

 <p>الجمعية العمانية للخدمات النفطية Oman Society for Petroleum Services</p>	<b>OPAL Road Safety Standard</b>  <b>Appendix B1/13: RASIC Evaluation Checklist</b>
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Checklist for Assessment of RASIC based on OPAL RAS Standard Annexure B-I RI/07-2019.

All **mandatory** requirements are marked by an (\*) after the Serial Number #.

#	Requirement	Complies
<b>1.0</b>	<b>Business Information, Registration &amp; Approvals</b>	
<b>1.1*</b>	Valid Business Registration <i>Commercial Registration, Chamber of Commerce, Scope of registration</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
<b>1.2</b>	Ownership/lease information	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
<b>1.3*</b>	Valid Municipal/Civil Defence approvals	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
<b>1.4*</b>	Valid OPAL membership <i>OPAL membership certificate, Company details correctly mentioned</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
<b>1.5</b>	Valid ISO Certification <i>ISO 9001:2015 and ISO 45001:2018 certifications</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
<b>1.6</b>	Insurance (Professional liability/indemnity)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
<b>2.0</b>	<b>OPAL RAS Inspection System, Document &amp; Awareness</b>	
<b>2.1*</b>	OPAL RAS Standard <i>Access to soft copy and hardcopy of the current version</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
<b>2.2*</b>	Familiarity with OPAL RAS Standard <i>Key requirements and changes in the recent version</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
<b>2.3</b>	OPAL RAS Checklists <i>Availability of current version of the checklist at point of use</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
<b>2.4</b>	Document Control System & Awareness <i>Process in place to ensure the correct version of documents are used</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
<b>2.5*</b>	Record Control System & Awareness <i>Process in place to sort, file, secure, retain and retrieve records</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
<b>2.6</b>	Access to Inspection documents/records database <i>For server containing data outside premises ensure reliable network</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
<b>3.0</b>	<b>OEM/Manufacturer's Specification &amp; Awareness</b>	

#	Requirement	Complies
3.1	List of vehicles/vehicle types <i>RASIC maintains a list of vehicles (types) that it is approved for</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
3.2*	OEM or Manufacturer's recommended specifications for each vehicle type <i>Access to relevant versions of manuals/specifications/documents</i>	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>Partial</b>
3.3*	OEM or Manufacturer's recommended service requirements/tolerance <i>Access to &amp; integration of relevant data with regards to service requirements/tolerance in the inspection process</i>	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>Partial</b>
3.4	Control of OEM documents & checklists <i>Process in place to ensure the correct version/updates of documents are used</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
4.0	<b>OPAL Personnel (RAS Inspectors &amp; QA Supervisor) Management</b>	
4.1	Personnel Employee File <i>File management, completeness of records, access/retrieval/retention</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
4.2*	Personnel Qualifications record	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>Partial</b>
4.3*	Personnel Training/Certification record	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>Partial</b>
4.4*	Personnel Experience profile/records	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>Partial</b>
4.5	Inspector OPAL written test qualification records	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
4.6	Personnel Attendance and Leave management	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
4.7*	Inspector competency matrix & job assignment	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>Partial</b>
4.8*	Inspector – Inspection report/deliverable traceability	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>Partial</b>
4.9	Personnel performance management & appraisals	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
4.10*	Inspector Health & Eye check records	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>Partial</b>
4.11	Inspector Contract, Medical, Insurance & other records	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
5.0	<b>RASIC Facility</b>	
5.1*	Secure perimeter boundary and entry gates	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>Partial</b>
5.2*	Floor size appropriate to nature of fleet inspected	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>Partial</b>
5.3*	Inspection area 8m long if drive-through or 20m if it is 'closed' type	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>Partial</b>
5.4*	Provision for the entire length of long vehicles to be within a secured perimeter <i>If applicable for Trailer inspections sufficient space to accommodate the entire trailer with the secure perimeter of the property boundary</i>	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>Partial</b>

