

## **MOTHBALLING & RECOMMISSIONING QUESTIONNAIRE**

### **Purpose**

The purpose of the following questionnaire is to facilitate the underwriting of Onshore Oil, Gas & Petrochemical assets that:

- Are being, or have been, mothballed and are being presented to (Re)Insurers as a silent risk, or
- Have been mothballed and have been, or are going to be, recommissioned and are being presented to (Re)Insurers as fully operational risks.

The information provided is intended to:

- Provide information to (Re)Insurers relating to the mothballing and recommissioning processes.
- Help (Re)Insurers understand the assets to be mothballed and recommissioned thus allowing an informed judgement to be made.
- Help define items of critical importance to (Re)Insurers for the initial safe operation of an asset following recommissioning.

**Any issues identified within this questionnaire are not necessarily a barrier to provision of coverage but can form the basis for discussion between the (Re)Insured and (Re)Insurers.**

**This questionnaire is not intended to replace any other information which may be provided within the (Re)Insured's/Broker's submission.**

### **Process**

It is intended that this questionnaire will be completed by persons knowledgeable in the specific topic areas. Completion of the template may therefore require coordination between a number of different departments.

It is expected that the questionnaire will be completed for each and every applicable plant being mothballed and/or recommissioned.

Section 1 'MOTHBALLING' should be completed after shutdown and Section 2 'RECOMMISSIONING', SECTION 3 'OPERATIONAL READINESS' and Section 4 'PLANT MANAGEMENT CONFIRMATION' should, where possible, be completed prior to recommissioning or during/after recommissioning if (Re)Insurers are only notified of recommissioning after it has started/been completed.

LMA9142

13 September 2017

---

Insured's Name

---

Date of Mothballing

---

Proposed Date of Recommissioning

---

Date Information Completed

---

---

**Please provide attachments where necessary to support the following information requests.**

---

---

**1. MOTHBALLING**

---

1.1. Provide details of the full scope of assets which have been shutdown, mothballed, inactivated or made non-operational.

---

1.2. Provide details of any anticipated ongoing operations involving the shutdown, mothballed, inactivated or non-operational assets.

---

1.3. Provide details of shutdown, mothballing or equivalent procedure, including preservation and ongoing maintenance activities.

---

1.4. Have process licensors and original equipment manufacturers been involved in the development of the procedures to preserve the facilities during the period of the plant(s) being shutdown, mothballed, inactivated or made non-operational. If not please advise how procedures have been developed.

---

1.5. Provide an inventory of flammable materials and other hazardous materials stored or processed on the facilities.

---

1.6. Provide details of the security, maintenance and inspection procedures for the facilities during the period of the plant being shutdown, mothballed, inactivated or made non-operational.

---

1.7. For what period are the facilities expected to be shutdown, mothballed, inactivated or made non-operational.

---

---

---

1.8. What temporary or permanent modifications are expected to be made during the period that the plant(s) are shutdown, mothballed, inactivated or made non-operational.

---

---

1.9. Provide details of staffing plans for the period that the plant(s) are shutdown, mothballed, inactivated or made non-operational (to include details of operations, maintenance, inspection, security and emergency response).

---

---

1.10. Provide details of fire detection, fire-fighting and emergency response provisions in place for period that the plant(s) are shutdown, mothballed, inactivated or made non-operational (to include details of operations, maintenance, inspection, security and emergency response).

---

---

## 2. RECOMMISSIONING

---

2.1. Have/will all temporary modifications made as part of the shutdown, mothballing, inactivation or non-operating procedure been/be reinstated?

YES

NO

If no, provide details below.

---

---

2.2. Have/will all preservation materials used in the shutdown, mothballing, inactivation or non-operating procedure been/be removed?

YES

NO

If no, provide details below.

---

---

2.3. Provide details of any permanent changes made during the period of shutdown, mothballing, inactivation or non-operation.

---

---

2.4. Provide details of the recommissioning plan including a schedule with the order and approximate dates in which plants will be/were started-up.

Include details of any plants which will be started-up and subsequently idled.

---

---

2.5. Have/will process licensors and original equipment manufacturers been/be involved in the development of the procedures to recommission the plant?

---

---

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

---

2.6. Will any parts of the plant remain shutdown, mothballed, inactive or non-operational?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

If yes, provide details below.

---

---

2.7. Provide details of planned inspection and testing of static equipment (including pressure vessels, tanks, heat exchangers, piping and flare systems).

---

2.8. Provide details of planned inspection and testing of rotating machinery (including pumps, compressors, turbines, motors and generators).

---

---

2.9. Provide details of planned inspection and testing of electrical power supply and distribution systems (including transformers, switchgear, motor controllers, grounding systems, cathodic protection and wiring).

---

---

2.10. Provide details of planned inspection and testing of control and instrumentation systems (including fire and gas detection systems, emergency shutdown systems, fire protection systems and other safety critical systems).

---

---

2.11. Provide details of any items of equipment that will be operated outside of their design envelope, have been de-rated or have been subject to a Fitness For Service evaluation.

---

---

### 3. OPERATIONAL READINESS

---

3.1. Are there or will there be any remaining construction works taking place on the plant that could present a risk to the plant(s) during recommissioning i.e. simultaneous construction and operation (SIMOPS)?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

If yes, provide details below

---

---

3.2. Will a formal Pre Startup Safety Review (PSSR) be completed for the recommissioning prior to the introduction of hazardous materials?

---

---

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

---

3.3. Will the following items be considered during the PSSR (or equivalent procedure) and their status confirmed as in-place and adequate by the plant management:

Status of all Process Hazard Analysis (PHA) (e.g. HAZOP) actions?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

---

Operating, Maintenance, Safety and Emergency Procedures (including Start-Up, Shutdown & Emergency Operating Procedures).

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

---

Is Operations, Maintenance, Technical and Emergency Response staffing adequate?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

---

Additional staffing (technical and supervisory) needs to support start-up.

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

---

Delivery and completion of training to Operations, Maintenance and Technical Staff.

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

---

Availability of as-built P&IDs.

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

---

All scaffolding removed unless essential for recommissioning activities?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

---

All recommissioning punch-list items closed (those categorised as mandatory for Ready for Startup RFSU)?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

---

If no to any of the above, provide details below.

---

3.4. Is there/will there be a formal and documented Management of Change (MoC) procedure in place covering all permanent, temporary and emergency changes?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

If no, provide details below on how changes to the facilities will be safely managed.

---

---

3.5. Have/will all action items identified as a result of temporary or permanent Management

---

of Change (MoC) been/be implemented?

YES  NO

If no, provide details below.

---

---

3.6. Is there/ will there be a procedure in place to manage and authorise the temporary impairment of fire protection systems and any other Safety Critical Equipment?

YES  NO

If no, provide details below.

---

---

3.7. Is/will the Emergency Response Team (ERT) fully staffed, equipped and trained? Is/will the ERT aware of the current plant status and any special procedures necessary? Is/will free and uninhibited access to the plant(s) possible?

YES  NO

If no, provide details below.

---

---

#### 4. PLANT MANAGEMENT CONFIRMATION

---

4.1. Has/will written confirmation been/be provided by plant management that the plant has been/be fully inspected and tested, is fit for purpose and is ready for start-up?

YES  NO

If no, provide details below.

---

---

LMA9142

13 September 2017