**Review Level Form**

**LEVEL 2 QUESTIONS**

If you answer “Yes” to any of the items below, the change requires **LEVEL 2** review/approval.

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| --- | --- |
| 1. Is this a deviation from a global practice without purpose code [E] Environmental or [S] Safety? | Yes  No |

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| --- | --- |
| 1. Will the change impact a PSM unit? | Yes  No |
| 1. Will inventories of existing flammable, toxic or corrosive materials increase? | Yes  No |
| 1. Does the change flare or vent needs, but within the capabilities of the existing flare/vent? | Yes  No |
| 1. Is new or unusual technology being applied versus that presently used in the superiors’ area? | Yes  No |
| 1. Will emissions or discharges increase, this requiring new permits or   modifications to existing permits? | Yes  No |

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| 1. Is the work to be performed associated with a new pipeline connections agreement? | Yes  No |

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| 1. Will this change affect custody transfer measurement on the pipeline system? | Yes  No |

**LEVEL 3 QUESTIONS**

If you answer “Yes” to any of the items below, the change requires **LEVEL 3** review/approval.

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| 1. Is this a deviation from a global practice noted with a purpose code [E] Environmental or [S] Safety? | Yes  No |
| 1. Will the change result in an increased flowrate or storage capacity? | Yes  No |
| 1. Will the change increase or decrease leak detection timing? | Yes  No |
| 1. Will the change adversely affect emergency response? | Yes  No |
| 1. Are facilities located substantially closer (e.g., 20% or within 100ft)   to occupied company or public structures or environmentally sensitive areas? | Yes  No |
| 1. Will the change introduce new flammable, toxic or corrosive material? | Yes  No |
| 1. Will the proposed change expose existing equipment to a new material or service? | Yes  No |
| 1. Will the change reduce the level of protection or security from 3rd party damage? | Yes  No |
| 1. Will the change introduce non-standard materials or deviate from company standards or specifications? | Yes  No |
| 1. Does this change adversely impact fire protection? | Yes  No |
| 1. Is there an increased risk of inadequate ventilation that could result in an explosive mixture? | Yes  No |
| 1. Is there increased potential for static electricity discharge? | Yes  No |
| 1. Does the change adversely affect the means of emergency escape? | Yes  No |
| 1. Is it necessary to add personal protective equipment beyond the company standard for similar facilities? | Yes  No |
| 1. Does the change adversely impact pressure/vacuum relief (including thermal relief)? | Yes  No |
| 1. Is there increased potential for spill or release? | Yes  No |
| 1. Are levels of stored energy (pressure, temperature, voltage) being increased? | Yes  No |
| 1. Does the change reduce the existing flare/vent design capacity, or require an increase in design capacity? | Yes  No |
| 1. Are maintenance, inspection or testing frequencies being extended beyond company or manufacturer standards? | Yes  No |
| 1. Is new or unusual technology being applied versus that presently used in the area manager's area? | Yes  No |
| 1. Are the safe operating limits or the equipment design life being reduced? | Yes  No |
| 1. Does the change alter the electrical classification of an area and require an upgrade of existing equipment and/or extend the classification area beyond company property? | Yes  No |
| 1. Is there a potential for the public or personnel (utilizing standard PPE) to be exposed to noise, or substances beyond established industrial hygiene limits? | Yes  No |
| 1. Will the change impact the CSE list by: adding a CSE, eliminating a CSE, reducing a CSE capability, make a CSE setpoint less stringent or change the program in a programmable device that affects a CSE? | Yes  No |



**PLEASE USE THE GUIDE BELOW TO DETERMINE THE REVIEW LEVEL:**

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| **LEVEL 1:** | All other changes not categorized in the level 2 or 3 questions. (Field supervisor approval required) |
| **LEVEL 2:** | PSM facility changes or changes that have the potential for a moderate decrease in safety or increase in risk. (Area supervisor approval required) |
| **LEVEL 3:** | CSE list changes or changes that have the potential for a significant decrease in safety or increase in risk. (Area manager approval required). |