

PART I – DOCUMENTATIONS (30% of overall score achieved will be used for Audit grading)

Documents	Cat Score	Score Awarded	Remarks
EMERGENCY RESPONSE PLAN (20 points)			
The company has an approved copy of the Emergency Response Plan (ERP)	10		
The CERT and employees are familiar with the plan, hazards, worst case scenario, roles and functions in an emergency	10		
EMERGENCY STAFF AIDS (20 points)			
<p>The following supporting documents are updated and available?</p> <ul style="list-style-type: none"> i. Site/ Plant layout diagrams* (*To include ships layout for shipyards with fire fighting facilities ii. Map illustrating emergency control points (e.g. CERT assembly point, evacuee assembly point, first aid point) plans iii. Inventory list of hazardous substance iv. Emergency contact list v. Materials Safety Data Sheets (MSDS) for all chemicals used in the plant vi. Government agencies contact numbers (e.g. SCDF, SPF, NEA) vii. Recovery contractor contact number 	<p>4</p> <p>4</p> <p>3</p> <p>3</p> <p>2</p> <p>2</p> <p>2</p>		
TRAINING RECORDS AND CERTIFICATIONS (30 points)			
<p>Is the CERT, security personnel and fire wardens trained to manage any emergency in the company and are training records documented and kept properly?</p> <ul style="list-style-type: none"> i. SMC (e.g. incident/risk management) ii. SIC (e.g. incident/risk management, fire-fighting and HazMat) iii. ERTs (e.g. rescue & fire-fighting, HazMat, first-aid) iv. Security & Fire Wardens – Basic fire safety and HazMat awareness 	<p>6</p> <p>6</p> <p>6</p> <p>6</p>		

Documents	Cat Score	Score Awarded	Remarks								
<p>Does the company conduct regular refresher training for their CERT? (Company can choose to engage external trainers to conduct in-house training or send CERT to training institution). Availability of refresher training record as follows:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">a. Fire fighting</td> <td style="width: 20%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>b. Hazmat</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>c. First aid</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>d. Scenario based field exercise</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	a. Fire fighting	<input type="checkbox"/>	b. Hazmat	<input type="checkbox"/>	c. First aid	<input type="checkbox"/>	d. Scenario based field exercise	<input type="checkbox"/>	<p>1 1 1 3</p>		
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d. Scenario based field exercise	<input type="checkbox"/>										
EQUIPMENT READINESS AND MAINTENANCE RECORDS (30 points)											
<p><u>Protective & Response Equipment</u></p> <p>Is the following equipment appropriate, sufficient and serviceable? (Maintenance records must be available)</p> <ul style="list-style-type: none"> i. Personal Protective Equipment (PPE) ii. Communication equipment iii. Fire suppression equipment (e.g. fire extinguishers, hoses) iv. Rescue equipment (e.g. stretchers) v. Fire Fighting/Hazmat mitigation equipment 	<p>6 6 6 6 6</p>										

PART II - PRACTICAL ASSESSMENT (70% of overall score achieved will be used for Audit grading)

Desired Outcomes for CERT:

- Quick dispatch and arrival
- Initiation of emergency response system, assessment of incident scene, update of situation and request for appropriate resources
- Notify relevant government authorities and neighbouring premises
- Containment and management of threats in accordance with emergency response plans and safety procedures

Description of SCENARIO – FIRE or HazMat :
 (Auditor to discuss proposed scenario with company based on worst credible scenario)

Activities	Score	Score Awarded	Remarks
ACTIVATION AND RESPONSE OF CERT (20 points)			
<p><u>Notification Phase</u></p> <p>Did the first person who discovered the fire or HazMat incident perform the following roles?</p> <ul style="list-style-type: none"> i. Activate the nearest fire alarm call point ii. Confirm the location with Fire Command Centre iii. Attempt to put out the fire or mitigate the HazMat by shutting valve or activating drenching system if situation permits 	<p>2</p> <p>2</p> <p>2</p>		
<p><u>Activation Phase</u></p> <p>Did the Fire Command Centre perform the following actions after being notified of the incident?</p> <ul style="list-style-type: none"> i. Call 995 and alarm monitoring agency ii. Aware of the procedure to submit a copy of the inventory data of the affected Petroleum & Flammable Materials (P&FM) and its immediate surroundings via fax within a stipulated time to SCDF Operation Centre (fax: 6742 2730) and Hazmat Control Vehicle (fax: 9714 8352) during actual incidents <i>*fax need not be sent during CERT audit</i> 	<p>2</p> <p>2</p>		

