



PENGROWTH

PENGROWTH ENERGY CORPORATION

Box 390, Swan Hills, Alberta T0G 2C0

Tel 780-333-71000 • Fax 780-333-7115 • website: www.pengrowth.com

October 5, 2011

Energy Resources Conservation Board
Calgary Office, Suite 1000
5 Street SW
Calgary, Alberta T2P 0R4

Attn: Brian Temple, Incident Investigator

**RE: Pipeline Failure Investigation
Additional Information Request
Location: 08-35-063-11 w5m
FIS#: 20111314**

This correspondence is in response to your letter dated September 30, 2011 requesting additional information relating to Pengrowth's pipeline failure on the above line. Pengrowth hereby provides the following detailed response to the ERCB as requested:

Reference: Pengrowth response to question 3. Actions to prevent future instances

- a) **Pengrowth states that the MOC process has been initiated with a decision on a path forward being made by September 30, 2011. Please submit the decision regarding the path forward.**

The Management of change process was initiated on June 28 (MOC # CEN-MOC-323). The decision has been made to re-structure the logic at the satellites to cause a latched trip function for the group inlets for high pressure, AC power failure and low instrument air. The power failure start-up logic on artificial lift equipment will also be altered. The changes to the system will require operations to manually restart systems following power outage. (a copy of the MOC is included in Appendix 1).

- b) **Pengrowth states that they will be completing inspection of 4 additional FRP risers of same vintage and that inspections will be complete by October 31, 2011. Please advise the status of this work and what has been learned to date.**

Pengrowth has completed the inspection of 8 FRP risers associated with 4 pipelines that were constructed in 2007 (Table 1). No issues with ground

settling were identified during the inspection (inspection reports are included in Appendix 2).

Table 1 – Fiberglass pipelines associated with riser inspections.

License	Line	From	To	Diameter	Year Constructed
16865	26	16-32-63-10 w5m	14-32-63-10 w5m	3"	2007
16865	25	08-32-63-10 w5m	14-32-63-10 w5m	3"	2007
17089	22	02-29-63-10 w5m	05-29-63-10 w5m	3"	2007
17089	21	08-30-63-10 w5m	05-29-63-10 w5m	3"	2007

Reference: Pengrowth response to question 6. A copy of or sufficient detail respecting appropriate maintenance and operating programs related to the pipeline

...

Pengrowth states that they have initiated a management of change process to review the impact of altering the automation logic associated with a power failure and that an immediate automation change has not been implemented so that a complete risk assessment can be conducted. Please submit the results of the risk assessment or if not yet completed, the status of this risk assessment.

Pengrowth has completed the risk assessment associated with altering the automation logic and has determined that the required changes to remove the auto restart function following a power outage will not introduce other hazards into the system.

Automation changes have been completed at 04-20-63-11 w5m and 16-04-64-11 w5m satellites. Work orders have been issued for the remaining locations and work will be completed by end of Q2 2012. Operations will continue to follow the "Well start-up following a power outage procedure" until all work associated with the MOC is completed.

General

1. How has Pengrowth applied the learnings and new processes developed as a result of this failure to the remainder of its pipeline systems?

Pengrowth has shared the incident cause and action plan across the company during the August Safety meetings (slides included in Appendix 3).

Upon review of the incident Pengrowth sees the value in sharing the incident cause and associated actions with other local producers who operate similar pipeline systems. Pengrowth is committed to improving integrity in the areas in which we operate and we

believe this will be accomplished through information sharing. Pengrowth will be chairing a newly formed information sharing group to discuss asset integrity and engineering issues, the group will be meeting during Q4 of 2011.

2. What actions has Pengrowth taken to investigate the potential for similar soil settling to occur at other riser sites in its pipeline systems?

In order to prevent future incidents relating to soil settling we have included a requirement for documented inspection of FRP risers during construction prior to backfill. The inspection is to be completed using the fiberglass riser integrity inspection form included in Appendix 4.

3. What monitoring activities does Pengrowth propose to implement to ensure any future soil settling at riser sites will be detected and mitigated appropriately?

In addition to the inspections conducted during the construction of FRP riser operations will visual monitor risers for evidence of soil settling any indications of soil movement will be investigated.

Pengrowth is committed to pro-actively meeting regulatory requirements and strives to achieve excellence within all of its operations. I trust that the above information completes the requirements laid out in the ERCB's investigation letter.

If you require additional information or have any questions regarding this matter, please feel free to contact me at 780-333-7150 (office) or 780-706-5153 (cell) or via e-mail at shelley.macleam@pengrowth.com

Sincerely,
PENGROWTH CORPORATION



Shelley MacLean
Integrity Coordinator, Swan Hills Trend

Cc: Kevin Matieshin, Health Safety and Environmental Director, Pengrowth Corporation
Randy Steele, Swan Hills Trend General Manager, Pengrowth Corporation
Dale Babiak, Manager of Production and Operations Swan Hills Trend, Pengrowth
Matt Lema, Manager of Technical Services Swan Hills Trend, Pengrowth Corporation
Shane Tiessen, Team Lead Asset Integrity, Pengrowth Corporation
Paul Bothwell, Senior Regulatory Coordinator, Pengrowth Corporation
Carolyn Thomas, Environmental Coordinator Swan Hills Trend, Pengrowth Corporation

APPENDICES

APPENDIX 1

Management of Change

Management of Change (MOC) Procedure

MOC 1 – Change Request Form

Section A – General Details		
Change Description: -Change all Satellite high line pressure shutdowns so they are all consistent with the common gathering system to the Production Complex and M.O.P. - Restructure the logic at the Satellites to cause a latched trip function for the group inlets for High Line, AC Power failure, and Low instrument air. - Change power failure start-up logic on artificial lift equipment.	Work Order (MOC) #:	
District/Area: Judy Creek Production Complex A& B Pool Field	Locations (LSD/NTS): 04-17-63-11 Satellite 04-20-63-11 Satellite 10-31-63-11 Satellite 12-29-63-11 Satellite 12-32-63-11 Satellite 16-13-63-12 Satellite 16-24-63-12 Satellite 02-22-63-11 Satellite 03-06-64-11 Satellite 04-08-64-10 Satellite 04-24-63-11 Satellite 05-20-63-10 Satellite 05-29-63-10 Satellite 05-32-63-10 Satellite 05-35-63-11 Satellite 07-01-64-11 Satellite 08-02-64-11 Satellite 08-06-64-10 Satellite 08-09-64-11 Satellite 08-11-64-11 Satellite 08-26-63-11 Satellite 08-28-63-11 Satellite 08-33-63-11 Satellite 08-35-63-11 Satellite 10-31-63-10 Satellite 10-33A-63-10 Satellite 10-33B-63-10 Satellite 12-13-64-11 Satellite 12-15-64-11 Satellite 14-32-63-10 Satellite	Change Initiator:
Facility: A& B Pool Production Satellites	License Number:	Date:
Affected Equipment or Systems: 04-17-63-11 Satellite 04-20-63-11 Satellite 10-31-63-11 Satellite 12-29-63-11 Satellite 12-32-63-11 Satellite 16-13-63-12 Satellite		

