NOGEPA
NETHERLANDS OIL AND GAS EXPLORATION AND PRODUCTION ASSOCIATION

INDUSTRY STANDARD

NO. 86

Reporting of accidents and incidents

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NOGEPA
NETHERLANDS OIL AND GAS EXPLORATION AND PRODUCTION ASSOCIATION

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Abbreviations

ENVCOM	Environmental Committee of NOGEPA
EXCOM	Executive Committee of NOGEPA
IGM	Inspector General of Mines
HSCOM	Health and Safety Committee of NOGEPA
LEGCOM	Legal Committee of NOGEPA
NOGEPA	Netherlands Oil and Gas Exploration and Production Association
OPCOM	Operations Committee of NOGEPA
OSD	Offshore Safety Directive
SodM	State Supervision of Mines

Definitions

Accident	an undesirable incidental and unplanned event that could have been prevented had circumstances leading up to the accident been recognized, and acted upon, prior to its occurrence.
Employee	Under the Working Conditions Act (in Dutch: 'Arbeidsomstandighedenwet' or 'Arbowet'), an employee of the operator is: i. A person who performs activities on the basis of a labour contract with the operator (per definition from the 'Arbowet'); ii. Subcontracted personnel; the "extra hands", trainees and volunteers who do not have their own labour contracts with the operator, but who do work under his supervision (per definition from the 'Arbowet'; iii. A person that performs activities under the supervision of the operator, which means that the operator has full control over his activities (evaluation of "under the supervision of" is based on the real situation, regardless of the agreement that forms the basis for the person's employment).
Employer	A legal entity that controls and directs a worker under an express or

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	implied contract of employment
Fugitive emissions	fugitive emissions arise from loss of tightness from hydrocarbon containment equipment such as valves, flanges and other connections, pressure relief devices, process drains, open-ended valves, pump and compressor seal systems, agitator seals, and access door seals. Note: Fugitive emissions do not include releases due to degradation such as corrosion pinholes or cracks in process containment systems.
Incident	An undesirable event
Major Accident	Means in relation to an installation or connected infrastructure: (a) an incident involving an explosion, fire, loss of well control, or release of oil, gas or dangerous substances involving, or with a significant potential to cause, fatalities or serious personal injury; (b) an incident leading to serious damage to the installation or connected infrastructure involving, or with a significant potential to cause, fatalities or serious personal injury; (c) any other incident leading to fatalities or serious injury to five or more persons who are on the offshore installation where the source of danger occurs or who are engaged in an offshore oil and gas operation in connection with the installation or connected infrastructure; or
Major Environmental Incident	(d) any major environmental incident resulting from incidents referred to in points (a), (b) and (c). For the purposes of determining whether an incident constitutes a major accident under points (a), (b) or (d), an installation that is normally unattended shall be treated as if it were attended;
Manager	The person/entity who manages the facility or the pipeline
Production Installation	an installation used for production;
Operator	the entity appointed by the licensee or licensing authority to conduct oil and gas operations, including planning and executing a well operation or managing and controlling the functions of a production installation

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Legal Requirements

Mining Decree	Art. 3 sect.2, art. 82 sect. 2&3, art. 87 sect.2, art. 88 sect.1, art. 100 sect. 3,4&5
Mining Regulations	Art. 8.4.4 sect.3, art. 9.1.7 sect. 1&2
Working Conditions Act	Art. 9 sect.1
Working Conditions Decree	Art. 2.42 sect.1 sub a,b&c
Decree Radiation Protection	Art. 13 sect. 1&3, art. 14 sect.2
Environmental Management Act	Art.17.2 sect.1&2
Potable Water Decree	Art. 43 sect.3
Decree Dutch Safety Board	Art. 9 sub g&j
Protection of the Soil Act	Art. 27 sect.1
Offshore Safety Directive (EU) 2013/30/EU	
1112/2014/EU Implementing Regulation	
Guidance Document 1112/2014/EU	