Activities	Score	Score Awarded	Remarks
iii. Announce the nature and location of the emergency over the Public Announcement (PA) system iv. Activate CERT to respond to incident site v. Notify the neighboring companies of the emergency	1 1 2		
Did the responding CERT comprise a sufficient number of trained personnel to sufficiently handle the worst credible scenario effectively? (Minimum CERT structure includes 1 SMC, 1 SIC, 4 Response Team members) i. Site Main Controller (SMC) ii. Site Incident Controllers (SIC) iii. Response Team (at least 4 members)	1		
Did the CERT gather at the CERT Assembly Area in 1 minute with the necessary equipment within the required time frame? (Upon Activation of FCC)	1		Actual Time Achieved
Did the CERT respond in 5 minutes to the incident site within the required time frame?	4		Actual Time Achieved
INCIDENT SIZE UP (10 points)			
Did the SIC respond straight to the incident site upon activation and perform the following actions? a. Verify the incident b. Conduct site assessment c. Determine extent of emergency (risk, hazard, no. of casualties)	2 2 2		
Did the SIC provide a verbal situation report to the FCC and the responding CERT? a. Nature & Type of Incident & Number of Casualties Involved b. Prioritize tasks and deploy CERT accordingly	2 2		

CONDUCTING MITIGATION OPERATIONS (50 points)			
<p><u>Response</u></p> <p>Did the Response Team(s) perform the following actions upon reaching the incident site?</p> <ul style="list-style-type: none"> i. Don appropriate PPE (e.g.SCBA, HazMat suits) competently 5 ii. Rescue any casualties within their means safely 5 iii. Conduct immediate mitigation operations <ul style="list-style-type: none"> a. Competently and swiftly deploys and operates emergency response equipment 5 b. Ensure protection of surrounding facilities or monitor and disperse HazMat vapor clouds 5 c. Effectively contain and mitigate the fire or HazMat incident 5 d. Able to react to changing situations at incident site 5 e. Ensure activities are conducted safely 5 			
<p><u>Incident Command</u></p> <p>Did the SIC perform the following actions to control and command the incident?</p> <ul style="list-style-type: none"> i. Command and direct the Response Team(s) 5 ii. Maintain constant communication with the SMC and Response Team(s) 5 			
<p><u>Search and Rescue</u></p> <p>Did the CERT initiate a search for trapped or missing personnel? 5</p>			
SUPPORT ACTIVITES (6 points)			
<p><u>Evacuation</u></p> <p>Did the Response Team(s) perform the following actions: (1) Guide the evacuees to the Evacuees Assembly Area; (2) Perform a head count at the Evacuees Assembly Area to account for all company personnel; and (3) Perform a thorough search of the premises to ensure that no personnel is left behind</p>	2		
<p><u>Security</u></p> <p>Did the Response Team(s) secure the company premises and incident site to prevent any unauthorized personnel from entering and lead the first-arriving SCDF personnel to the incident site to link up with SIC</p>	2		

<p><u>Medical Treatment</u></p> <p>The Response Team(s) is proficient in providing basic first aid, CPR, keep record of the casualties and update the SIC</p>	<p>2</p>		
<p>LINKING UP WITH SCDF UPON ARRIVAL (10 points)</p>			
<p><u>Site Incident Controller</u></p> <p>a. Did the SIC immediately link up with the SCDF Ground Commander upon his arrival?</p> <p>b. Was the SIC easily identifiable by the SCDF Ground Commander upon his arrival?</p> <p>c. Is the SIC able to provide the following to the SCDF Ground Commander upon his arrival?</p> <p style="padding-left: 20px;">i. General description of the incident, the possible risks and hazards posed and a printed copy of the inventory of the affected P&FM and its immediate surroundings</p> <p style="padding-left: 20px;">ii. CERT resources deployed</p> <p style="padding-left: 20px;">iii. Casualty number and personnel unaccounted for</p> <p style="padding-left: 20px;">iv. Resources available to assist SCDF operations</p> <p style="padding-left: 20px;">v. Methods of mitigation</p>	<p>2</p> <p>2</p> <p>2</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>		
<p>ONGOING OPERATIONS AND RECOVERY (4 points)</p>			
<p><u>Ongoing Operations</u></p> <p>Did the CERT continue to support SCDF in fire fighting or HazMat mitigation till the end of the operation and conduct recovery?</p> <p>a. First Aid</p> <p>b. Casualty Evacuation</p> <p>c. Joint Operations with SCDF</p> <p>d. Recovery</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p>		

Grading Table (For SCDF's Reference)

	Score (%)	Category Assessed	Cat Score	Score Awarded	Weighted Score (%)
Documentation	30	Emergency Response Plan	20		
		Emergency Staff Aid	20		
		Training Records & Certification	30		
		Equipment Readiness & Maintenance Records	30		
Practical Assessment	70	Activation & Response	20		
		Incident Size Up	10		
		Conduct Mitigation Ops	50		
		Support Activities	6		
		Linking up with SCDF	10		
		Ongoing Ops & Recovery	4		
Total	100				

Remarks:

Signature / Date: _____
 Rank / Name of Auditor: _____
 Designation: _____
 Department / Unit: _____

