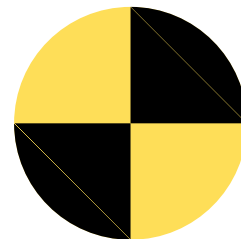




International
Association
of Oil & Gas
Producers

Land transportation safety recommended practice

Additional guidance notes
to OGP report no. 365



Questionnaire/checklist assessment for the implementation of report 365

Introduction

This questionnaire/checklist is intended for use by land transport/road safety management specialists concerned with monitoring land transport operations. Its use is in conjunction with the application and implementation of the OGP *Land transport safety recommended practice*, Report no. 365. Refer to this report for further information and detail of expectations.

The scope of the assessment covers not only appraisal of operations, but also of support including training, vehicles, manuals and documentation. Questions are generally phrased to be answered with a simple yes/no, supported by qualitative appraisal. The questionnaire/checklist is intended to provide basic and general guidance to those personnel, typically road safety management consultants/ advisers, who are tasked to evaluate the suitability and/or assess the performance of land transport operations. The contents of the questionnaire/checklist are structured to provide an easy reference to the principle areas of land transport that should be evaluated.

Objectives

- 1) The questionnaire/checklist when properly used and fully completed is designed to provide the user with sufficient information to assess the general standard of land transport operations in comparison to the OGP *Land transport safety recommended practice*. It is not intended as a replacement for the expert judgment of safety professionals or other Subject Matter Experts. It should, therefore, be recognised that an initial survey of land transport operations using the questionnaire/checklist may highlight areas that need further clarification to be satisfied by an on-site visit.
- 2) The questionnaire/checklist when properly used and fully completed is designed to provide a basis for companies with land transport activities to recognise gaps with and become aligned to the OGP *Land transport safety recommended practice*.

Use

The questionnaire/checklist is intended to be provided to the prospective company with instructions to fill it out as completely as possible and return. The appropriate and responsible party(ies) would then analyse the response and determine whether to continue the assessment process with an on-site visit. Once on-site, the assessor would verify the prospective company's responses and fill in those items requiring visual inspection.

Section 1 – General

Completed by:

Date

1.1 Company name

Address:		Telephone:	
		Fax:	
		Email:	
		Web site:	

1.2 Management team

Name	Title	Years with company
Primary contact	Phone number	e-mail address

1.2.1 How was the current safety manager/officer/director selected and describe the position's credentials.

.....
.....
.....

1.3 Land transport activity

1.3.1 Fleet size, by vehicle type:

1.3.2 No. of operations bases, and location:

1.3.3 Area(s)/country(ies) of operation:

1.3.4 No. of drivers - total:

1.3.5 No. of drivers – field or professional:

1.3.6 Transport capability(ies) - load types:

1.3.7 Special permits, authorisations or operating authorities held:

Type	Expiry date

Provide further information on attachment

1.4 Driving staff

	Name	Years with company	Years experience
Transport Supervisor			
Driver Trainer/Assessor			
Driver Trainer/Assessor			
Driver			
Driver			
Driver			
Driver			

Provide further names on attachment

Section 2 – Driving safety

2.1 Driving and transport safety programmes†

		Yes	No
2.1.1	Is the transport safety programme part of the overall company HSE program?	<input type="checkbox"/>	<input type="checkbox"/>
2.1.2	Is a safety committee established? If so, attach a list of members.	<input type="checkbox"/>	<input type="checkbox"/>
2.1.3	Are regular meetings held? If so, please provide copies of the minutes from the last two safety meetings	<input type="checkbox"/>	<input type="checkbox"/>
2.1.4	Is there timely follow up action?	<input type="checkbox"/>	<input type="checkbox"/>

List all active driving safety programs (to be completed for scope of operations being assessed and to include contractor activities)

Year started	Program name	Target activity

† To be completed as per scope of assessment.

2.2 Safety awards

List any internal or external recognition that you have received for active safety programs:

Internal	External	Date	Type of recognition
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

2.3 Safety statistics

Accident data for the previous three (3) years:†

Year	No. vehicles	No. kms driven (1,000s)	CMS/10 ⁶ km	No. of crashes					Fatalities	Injuries	No. of spills & volume
				Total	Catastrophic	Major	Serious	Light			

† Definitions are as per OGP Common land transport incident KPIs for motor vehicle crashes (MVC).