Management of Change (MOC) Procedure

16-24-63-12 Satellite 02-22-63-11 Satellite 03-06-64-11 Satellite 04-08-64-10 Satellite 04-24-63-11 Satellite 05-20-63-10 Satellite 05-29-63-10 Satellite 05-32-63-10 Satellite 05-35-63-11 Satellite 07-01-64-11 Satellite 08-02-64-11 Satellite 08-06-64-10 Satellite 08-09-64-11 Satellite 08-11-64-11 Satellite 08-26-63-11 Satellite 08-28-63-11 Satellite 08-33-63-11 Satellite 08-35-63-11 Satellite 10-31-63-10 Satellite 10-33A-63-10 Satellite 10-33B-63-10 Satellite 12-13-64-11 Satellite 12-15-64-11 Satellite 14-32-63-10 Satellite	P&ID / Drawing #:
Equipment Number(s):	

Section B – Change Classification					
<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Temporary	<input type="checkbox"/> Emergency	Removal Date:		
Section C – Reason / Justification for Change					
<input checked="" type="checkbox"/> Safety	<input type="checkbox"/> Environmental	<input type="checkbox"/> Operability	<input checked="" type="checkbox"/> Cost Savings/ Optimization	<input type="checkbox"/> Production Benefit	<input type="checkbox"/> Non-Compliance Resolution
Details/Explanation:					
Estimated Cost to Implement Change:			Estimated Cost Savings/Benefit:		
Section D – Description of Change					

Management of Change (MOC) Procedure

Description:

- With the coming of the A & B Pool fields we now have a licensed piping system that is connected with M.O.P. values ranging from 4960 kPa - 3100 kPa.
- High group line shutdowns for the A & B Pool field range from 4000 kPa - 2000 kPa. I would like to standardize all high line pressure shutdowns for production satellites to 3400 kPa. Standardizing the system will ensure that whole system is covered in the event that the inlet to the facility closes
- Currently all A Pool pressure shutdowns are set at or below this setting and all A-Pool pipe line M.O.P.'s are 3450 kPa and above
- All B-Pool pressure shutdowns are set at or above 3300 kPa with the majority of the pipelines licensed for 3450 kPa and above. One segment of pipeline from 12-27 to 11-06 is licensed for 3100 kPa. This section of pipe falls within +/- 10% of the 3450 kPa M.O.P., and as I interpret the pipeline act, would be considered protected. This segment is also slated for replacement in 2012.
- All Satellites should be configured for dual independent high line pressure shutdown protection complete with independent sensing points to meet the requirements of the pipeline act allowing us to extend calibration intervals on this equipment. (12 months from 1 month).
- Local alarm reset buttons or interface should be supplied in field to allow the Field Operator to reset alarm condition while on site. This would easily be accomplished with a small HMI in the dog house.
- All separator vessels have a maximum working pressure greater than or equal to 657 psi (4530 kPa), so if we can get the PSV checked to ensure they are all set properly to protect the vessels (maybe 3750 kPa), and not so low as to simmer and make a mess, we should be safe to set all high line pressure shutdowns and test separator shutdowns for 3400 kPa.
- The high pressure shutdown, low instrument air shutdown, and AC power failure for the satellites needs to cause a latched trip at the satellite. Presently these alarms will clear on their own allowing the group valves to reopen possibly allowing pressure that has built up during the shut-in period to be released violently to the rest of the pipeline system. These alarm conditions are also presently configured to direct shut-in commands for the associated producing wells for a satellite using the host SCADA system.
- With the Satellites tripping and remaining latched after an upset it is especially important to consider the AC power failure restart features on the artificial lift equipment. Currently the well controllers will attempt to restart the equipment after a power flick / outage that could potentially result in the well starting up against a blocked in valve at the satellite. This hazardous condition would likely be a result of a power outage that knocked down a satellite and the associated producing wells causing the producers to miss the Remote shutdown command from the S.C.A.D.A. host. With that in mind it would make sense to eliminate the power fail restart feature to prevent the pressure test of the flow line.
- Many of these recommendations will result in the Field Operator needing to visit the producing well more often after an upset, but will most certainly result in less spill volumes and incidents if fully implemented.

Section E - Approvals

Approval to Proceed with Change: ☐ Yes ☐ No

Change Requires MOC Assessment: ☒ Yes ☐ No (Routine Operations/Maintenance) (Note - Record of Change Assessment Does not need to be Maintained)

MOC Coordinator Assigned (If MOC Assessment Required):

Change Owner/
Approver:

Name

Signature

Date

APPENDIX 2

Fiberglass Riser Inspections



PCMM - Fiberglass Riser Integrity Inspection Report

General Data: Satellite	
Inspection Date: August 24-2011	Area: Judy Creek
Pipeline license/segment: AB017089-021	LSID: 08-30-63-10 to 05-29-63-10 w5
Inspected By: [REDACTED]	

	Inspection required	Findings
1	Complete visual assessment of all connections (flanged, threaded, etc). Look for signs of leaks, check stud and nut engagement, etc.	No leaks
2	Visually inspect steel support plate. Ensure that elbow is resting on the plate and is aligned between vertical pipe supports	Looks good
3	Observe angle of approach to steel support. Pipe should be close to horizontal and must be fully support by soil.	Close to level
4	Inspect fiberglass for any visible defect (dents, gouges, cracks, etc..)	No defects
5	Check that surface piping is properly supported	Not supported proper
6	Check vertical orientation of pipe (pipe should be aligned as designed i.e. 90 degrees)	Not really
7	Describe soil condition surrounding riser (sandy, rocky, compacted, loose, etc..)	Sandy / rocky

Actions required as a result of inspection		
Description of action	Person responsible	Completion date
Level riser	[REDACTED]	Aug 27/11
Build proper riser	[REDACTED]	Aug 27/11



PCMM Fiberglass Riser Integrity Inspection Report

General Data: Well Head	
Inspection Date: August 24-2011	Area: Judy Creek
Pipeline license/segment: AB017089-021	LSD: 08-30-63-10 w5
Inspected By: [REDACTED]	