Related NOGEPA Industry Standards

No. 65	NORM
No. 48	Independent Verification
No. 90	Asset Integrity
No. 80	Standards and Document Control

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Status of this Standard

In the context of this Standard and when so used to describe a method or practice:	
'shall'	means that such method or practice reflects a mandatory provision of law (in Dutch: *dwingend recht*). Such method or practice is mandatory for those who are the addressees of such provision (mostly the operators). A Standard can describe or quote, but not amend, mandatory provisions. When an operator in exceptional cases for technical, operational or HSE reasons cannot comply, exceptions shall be documented and reported, and risks mitigated. *
'should'	means that such method or practice reflects a Good Operating Practice. An operator is generally expected to apply such method or practice, but a specific situation may require a specific alternative. In other words: the operator complies or explains, and documents the explanation. *
'could'	means that such method or practice is of an advisory nature or mentioned by way of example. An operator is not obliged to comply and is not obliged to explain if he does not comply.
* Please refer to paragraph 2.3 of Standard 80 (Standards and Document Control), for further explanation on an exception of a 'shall' provision, or on a comply-or-explain of a 'should' provision.	

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1. Executive Summary

Reporting requirements of accidents and incidents during the execution of mining activities are prescribed in embedded in a large variety of Dutch Legislation and the EU Offshore Safety Directive.

The core of this Standard is Annex I which provides an overview on the reporting requirement by operators of onshore and offshore oil and gas mining facilities in the Netherlands and on the Netherlands continental shelf. Details are provided on when, what, by whom and to which organization should be reported, i.e.;

On what term:

- Immediately
- As soon as possible
- Every month

Which information, see appendices;

- By whom:
  - Employer
  - Operator (in the old mining act called "mining company")
  - Manager, e.g. in case of pipeline
  - Operator/ contractor[1] in case of radiation activities
  - Licensee
  - The one who manages a collective water facility
  - The owner of a collective water facility
- And to what authority or organisation:
  - State Supervision of Mines (*in Dutch: Staatstoezicht op de Mijnen, SodM*): the Inspector-General or the civil servants' inspectors)
  - The Dutch Coastguard
  - Dutch Safety Board (*in Dutch: Onderzoeksraad voor Veiligheid*)
  - Branch Director[2] (*in Dutch: Bedrijfstakdirecteur*)
  - Deputy of States (*in Dutch: Gedeputeerde Staten, GS*)
  - Major and Aldermen
  - Minister of Infra-Structure and Environment (i*n Dutch: Ministerie van I&M*)
  - Inspector of IL&T
  - Contact point Radiation incidents
  - Radiation doctor

[1] Activities performed under this contractor's responsibility.
[2] Authorised Branch Director of the Occupational Inspectorate.

The location (inside[3] or outside the 12 miles zone) and the consequences of the accident or incident (personal injury, health threat, environmental damage or safety violation of the mining installation, shipping or fishery) determine the legislation that is applicable to the accident or incident.

As of 1 January 2016 The Netherlands is expected to conform to the reporting requirements of the EU Offshore Safety Directive 2013/30/EU, further worked out in the Commission Implementing Regulation 1112/2014/EU and the EU Guidance Document - **http://euoag.jrc.ec.europa.eu/node/11**. In The Netherlands the reporting requirements are also applicable to onshore activities.

[3] Land as well as surface waters.

2. Purpose and scope

2.1 Purpose

The purpose of this standard is to provide guidance on the reporting of accidents and incidents requirements for the Dutch Oil & Gas producing industry.

2.2 Scope

This Standard provides guidance on the reporting of accidents and incidents by operators of onshore and offshore oil and gas mining facilities in the Netherlands and on the Netherlands continental shelf.

2.3 Reporting Matrix

The Reporting Matrix (attached as **Annex I**) contains an overview of the Dutch and EU statutory requirements with regard to reporting of accidents and incidents for on- and offshore oil and gas industry.