Data to be inclusive of contractor, sub-contractors and 3rd party injuries and fatalities. Provide details on crashes and changes implemented to prevent recurrence.

2.4 Accident Procedures

		Yes	No
2.4.1	Does the company have written accident /incident policies/procedures?	<input type="checkbox"/>	<input type="checkbox"/>
2.4.3	Do all vehicles contain a copy of the policies/procedures?	<input type="checkbox"/>	<input type="checkbox"/>
2.4.4	Are accident/incident investigation procedures in place?	<input type="checkbox"/>	<input type="checkbox"/>
2.4.5	Who is responsible for accident/incident investigation?	<input type="checkbox"/>	<input type="checkbox"/>
2.4.6	Is there timely follow up action?	<input type="checkbox"/>	<input type="checkbox"/>

Section 3 – Driving Safety

3.1 Seatbelts

	Yes	No
3.1.1 Are all vehicle occupants required to wear seatbelts at all times?	<input type="checkbox"/>	<input type="checkbox"/>
3.1.2 Are all vehicles fitted with adequate and appropriate seatbelts for all occupants?	<input type="checkbox"/>	<input type="checkbox"/>
3.1.3 Are all front and outboard seating positions, at a minimum, fitted with 3-point seatbelts?	<input type="checkbox"/>	<input type="checkbox"/>
3.1.4 Do seatbelts have automatic retraction & deceleration activated emergency locking mechanisms?	<input type="checkbox"/>	<input type="checkbox"/>
3.1.5 Is an approved restraint in place for active sleeper berth use?	<input type="checkbox"/>	<input type="checkbox"/>
3.1.6 Are buses and coaches fitted with a 3-point seat belt for the driver, at a minimum?	<input type="checkbox"/>	<input type="checkbox"/>
3.1.7 Are passengers on buses or coaches that are without seatbelts restricted from occupying front row seats and other seats without a seat in front?	<input type="checkbox"/>	<input type="checkbox"/>
3.1.8 Do you have a policy/standard that requires the personal vehicles used on business to comply with items 3.1.1 to 3.1.7?	<input type="checkbox"/>	<input type="checkbox"/>
3.1.9 Do you have a policy/standard that requires the preferred selection of spot-hire vehicles that provide adequate seatbelts for all occupants?	<input type="checkbox"/>	<input type="checkbox"/>
3.1.10 Were any vehicles observed to be in non-compliance with the seatbelt recommendations?	<input type="checkbox"/>	<input type="checkbox"/>
3.1.11 Were any vehicle occupants observed to be in non-compliance with the seatbelt recommendations?	<input type="checkbox"/>	<input type="checkbox"/>

3.2 Driver training and qualification

Training records will be checked during the review.

	Yes	No
3.2.1 Do you have written hiring qualification standards for all Drivers?	<input type="checkbox"/>	<input type="checkbox"/>
3.2.2 Are free-lance/part-time/casual drivers used?	<input type="checkbox"/>	<input type="checkbox"/>
3.2.3 Are all recruited Drivers trained?	<input type="checkbox"/>	<input type="checkbox"/>
3.2.4 Is the driver training maintained as current (at least once every 3 years)?	<input type="checkbox"/>	<input type="checkbox"/>
3.2.5 Is a current copy of the Drivers licence and qualifications on file?	<input type="checkbox"/>	<input type="checkbox"/>
3.2.6 Do you use a defensive driving training programme?	<input type="checkbox"/>	<input type="checkbox"/>
Does the training include the following:		
3.2.7 Review of company policies and standards related to driving	<input type="checkbox"/>	<input type="checkbox"/>
3.2.8 Defensive driving techniques	<input type="checkbox"/>	<input type="checkbox"/>
3.2.9 Journey management techniques	<input type="checkbox"/>	<input type="checkbox"/>
3.2.10 Alertness and fatigue management	<input type="checkbox"/>	<input type="checkbox"/>
3.2.11 Effects of medication and substance abuse	<input type="checkbox"/>	<input type="checkbox"/>
3.2.12 Vehicle restraint systems and safety equipment	<input type="checkbox"/>	<input type="checkbox"/>
3.2.13 Pre-trip checks and proper seating position	<input type="checkbox"/>	<input type="checkbox"/>
3.2.14 Does it specifically identify local hazards, regulations and culture?	<input type="checkbox"/>	<input type="checkbox"/>
3.2.15 Commentary driving	<input type="checkbox"/>	<input type="checkbox"/>
3.2.16 Assessment of driving skill and behaviour	<input type="checkbox"/>	<input type="checkbox"/>
3.2.17 Is the training accompanied by written tests?	<input type="checkbox"/>	<input type="checkbox"/>
Briefly describe or attach a table of contents or syllabus for initial and recurrent training		
3.2.18 Is training provided by a third party?	<input type="checkbox"/>	<input type="checkbox"/>
If so, how are they selected and how is the curriculum monitored?		
.		

