 Process Safety Records are generated on the 1st of the following month. When a month is shown as red, this means that the manual inputs are not fully completed. To make amendments, please click into the box and complete the record.

Project	April	May	June	July	August	September
Ogston Chemical		<input type="checkbox"/>				
Ripley Stores		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matlock		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Staffordshire CG Chlorination		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Derby STW		<input type="checkbox"/>				
Clay Mills Dewatering (Prev B34288)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trimpley Washwater Recovery		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Pontesbury - Q-WFD		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Colwall - Q-WFD		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Melbourne RI - Cap Maint		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoke On Tern BHPS UV Works		<input type="checkbox"/>				
Gaydon Booster Design		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Forest Rock		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Melton STW - Advanced Works		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
London BPC Refurbishment		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

#### Actions to take

- Design Manager and Site Managers must complete the Process Safety Records within ActivSHEQ every month. The data submitted is used in the formation of our leading and lagging indicators.
- An automatic reminder is sent every month for those that have not completed this by the 10<sup>th</sup> of the month.

