

DOWNLOADABLE MHI INSPECTION-READINESS TEMPLATE

MHI Safety Report Evidence Matrix

Organise the evidence, owners, document revisions and emergency-planning interfaces needed when preparing and maintaining a Major Hazard Installation safety report.

Factual basis

- South African MHI explanatory notes discuss safety-report information about the off-site emergency-plan interface and evidence that necessary information was given to local authorities.
- The notes refer to verification of the as-built installation against design.
- The Regulations and explanatory notes must be read together. This matrix helps organise evidence; it does not determine whether a site is compliant.

Duty holder	Installation / site	Matrix revision
Safety report reference	Review owner	Next review

How to use this matrix

- 1 Start with the current Regulations and the safety-report requirements that apply to the installation.
- 2 List the controlled document or record that supports each evidence area. Record its revision and accountable owner.
- 3 Identify gaps, temporary evidence and follow-up actions in one place.
- 4 Use the matrix when changes affect major-incident scenarios, inventory, design, process-safety systems or emergency arrangements.
- 5 Keep the completed matrix with the safety-report review records and use competent review for technical or legal decisions.

Scope reminder: The matrix is an evidence organiser. It does not replace the Regulations, the safety report, an MHI risk assessment, emergency plans or an Approved Inspection Authority review.

Evidence matrix

Evidence area	Controlled document / record	Revision / date	Owner	Evidence status	Gap or action	Due date
Installation scope, materials and inventory basis						
Major-incident scenarios and risk assessment basis						
As-built installation verified against design						
Process-safety systems and safety-critical barriers						
Major-incident policy and management arrangements						
On-site emergency arrangements and communication links						
Information supplied for off-site emergency planning						
Competence, training and exercise records						
Open actions, changes and review decisions						

Emergency-planning interface record

Major-incident scenarios communicated			
Local authority / external party		Date and reference	
Information supplied			
Outstanding request or action			

Review and approval

[]	Current Regulations and applicable safety-report requirements were checked for this review.	
[]	Every listed document has a readable owner, revision and retrieval location.	
[]	Evidence gaps and temporary arrangements have a recorded action, owner and due date.	
[]	Changes that affect the evidence matrix have been assessed through the site change-control process.	
[]	The accountable review decision and next review trigger are recorded.	

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