3.2.19	Is training and qualification provided for high-risk environments and specialized vehicles? If yes, attach a description or table of contents or syllabus for initial and recurrent training	<input type="checkbox"/>	<input type="checkbox"/>
3.2.20	Are training records maintained?	<input type="checkbox"/>	<input type="checkbox"/>
3.2.21	Is refresher training and assessment performed? If yes, please identify what type and how frequently	<input type="checkbox"/>	<input type="checkbox"/>
3.2.22	Do you perform annual driver skill assessment/checks?	<input type="checkbox"/>	<input type="checkbox"/>
3.2.23	Is dangerous goods training completed (if applicable)? If so, please identify the base document for training and the frequency of the training	<input type="checkbox"/>	<input type="checkbox"/>

3.3 In vehicle monitoring systems (IVMS)

		Yes	No
3.3.1	Are all company owned vehicles fitted with an In Vehicle Monitoring System (IVMS) or Vehicle Data Recorder (VDR)?	<input type="checkbox"/>	<input type="checkbox"/>
3.3.2	Are all company leased or contracted vehicles (> 3 months) fitted with an In Vehicle Monitoring System (IVMS) or Vehicle Data Recorder (VDR)?	<input type="checkbox"/>	<input type="checkbox"/>
3.3.3	Where systems are not in place or not applied to all vehicles, is the decision to not implement a system documented and supported by a risk-based methodology?	<input type="checkbox"/>	<input type="checkbox"/>
3.3.4	Is this document current? Date ____/____/____	<input type="checkbox"/>	<input type="checkbox"/>
3.3.5	Does the systems monitor, at a minimum:	<input type="checkbox"/>	<input type="checkbox"/>
	Driver	<input type="checkbox"/>	<input type="checkbox"/>
	Speed	<input type="checkbox"/>	<input type="checkbox"/>
	Harsh acceleration/harsh deceleration	<input type="checkbox"/>	<input type="checkbox"/>
	Distance driven	<input type="checkbox"/>	<input type="checkbox"/>
	Driving time(s)	<input type="checkbox"/>	<input type="checkbox"/>
3.3.6	Is a data management system (DMS) in place to ensure data from IVMS or VDR is properly analysed and fed back to drivers and supervisors?	<input type="checkbox"/>	<input type="checkbox"/>
3.3.7	Does the DMS include procedures to ensure monitors are installed and working properly; with alarms set to levels commensurate with local driving conditions?	<input type="checkbox"/>	<input type="checkbox"/>
3.3.8	Does the DMS include procedures to ensure recent data from the monitors is downloaded, analysed, and communicated?	<input type="checkbox"/>	<input type="checkbox"/>
3.3.9	Does the DMS include procedures to ensure data from the monitors is used to provide individual driver performance feedback for improvement and skills development?	<input type="checkbox"/>	<input type="checkbox"/>

