



Directorate of Environment Protection
Coast Guard Headquarters



Pollution Response Equipment Preparedness

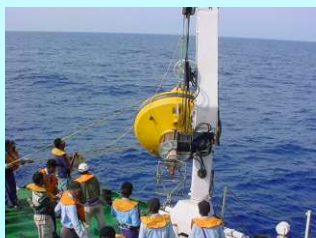
PREP CHECK

Introduction

The purpose of this document is to help those responsible for the first response to an oil spill to carry out a simple 'Pollution Response Equipment Preparedness' (PREP) check on their Tier 1 response equipment and identify any gap areas in their operational readiness. It is specifically aimed at the facility operator that has Tier 1 response equipment on site.

This quick and easy-to-complete document will provide an indication of any particular areas that should be addressed to ensure that the first response equipment is kept at a high level of readiness.

Ports and oil handling agencies can also use this document as an audit protocol to gauge levels of response preparedness within their particular operation.



Guidelines for completion

The PREP Check is divided into five sections dealing with each aspect of response preparedness. The sections include:

- Pollution risk and equipment levels
- Response equipment condition and maintenance
- Response equipment packaging and storage
- Response logistics
- Response personnel

Process for completion

A number of questions are asked to gauge the levels of preparedness. The questionnaire should be completed in conjunction with a member of the Audit team. The aim is to conduct a quick and simple gap analysis to identify any areas for action.

The questions cover a number of areas and the responses are graduated with a colour code system. The responses are graduated to reflect criticality of the issue in question and the response used should be in the context of the question.

Response	Status
Yes / Satisfactory / This year	1
In need of action / Review / Last year	2
No / Unsatisfactory / Before last year	3

Following the completion of the questionnaire, a follow-up meeting will be held and an action plan identified to correct any non-conformities. More detailed observations and comments can be noted on page 5 of this document.

SECTION 1



Pollution Risk and Equipment Levels

It is essential that the equipment held is relevant to the oil types handled by the facility and that the equipment capacity is able to respond to the credible Tier 1 risk and sufficient to protect local sensitivities.

Pollution Risk and Equipment Levels

Reference document – Port and Oil Handling Agencies OSCP

	1	2	3
PR1 What is the realistic oil spill scenario (collision, grounding, hose leak, pipeline leak etc.)			
PR2 Is the equipment type suited to the risk profile? Eg. oil type, environment etc.			
PR3 Is the quantity of equipment relevant to the risk profile and Tier 1 requirements?			
PR4 Is there any standby Pollution Response arrangement available nearby?			
PR5 Is there any sensitive area present in your jurisdiction?			
PR6 Is your containment equipment able to protect sensitive areas?			

SECTION 2



Response Equipment Condition and Maintenance

There should be a contingency plan in place to coordinate the response to an oil spill. The plan brings together the various elements of the response and it should be kept up to date and tested on a regular basis. The plan should interface with other adjacent plans. The plan should have an appropriate and relevant risk assessment and identify where resources to support Tier 1, 2 and 3 response can be accessed.

Response Equipment Condition and Maintenance

Reference document - Maintenance records

	1	2	3
RE1 Is equipment condition satisfactory?			
RE2 Is there a maintenance plan / history for the response equipment?			
RE3 Is there a testing / audit programme for equipment?			
RE4 When was equipment last maintained?			
RE5 When was equipment last deployed?			
RE6 Are all ancillary items held with equipment? (power pack, storage barges etc.)			
RE7 Is there an inventory of items with each system?			
RE8 Is your equipment maintained by reputed third party service provider?			

Continued on next page

RE9 Is age / condition of hydraulic and / or discharge hoses satisfactory?

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SECTION 3



Response Equipment Packaging and Storage

Response equipment must be stored in a suitable warehouse with adequate access and security. Equipment should be stored in a ready-to-use manner and packaged in such a way that it can be rapidly mobilised to the spill site.

Response Equipment Packaging and Storage

Reference document - OSCP

REP1 Is equipment stored in a location with good access to road and berthing area?

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REP2 Is there an equipment mobilisation plan?

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REP3 Is the equipment packaged in such a way that it can be rapidly deployed to a spill incident?

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SECTION 4



Response Logistics

For equipment to be successfully and rapidly deployed, adequate logistics support must be readily available on demand.

Response Logistics

Reference document - OSCP

RLS1 Are adequate logistics available?

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RLS2 Are forklifts with the appropriate capacity and lift available?

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RLS3 Is road transport available?

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RLS4 Are cranes with the appropriate capacity and reach available?

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RLS5 Are any vessels used suitable for equipment deployment?

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RLS6 Is lifting gear suitable, tested and available?

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SECTION 5



Response Personnel

To ensure safe and successful deployment of equipment there must be an adequate supply of trained competent personnel and procedures in place.

Response Personnel

Reference document - safety plan / training plan

RP1 Are there sufficient personnel to deploy the equipment held?

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RP2 Are there clear roles and responsibilities for response personnel?

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RP3 What is the personnel response time for initial response?

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RP4 Are personnel suitably trained and are training records available?

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RP5 Is suitable PPE in place and available to response personnel?

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RP6 Are safety processes and procedures in place to protect personnel?

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Action Summary

Action to be taken by the responsible party

Who

When

Pollution Risk and Equipment Levels

PR1

PR2

PR3

PR4

PR5

PR6

Response Equipment Condition and Maintenance

RE1

RE2

RE3

RE4

RE5

RE6

RE7

RE8

RE9

Response Equipment Packaging and Storage

REP1

REP2

REP3

Response Logistics

RL1

RL2

RL3

RL4

RL5

RL6

Response Personnel

RP1

RP2

RP3

RP4

RP5

RP6

Action agreed by

Date

TO BE COMPLETED BY BOTH PARTIES

Detailed Observations and Comments

Issue

Comments

Detailed Observations and Comments

Issue	Comments

Coast Guard Headquarters
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Purana Quila Road
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Ph. : 011 - 23384934

Regional Headquarters (West)
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