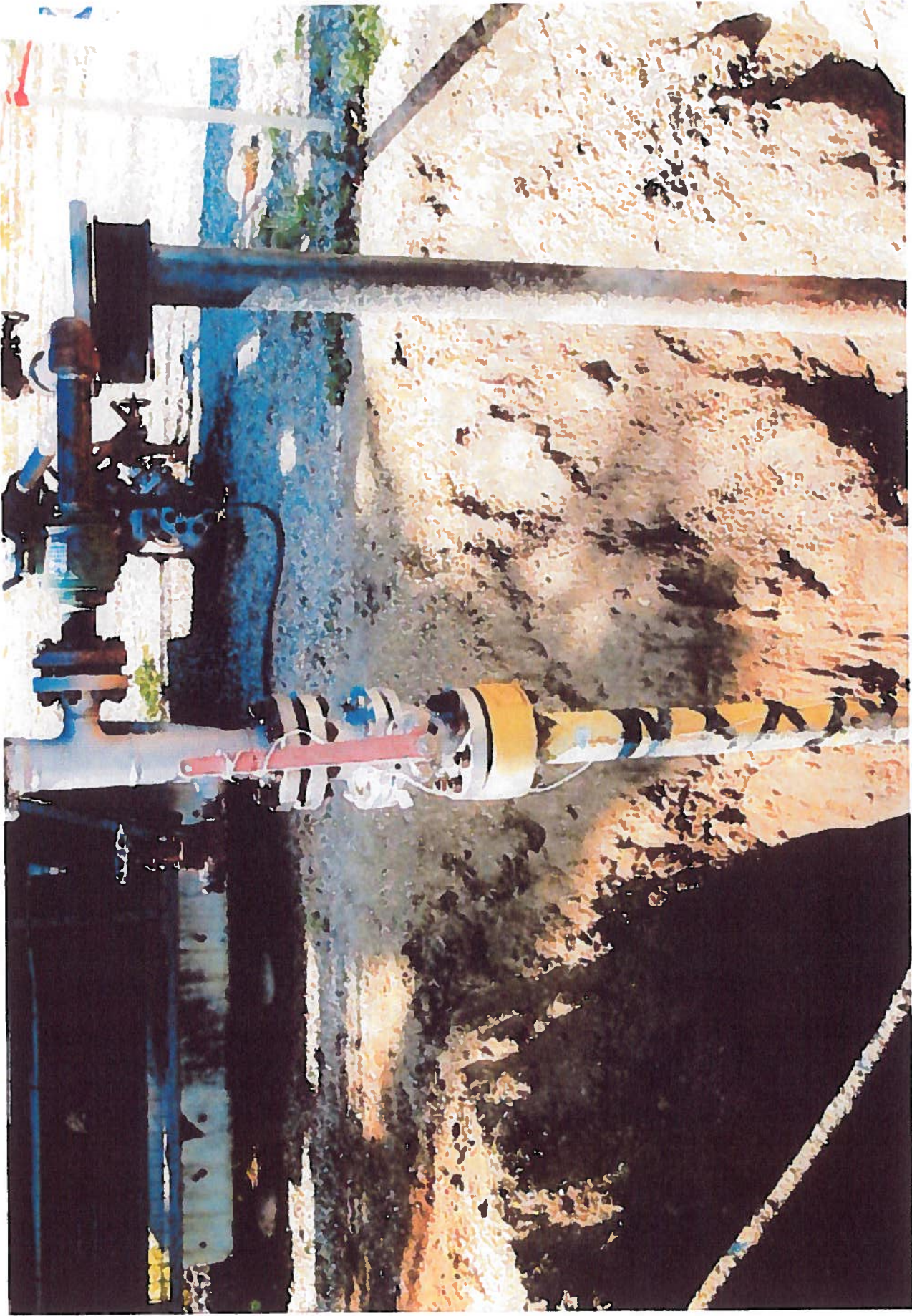
	Inspection required	Findings
1	Complete visual assessment of all connections (flanged, threaded, etc.). Look for signs of leaks, check stud and nut engagement, etc.	No leaks
2	Visually inspect steel support plate. Ensure that elbow is resting on the plate and is aligned between vertical pipe supports	Looks good
3	Observe angle of approach to steel support. Pipe should be close to horizontal and must be fully support by soil.	Close to level
4	Inspect fiberglass for any visible defect (dents, gouges, cracks, etc.)	No defects
5	Check that surface piping is properly supported	Not supported proper
6	Check vertical orientation of pipe (pipe should be aligned as designed i.e. 90 degrees)	Not really
7	Describe soil condition surrounding riser (sandy, rocky, compacted, loose, etc.)	Sandy / rocky

Actions required as a result of inspection		
Description of action	Person responsible	Completion date
Level riser	[REDACTED]	Aug 27/11
Build proper riser	[REDACTED]	Aug 27/11

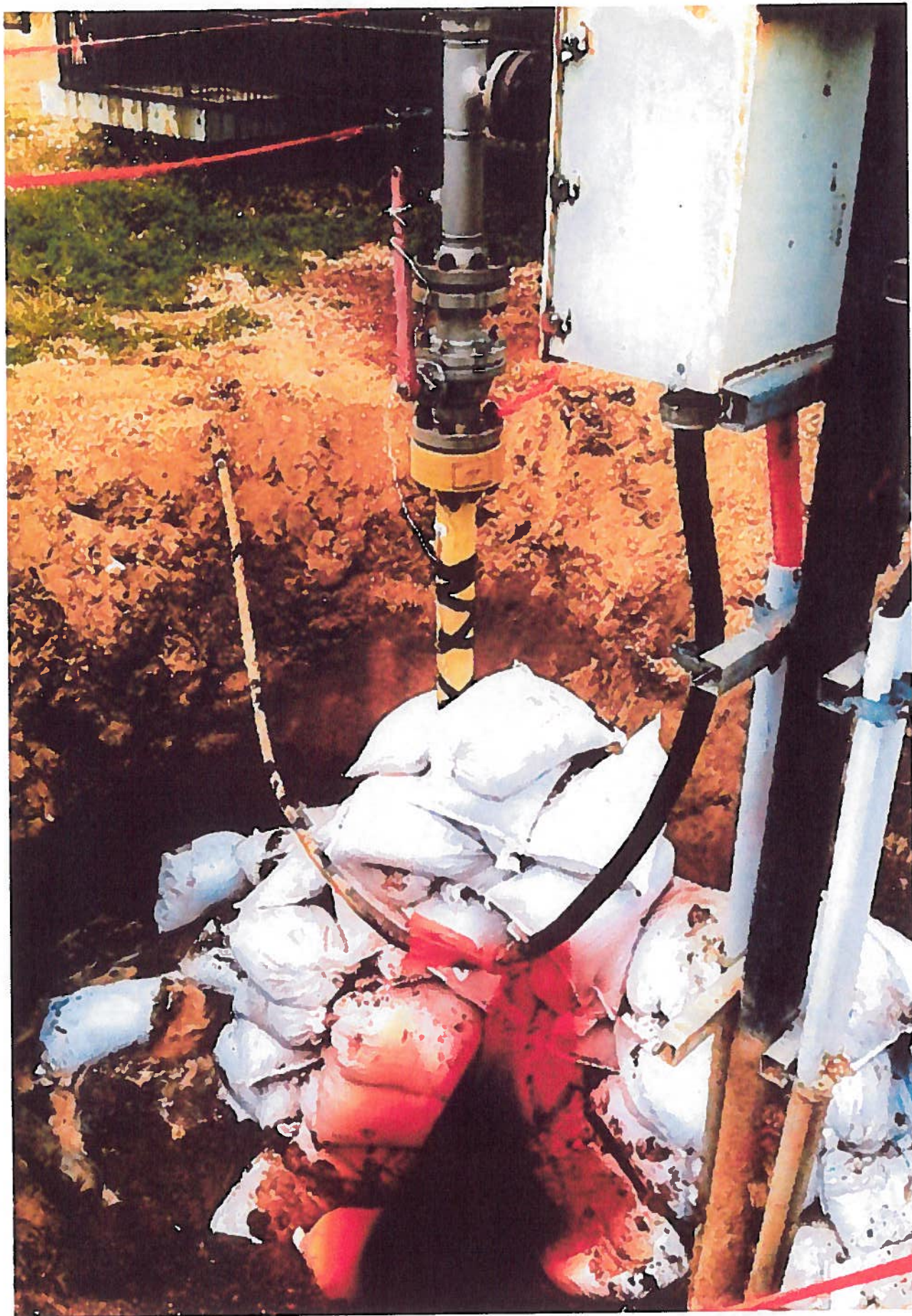















POMM - Fiberglass Riser Integrity Inspection Report

General Data: Satellite	
Inspection Date: August 24-2011	Area: Judy Creek
Pipeline license/segment: AP01-88-021 16865-25	LSD: 08-32-63-10 to 14-32-63-10 w5
Inspected by: 	