3.4 Cellular phones and two-way communications

		Yes	No
3.4.1	Are drivers directed to not answer mobile telephone calls while driving? (This also applies to two-way radio communication other than for convoy management) How is compliance to this directive monitored?	<input type="checkbox"/>	<input type="checkbox"/>
3.4.2	Are two-way radios, or similar, used for convoy management? If so, how is their use controlled to limit conversation to road hazards?	<input type="checkbox"/>	<input type="checkbox"/>

3.5 Journey management plans

		Yes	No
3.5.1	Are all journeys subject to management approval?	<input type="checkbox"/>	<input type="checkbox"/>
3.5.2	Are alternate modes of transportation actively considered vs. land transport?	<input type="checkbox"/>	<input type="checkbox"/>
3.5.3	Is active effort made to reduce the number of journeys?	<input type="checkbox"/>	<input type="checkbox"/>
3.5.4	Are only qualified personnel and appropriate equipment selected for each journey?	<input type="checkbox"/>	<input type="checkbox"/>
	Does the journey management process address the following to ensure:		
3.5.6	Appointment/identification of a journey manager;	<input type="checkbox"/>	<input type="checkbox"/>
3.5.7	Formal pre-trip briefing with the driver,	<input type="checkbox"/>	<input type="checkbox"/>
3.5.8	Appropriate means of communication are available and protocol established;	<input type="checkbox"/>	<input type="checkbox"/>
3.5.9	The route is clearly defined and mapped;	<input type="checkbox"/>	<input type="checkbox"/>
3.5.10	All potential hazards are identified;	<input type="checkbox"/>	<input type="checkbox"/>
3.5.11	Appropriate vehicles are assigned and inspected;	<input type="checkbox"/>	<input type="checkbox"/>
3.5.12	Trained and qualified drivers are assigned;	<input type="checkbox"/>	<input type="checkbox"/>
3.5.13	Drivers are physically and mentally fit, including specific reference to alertness considerations;	<input type="checkbox"/>	<input type="checkbox"/>
3.5.14	Rest stops are scheduled;	<input type="checkbox"/>	<input type="checkbox"/>
3.5.15	Arrival times are communicated with a contingency plan in place for overdue trips;	<input type="checkbox"/>	<input type="checkbox"/>
3.5.16	All trips during hours of low visibility are reviewed for necessity & formal management approval.	<input type="checkbox"/>	<input type="checkbox"/>
3.5.17	Are headlights required for use unless otherwise restricted by regulation or specific risk?	<input type="checkbox"/>	<input type="checkbox"/>
3.5.18	Are drivers directed to park so their first move is ahead, wherever possible?	<input type="checkbox"/>	<input type="checkbox"/>
3.5.19	Is a formal document used to support the journey management process? If yes, please provide a copy.	<input type="checkbox"/>	<input type="checkbox"/>
3.5.20	Has management ever suspended operations due to a journey management hazard issue? Is yes, please explain.	<input type="checkbox"/>	<input type="checkbox"/>

3.6 Substance abuse

		Yes	No
3.6.1	Is there a documented policy or expectation regarding employee substance abuse?	<input type="checkbox"/>	<input type="checkbox"/>
3.6.2	Does it meet all relative regulatory and industry requirements?	<input type="checkbox"/>	<input type="checkbox"/>
3.6.3	Has it been communicated effectively to all employees?	<input type="checkbox"/>	<input type="checkbox"/>
3.6.4	Is there documented evidence of its effective implementation?	<input type="checkbox"/>	<input type="checkbox"/>
3.6.5	Does it include random testing for substance abuse? Who administers the programme?	<input type="checkbox"/>	<input type="checkbox"/>

3.7 Driver fitness and alertness

		Yes	No
3.7.1	Are all drivers medically assessed prior to hire?	<input type="checkbox"/>	<input type="checkbox"/>
3.7.2	Are all drivers medically assessed at least every 5 years?	<input type="checkbox"/>	<input type="checkbox"/>
3.7.3	Are drivers limited from driving based upon medical assessment?	<input type="checkbox"/>	<input type="checkbox"/>
3.7.4	Are drivers screened for sleep disorders?	<input type="checkbox"/>	<input type="checkbox"/>
3.7.5	Are drivers assessed for the capability to drive prior to each journey?	<input type="checkbox"/>	<input type="checkbox"/>
3.7.6	Are drivers required to notify management of any condition or limitation that may affect their ability to drive safely?	<input type="checkbox"/>	<input type="checkbox"/>

