



## API Process Safety Assessment Program Assessment Team Lead – Assessment Team Member Qualification Process

1. Candidate provides documentation / reference information
  - a. CV – resume describing work and assessment experience
  - b. Assessment log – describes type, duration, location, scope and other information relating to assessment work in the last 3 – 5 years
  - c. Copies relevant and current training or professional certifications. These should specifically relate to process safety, petroleum/petrochemical facility operations, auditing / assessment skills, and / or any of the process safety programs identified
  - d. Explanation / justification of technical competencies and specific experience in the applicable process safety management program area(s)
  - e. Three professional references
  - f. Optional – assessment / audit witness reports where the candidates has had their performance evaluated by a third party, peer, etc
2. Qualification documentation is reviewed by API
  - a. Quantitative review against specific qualification and experience requirements
  - b. Qualitative review based on specific assessment and work experience and education / training
  - c. Proceed with reference check or not
3. References are contacted to verify qualification information
4. Interview is scheduled
  - a. At least phone interview
  - b. Desired – in person
  - c. Review assessment techniques and experience.
  - d. Evaluate interpersonal skills
  - e. Review all qualification requirements.
5. Assessment of Qualifications & Interview Results
  - a. Proceed or not
6. Vetting - Validation by Process Safety Work Group
7. Establish contract with API Global Industry Services
8. Process Safety Assessment Program Training
  - a. Training in assessment skills, protocols, and specific program requirements
  - b. Skills evaluation will be included as part of the training

9. Perform Assessments
  - a. Assessment Program Manager, Assessment Team Leader and Assessment Team Members provide feedback on assessment performance.
  
10. Ongoing Evaluation & Qualification
  - a. Maintain applicable certifications to internationally recognized auditor / personnel qualification body
  - b. Positive evaluations Assessment Program Manager, Assessment Team Leaders, Team Members and Assessed Sites
  - c. Participation in additional training and professional development as required