	Inspection required	Findings
1	Complete visual assessment of all connections (flanged, threaded, etc). Look for signs of leaks, check stud and nut engagement, etc.	No leaks
2	Visually inspect steel support plate. Ensure that elbow is resting on the plate and is aligned between vertical pipe supports	Looks good
3	Observe angle of approach to steel support. Pipe should be close to horizontal and must be fully support by soil.	Close to level
4	Inspect fiberglass for any visible defect (dents, gouges, cracks, etc.)	No defects
5	Check that surface piping is properly supported	Not supported proper
6	Check vertical orientation of pipe (pipe should be aligned as designed i.e. 90 degrees)	Not really
7	Describe soil condition surrounding riser (sandy, rocky, compacted, loose, etc..)	Sandy / rocky

Actions required as a result of inspection		
Description of action	Person responsible	Completion date
Level riser		Aug 26 / 11
Build proper riser		Aug 26 / 11

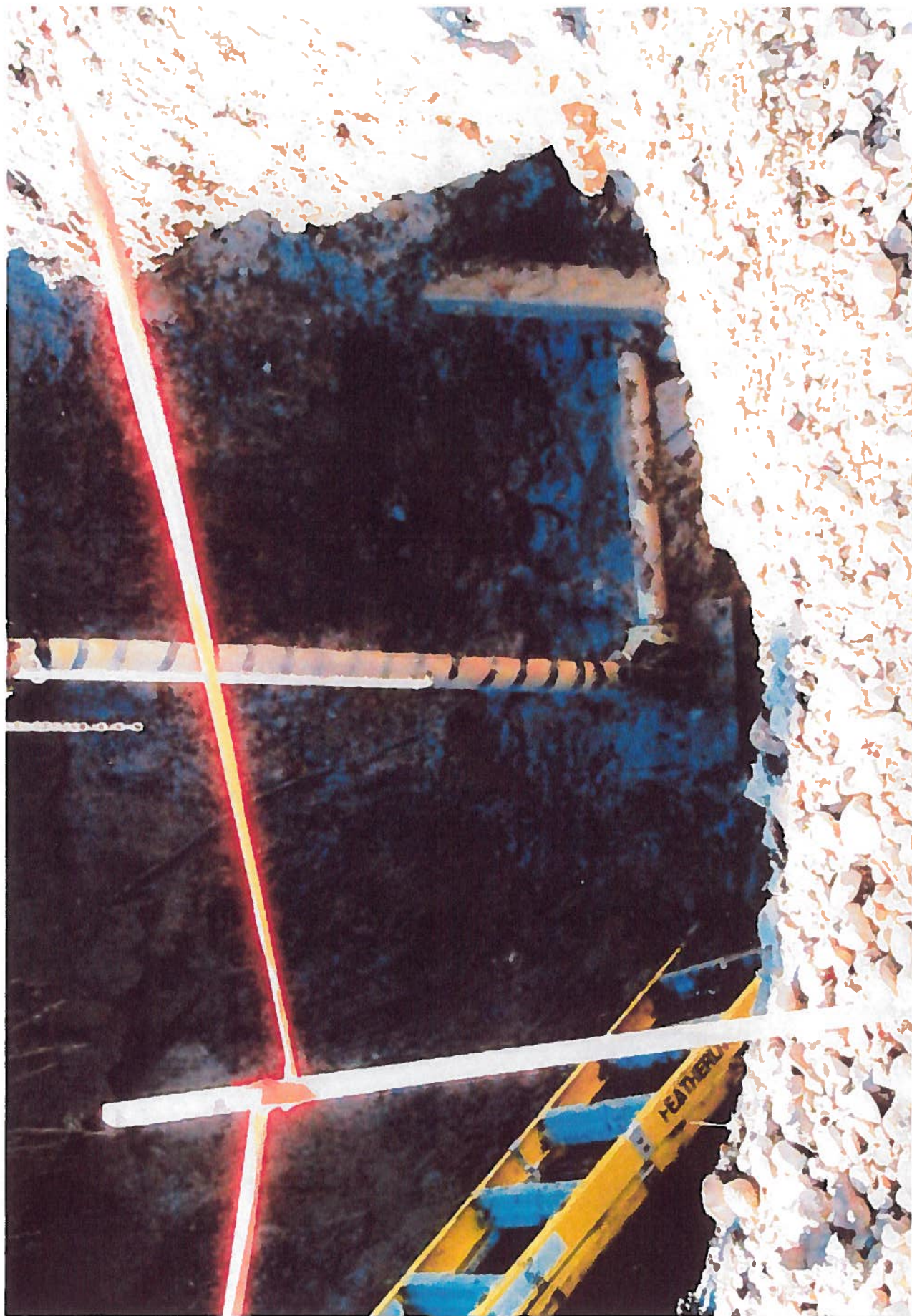


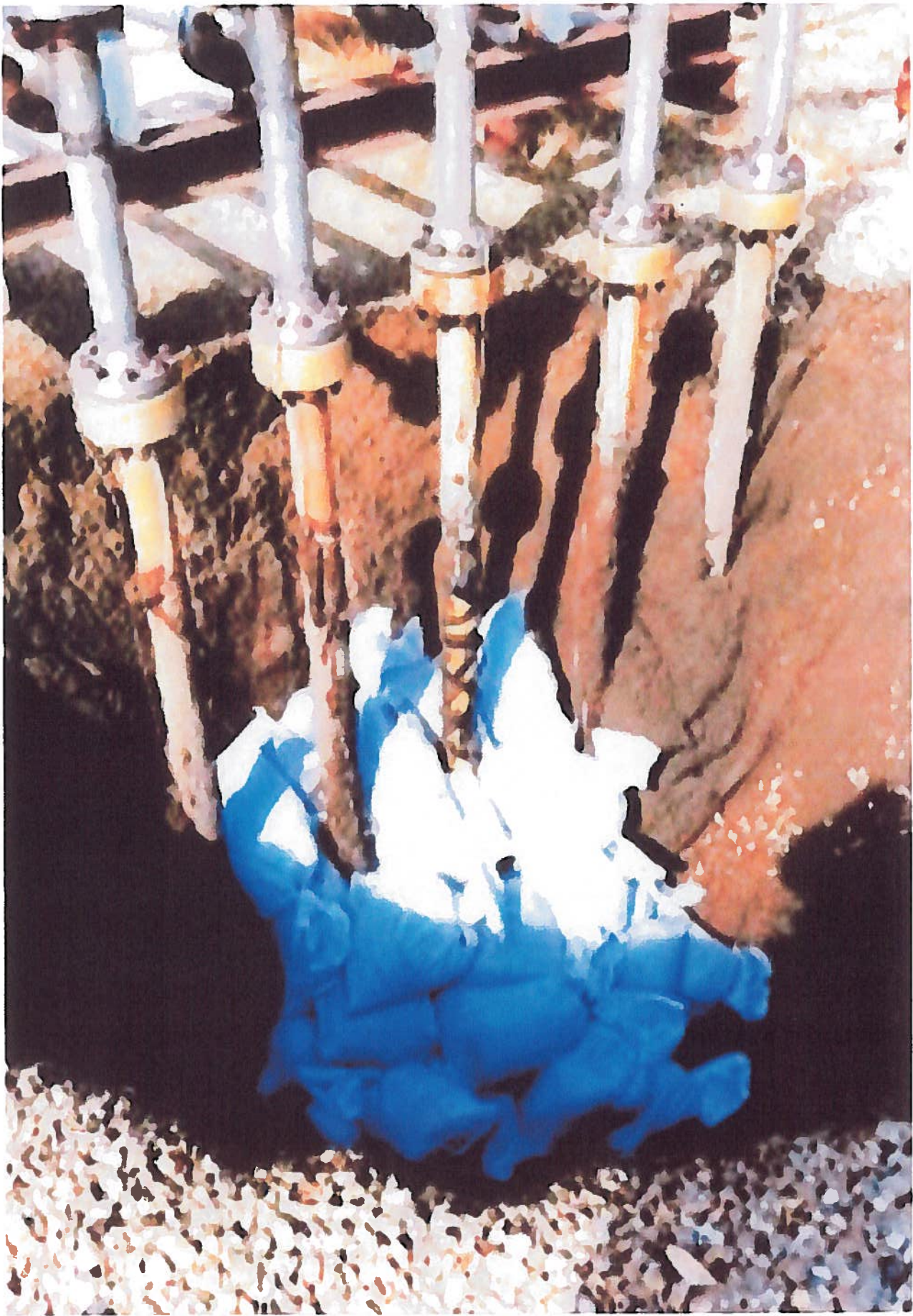
POMM FiberGlass Riser Integrity Inspection Report