The purpose of the Reporting Matrix is to provide a guideline on what needs to be reported, at what time and in which shape as stated in the Dutch legislation, the Commission Implementing Regulation 1112/2014/EU and the EU Guidance Document - http://euoag.jrc.ec.europa.eu/node/11. In The Netherlands the reporting requirements are also applicable to onshore activities.

The Reporting Matrix shows that the statutory requirements for reporting originate from various legal regulations (e.g. mining legislation, working conditions legislation) and now also incorporates the requirements of the Commission Implementing Regulation 1112/2014/EU. The various regulations also use their own terminology and types of report formats. It is good practice that operators take these different approaches and develop integrated plans to satisfy the reporting requirements.

Reporting requirements continually change, as does legislation on reporting. The Reporting Matrix contains a snapshot in time on statutory requirements at the date of this Standard. Please always check for any amendments of or additions to the applicable legislation.

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3. Reports that have to be done immediately or as soon as possible

The accidents and incidents in this section have to be reported by phone immediately and, when the possibility is there, if requested, followed by a confirmation e-mail – sodm@minez.nl, regardless of the moment in time.

Some of these accidents and incidents have to be followed by additional information as quick as possible after the initial report. ***These reports are indicated with * in*** *the coming section* and are listed in Section 4 and incorporated in **Annex I** of this Standard, together with a reference to the form that has to be used.

As of 1 January 2016 also reporting using the EU reporting format has been introduced. These requirements are listed in Section 5 and incorporated in **Annex I** of this Standard, together with a reference of which form needs to be used.

For all immediate reports, the "Form Immediate Report Accidents and Incidents" can be used (attached as **Annex II**).

By the Employer to State Supervision of Mines in case of:

3.1. Occupational accidents

Occupational accidents that have caused death, permanent injury or hospital stay (*Arbowet article 9 section 1, per January 1st, 2012*)* require immediate reporting – form **Annex II**.

3.2. Occupational accidents (company and contractor)

Separately, the employer keeps up a list of the occupational accidents reported above and those accidents that have led to an absence of more than three working days. He registers the nature and date of the accident and as agreed between industry and SodM (this list will be forwarded to SodM at the end of each quarter).

3.3. Endangered Safety in case of Transport

All-important special events that have taken place during transport activities, which endangered the safety or were threatening to endanger the safety (*Arbobesluit article 2.42c section 1 sub a*).

3.4. Unsafe situations, persons in life threatening situations

Situations in which the safety was endangered in any kind of way {for example: fire or explosions, dropped objects, uncontrolled release of gas (significant gas releases of 1 to 300 kg and major gas releases of more than 300 kg), condensate, oil or water} or situations in

which persons are or have been in life threatening situation (*Arbobesluit article 2.42c section 1 sub b)*.

3.5. Major and significant gas releases

Also included under Arbobesluit article 2.42c section 1 are reporting uncontrolled releases of gas (significant gas leakages of 1 kg to 300 kg and major gas leakages of more than 300 kg), complete form **Annex VIII, part 0 & A** .
Note:
Fugitive emissions (ref. part 2 definitions) shall not be reported under this Regulation as long as they are less than 3 kg/h or a 20% LEL at 50 cm is not reached. Emissions of this nature are unlikely to present a significant safety hazard, and consequent risk of fire/explosion.

3.6. Incidents during use, transport or storage of explosive substances

All incidents that have taken place during use, transport or storage of explosive substances, which have endangered safety or could have endangered safety (*Arbobesluit article 2.42c section 1 sub c).*

By the Operator to State Supervision of Mines in case of:

3.7. Environmental incidents onshore and within 12 miles zone

Unusual incidents on a mining installation (inrichting) that is located within the 12 miles zone, through which unfavourable consequences to the environment have occurred or are threatening to occur (*Wet milieubeheer article 17.2 section 1*)*.

3.8. Damage to strength or stability of mining installations

Accidents or incidents through which the strength or stability of a mining installation is harmed or is threatened to be harmed (*Mijnbouwbesluit article 54 section 1*).

