

<b>INFORMATION REQUEST [IR] – PIPELINE SYSTEM(S) AUDIT</b>		
<b>Company</b>	<b>Audit ID</b>	<b>Audit Protocol</b>
		SLMS Audit Protocol, Version 3.4

<b>#</b>	<b>List of Requested Documentation</b>	<b>Audit Protocol #</b>
1	Provide organization’s safety, IMP, ERP and/or any other related policy statements.	Element 1
2	Provide program manuals for pipeline integrity (PIM), operation and maintenance (POMM), and emergency response and preparedness (ERP).	Element 18 and 20
3	Provide organizational charts, roles, and responsibilities for Saskatchewan pipeline systems. (Submit only, if not covered under program manuals).	Element 2
4	Provide communication process for internal and external stakeholders with examples.	Element 3
5	<ul style="list-style-type: none"> <li>a) Provide training and competency requirements and managing processes for integrity, operation, and maintenance departments. (Submit only, if not covered under program manuals).</li> <li>b) Provide the latest training and competency records for integrity, operation, and maintenance departments.</li> </ul>	Element 4
6	Provide procedures on how documents and records related to integrity, safety, operation, and maintenance are developed, controlled, and distributed.	Element 5
7	<ul style="list-style-type: none"> <li>a) Provide integrity hazards and risk assessment procedures/practices (Submit only, if not covered under program manuals).</li> <li>b) Provide threat and risk assessment results and action plan for PL-0000, PL-000 and PL-0000.</li> </ul>	Element 6
8	<ul style="list-style-type: none"> <li>a) Provide engineering assessment process/procedure. (Submit only, if not covered under program manuals).</li> <li>b) Provide two examples of completed engineering assessments for Saskatchewan pipelines.</li> </ul>	Element 7
9	Provide operational risk management and control centre operation procedure, including decision and the action plan in upset/emergency operating conditions. (Submit only, if not covered under program manuals).	Element 8
10	<ul style="list-style-type: none"> <li>a) Provide management of change (MOC) process/procedure. (Submit only, if not covered under program manuals).</li> </ul>	Element 9

	b) Provide two examples of the completed MOCs for Saskatchewan pipelines.	
11	a) Provide process/procedure(s) for investigations and reporting of pipeline incidents. (Submit only, if not covered under program manuals). b) Provide two examples of recent pipeline incidents (if any).	Element 10
12	a) Provide contractor management procedure including competency and performance requirements. (Submit only, if not covered under program manuals). b) Provide supplier management procedure and quality assurance requirements for procurement of incoming materials and supplies. (Submit only, if not covered under program manuals).	Element 11
13	a) Provide management review process/procedure. (Submit only, if not covered under program manuals). b) Provide the latest management review reports of PIM, POMM and ERP programs.	Element 12
14	a) Provide audit or self assessment process/procedure(s) for IMP and ERP programs. (Submit only, if not covered under program manuals). b) Provide two examples of past program audits or self assessment reports.	Element 13
15	Provide the latest KPIs/metrics performance results for operation, maintenance, and integrity of Saskatchewan pipeline systems.	Element 14
16	a) Provide procedure/practice for disposition of recommendations and control of non conformances, their tracking, reporting and completion of corrective actions. (Submit only, if not covered under program manuals). b) Provide two examples of completed recommendations, resolved non-compliances/non-conformances and associated corrective actions.	Element 15
17	Provide design and material records of PL-00000.	Element 16
18	Provide construction and installation records of PL-00000 including construction inspection and pressure testing.	Element 17
19	a) Provide inspection and maintenance records of following (if any): <ol style="list-style-type: none"> <li>1) Over pressure protection devices</li> <li>2) Emergency shutdown devices</li> <li>3) Critical valves</li> <li>4) Right of way (ROW)</li> <li>5) Cathodic protection</li> <li>6) Chemical injection</li> <li>7) Pigging</li> </ol> a) Provide two examples of completed permanent and temporary repairs.	Element 18

	b) Provide latest leak detection system performance monitoring results, calibration, and testing records.	
20	a) Provide abandonment plan of your organization for Saskatchewan pipeline systems. b) Provide records of a recently abandoned pipeline system.	Element 19
21	a) Provide records of public awareness and emergency preparedness activities. b) Provide annual plan, and training and competency requirements for ERP. c) Provide the latest ERP training and exercises records.	Element 20