

DOWNLOADABLE PROCESS SAFETY TEMPLATE

HAZOP Action Close-out & Verification Tracker

Record the action intent, accountable owner, evidence, technical verification and formal approval needed to close a HAZOP recommendation with a defensible audit trail.

Factual basis

- A HAZOP recommendation should be tracked to closure in a transparent and auditable management process.
- A close-out response should explain the action taken and reference supporting studies, technical notes or controlled documents.
- Where an action changes design or procedures, the relevant documents should be updated before the action is treated as fully closed.

Facility / area	Study reference	Review date
Action register owner	Document reference	Revision

How to use this tracker

- 1 Copy the original recommendation exactly enough to preserve its safety intent.
- 2 Assign a responsible owner, due date and a current risk-control plan while the action remains open.
- 3 Link objective evidence by document number, revision and date. Do not rely on an unsupported complete status.
- 4 Have the appropriate technical and process-safety roles verify that the evidence addresses the action intent.
- 5 Record the closure decision and retain the completed tracker with the study action register.

Close-out test: The action is not merely complete. The evidence must show that the response addresses the recommendation and that affected controlled documents or field conditions are current.

Action close-out record

Action ID		Risk / priority	
Study node / deviation			
Original recommendation and safety intent			
Responsible owner		Target date	
Temporary risk controls while open			
Action taken			
Reason if action differs from recommendation			

Evidence and verification checklist

☐	Supporting evidence is indexed by document number, revision and date.	
☐	The response clearly addresses the original action intent and risk basis.	
☐	Design drawings, procedures, training material or maintenance tasks were updated where the change affects them.	
☐	Field, functional or commissioning evidence is attached where relevant.	
☐	Any remaining limitation, temporary arrangement or follow-up action is documented with an owner and due date.	
☐	Technical verification and accountable approval are recorded under the site management system.	

Evidence index and approvals

Evidence type	Document / record number	Revision / date	What it proves

Role required by site procedure	Name	Signature / approval reference	Date

Facts and source documents

This resource is a working template, not a legal compliance declaration. Confirm current duties, site standards and technical requirements with competent persons.

1. South African Government - Major Hazard Installation explanatory notes (Government Gazette, 20 November 2024)
2. South African Government - Major Hazard Installation Regulations, 2022
3. INPEX - Hazard and Operability Studies Procedure, section 9