

HAZOP Report Format & Notes

Title Page: *Company, Topic, Author, Date*

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APPENDICES

APPENDIX 1	-	DETAILED HAZOP MINUTES –
APPENDIX 2	-	MARKED UP HAZOP DRAWINGS
APPENDIX 3	-	HAZOP ACTION RESPONSE CLOSE OUT STATUS

- 1.0 Summary:** *Where, what, when, who involved, outcome with any major concerns*
- 2.0 Introduction:** *Process description, scope of review (what is being HAZOPed),*
- 3.0 Facilitators Comments:**
Summarise the number of study items (gives idea of overall scale of review) the number of action items, comment on the team composition and attendance, and whether there were any knowledge gaps. Reinforce the need to close out all action items using appendix 3. Comment on key issues (in your opinion) in particular those needing expansion and those which you are concerned about and require bringing to the company's attention.
- 4.0 HAZOP Process:**
- 4.1 Meeting date and location:
 - 4.2 Node Identification:
 - 4.3 Drawings (number including rev, title)

4.4 Team Composition and attendance

Attendance						
			Day 1	Day 1	Day 2	Day 2
			20/5/08	20/5/08	21/5/08	21/5/08
Name	Company	Function	am	pm	am	pm
Colin Feltoe	Safety Solutions	Chairman	Pr	Pr	Pr	Pr

Pr Present
 Pa Part time
 A Absent

4.5 Methodology (optional depending on clients expectations).

5.0 Action Items

5.1 Close out: Refer to appendix and recommend who is responsible for co-ordinating the action items and who should have final sign off.

Appendices:

Appendix 1 HAZOP Minutes (Worksheet)

Appendix 2 Drawings: *These must be the actual marked up drawings used during the review and scanned into the report.*

Appendix 3: Close Out Report: (recommended)

Close-Out Report Format

(A separate sheet to be completed for each action item)

Action No:		Description:			
Responsibility for Action:			Study No:		
Status:		Start Date:		End Date:	
Comments:					
Completed By:		Signature:		Date:	
Reviewed By:		Signature:		Date:	
Approved By:		Signature:		Date:	
Close Out Comments: (if accepted as an exception reasons to be given)					