**Self-assessment Reporting and Declaration for
Integrity Management Program for Pipelines (IMPP)**

Pipeline permit holders in British Columbia are required to document, establish, implement and maintain an integrity management program for pipelines (IMPP) under the Pipeline Regulation Section 7.

This form will enable permit holders to evaluate performance of their IMPP and update the BCER through simple yes/no questions, rating performance and declaration by their senior management. This form will provide benchmarking of IMPP performance.

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| **INSTRUCTIONS:** Please provide (Yes, No) response to all questions and rate your performance on a 1 to 5 scale where applicable. 1-Needs Improvement – not all processes exist2-Basic – Processes exist but could use improvement3-Good – Processes exist, results are reviewed and evaluated 4-Very good – Processes exist, and are reviewed and updated to continually improve5-Excellent – industry leader, practices above and beyond the minimum standard/regulatory requirements Please ensure the **Declaration** is signed off by a senior official of the permit holder. |

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| **1.0 Identification Information** |
| 1.1 Permit Holder Name |  |
| 1.2 Date Completed (DD/MM/YYYY) |  |
| 1.3 Contact Person Name |  |
| 1.4 Contact Person Title |  |
| 1.5 Contact Person Email |  |

| **No.** | **Questions** | **Y/N** | **Rating** |
| --- | --- | --- | --- |
| **2.0 General IMP** |  | **1** | **2** | **3** | **4** | **5** |
| 2.1 | Do you have active pipelines or pipelines that have not been fully deactivated in accordance with regulatory requirements?**If No, do not complete remaining questions, proceed to the declaration section.** |  |  |
| 2.2 | Is your IMPP documented and maintained for pipelines owned and operated by your company as well as for those pipelines that are operated by a third party and is it continually updated?  |  |  |  |  |  |  |

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| --- | --- | --- | --- |
| **No.** | **Questions** | **Y/N** | **Rating** |
| **3.0 Leadership** |  | **1** | **2** | **3** | **4** | **5** |
| 3.1 | Is your senior leadership committed to your IMPP and does it promote a positive safety culture? |  |  |  |  |  |  |
| **4.0 Risk Assessment** |  |  |  |  |  |  |
| 4.1 | Is your risk assessment and management process documented, established and implemented? |  |  |  |  |  |  |
| 4.2 | Is risk assessment on pipelines performed segment by segment as a function of likelihood and consequence? |  |  |  |  |  |  |
| 4.3 | Have risk tolerances been defined and are they utilized in decision making? |  |  |  |  |  |  |
| 4.4 | Are risk reduction measures and controls implemented? |  |  |  |  |  |  |
| 4.5 | Is risk reassessed/re-evaluated after risk reduction options are implemented to determine the effectiveness of the risk reduction measures? |  |  |  |  |  |  |
| 4.6 | Are risk assessments reassessed periodically and the results documented? |  |  |  |  |  |  |
| 4.7 | Is your pipeline inventory and understanding of pipeline connectivity accurate. |  |  |  |  |  |  |
| 4.8 | Are all current and potential hazards identified and assessed on an ongoing basis for the entire lifecycle of your pipelines? |  |  |  |  |  |  |
| 4.9 | Do you have a process for reviewing and updating class location on a regular basis? |  |  |  |  |  |  |
| **5.0 Management of Change (MOC)** |  |  |  |  |  |  |
| 5.1 | Is your MOC process fully established, implemented and maintained does it assess the risks associated with proposed changes? |  |  |  |  |  |  |
|  | Are the following types of changes addressed by the MOC: |  |
| 5.2 | * Operational
 |  |  |  |  |  |  |
| 5.3 | * Technology
 |  |  |  |  |  |  |
| 5.4 | * Equipment
 |  |  |  |  |  |  |
| 5.5 | * Procedural
 |  |  |  |  |  |  |
| 5.6 | * Organizational
 |  |  |  |  |  |  |
| 5.7 | * Temporary/Emergency
 |  |  |  |  |  |  |
|  | Does the MOC process include: |  |
| 5.8 | * MOC triggers
 |  |  |  |  |  |  |
| 5.9 | * Reasons for change
 |  |  |  |  |  |  |
| 5.10 | * Analysis of implications (risk)
 |  |  |  |  |  |  |
| 5.11 | * Review and approval
 |  |  |  |  |  |  |
| 5.12 | * Time limits
 |  |  |  |  |  |  |
| 5.13 | * Communication of change to affected parties
 |  |  |  |  |  |  |
| 5.14 | * Qualification and training of personnel affected by the change (including contractors)
 |  |  |  |  |  |  |
| **No.** | **Questions** | **Y/N** | **Rating** |
| **6.0 Training and Competency** |  | **1** | **2** | **3** | **4** | **5** |
|  | Is your training and competency process established, documented, implemented and maintained for: |  |
| 6.1 | * Employees
 |  |  |  |  |  |  |
| 6.2 | * Selection/qualifications and oversight of contractors
 |  |  |  |  |  |  |
| 6.3 | * Evaluating the effectiveness of the integrity training provided
 |  |  |  |  |  |  |
| 6.4 | * Maintaining training and competency assessment records
 |  |  |  |  |  |  |
| **7.0 Inspection, Maintenance and Monitoring (IMM)** |  |  |  |  |  |  |
|  | Do you have IMM processes in place for your pipelines that includes the following hazards: |  |
| 7.1 | * Internal corrosion
 |  |  |  |  |  |  |
| 7.2 | * External corrosion
 |  |  |  |  |  |  |
| 7.3 | * Cracking
 |  |  |  |  |  |  |
| 7.4 | * Third party interference
 |  |  |  |  |  |  |
| 7.5 | * Geotechnical
 |  |  |  |  |  |  |
| 7.6 | * Hydrotechnical
 |  |  |  |  |  |  |
| 7.7 | * Material degradation
 |  |  |  |  |  |  |
| 7.8 | * Materials and manufacturing
 |  |  |  |  |  |  |
| 7.9 | * Operational (e.g., improper operations, control system malfunction, overpressure, etc.)
 |  |  |  |  |  |  |
|  | Do you have IMM programs in place for: |  |
| 7.10 | * Dead legs
 |  |  |  |  |  |  |
| 7.11 | * Un-piggable pipelines
 |  |  |  |  |  |  |
| **8.0 Damage Prevention** |  |  |  |  |  |  |
| 8.1 | Do you have a damage prevention (third party damage prevention) program?  |  |  |  |  |  |  |
| 8.2 | Are you a member of BC one-call? |  |  |
| 8.3 | Do you have a process in place to enhance surveillance on your pipelines when the potential for pipeline damage increases due to third party activity? |  |  |  |  |  |  |
| 8.4 | Do you have a public awareness and communication program for continued safe operation of your pipelines that engages all relevant stakeholders?  |  |  |  |  |  |  |

