



PREPARING FOR AN INSPECTION

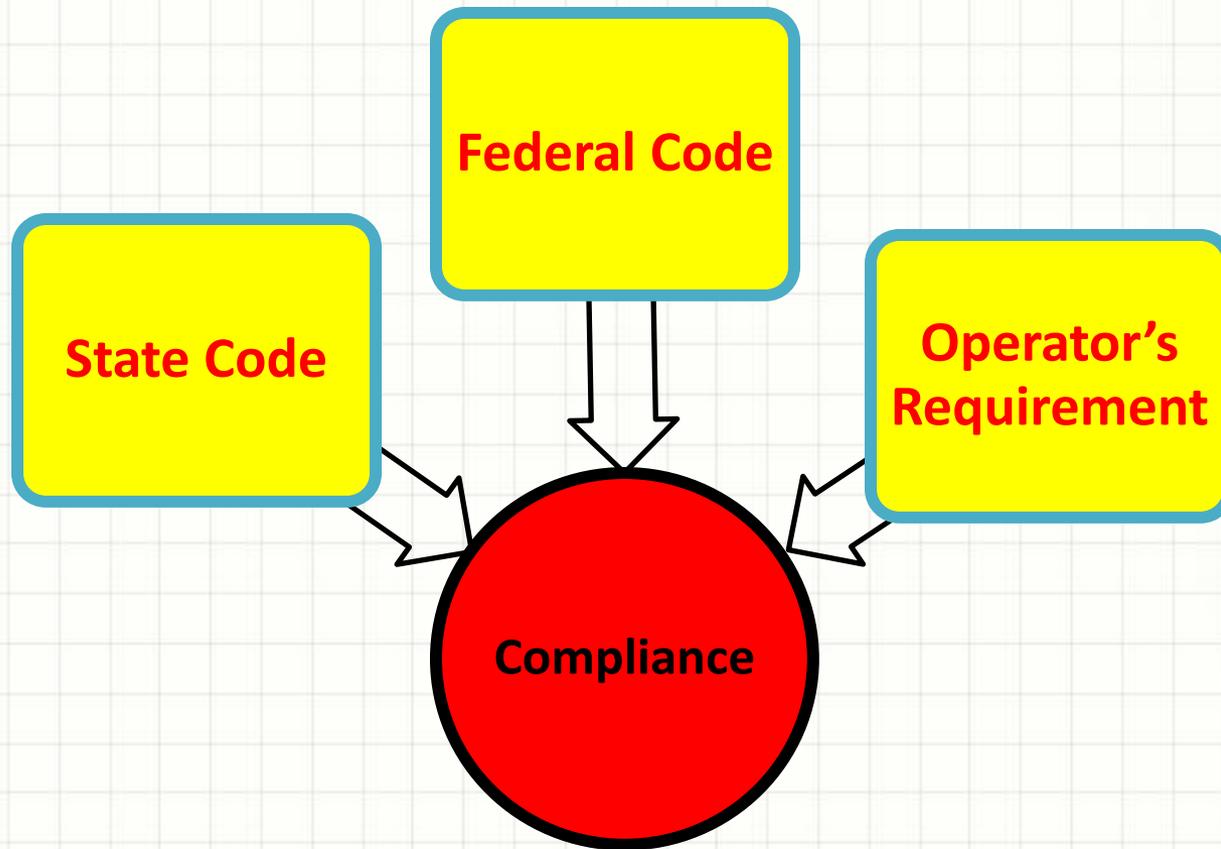
**ILLINOIS PIPELINE SAFETY CONFERENCE
EFFINGHAM, ILLINOIS**