3.7.7	Is fatigue management training conducted?	<input type="checkbox"/>	<input type="checkbox"/>
3.7.8	Are drivers directed to stop when they feel fatigued?	<input type="checkbox"/>	<input type="checkbox"/>
3.7.9	Does management provide active support for a driver's decision to stop driving due to fatigue?	<input type="checkbox"/>	<input type="checkbox"/>
3.7.10	Do drivers operate within the recommended hours of duty and service?	<input type="checkbox"/>	<input type="checkbox"/>

3.8 Vehicle specifications

		Yes	No
3.8.1	Does your company have a vehicle procurement policy/programme?	<input type="checkbox"/>	<input type="checkbox"/>
3.8.2	Have any structural modifications been done to any vehicles?	<input type="checkbox"/>	<input type="checkbox"/>
3.8.3	Were the modifications in-line with manufacturers' specifications and local regulation?	<input type="checkbox"/>	<input type="checkbox"/>
3.8.4	Is all equipment serviceable?	<input type="checkbox"/>	<input type="checkbox"/>
	Does the policy cover the following areas:		
3.8.5	Head rests/restraints (all seats);	<input type="checkbox"/>	<input type="checkbox"/>
3.8.6	Air bags (minimum driver's seat);	<input type="checkbox"/>	<input type="checkbox"/>
3.8.7	Anti-lock brakes (ABS);	<input type="checkbox"/>	<input type="checkbox"/>
3.8.8	Side impact protection;	<input type="checkbox"/>	<input type="checkbox"/>
3.8.9	Seatbelts (3 point inertia reel configuration- all seats, where available);	<input type="checkbox"/>	<input type="checkbox"/>
3.8.10	Rollover protection (vehicle type & usage dependent)?	<input type="checkbox"/>	<input type="checkbox"/>
	Is the following equipment installed on heavy-duty vehicles:		
3.8.11	Under-run protection;	<input type="checkbox"/>	<input type="checkbox"/>
3.8.12	Single-piece rims as available;	<input type="checkbox"/>	<input type="checkbox"/>
3.8.13	Reversing alarm system (including other vehicles with limited rear-visibility); and	<input type="checkbox"/>	<input type="checkbox"/>
3.8.14	Wheel chocks (on passenger side)?	<input type="checkbox"/>	<input type="checkbox"/>
	Do all vehicles contain the following minimum safety equipment:		
3.8.15	First aid kit;	<input type="checkbox"/>	<input type="checkbox"/>
3.8.16	Fire extinguisher;	<input type="checkbox"/>	<input type="checkbox"/>
3.8.17	Flashlight/torch;	<input type="checkbox"/>	<input type="checkbox"/>
3.8.19	Driver and passenger side mirrors;	<input type="checkbox"/>	<input type="checkbox"/>
3.8.19	Spare wheel & tyre in good condition (including appropriate tire changing tools for the operating environment);	<input type="checkbox"/>	<input type="checkbox"/>
3.8.20	Disabled vehicle marker (e.g. warning triangle);	<input type="checkbox"/>	<input type="checkbox"/>
3.8.21	Water, food, tools, spare parts, communication device (dependant on location)?	<input type="checkbox"/>	<input type="checkbox"/>
3.8.22	Is rollover protection installed in any vehicle to address high risk environments?	<input type="checkbox"/>	<input type="checkbox"/>
3.8.23	Is the rollover protection engineered to recognised regulatory standard and industry preferred practices?	<input type="checkbox"/>	<input type="checkbox"/>
3.8.24	Is appropriate and adequate load securement provided in all vehicles?	<input type="checkbox"/>	<input type="checkbox"/>
3.8.25	Is all loading within manufacturer and legal recommendations?	<input type="checkbox"/>	<input type="checkbox"/>