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| **No.** | **Questions** | **Y/N** | **Rating** |
| **9.0 Incident Investigation** |  | **1** | **2** | **3** | **4** | **5** |
|  | Have you documented and implemented processes for: |  |
| 9.1 | * Recording incidents (loss of primary containment, spills, equipment failure, etc.)
 |  |  |  |  |  |  |
| 9.2 | * Investigating incidents
 |  |  |  |  |  |  |
| 9.3 | * Trending and learning from incidents (internal / external events)
 |  |  |  |  |  |  |
| 9.4 | * Recording near-misses
 |  |  |  |  |  |  |
| 9.5 | * Investigating near-misses
 |  |  |  |  |  |  |
| 9.6 | * Trending and learning from near-misses (internal / external events)
 |  |  |  |  |  |  |
| **10.0 Performance Measures** |  |  |  |  |  |  |
| 10.1 | Do you have key performance indicators (KPIs) for you IMPP which are tracked and trended on a regular basis? |  |  |  |  |  |  |
| 10.2 | To evaluate the effectiveness of your IMPP, do you have a formalized performance measurement and evaluation process using leading and lagging indicators? |  |  |  |  |  |  |
| 10.3 | To evaluate the effectiveness of your IMPP, do you have a formalized management review process? |  |  |  |  |  |  |
| **11.0 Internal Audit** |  |  |  |  |  |  |
| 11.1 | To evaluate the effectiveness of your IMPP, do you have a formalized internal audit process? |  |  |  |  |  |  |
| 11.2 | If yes, when was the last internal audit? (MM/YYYY) |  |
| 11.3 | Did you use a third party audit firm to complete the audit? |  |  |
| 11.4 | If yes, provide the name of the third party audit firm. |  |
| **12.0 Declaration** |  |
| This declaration accurately reflects the licensed permit holder’s current Integrity Management Program for Pipelines (IMPP).I, …………………………………….., on behalf of (the “permit holder”), declare the following:1) I am a senior official of the permit holder.2) I certify that I understand the questions and statements in the self-assessment and declaration form and that the answers provided accurately reflect the permit holder’s current IMPP. |
| Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \*\* end of questionnaire \*\* |