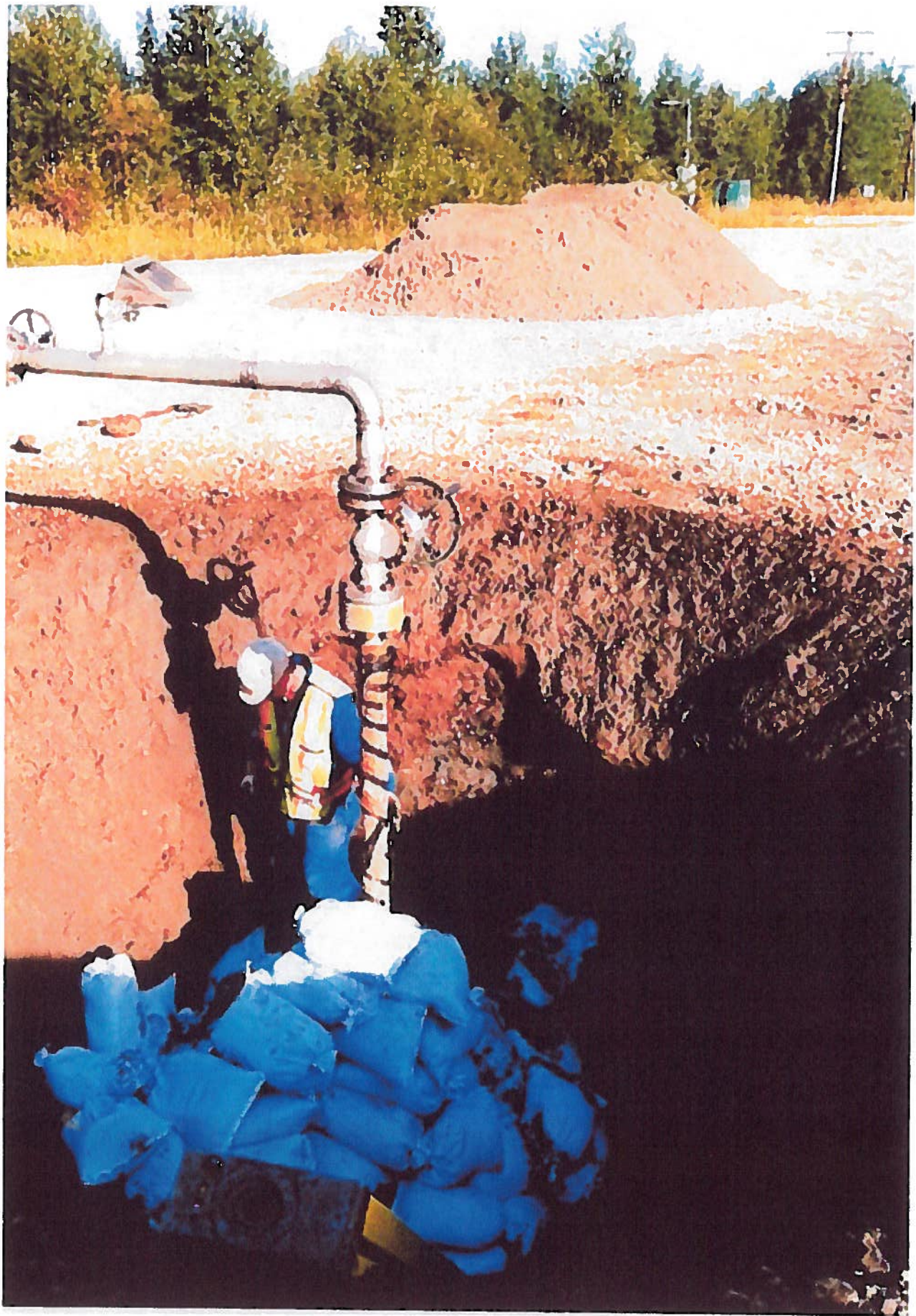
General Data: Well Head	Area: Judy Creek
Inspection Date: August 24-2011	LSD: 08-32-64-16 w5
Pipeline license/segment: AR016865-025	
Inspected By: [Redacted]	

	Inspection required	Findings
1	Complete visual assessment of all connections (flanged, threaded, etc). Look for signs of leaks, check stud and nut engagement, etc.	Looks good
2	Visually inspect steel support plate. Ensure that elbow is resting on the plate and is aligned between vertical pipe supports	Looks good
3	Observe angle of approach to steel support. Pipe should be close to horizontal and must be fully support by soil.	Looks good
4	Inspect fiberglass for any visible defect (dents, gouges, cracks, etc..)	Looks good
5	Check that surface piping is properly supported	No support
6	Check vertical orientation of pipe (pipe should be aligned as designed i.e. 90 degrees)	Looks good
7	Describe soil condition surrounding riser (sandy, rocky, compacted, loose, etc..)	Sandy / clay

	Description of action	Actions required as a result of inspection	Person responsible	Completion date
	None needed			









POMM - Fiberglass Riser Integrity Inspection Report

General Data: Satellite	
Inspection Date: August 24-2011	Area: Judy Creek
Pipeline license/segment: AL501 70989-022	LSID: 02-29-63-10 to 05-29-63-10
Inspected By: [REDACTED]	WS

	Inspection required	Findings
1	Complete visual assessment of all connections (flanged, threaded, etc). Look for signs of leaks, check stud and nut engagement, etc.	All look good
2	Visually inspect steel support plate. Ensure that elbow is resting on the plate and is aligned between vertical pipe supports	Good
3	Observe angle of approach to steel support. Pipe should be close to horizontal and must be fully support by soil.	Yes
4	Inspect fiberglass for any visible defect (dents, gouges, cracks, etc.)	No visible defects
5	Check that surface piping is properly supported	Not support for surface piping
6	Check vertical orientation of pipe (pipe should be aligned as designed i.e. 90 degrees)	Both level
7	Describe soil condition surrounding riser (sandy, rocky, compacted, loose, etc.)	Sand / compact / some rock

#7 of unsupported above ground piping # No TSD valve at well#

Actions required as a result of inspection

Description of action	Person responsible	Completion date
None needed		
Sand bagged riser and back filled with sand		

