

Pre-Startup Safety Review (PSSR) Checklist

Project/Process Name

Date of Review

Review Team

INSTRUCTIONS:

This checklist is designed to guide you through the Pre-Startup Safety Review (PSSR) process to ensure that a new or modified process or facility is safe to operate before startup. Carefully review each item and mark the corresponding checkbox to indicate compliance or note any observations and areas that require attention. Use the "Notes/Observations" section to provide additional details, necessary improvements, and any required follow-up.

DOCUMENTATION REVIEW

Verify that all design and engineering documentation is complete and accurate.

Yes No NA

Ensure that all permits, licenses, and regulatory approvals are in place.

Yes No NA

Confirm that standard operating procedures (SOPs) and emergency procedures are documented and available.

Yes No NA

EQUIPMENT AND SYSTEMS

Verify the installation and integrity of all equipment and systems.

Yes No NA

Confirm that all safety devices and interlocks are functioning properly.

Yes No NA

Ensure that equipment labeling and signage are in place and legible.

Yes No NA

Observations / Notes /
Corrective actions, if any:

SAFETY SYSTEMS

Test and confirm the functionality of safety systems (e.g., alarms, emergency shutdown systems).

Yes No NA

Verify that safety instrumented systems (SIS) are properly calibrated.

Yes No NA

Ensure that safety relief systems are adequately sized and tested.

Yes No NA

Observations / Notes /
Corrective actions, if any:

TRAINING AND COMPETENCY

- Confirm that personnel who will operate the process are trained and competent. Yes No NA
- Ensure that personnel are aware of the hazards associated with the process. Yes No NA
- Verify that emergency response teams are trained and equipped. Yes No NA

Observations / Notes /
Corrective actions, if any:

HAZARDS AND RISK ASSESSMENT

- Review and update the process hazard analysis (PHA) or risk assessment. Yes No NA
- Ensure that all identified hazards have been mitigated or controlled. Yes No NA
- Verify that safeguards and safety barriers are in place. Yes No NA

Observations / Notes /
Corrective actions, if any:

PROCESS CONDITIONS

- Confirm that process conditions are within design parameters. Yes No NA
- Verify that materials and utilities required for startup are available. Yes No NA
- Ensure that startup and shutdown procedures are documented and followed. Yes No NA

Observations / Notes /
Corrective actions, if any:

MECHANICAL INTEGRITY

- Verify the mechanical integrity of equipment and piping. Yes No NA
- Ensure that inspection and testing records are up to date. Yes No NA
- Confirm that corrosion protection measures are in place. Yes No NA

Observations / Notes /
Corrective actions, if any:

ENVIRONMENTAL COMPLIANCE

Confirm compliance with environmental regulations and permits. Yes No NA

Ensure that emissions controls and monitoring systems are operational. Yes No NA

Verify the proper disposal of hazardous waste. Yes No NA

Observations / Notes /
Corrective actions, if any:

EMERGENCY RESPONSE

Confirm that emergency response plans are in place and communicated. Yes No NA

Verify the availability and functionality of emergency response equipment. Yes No NA

Conduct a tabletop emergency drill or simulation. Yes No NA

Observations / Notes /
Corrective actions, if any:

MANAGEMENT OF CHANGE (MOC)

Review and verify that all changes have been managed through the MOC process. Yes No NA

Ensure that lessons learned from previous projects or incidents have been applied. Yes No NA

Confirm that the MOC process is documented and followed. Yes No NA

Observations / Notes /
Corrective actions, if any:

FINAL WALKTHROUGH

Conduct a final walkthrough of the process or facility. Yes No NA

Verify that all items on the checklist have been addressed. Yes No NA

Document any remaining issues or observations. Yes No NA

Observations / Notes /
Corrective actions, if any:

ADDITIONAL NOTES / OBSERVATIONS

[Insert any additional notes, observations, or details made during the PSSR.]

STATEMENT OF PSSR COMPLETION

We, the undersigned members of the review team, have completed the Pre-Startup Safety Review (PSSR) for the project/process named above. We certify that the process or facility has been assessed for compliance with safety requirements, and any identified issues have been documented and addressed.

Inspector's Name :

Date :

Signature :

APPROVED BY

Name :

Date :

Signature :