



*Gap Analysis Implementation Procedures for Combustible Gas*

**Gap Analysis Form**

<b>Safety Management System Requirements</b>	<b>Response (Yes/No)</b>	<b>If yes, state where the requirement is addressed, If no, record SMS processes that need further development</b>
<b>Component 1 - Infrastructure</b>		
Has the infrastructure which is subject to combustible gas generation, transfer or accumulation been identified?		
<b>Component 2 - Processes</b>		
Have the specific processes which are subject to combustible gas generation, transfer or accumulation been identified?		
Has the relevant combustible gas process safety information been developed?		
Has a process hazard analysis been completed for processes subject to combustible gas generation, transfer or accumulation?		
Have actions been developed and implemented that effectively address safety requirements and related activities?		
Is there a Management of Change process in place? Includes the identification and control of new hazards.		
<b>Component 3 - Safety Management - Roles &amp; Responsibilities</b>		
Have accountable person(s) been appointed with responsibility for ensuring that the combustible gas components of the safety management system are properly implemented and performing to requirements?		



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Does the accountable person(s) have control of the resources required for the proper execution of his/her responsibilities?		
Are the responsibilities and accountabilities of the person(s) appointed with responsibility for combustible gas components of the safety management system defined and documented?		
Does the person(s) understand their authorities, responsibilities and accountabilities in regards to all safety processes, decisions and actions?		
<b>Component 4 - Documentation - Identification &amp; Maintenance of Applicable Regulations</b>		
Has a documented procedure been established and maintained for identifying applicable regulatory requirements regarding combustible gas?		
Are Regulations, Standards and Exemptions periodically reviewed to ensure that the most current information is available?		
<b>Component 5 - Training, Awareness &amp; Competence</b>		
Is there a documented process to identify combustible gas training requirements so that personnel are competent to perform their duties?		
Is there a validation process that measures the effectiveness of this training?		
Does the training include initial, recurrent and update training, as applicable?		



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Is there emergency preparedness and response training for affected personnel?		
<b>Component 6 - Emergency Preparedness &amp; Response</b>		
Does the organization have emergency preparedness procedures with regards to combustible gas incidents?		
Have the emergency preparedness procedures been documented, implemented and assigned to a responsible person(s)?		
Has the organization conducted drills and exercises specific to combustible gas incidents with all key personnel?		
<b>Component 7 - Performance Measurement</b>		
Is there a formal process to develop and maintain a set of performance parameters with regards to combustible gas safety?		
<b>Component 8 - Management Review</b>		
Are regular and periodic, planned reviews of company safety performance conducted with regards to combustible gas to ensure its effectiveness?		
Is there a process to evaluate the effectiveness of corrective actions?		
<b>Component 9 - Communications</b>		
Are there communication processes in place within the organization that permits the safety management system to function effectively?		