

# COGOESR6

## Conduct inspections and audits in the offshore oil and gas industry



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### Overview

This unit is about periodic inspections and quality audits to ensure installation procedures are being followed.

1. Inspections
2. Audits

### Previous Version:

This is a newly created NOS suite June 2008

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### Performance criteria

- You must be able to:*
- P1 conduct a safety inspection making sure it meets government and company regulations
  - P2 give the installation manager 'reasonable notice' that an inspection is to happen
  - P3 inspect areas that have not had an inspection within an acceptable period
  - P4 actively monitor a situation that has changed recently
  - P5 complete appropriate documentation
  - P6 feed back to the management the results of the inspection
  - P7 identify areas of improvement to procedures
  - P8 access relevant information and make effective contact with the people who will be involved in the audits
  - P9 provide the required period of notice of your intention to audit
  - P10 carry out a quality audit according to an agreed plan and schedule
  - P11 complete records of the quality audit in accordance with agreed procedures
  - P12 record all deviations from organisational standards
  - P13 agree with the people being audited appropriate corrective actions and the date by which it should be carried out
  - P14 provide clear and detailed feedback to others involved in the audits
  - P15 comply with relevant hygiene, health and safety and environmental procedures while undertaking audits

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### Knowledge and understanding

*You need to know and understand:*

- K1 how to select appropriate health and safety cases for presentation to employers
- K2 how to identify and access appropriate sources of specialist advice.
- K3 how to plan and hold interviews
- K4 how to offer advice effectively
- K5 the potential outcomes for a range of complaints and incidents.
- K6 problem solving and decision making techniques
- K7 the importance of confidentiality
- K8 how to carry out an audit and a safety representative's involvement in an audit
- K9 the difference between an audit and an inspection
- K10 the organisation's quality policies and procedures
- K11 the organisation's structure and the responsibilities of people within it
- K12 the organisation's plan and schedule for carrying out quality audits
- K13 details of the installation in the area that needs auditing
- K14 environmental issues of the installation
- K15 analytical techniques to evaluate actual practice against procedures in order to identify discrepancies
- K16 the period of notice of intention to audit required
- K17 how to enhance the confidence and commitment of those being audited.
- K18 the people to turn to for advice on quality auditing issues
- K19 the records of the quality audit that are required
- K20 how to identify appropriate corrective action and agree a reasonable date for it to be carried out

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**Status** Original

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**Originating organisation** Cogent

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**Relevant occupations** Engineering Professionals; Engineering and manufacturing technology; Manufacturing technologies

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**Suite** Offshore S1971 Elected Safety Representatives

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**Key words** conduct inspections, audits

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