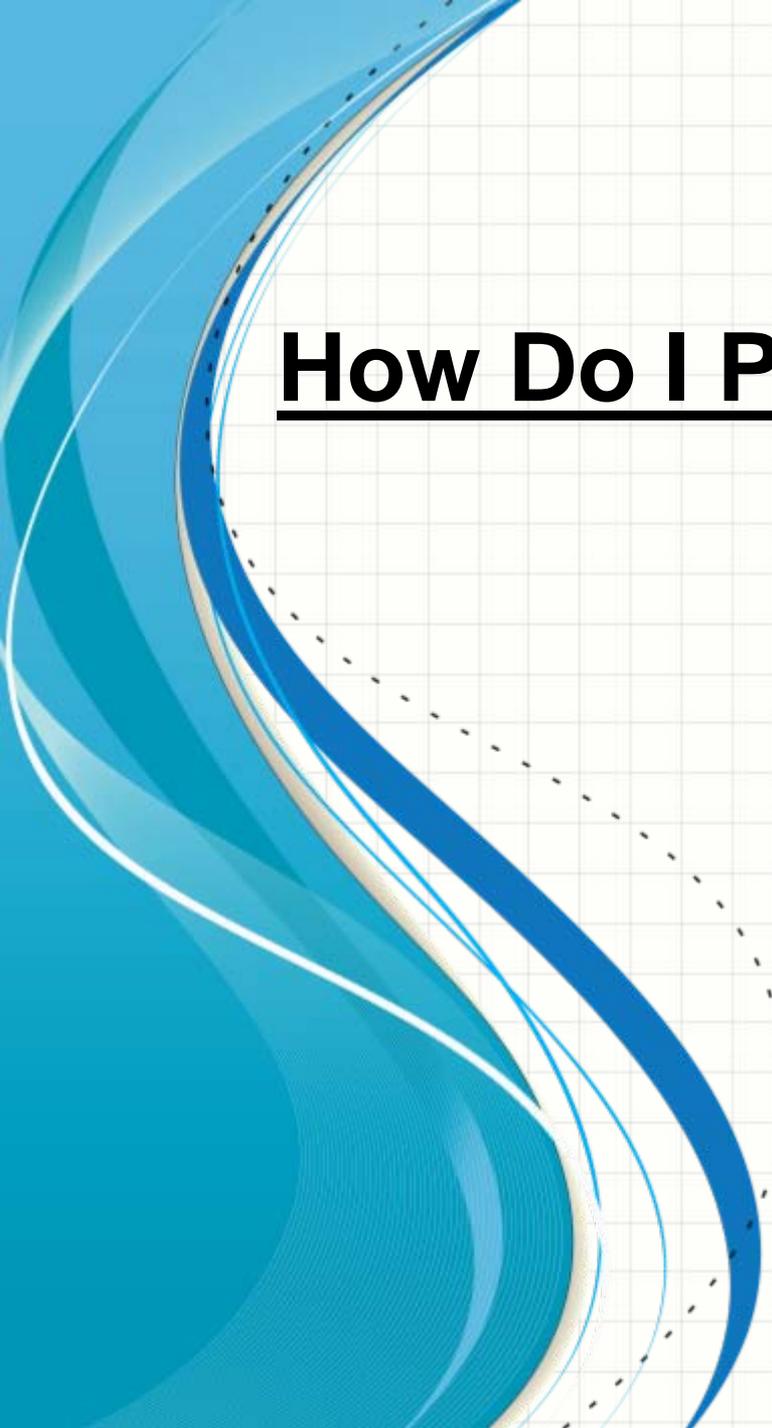
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APGA Security and Integrity Foundation