POMM Fiberglass Riser Integrity Inspection Report

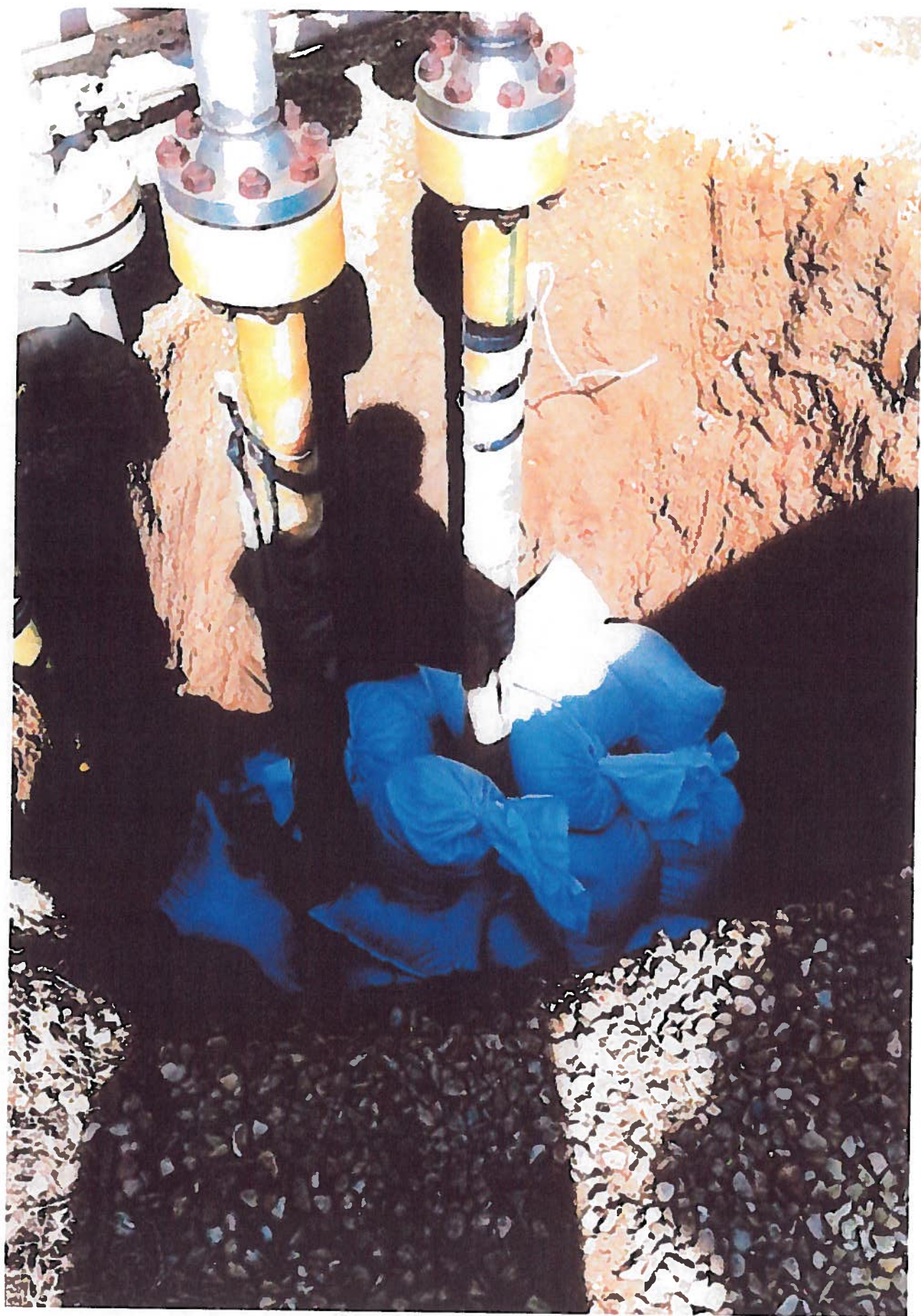
General Data: Well Head	
Inspection Date: August 24-2011	Area: Judy Creek
Pipeline license/segment: AB01 70939-022	ISD: 02-29-63-10 w5
Inspected By: [REDACTED]	

	Inspection required	Findings
1	Complete visual assessment of all connections (flanged, threaded, etc). Look for signs of leaks, check stud and nut engagement, etc.	All look good
2	Visually inspect steel support plate. Ensure that elbow is resting on the plate and is aligned between vertical pipe supports	Good
3	Observe angle of approach to steel support. Pipe should be close to horizontal and must be fully supported by soil.	Yes
4	Inspect fiberglass for any visible defect (dents, gouges, cracks, etc.)	No visible defects
5	Check that surface piping is properly supported	Not support for surface piping
6	Check vertical orientation of pipe (pipe should be aligned as designed i.e. 90 degrees)	Both level
7	Describe soil condition surrounding riser (sandy, rocky, compacted, loose, etc.)	Sand / compact / some rock

#7 of unsupported above ground piping # #No ESD valve at well #

Actions required as a result of inspection		
Description of action	Person responsible	Completion date
None needed		
Sand bagged riser and back filled with sand		

