



Process Safety Assessment Program Assessment Team Member Qualification Requirements

Assessment Team Member

Assessment Team Members must meet the following requirements:

A. Qualifications

- Assessment team members shall have the experience and knowledge to be considered a Subject Matter Expert (SME) in the process safety system that is assigned.
- Assessment team members shall have good organizational, written, and verbal skills that are required to supplement the assessment responsibilities.
- Assessment team members should have previous assessment/auditing experience
- Required to have petroleum processing or related process knowledge and/or experience.
- Required to have completed API Auditor Training course.
- Specific knowledge in Process Safety auditing is not required as training on the assessment program will be provided in a pre-assessment meeting.
- Preferred to have TWIC card.
- Preferred to have industry-recognized safety training.

B. Roles and Responsibilities

- Ensure availability for the entire assessment.
- Make personal travel arrangements as directed by the APM or designee.
- Prepare for the site assessment as requested by the APM or designee, including reviewing the pre-assessment package and completing a pre-assessment homework assignment when requested.
- Apply business line/functional or operational expertise, assessment knowledge to appropriately assess assigned systems.
- Coordinate and support the field verification activities of other assessment team members as appropriate.

Process Safety Assessment Program
Assessor – Assessment Team Leader Qualification Requirements

- Advise and assist assessment Team Leader as required.
- Participate in report preparation and assessment critique.