Ministry of Energy and Resources
1945 Hamilton Street
Regina, SK, S4P 2C7
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SLMS SELF-ASSESSMENT FORM

This self-assessment form is intended to assist the Ministry of Energy and Resources (ER) to gain better understanding of a licensee's pipeline safety and loss management system (SLMS), as well as to provide licensees with the opportunity to self-evaluate and improve the integrity, and emergency response and preparedness for pipeline systems.

Pipeline licensees operating in Saskatchewan are required to implement a SLMS under section 3.5 of *Directive PNG 034: Saskatchewan Pipelines Code* and clause 3 of *CSA Z662: Oil and Gas Pipeline Systems standard*. ER has the authority to audit the licensee's management and protection system as per clause 24.1 of *The Pipelines Act*.

As part of the SLMS audit process, ER has introduced the self-assessment form. It contains questions from different elements of the SLMS audit protocol covering various areas of pipeline management and protection systems.

Please respond to all questions according to the given instructions and rate your program implementation in each category. After reviewing the self-assessment response, ER will provide further information on next steps.

INSTRUCTIONS

To complete this self-assessment form, please follow the instructions:

When providing a response, pay attention to the listed indicators. These are provided for each question to help the licensee in understanding the question and provide responses accordingly. These are for guidance and are not absolute requirements. They assist you in describing your systems and how they are implemented by providing examples for each program element.

ER suggests that the most relevant and knowledgeable person responsible for each program element from the respective work areas write the detailed response. You can provide reference documents to support the response, if needed.

For each question, provide a response and self-assessment. Select one of the following options for self-assessment:

1) Meeting requirements
2) Partially meeting requirements
3) Not meeting requirements

If option 2 or 3 is selected, list identified gaps, areas of improvement and implementation plan in the "Explanation" section of the form.

Once completed, please email this self-assessment form to the Compliance, Audits, and Investigations Group (CAIG) at ER.CAIG@gov.sk.ca. If you have any questions about this form or any other queries, please contact us.

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AUDIT ID | **AUDIT PROTOCOL** | SLMS Audit Protocol, Version 3.4

AUDITEE INFORMATION

Company Name

Auditee Representative:

Name		Title	
Contact Email		Contact Number	

AUDITEE OVERVIEW

Prior to understanding your company's SLMS related programs and procedures, ER would like to learn about the history of your company operations in Saskatchewan and any other facts/ information you would like to share!

Please use the space below to provide a brief introduction of your company.

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QUESTION 1	
Describe the competency and training system, including the requirements for the training of staff, new hires and transferred employees participating in defining and implementing pipeline integrity and maintenance activities.	
INDICATORS	**PROTOCOL ELEMENT**
1. Training and competency requirements (i.e. by role, job classification) 2. Competency assessment/ evaluation 3. Frequency of training/ certifications 4. Tracking training and maintaining records 5. Example of how an employee progresses their career	Element 4: Training and Competency
RESPONSE	

SELF-ASSESSMENT			**Explanation:**
1	2	3	

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QUESTION 2	
Using an example of your highest risk pipeline in Saskatchewan, describe the integrity risk assessment process and explain how integrity risks are discovered, risk evaluations are conducted, risk outcomes are communicated, and mitigation plans are implemented for the pipeline segments.	
INDICATORS	**PROTOCOL ELEMENT**
1. Data collection, accuracy, and record keeping/ documentation 2. Frequency of risk assessments 3. Risk acceptance thresholds 4. Communication and implementation of actions 5. Use of risk matrix	Element 6: Risk Management
RESPONSE	

SELF-ASSESSMENT			**Explanation:**
1	2	3	

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QUESTION 3	
Describe how your organization evaluates pipeline imperfections and conditions, and what initiates the engineering assessment process? Explain using the most recent assessment example.	
INDICATORS	**PROTOCOL ELEMENT**
1. Non-Destructive Examination (NDE) 2. Imperfection/ defects assessment 3. Competency requirements for engineering assessment 4. Review and approval authority 5. Implementation of recommendations	Element 7: Engineering Assessments
RESPONSE	

SELF-ASSESSMENT			**Explanation:**
1	2	3	

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QUESTION 4	
Describe the decision-making process for pipeline operations in start-up/ shutdown, upset or abnormal operating conditions. What methods are used to communicate information, and how are actions taken?	
INDICATORS	**PROTOCOL ELEMENT**
1. Operators' responsibilities 2. Control centre operation decisions, fatigue, and stress management.	Element 8: Operational Controls
RESPONSE	

SELF-ASSESSMENT			**Explanation:**
1	2	3	

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QUESTION 5	
Demonstrate the management of change (MOC) process and describe an example of a temporary or emergency MOC (if any) from initiation to closure.	
INDICATORS	**PROTOCOL ELEMENT**
1. MOC scope and change types 2. MOC roles and responsibilities 3. MOC tracking and documents/ records 4. MOC training and awareness 5. Temporary to permanent MOC (if any)	Element 9: Management of Change
RESPONSE	

SELF-ASSESSMENT			**Explanation:**
1	2	3	

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QUESTION 6	
Describe your incident management program and failure investigation process for pipeline integrity related incidents. How are corrective actions tracked, reviewed, and implemented?	
INDICATORS	**PROTOCOL ELEMENT**
1. Incident reporting to ER 2. Investigation reports and records 3. Incident corrective actions tracking 4. Communications and lesson learnings	Element 10: Incident Management
RESPONSE	

SELF-ASSESSMENT			**Explanation:**
1	2	3	

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QUESTION 7	
Describe your organization's audit/ assessment process for pipeline integrity. When was the last audit conducted and what were the key strengths and opportunities for improvement?	
INDICATORS	**PROTOCOL ELEMENT**
1. Audit criteria and report 2. Frequency of audits 3. Scope and objectives of audit 4. Audit findings and closure	Element 13: Audits
RESPONSE	

SELF-ASSESSMENT			**Explanation:**
1	2	3	

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QUESTION 8	
Describe your organization's current inspection/ integrity strategy for the metallic and/or non-metallic pipelines including leak detection system that your organization has implemented for your Saskatchewan pipeline assets.	
INDICATORS	**PROTOCOL ELEMENT**
1. Types and frequency of inspections 2. Corrosion prevention programs 3. Geohazards, ground disturbance, and damage prevention programs 4. Leak detection methods/ types 5. Thresholds/ criteria, system testing and calibration 6. Alarms review and periodic review of results 7. Adequacy and effectiveness	Element 18: Operations and Maintenance
RESPONSE	

SELF-ASSESSMENT			**Explanation:**
1	2	3	

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QUESTION 9	
Describe your organization's strategy for discontinuation and abandonment of pipeline systems for Saskatchewan. Describe the process from identification to completion of abandonment.	
INDICATORS	**PROTOCOL ELEMENT**
1. Abandonment criteria 2. Abandonment plan 3. Timelines for completion 4. Monitoring of abandoned pipelines	Element 19: Discontinuation and Abandonment
RESPONSE	

SELF-ASSESSMENT			**Explanation:**
1	2	3	

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QUESTION 10	
Provide an overview of your organization's emergency response and preparedness program for pipeline systems. When was the program implemented and how do you ensure its adequacy and effectiveness?	
INDICATORS	**PROTOCOL ELEMENT**
1. Program evaluation and continuous improvement 2. Roles and responsibilities 3. Training and exercises 4. Communications, Public awareness 5. Documents and records 6. How the risk assessment matrix is implemented	Element 20: Emergency Preparedness and Response
RESPONSE	

SELF-ASSESSMENT			**Explanation:**
1	2	3	