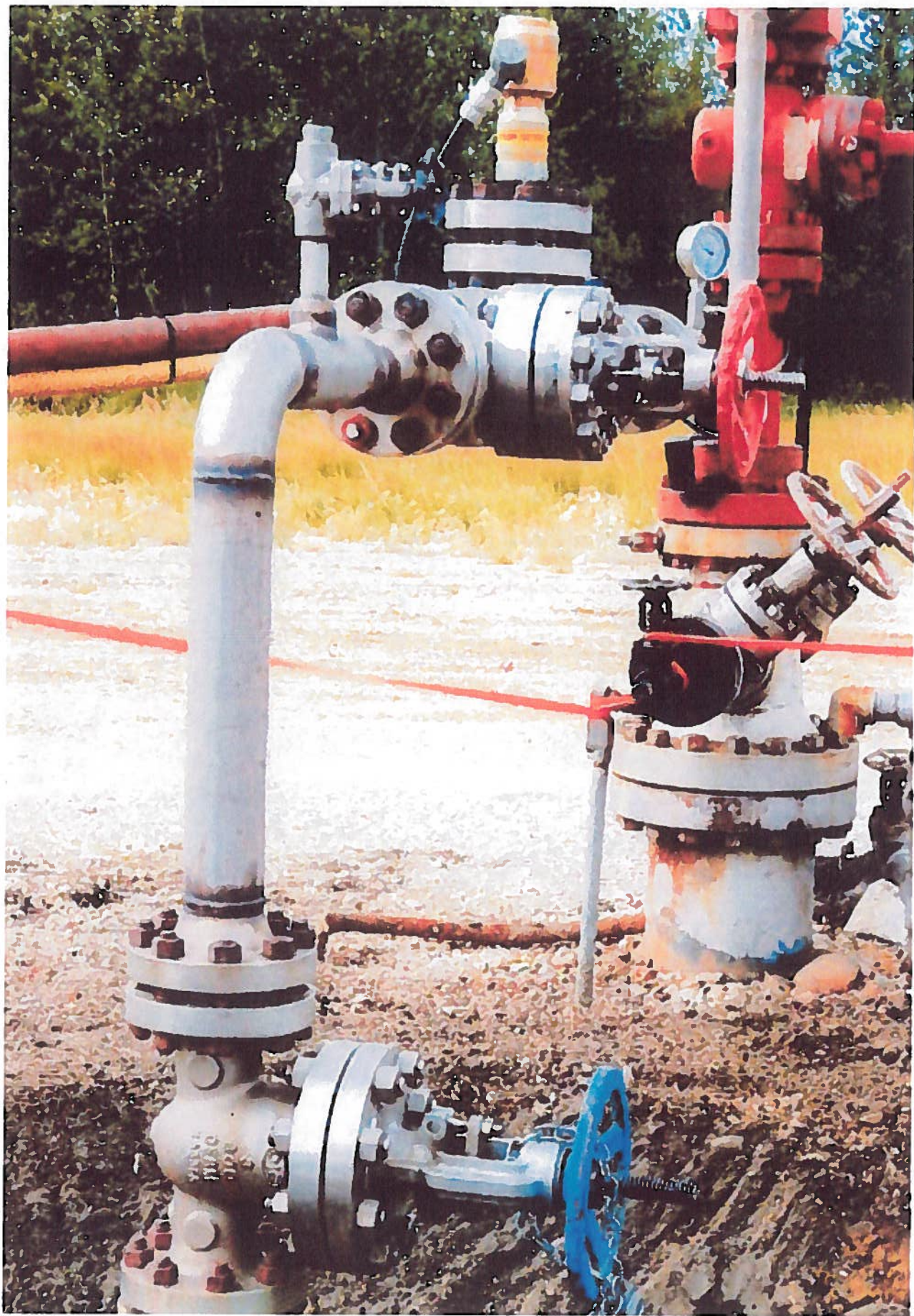




















PCMM - Fiberglass Kiser Integrity Inspection Report

General Data: Satellite	
Inspection Date: August 24-2011	Area: Judy Creek
Pipeline license/segment: AB016865-026	LSID: 16-52-63-10 to 14-32-63-10
Inspected By: [REDACTED]	WS

	Inspection required	Findings
1	(Complete visual assessment of all connections (flanged, threaded, etc). Look for signs of leaks, check stud and nut engagement, etc.	Looks good
2	Visually inspect steel support plate. Ensure that elbow is resting on the plate and is aligned between vertical pipe supports	Looks good
3	Observe angle of approach to steel support. Pipe should be close to horizontal and must be fully support by soil.	Looks good
4	Inspect fiberglass for any visible defect (dents, gouges, cracks, etc.)	Looks good
5	Check that surface piping is properly supported	No support
6	Check vertical orientation of pipe (pipe should be aligned as designed i.e. 90 degrees)	Looks good
7	Describe soil condition surrounding riser (sandy, rocky, compacted, loose, etc..)	Sandy / clay

Actions required as a result of inspection

Description of action	Person responsible	Completion date
None needed		

POMM - Fiberglass Riser Integrity Inspection Report

General Data: Well Head		Area: July Creek
Inspection Date: August 24-2011		LSD: 16-32-63-1016 14-32-63-10 w5
Pipeline license/segment: AB016865-026		
Inspected By: [REDACTED]		

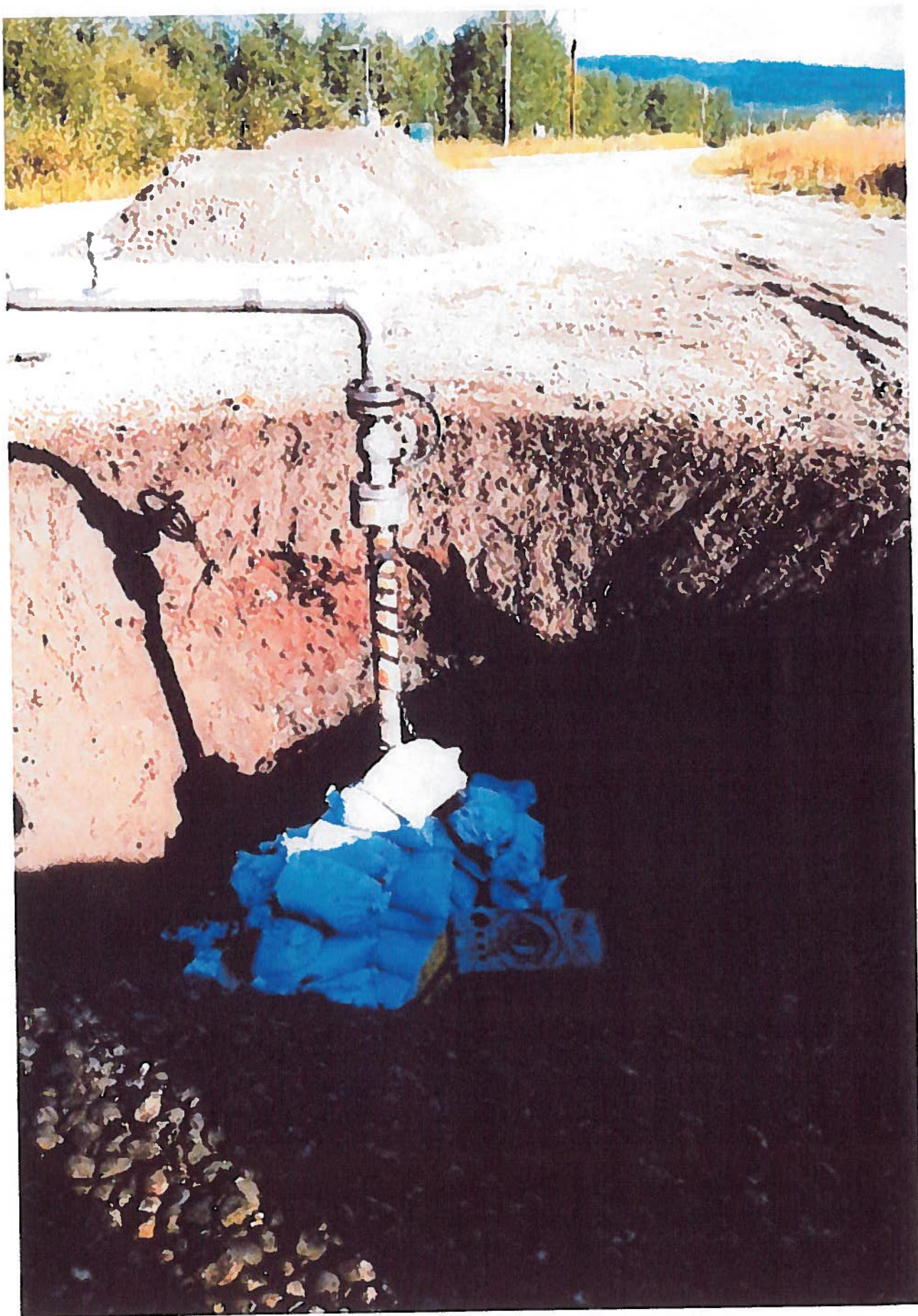
	Inspection required	Findings
1	Complete visual assessment of all connections (flanged, threaded, etc). Look for signs of leaks, check stud and nut engagement, etc.	Looks good
2	Visually inspect steel support plate. Ensure that elbow is resting on the plate and is aligned between vertical pipe supports	Looks good
3	Observe angle of approach to steel support. Pipe should be close to horizontal and must be fully support by soil.	Looks good
4	Inspect fiberglass for any visible defect (dents, gouges, cracks, etc.)	Looks good
5	Check that surface piping is properly supported	No support
6	Check vertical orientation of pipe (pipe should be aligned as designed i.e. 90 degrees)	Looks good
7	Describe soil condition surrounding riser (sandy, rocky, compacted, loose, etc.)	Sandy / clay



Actions required as a result of inspection		
Description of action	Person responsible	Completion date
None needed		





