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Five Star Process Safety Management Audit

Specification November 2025

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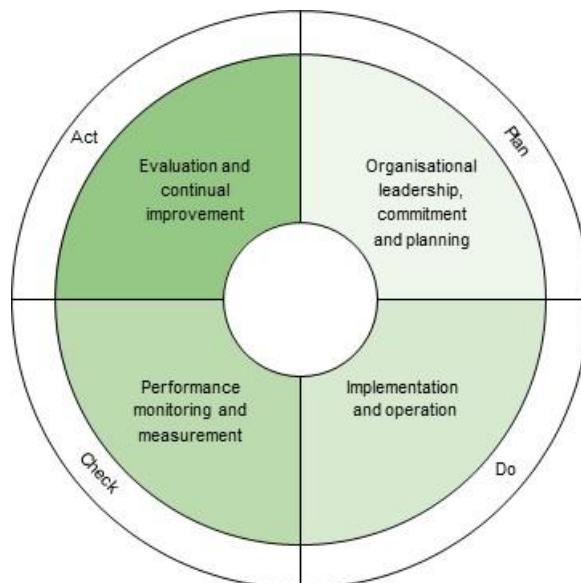
1.

Introduction to the Five Star Audit model

This document is intended to provide a summary of the British Safety Council Five Star Audit process, together with details of the 2025 audit specification.

The Five Star Audit process involves an in-depth examination of an organisation's Process Safety Management system(s) and associated arrangements. The audit focuses on the key aspects of managing process safety risks and offers a structured path for continual improvement towards best practice status.

Developed in collaboration with globally recognised Process Safety Management (PSM) expert Ian Travers, the British Safety Council's unique Five Star Audit model draws upon extensive international industry experience and integrates elements of internationally accepted PSM standards. This robust framework objectively evaluates process safety management systems and associated arrangements, aligning with current best practices and the recognised **PLAN – DO – CHECK – ACT** management cycle.



About Ian Travers

Ian Travers was the former Deputy Director (Chemical Regulation) at the UK Health and Safety Executive.

Ian has over thirty years' experience in the regulation of chemical and major hazard industries and in the investigation of major incidents to discover the underlying causes. He is an expert on process safety management, leadership and the establishment and implementation of key performance indicators for major hazard industries. He holds the Institute of Chemical Engineers' Franklin Medal for my outstanding contribution to Process Safety.

Ian can provide a unique insight to how regulators verify risk management systems in the chemicals, oils, gas and other major hazard industries. Since 2015, in the private sector, Ian has worked with companies in the energy, chemicals and fuel sector to improve their risk management and asset integrity. This work has helped these enterprises focus on the most important and most vulnerable aspects of their risk management systems to ensure that they obtain exemplary levels of assurance that measures to prevent a major incident are delivering their intended outcomes. Ian has also worked closely with leading international organisations such as the World Bank & OECD aimed at modernising the regulation of industrial and occupational risk in several countries.

2. Five Star Audit process

The Five Star Audit is carried out using a process of objective and subjective verification:

The auditor(s) will review all aspects of the organisation's Process Safety Management system and associated arrangements against the requirements of British Safety Council's Five Star Audit 2025 specification

During the audit process, management, staff, and other stakeholders will be interviewed (as agreed) to confidentially discuss aspects of PSM relevant to their roles and responsibilities. Evidence will also be collected from documents and by visual inspections of the workplace.

A subsequent report will be produced identifying the strengths and areas for improvement within the organisation's process safety management systems. The report will also include observations and recommendations, action planning for consideration and a quantified (graded) outcome.

Five Star Audit 2025: Audit delivery process



Review of PSM documentation



Interview with management, staff and other stakeholders



Site tour, inspection and operational sampling

3.

Scoring and grading system

The Five Star Audit process outcome is determined by application of British Safety Council's quantified system of evaluation (see below).

The overall audit grading is as follows:

Marks %	Star rating
92 – 100: Excellent (best practice verified in most elements)	★★★★★
85 – 91.9: Very good (best practice verified in many elements)	★★★★
75 – 84.9: Good (best practice verified in some elements)	★★★
60 – 74.9: Adequate (significant improvements required to achieve best practice)	★★
50 – 59.9: Less than adequate (extensive improvements required to achieve best practice)	★

The Five Star Audit process focuses on four sections (35 elements)

Section	Audit criteria	Maximum accredited audit figure
1.	Organisational leadership, commitment and planning	1,666 points
2.	Implementation and operation	2,708 points
3.	Performance monitoring and measurement	276 points
4.	Evaluation and continual improvement	350 points
		Total: 5,000 points

The four sections of the audit are divided into 35 scored elements which attract a maximum numerical value of 5,000 points. Wherever an element of the audit is not applicable to the organisation, it is excluded from the audit (scoring is adjusted accordingly).

Individual element findings and outcomes are detailed within the subsequent audit report.

4.