#	Requirement	Complies
5.5*	Suitable floor surface & roof over the floor area	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
5.6*	Entrance & Exit 5m high x 5m wide	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
5.7*	Drive-through facility (separate entry/exit) OR Closed type single entry/exit but has 20m x 15m space in front of the facility	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
5.8*	Vehicle inspection pits, vehicle ramps and/or vehicle hoists/lifts available <i>Check for integrity, safety and inspection/test certificates where applicable</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
5.9*	Vehicle inspection pits of appropriate size At least 0.8 m wide x 1.9 m deep	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
5.10*	The entire length of Vehicle inspection pits under the roof area	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
5.11*	Vehicle inspection pits equipped with enough lighting, stairs or non-slip ladders for access and egress	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
5.12*	Each inspection bay fitted with functional & calibrated vehicle counter <i>The system could use either mechanical or digital sensors. Ensure the system is working, check for past records and calibration status</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
5.13*	CCTV camera fitted to cover the activities within the Inspection areas and Inspection bays	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
5.14*	General HSE Arrangements <i>Fire detection &amp; alarms, Fire fighting, First Aid, Spill control, Hand/Eye/Body wash</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
5.15	Hazard identification and risk assessment are carried out to ensure a safe working environment and records maintained. <i>Shall be done by the Workshop supervisor and records shall be maintained.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
6.0	<b>RASIC Equipment &amp; Tools</b>	
6.1	Vehicle hoist/lift, engine hoist identified by Inventory number	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
6.2*	Vehicle hoist/lift, engine hoist are periodically inspected & tested	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
6.3*	Vehicle hoist/lift, engine hoist are externally certified <i>In accordance with relevant procedures for Lifting &amp; Hoisting, Inspection, Testing &amp; Certification. Certificate copies are traceable to equipment serial numbers.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
6.4	Other lifting equipments are identified by Inventory number	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
6.5*	Other lifting equipment are periodically inspected & tested	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
6.6*	Other lifting equipments are externally certified <i>In accordance with relevant procedures for Lifting &amp; Hoisting, Inspection, Testing &amp; Certification. Certificate copies are traceable to equipment serial numbers.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
6.7	Jack, axle-stand are identified by Inventory number	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
6.8*	Jack, axle-stand are periodically inspected and a record maintained <i>The inspection shall be done by the Workshop supervisor and record maintained. Inspection period shall not exceed a maximum of 6 months.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial

#	Requirement	Complies
6.9	Other equipments (used for lifting/supporting weight) are identified by Inventory number	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
6.10*	Other equipment (used for lifting/supporting weight) are periodically inspected and a record maintained <i>The inspection shall be done by the Workshop supervisor and record maintained. Inspection period shall not exceed a maximum of 6 months.</i>	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>Partial</b>
6.11	Tools powered by electric/air/hydraulic are identified by Inventory number	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
6.12*	Tools powered by electric/air/hydraulic are periodically inspected and a record is maintained <i>The inspection shall be done by the Workshop supervisor and record maintained. Inspection period shall not exceed a maximum of 6 months.</i>	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>Partial</b>
6.13*	Headlight testing equipment is available <i>Headlights must be tested with the manufacturer recommended testing equipment and shall be done on a plain wall free of any writings or images</i>	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>Partial</b>
6.14*	Brake testing equipment is available <i>Roller type brake testing equipment is highly recommended</i>	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>Partial</b>
6.15*	All necessary tools and equipment as required by Appendix B1/05 <i>The tools and equipment shall be of appropriate size and specification for the type of fleet/vehicles to be inspected</i>	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>Partial</b>
6.16*	All monitoring and measuring equipment (MME) is calibrated, their status identified and records maintained <i>Approved procedures and calibrated masters shall be available if calibration is done internally within the RASIC.</i>	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>Partial</b>
7.0	<b>RASIC Inspection Process</b>	
7.1*	All vehicle inspections are carried out within the premises (secure perimeter) of the RASIC	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>Partial</b>
7.2*	For vehicles/trailers used as an integral part of rig/hoist, a written step-out issued by the operating company (on a case-case basis) is available <u>for inspections carried outside the premises</u> <i>Step out shall be issued to specific RASIC naming the RAS inspector for the specific vehicle(s) for a particular time duration.</i>	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>Partial</b>
7.3*	Pre-inspection document review is performed to check the availability of the following information/documents/records: <i>Valid vehicle registration and insurance ROPS independent inspection report with UT thickness reading Vehicle daily checks &amp; regular maintenance Vehicle maintenance history (for RASCo's own vehicles) IVMS reports</i>	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>Partial</b>