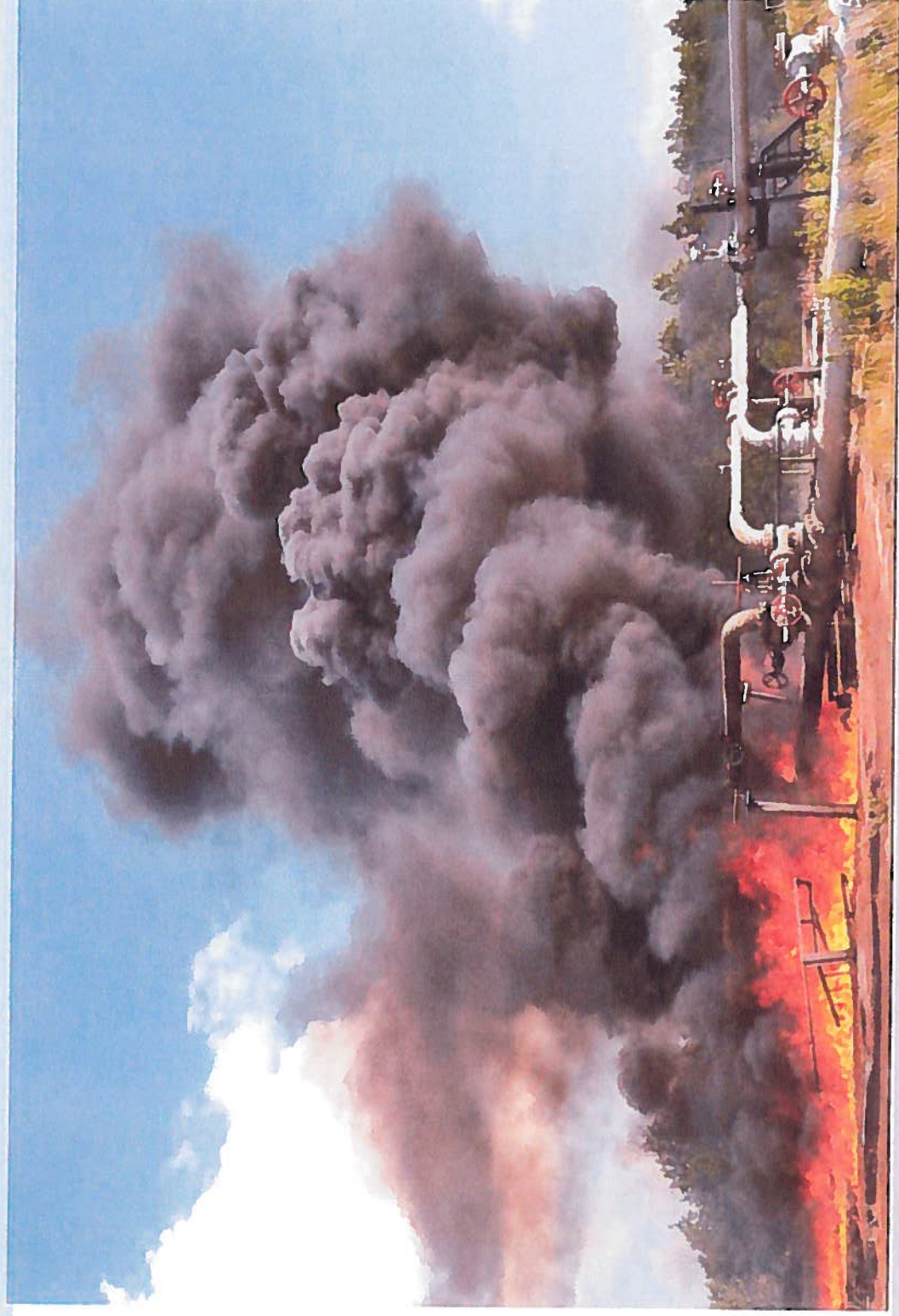




APPENDIX 3

August safety meeting slides pertaining to 08-35 failure

Judy Creek Pipeline Failure - June 26



Judy Creek Pipeline Failure - June 26



Judy Creek Pipeline Failure - June 26

Emergency Response



- **Chain of Events**

- 11:30am- power outage at ATCO substation
- Operations were dispatched to field to shut down approx. 50% North wells
- ESD'd Production Complex facility by 11:40 & inlets closed
- Power Restored at 14:30
- Automatic restarting of pumping equipment 14:30 to 16:00
- 16:00 Inlets starting to open up. Smoke observed at 08-35 header area
- 16:45 Manual shut in of Southern pipeline gathering system
- 17:15 Isolated Leak and header flames were out
- 17:45 Spot fires extinguished by Fire Department

- **Response**

- Got big quick
- Clean-up crews on scene quickly deployed absorbent booms into the Judy Creek
- Helicopter used to assess area of impact
- Sand bags and other methods were used for initial containment
- Worked closely with many regulatory agencies
- Utilized services of spill response specialists (SWAT, CleanHarbors, WorleyParsons)
- Installed portable steel inverted weir into the Judy Creek

Judy Creek Pipeline Failure - June 26 Emergency Response (continued)



- **Communications**

- Swan Hills Fire Chief and Alberta Sustainable Resource Development arrived on site at 17:30 to assess incident
- Incident was reported to AEMA (Alberta Emergency Management Agency) immediately by the Swan Hills Fire Chief
- AEMA notified all other regulatory agencies of the incident (identified as an “explosion”)
- Operations contacted Environment Group immediately
- Env. Coordinator was the primary contact for ERCB, AENV and Environment Canada and provided regular updates
- Operations field staff provided Jim Causgrove with regular updates

- **Media Activities**

- ERCB issued a press release 10:55am on June 27th
- Pengrowth issued a press release 1:18pm on June 27th
- Investor Relations(Wassem) received many calls. 40 media outlets had picked up the story
- A mobile news crew was on site the afternoon of June 27th
- CTV News ran the story on the evening news

Judy Creek Pipeline Failure - June 26 PENGROWTH

•Government Reportable Incident (GRI):

- Fire & 100m3 spill of emulsion (95% produced water, 5% oil)

•Cause:

- 8" fiberglass line failure that was attributed to the following factors/conditions:
- Pipeline support fill had settled, affecting the angle of the piping (7 degrees). This resulted in static stress (tension), overstressing the material of the last section of pipe.
- Dynamic stress (force) caused by fluid surges in group lines.

•Prevention / Learning's:

- Pipelines were constructed in 2007, and pressures were well below rated MOP.
- Power outage affected the plant and 50% of field. When field shutdown command was sent to stop all production, only the 50% that had power received the signal.
- The other 50% of field automatically restarted once power came back online. This was unknown to operations at the time. (programmed logic tells the equipment to do this because of "bumps" in power)
- Future prolonged outages will require the field shutdown command to be sent again once power is restored in order to bring production online in a controlled manner.
- Field operations will also manually shut off field production equipment during outages to disable auto-restarts.

APPENDIX 4

Fiberglass riser integrity inspection report

POMM – Fiberglass Riser Integrity Inspection Report

General Data	
Inspection Date:	Area:
Pipeline license/segment:	LSD:
Inspected By:	

	Inspection required	Findings
1	Complete visual assessment of all connections (flanged, threaded, etc). Look for signs of leaks, check stud and nut engagement, etc.	
2	Visually inspect steel support plate. Ensure that elbow is resting on the plate and is aligned between vertical pipe supports	
3	Observe angle of approach to steel support. Pipe should be close to horizontal and must be fully support by soil.	
4	Inspect fiberglass for any visible defect (dents, gouges, cracks, etc..)	
5	Check that surface piping is properly supported	
6	Check vertical orientation of pipe (pipe should be aligned as designed i.e. 90 degrees)	
7	Describe soil condition surrounding riser (sandy, rocky, compacted, loose, etc..)	

Actions required as a result of inspection		
Description of action	Person responsible	Completion date