Audit report and action planning

Upon completion of the audit process, a comprehensive report is prepared by the auditor and will be issued within 28 days. The report content will include:

- Executive summary (including graphical performance indicators)
- Overall star grading and sectional scoring
- Observations
- Recommendations for improvement
- Action planning tables

The recommendations against the requirements of the Five Star Audit Specification 2025 are presented in tabulated colour coded format (as per the key below):

Grading system

Colour code	Priority	Definition
	High: Less than 60% awarded in this element	Recommendations to be implemented as a high priority action
	Medium: Between 60% and 99% awarded in this element	Recommendations to be implemented as a medium priority action
	Low: 100% awarded in this element	Monitor existing arrangements in this area to ensure effectiveness
	Not applicable	The requirements of this element are not applicable

The **green** coded area indicates **full marks** have been awarded in respect of the Five Star Audit scoring criteria. However, the organisation should continue to monitor the arrangements in order to maintain best practice.

The **amber** coded area indicates where **some** marks have been deducted.

The **red** coded area indicates where **significant** marks have been deducted in respect of the Five Star Audit scoring criteria.

Wherever marks have been deducted, a recommendation will be provided that, if followed and effectively implemented, will assist the organisation in working towards best practice standards.

The action planning tables are also designed to allow the organisation to plan for implementation of the recommendations by self-populating the relevant columns as appropriate. If any elements of the audit specification are not applicable to the audited organisation, then these will be indicated as N/A.

As with any time-bound audit, observations and recommendations made are based upon the agreed scope and depth of information made available during the audit process.

5.

Preparing for the audit

In order for the audit process to be as effective as possible, it is important that pre-audit preparations are agreed and completed.

Once all logistical arrangements have been confirmed with the relevant British Safety Council account manager, the allocated auditor will contact the appropriate person within the organisation within 14 days of the booking being confirmed to agree upon document submission requirements prior to the audit commencing and also to agree the audit details (timings, interviews, site inspections, induction process, security / PPE arrangements, etc.). Any document submitted on a Teams platform is kept on that platform until the report has been issued.

All British Safety Council auditors are mindful of operational demands and requirements and will apply as much flexibility with the audit schedule as is reasonably practicable to accommodate such matters.

6. Standardisation and quality assurance

British Safety Council auditors are appropriately qualified, highly experienced Process Safety Management professionals who are subject to a robust internal quality assurance and appraisal process, in addition to the requirements of relevant professional bodies with whom they are members.

All audit reports are technically verified, and quality endorsed before being issued to clients. Auditors may also be subject to “on-site” monitoring (subject to client agreement) on a sampling basis.

Mandatory auditor standardisation meetings also take place on a regular basis. This specification document is reviewed at least annually to reflect changes in legislation, relevant developments and trends in occupational health and safety management best practice technique as well as a drive for continuous improvement.

7. Specification details

Element Headings

PLAN	DO	CHECK	ACT
Section 1 Organisational leadership, commitment and planning	Section 2 Implementation and operation	Section 3 Measure, monitor and review (<i>PSM Element 13</i>)	Section 4 Evaluation and continual improvement
1.01 Top management leadership and commitment	2.01 Identification of hazards (<i>PSM Element 01</i>), including major hazard scenario mapping, setting and location of hazardous substances, and provisions of information on hazards	3.01 Systemic monitoring of performance	4.01 Top management review process and effectiveness of leadership, resources and support
1.02 Scope and context of safety management system	2.02 Risk assessment (<i>PSM Element 02</i>), including risk assessment methodologies, risk profiling, human factors	3.02 Analysis and review	4.02 Opportunities for improvement
1.03 Legislative (and other) compliance	2.03 Plant design (<i>PSM Element 03</i>), including basis of safety, failure mode analysis, safety criticality, and assessment of human factors	3.03 Communication of findings	4.03 Evaluation of legislative (and other) compliance
1.04 Stakeholder identification, consultation and participation	2.04 Operational parameters (<i>PSM Element 04</i>), including setting safety margins, control system philosophy, and configuration	3.04 Roles and responsibilities	
1.05 Structure (roles, responsibilities, accountabilities and authorities) and competence management	2.05 Asset integrity (<i>PSM Element 05</i>), including risk-based inspection and maintenance	3.05 Incident investigation – scope and conduct	
1.06 Provision of resources and support	2.06 Operational procedures (<i>PSM Element 06</i>), (operating procedures, method statement, work instructions and so on) management)	3.06 KPIs – scope and objectives	
1.07 PSM competence management (<i>PSM Element 08</i>)	2.07 Operational control (<i>PSM Element 07</i>), including alarm response and management, pre-operation review, safe startup and shutdown systems	3.07 Audits – Scope and conduct	
1.08 Strategic and operational risk management	2.08 Permit to work (<i>PSM Element 10</i>)	3.08 Benchmarking	

7 Specification details

PLAN	DO	CHECK	ACT
Section 1 Organisational leadership, commitment and planning	Section 2 Implementation and operation	Section 3 Measure, monitor and review (PSM Element 13)	Section 4 Evaluation and continual improvement
1.09 Management of change (PSM Element 11)	2.10 Management and control of pressure systems		
1.10 Information management	2.10 Management and control of confined work		
1.11 Management of contractors (PSM Element 09)	2.11 Emergency response and crisis management (PSM Element 12)		
	2.12 Fire safety management (protective and preventive)		



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