3.9 Management systems

		Yes	No
3.9.1	Does your company have a driving or transport policy or standard? If yes, attach the policy the document.	<input type="checkbox"/>	<input type="checkbox"/>
3.9.2	Is the policy a clear statement expressing the commitment to continuously improve road safety through the implementation of recommended practices?	<input type="checkbox"/>	<input type="checkbox"/>
3.9.3	Does your company have a documented management system?	<input type="checkbox"/>	<input type="checkbox"/>
3.9.4	Does the management system include requirements for managing land transport safety and effectively implement the Land Transportation Safety Recommended Practice?	<input type="checkbox"/>	<input type="checkbox"/>
	Does the management system include the following:		
3.9.5	Leadership and commitment: clear expectations set that the recommended practices are met, the making of resources available to meet them, and the setting of a good example themselves.	<input type="checkbox"/>	<input type="checkbox"/>
3.9.6	Policy and strategic objectives: management communication of a clear policy statement expressing the commitment to continuously improve road safety through implementation of the recommended practices, and the setting of strategic objectives for the aspired improvements.	<input type="checkbox"/>	<input type="checkbox"/>
3.9.7	Organisation, resources and documentation: an overall management structure for Land Transport operations that is documented and communicated, clearly identify the people with responsibility for managing Land Transport safety, and their competencies. The timely allocation of adequate competent resources to fulfil the LT strategic objectives.	<input type="checkbox"/>	<input type="checkbox"/>
3.9.8	Evaluation and risk management: identification, documentation and risk assessment of all hazards related to land transport. The requirement to put risk reduction measures, including those based on the Land Transport Recommended Practice in place.	<input type="checkbox"/>	<input type="checkbox"/>
3.9.9	Planning: planning for all Land Transport operations in line with the policy, strategic objectives and the Land Transportation Safety Recommended Practice. A management of change process that assesses and eliminates or mitigates, the risks introduced by changes in planned activities and deviations from policies, procedures and recommended practices that is approved by management. The maintenance of procedures to identify foreseeable emergencies, and response plans developed for such situations.	<input type="checkbox"/>	<input type="checkbox"/>
3.9.10	Implementation and monitoring: monitoring systems to ensure that the management system is effective, that the Land Transportation Safety Recommended Practice are followed, and that a system is in place for managing exceptions. Requirement for corrective action shall be initiated in the event of non-compliance. Requirement for records kept to demonstrate the extent of compliance.	<input type="checkbox"/>	<input type="checkbox"/>
3.9.11	Audit and review: the implementation of an audit programme to verify effective implementation of the Management System elements related to Land Transport, and the Land Transportation Safety Recommended Practice. Annual review by senior Management of audit findings and their close out and the assessing of need for changes to the requirements for managing Land Transport Safety.	<input type="checkbox"/>	<input type="checkbox"/>
3.9.12	Do the processes, etc. in your management system include provision for remote operations?	<input type="checkbox"/>	<input type="checkbox"/>
3.9.13	Does it include oversight visits/reviews for operations, maintenance & safety? If yes, by whom and at what frequency?	<input type="checkbox"/>	<input type="checkbox"/>
3.9.14	Are follow-up reports written?	<input type="checkbox"/>	<input type="checkbox"/>

Section 4 – Fleet inspection

4.1 Vehicle condition

Registration/ Unit No.	Make/Model	Year of Manufacture	Owned/ leased	Type	Km's (1,000)	General condition

Provide further vehicle information on attachment

4.2 Exterior/interior appearance

Registration/ Unit No.	General condition – Body, engine, battery, gearbox, hoses, cabin, seats, carpet, etc.

Provide further vehicle information on attachment

4.3 Vehicle documentation

		Yes	No
	Do all company owned or leased vehicles supplied have the following documents within:		
4.3.1	Valid certificate of registration/insurance/licence (as required)?	<input type="checkbox"/>	<input type="checkbox"/>
4.3.2	Emergency company contact numbers?	<input type="checkbox"/>	<input type="checkbox"/>
4.3.3	Copy of company driving policy/journey management documents?	<input type="checkbox"/>	<input type="checkbox"/>

4.4 Remarks concerning vehicle inspection (include reference to above listings as appropriate)

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