



**PROCESS SAFETY  
SITE ASSESSMENT  
PROGRAM**

**API Process Safety Site Assessment Program  
Assessment Team Member & Assessment Team Leader  
Qualification Requirements**

**Assessment Team Member**

An Assessment Team Member must have:

- Performed at least 3 management system assessments/audits within the previous 3 years, totaling at least 15 days of on-site experience, as team member or lead assessor/auditor. Assessment/auditing experience preferably in process safety management or other safety management systems.
- At least 8 years of experience in a refinery or related process safety environment which can include auditing, process engineering, field assessment, operations, etc.
- Knowledge in process safety systems and their implementation.
- At least 1 year of specific experience with process safety system implementation, maintenance and/or development.
- Knowledge and experience working with OSHA regulation 29 CFR 1910.119.
- Specific knowledge, education/training, work experience and verified competency in one or more of the process safety program areas identified below. Candidates must have at least 10 years of specific technical experience in one of the areas identified. The experience must be in a refinery or other petrochemical related industry:
  1. Process Safety Leadership
  2. Management of Change (MOC) including Pre-Startup Safety Review
  3. Mechanical Integrity (with focus on fixed equipment)
  4. Safe Work Practices
  5. Facility Siting
  6. Process Hazards Analysis Process
  7. Operating Practices
  8. Hydrofluoric Acid (HF) Alkylation/RP 751
- Specific technical knowledge in aspects of process safety systems including specific training, certification and/or education in process safety and process safety-related areas.
- Training as a process safety or management system assessor/auditor.

### **Assessment Team Member (continued)**

- Preferred to have an independent, third party certification as a management system – EMS, OHS or process safety related – auditor/assessor or lead auditor/assessor.
- Excellent organizational, written and verbal skills.
- Demonstrated knowledge and working experience using MS Office applications for assessment / audit reporting, scheduling, planning, etc.

Assessment Team Members will be required to attend the API Assessor Training course (2-day).

### **Assessment Team Leader**

An Assessment Team Leader shall meet all the qualification requirements for Assessment Team Members (listed above) as well as the following requirements:

- Required to have led at least 3 assessments/audits per year within the last 5 years in a refinery or other process related industry, such as chemical processing, petrochemical, etc. A portion of the experience must include leading assessments/audits specifically in the refining industry, which includes planning assessments, facilitating the assessment process, documenting assessment results and communicating those results to company management.
- Required to have an independent, third party certification as a management system – EMS, OHS or process safety related – auditor/assessor or lead auditor/assessor.
- Required to have completed an assessment/audit leadership training program.

Assessment Team Leaders will be required to attend the API Assessor Training course (2-day).