3.9. Deviations in pressure in annular spaces of wells

Deviations in the pressure in the tubing/casing annulus and the first casing/casing annulus of producing, injecting and closed-in wells (*Mijnbouwregeling article 8.4.4 section 3*).

Guidance

- Urgent cases to be reported immediately by telephone.
- Inform the IGM in writing of the planned investigation and possible measures to be taken

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By the Operator to State Supervision of Mines and the Dutch Coastguard in case of:

3.10. Discharge from a mining installation

Discharge from a mining installation through which unfavourable consequences to the environment occur or are threatening to occur (*Mijnbouwbesluit article 82 section 2*) *. The report has to be complemented with the "Form Standard Sea Pollution Report" (*in Dutch: Standaard Zeeverontreinigingsbericht*) (*Mijnbouwregeling article 9.1.7 section 1),* ***Annex III.***

3.11. Incidents on mining installations with danger for environment, shipping and fishery

Incidents (disasters) on a mining installation that are a serious danger for the environment or for the safety of shipping or fishery (*Mijnbouwbesluit article 87 section 2*).

3.12. Incidents in the vicinity of mining installations that endanger for environment, shipping or fishery

Incidents (disasters), in the vicinity of a mining installation, which are a serious danger for the environment, or the safety of shipping or fishery (*Mijnbouwbesluit article 88 section 1*).

By the Person that manages a collective water facility to State Supervision of Mines:

3.13. Potable water, when legionella > 1000 kve/l

When > 1000 colony forming units legionella bacteria per litre are present in tap water (in Dutch: Drinkwaterbesluit article 43 section 3 – **Annex VI**).

By the Operator/ Contractor to State Supervision of Mines and the ANVS Contact Point Radiation in case of:

3.14. Imminent exposure to radiation:

Also to the radiation doctor involved in case of excessive external radiation or internal contamination of an employee (Besluit stralingsbescherming article 13 section 1).

3.15. Loss/ robbery/ unwanted distribution of a radiation source

Loss/ robbery/ unwanted distribution of a radiation source *(Besluit stralingsbescherming article 14 section 2*).

3.16. Excessive exposure to radiation

Also to the radiation doctor involved in case of excessive external radiation or internal contamination of an employee (*Besluit stralingsbescherming article 13 section 3*).

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By the Holder of the exploration, production or storage license to State Supervision of Mines in case of:

3.17. Serious damage or threat of serious damage during mining activities

Events during the execution of mining activities, through which serious damage arises or is threatening to arise (*Mijnbouwbesluit article 3 section 2*).

By the Person executing the operation to the Deputy of States[4] (and State Supervision of Mines) of the relevant in case of:

3.18. Pollution or significant damage to the subsoil onshore and offshore within 12 miles zone

Pollution or damage of the subsoil onshore and offshore within the 12 miles zone as a result of action in the subsoil (*Wet bodembescherming article 27 section 1*).

By the Manager of the pipeline to the Inspector General of Mines and the Dutch Coastguard in case of:

3.19. Leakage or possibility of damage to pipeline

Leakage of a pipeline or possibility of damage to the pipeline (*Mijnbouwbesluit article 100 section 3 jo section 5*)*.

[4] Gedeputeerde Staten can be delegated to the relevant municipality. In case of pollution of surface water on land, it must also be reported to the relevant manager for water quality (*in Dutch: waterkwaliteitsbeheerder*).

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By the Operator of the pipeline situated onshore or within the 12 miles zone[5], to the Dutch Safety Board[6] (and to State Supervision of Mines) in case of:

3.20. Incident in or with pipeline within 12 miles zone

Each incident in or with a pipeline onshore or within the 12 miles zone that has resulted in fatal or serious injury or significant damage (*Besluit Onderzoeksraad voor veiligheid article 9, sub g*)*.

By the Operator of the installation to the Dutch Safety Board (and to State Supervision of Mines) in case of:

3.21. Severe accident involving dangerous substances (onshore)

Heavy accidents involving dangerous substances (*Besluit Onderzoeksraad voor de Veiligheid, article 9 sub j*).