#	Requirement	Complies
	<i>Vehicle spares inventory (for RASCo's own vehicles)</i> <i>Vehicle mileage details</i>	
7.4*	Additional certificates (required for tankers) are reviewed and includes the following as applicable <i>Valid hazardous chemical license</i> <i>Valid pressure vessel or vacuum tanker inspection certificate</i> <i>Stability certificate (COG)</i> <i>NDT for king-pin welding</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
7.5*	Additional certificates (required for special vehicles) are reviewed <i>Valid PACDA license</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
7.6*	Additional certificates (required for special vehicles) are reviewed <i>Valid 3<sup>rd</sup> party lifting equipment</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
7.7*	Inspections are performed only by qualified Inspectors approved for the type of vehicle being inspected	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
8.0	<b>RASIC Sticker Management</b>	
8.1	The stickers must be of approximate size 9 cm x 6 cm	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
8.2*	Each sticker shall have a unique serial/reference number	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
8.3	Stickers follow the OPAL recommended format and design <i>Refer to Clause 7.5 of Annexure B-I RAS</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
8.4*	The sticker must include as a minimum the following: <i>A Serial number of the inspection/sticker</i> <i>Holographic protection with barcode or QR code</i> <i>Vehicle identification (chassis or registration number)</i> <i>Name of the vehicle owner and user</i> <i>Date of current RAS Inspection and next inspection</i> <i>Location or branch name of the RASIC</i> <i>Name, center number, and logo of RASIC</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
8.5*	Blank stickers are kept in a secure location prior to use	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
8.6*	A sticker inventory is maintained and all stickers are accounted for <i>Details on stickers in hand, stickers used, stickers damaged/unusable, etc</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
8.7*	Record of stickers lost are maintained and reported to OPAL	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
8.8*	Blank stickers are not provided to employees or third parties	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
8.9*	Stickers are affixed to the vehicles at the end of a successful inspection and NOT handed over to the vehicle/driver/user	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
8.10	The position stickers are affixed is appropriate to prevent fading/damage	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
9.0	<b>RASIC Quality Assurance &amp; Control Process</b>	

#	Requirement	Complies
9.1*	Senior personnel with additional QA/QC responsibility is appointed	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
9.2*	Internal QC arrangements available to check the quality of service	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
9.3*	CCTV footage of inspection activity is clear, and the inspected vehicle & registration plate number is clearly visible and identifiable in the footage	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
9.4	A complaint handling is in place to record/investigate customer complaints	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
9.5*	Internal verification and auditing is carried out at periodic intervals	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
9.6	Lessons learned and sharing of information across branches/locations	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
<b>10.0 RASIC Reports &amp; Record Management</b>		
10.1*	Inspection report format and Defect information are appropriate for use <i>Adequate control to ensure there are required fields to record the necessary information.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
10.2*	Master copy of all RAS inspection checklists are available and controlled <i>To ensure the right formats are used, changes are updated and defunct formats are removed from use</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
10.3*	Inspection reports are written in the English language using ink	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
10.4*	Defects (if any) are highlighted by the Inspector on the Inspection report	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
10.5*	Vehicles with defects are marked failed until remedial work is completed	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
10.6*	Vehicles with defects are re-inspected and results updated in the Inspection report	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
10.7*	Defects noted in the checklist are transferred to the Defect Information Form	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
10.8*	Repair/corrections to the defects are verified as corrected in the Defect Information form and signed off by the vehicle Inspector	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
10.9*	Inspection reports contain as a minimum the following information <i>Photographic evidence of Seat-belt integrity (front and rear seats)</i> <i>Photographic evidence of high-intensity rear lights</i> <i>Photographic evidence of ROPS serial number</i> <i>Independent ROPS inspection report</i> <i>IVMS records</i> <i>A/c service records</i> <i>MVI records and history</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
10.10*	Inspection reports are completed and signed off by the Inspector	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
10.11*	Critical points (highlighted in the checklist) are verified/confirmed and signed off by the 2 <sup>nd</sup> Inspector	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
10.12*	Original inspection report and signed checklist provided to the vehicle owner or user	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
10.13*	The validity of inspection is mentioned clearly as 1 year	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial

#	Requirement	Complies
10.14*	Soft copy of inspection report uploaded to the OPAL database	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
10.15*	Copy of Inspection checklist (Part 1) and Defect information form (Part 2) retained for 1 year or more	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial
10.16*	CCTV footage of inspection activity is retained for 6 months from the date of recording and is sorted by date & time for easy access/retrieval	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial

#	Compliance Summary	Status
I	Desktop Review Compliance	<input type="checkbox"/> YES – Complies Fully <input type="checkbox"/> NO - Does not Comply Fully
II	Theoretical Assessment of Inspectors (atleast 2 Inspectors for given scope)	<input type="checkbox"/> YES – Complies Fully <input type="checkbox"/> NO - Does not Comply Fully
III	Center Audit (Mandatory Requirements)	<input type="checkbox"/> YES – Complies Fully <input type="checkbox"/> NO - Does not Comply Fully
IV	Center Audit (Other Requirements)	<input type="checkbox"/> YES – Complies 80% or more <input type="checkbox"/> NO - Does not Comply
V	Practical Assessment of Inspectors (atleast 2 Inspectors for given scope)	<input type="checkbox"/> YES – Complies Fully <input type="checkbox"/> NO - Does not Comply Fully
	Final Evaluation Result (Compliance to RAS Standard requirements)	<input type="checkbox"/> YES – Complies Fully (If YES to all) <input type="checkbox"/> NO - Does not Comply Fully (If NO to any)