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Compliance Requirements





How Do I Prepare for an Inspection

NOTIFICATION-WHEN/WHERE/TYPE

KNOW YOUR INSPECTOR

MAKE SURE ALL PLANS ARE UP-TO-DATE

COMPLETE A PRE/SELF INSPECTION



Operating Plans

Operation and Maintenance

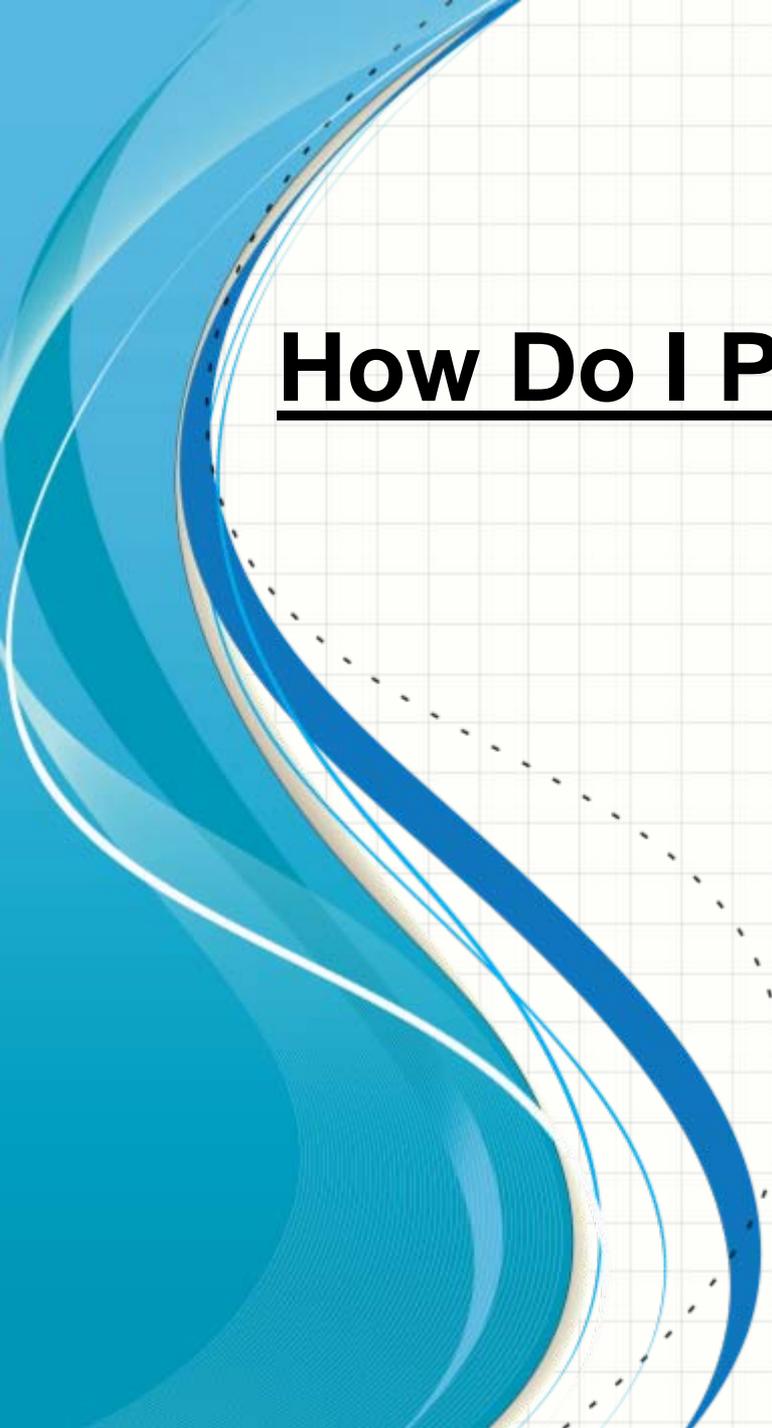
Operator Qualification

Drug and Alcohol

Public Awareness

Damage Prevention

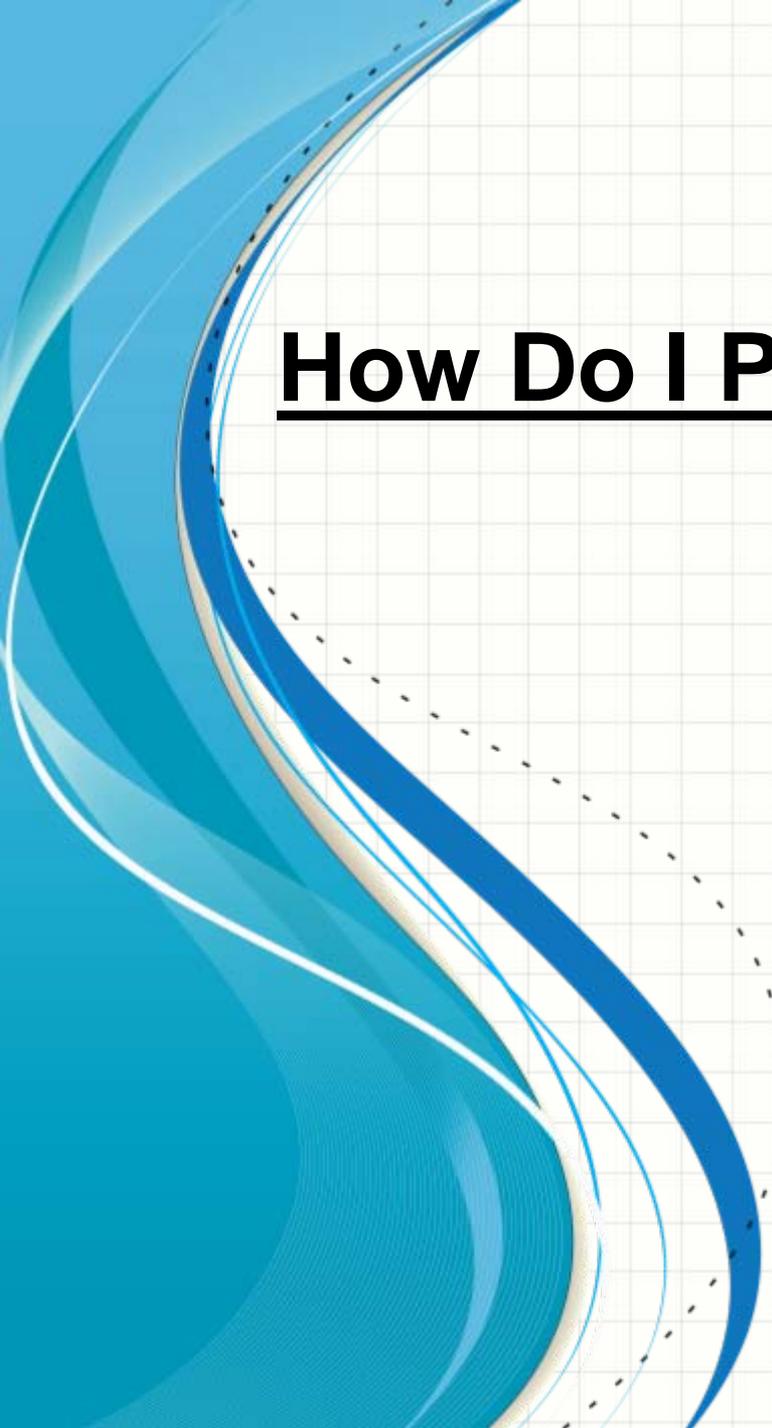
Distribution Integrity



How Do I Prepare for an Inspection

MAKE SURE YOU HAVE ALL OF THE RECORDS REQUIRED BY THE CODE FOR YOUR SYSTEM

MAKE SURE RECORDS ARE COMPLETE AND UP-TO-DATE



How Do I Prepare for an Inspection

**USE THE TOOLS AN INSPECTOR
WILL USE**

USE A CURRENT CODE BOOK

**USE A FEDERAL (STATE)
INSPECTION REPORT SHEET AS A
GUIDE**



Inspection Expectations

COURTESY

PROFESSIONALISM

MUTUAL RESPECT

OPEN COMMUNICATION

UNDIVIDED ATTENTION



Expectations by Operators

Inspection Consistency

Education and Guidance on Requirements

