

Revision 2.1
Last Revised 15 September 2023

IMPORTANT NOTE:

A "senior competent person" is a requirement of IEC 61511 for conducting FSA. This template shall be completed by someone appropriately senior and competent, who has access to the original IEC 61511 / IEC 61508 requirements. This template is not a replacement for the required competence.

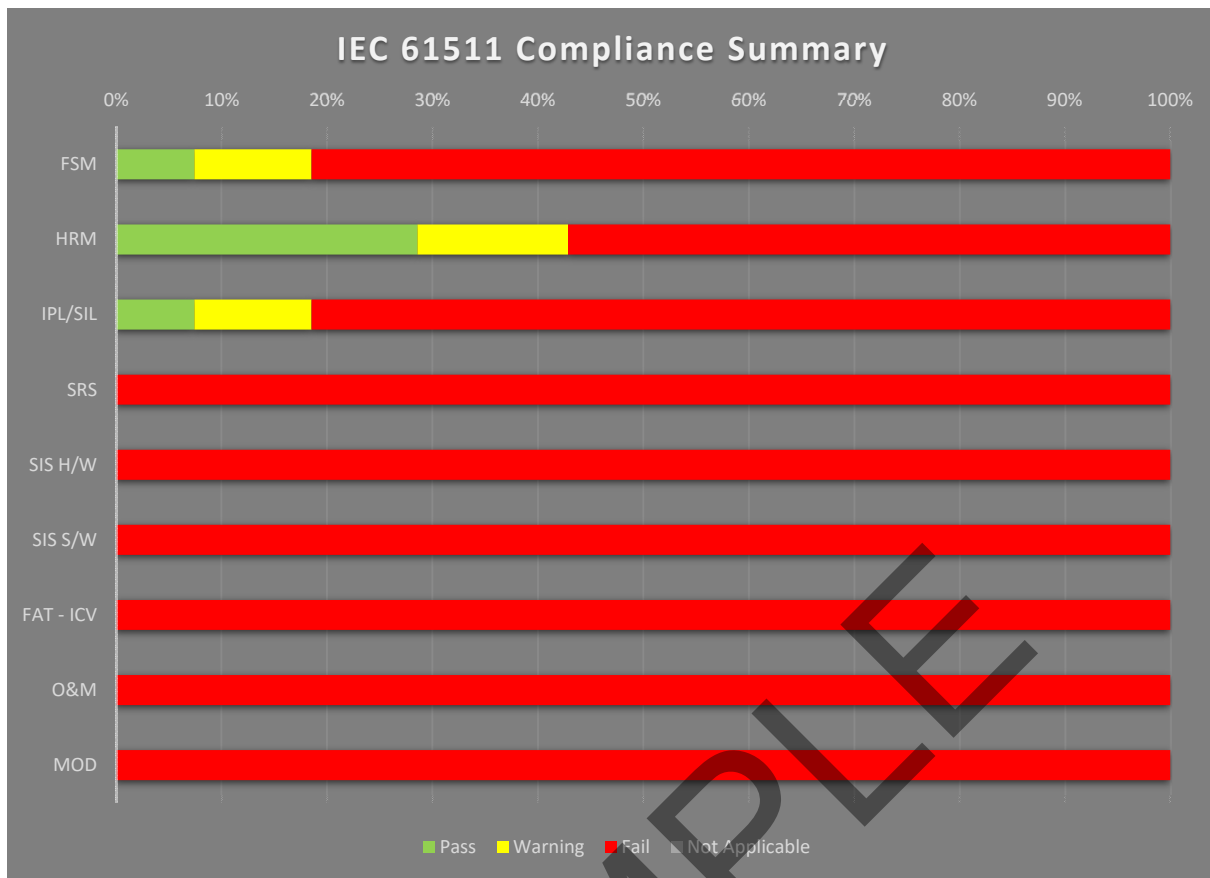
Instructions for using the IEC 61511 FSA CHECKLIST Tab

COLUMN	INSTRUCTION
A to C	These cells are not locked, but should only be updated if there are changes to requirements of the cross-referenced standard.
D	Use this field to filter when FS Management is or is not being assessed on the project.
E to H	Use these fields to filter which FSA stage the project refers to.
I	Enter F for FAIL, W for WARNING, P for PASS, N/A for Not Applicable. Colour coding will be applied automatically and the results summary tab will be updated.
J	Enter a review comment or finding as text.
K	Add a cross-reference to the document that provides evidence to support the comment or finding. It is best to cross-reference documents with a numbering system and add this as another tab in the checklist file.
L	List any recommendation or action required for improvement.

Instructions for using the Results Summary Tab

This tab will update with a count of the entries in assessment column "I". There should be no need to change anything on this tab, and the resulting chart can be copied to reports as a management summary of results.

FSA REF	FSA QUESTION / PROMPT	IEC61511-1 requirement	FSM	FSA 1	FSA 2	FSA 3	FSA 4	Assessment	Review Comment / Finding	Evidence Document(s)	Recommendation / ACTION
1.00 FUNCTIONAL SAFETY MANAGEMENT											
1.01	Is there a functional safety management system with policy and strategy for achieving FS defined for the organisation/site?	5.2.1	X				X	p			
1.02	Is the FSM system available, followed and understood by personnel at the site?	5.2.1	X				X	F			
1.03	Are there defined roles and responsibilities with specific technical accountability for SIS related decisions?	5.2.2.1	X				X	w			
1.04	Is there a competence management procedure with defined expectations for competence for key safety lifecycle roles?	5.2.2.2 / 5.2.2.3	X				X	p			
1.05	Is there a competence matrix showing achieved standard for a selection of personnel?	5.2.2.2 / 5.2.2.3	X				X	F			
1.06	Is there evidence that the competence management system has periodic assessment?	5.2.2.3	X				X	F			
1.07	Are there any PHA/HAZOP records and if so, how old are they?	5.2.3 & Clause 8	X				X	F			



Category >	FSM	HRM	IPL/SIL	SRS	SIS H/W	SIS S/W	FAT - ICV	O&M	MOD	TOTAL
Pass	2	4	2	0	0	0	0	0	0	8
Warning	3	2	3	0	0	0	0	0	0	8
Fail	22	8	22	50	48	57	96	48	13	364
Not Applicable	0	0	0	0	0	0	0	0	0	0