Knowledgeable of regulations

Reasonable Notification

Identification of Inspection



Expectations by **Regulators**

Accessible, appropriate and accurate records

Availability of knowledgeable people

Availability of Facilities and Equipment

Consistency of Documentation



Participation-Know Your Role!

Document any deficiencies during the inspection

Ask what we need to do

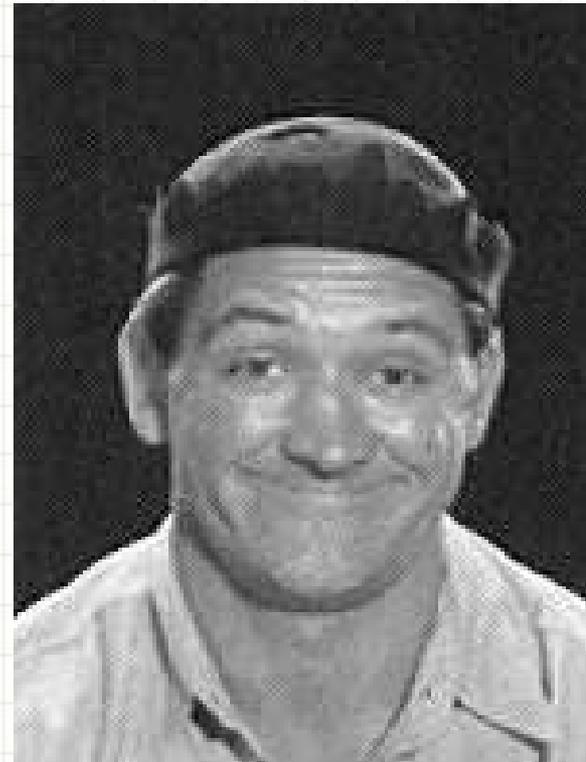
Corrective action

Take notes during inspection

Always have an Exit Interview

If you don't understand – ASK?

Be an Informed Operator





Post Inspection Review

Respond to non-compliance items

Even after the inspection it does not mean you are in compliance

The inspector is not the company consultant



FINAL NOTES!!!

Keep your composure

“Don’t say here it is – find it”

Don’t ignore the inspector’s concerns

Don’t personalize the inspection

Don’t make up data or be untruthful

Develop a professional/informal rapport



FINAL NOTE

Plan Ahead

Be Prepared