By the Operator to the Dutch Coastguard and State Supervision of Mines in case of:

3.22. Violation of safety zone around mining installation

Violation of the 500 metres safety zone around mining installations (*Mijnbouwwet article 43: instelling van een veiligheidszone – **Annex VII***)*.

By the Operator to State Supervision of Mines in case of:

3.23. Use of the SAR helicopter

Use of the SAR Helicopter (also in case of small injury or illness).

By the Operator to the Dutch Coastguard (and State Supervision of Mines) in case of:

3.24 Disturbance of public order

Disturbance of the public order.

[5] Including the pipelines that are situated on land or in the inland waters, see also foot-note 4.
[6] When, on the basis of article 100, section 3 or section 5, State Supervision of Mines is not informed yet, it is recommended to report the incident also to State Supervision of Mines.

4. Extra information in addition to immediate reports

This concerns the immediate reports under point 3 of this Standard, indicated with *.

By the Employer, if requested, to State Supervision of Mines in case of:

4.1. Serious Occupational Accidents

- Occupational accidents resulting in death, a permanent injury or hospital stay - *Form **Annex IV***.

By the Operator to State Supervision of Mines in case of:

4.2. Unusual incidents that result in unfavourable consequences to the environment

- Onshore and within 12 miles zone

  Unusual incidents on a mining installation (inrichting) that is located within the 12 miles zone, through which unfavourable consequences to the environment have occurred or are threatening to occur (*Wet milieubeheer article 17.2 section 2*) - Form **Annex III**.
- Offshore

  Discharge from a mining installation through which unfavourable consequences to the environment occur or are threatening to occur (Mijnbouwbesluit article 82 section 3-). State Supervision of Mines can request the operator for a detailed report (*Mijnbouwregeling article 9.1.7 section 2)* - Form **Annex V** within 2 weeks.

By the Manager of the pipeline to State Supervision of Mines in case of:

4.3. Leakage of pipeline or possibility of damage to pipeline

Leakage of a pipeline or possibility of damage to the pipeline (*Mijnbouwbesluit article 100, section 4 and section 5) - Form **Annex V***.

By the Manager of the pipeline located within the 12 miles zone to the Dutch Safety Board (and State Supervision of Mines) in case of:

4.4. Incident in or with a pipeline resulting in death, serious injury or significant damage

Each incident in or with a pipeline that has resulted in deathly or serious injury or significant damage (*Besluit Onderzoeksraad voor veiligheid article 9, sub g) –Form **Annex II** and/or **Annex V***.

By the person that manages a collective water facility to State Supervision of Mines in case of:

4.5. Potable water, not meeting ≤ 1000 kve/l legionella

Not meeting the requirement that tap water has to contain less than 1000 colony forming units legionella bacteria per litre (*Drinkwaterbesluit article 43 section 3) - Form **Annex VI***.

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By the operator to the Dutch Coastguard and to State Supervision of Mines in case of:

4.6. Violation of safety zone around mining installation

Violation of the 500 metres safety zone around mining installations - *Form **Annex VII***.

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5. Extra information required for EU reporting in addition to immediate reports

Information required by the EU in accordance with the Offshore Safety Directive 2013/30/EU, the Commission Implementing Regulation 1112/2014/EU and the EU Guidance Document - http://euoag.jrc.ec.europa.eu/node/11. (Annex VIII). In The Netherlands the reporting requirements are also applicable to onshore activities.

General remarks on the details of information to be shared:

a. The details of information to be shared are in relation to point 2 of Annex VIII to Directive 2013/30/EU on the safety of offshore oil and gas operations and in particular to the risk of a major accident as defined within that Directive.
b. Annex VIII, point 2, to Directive 2013/30/EU contains leading and lagging key performance indicators (KPI's) in order to provide a good picture about offshore oil and gas safety within a Member State and in the European Union, but some of the KPI's have a warning function like failures of safety and environmental critical elements (SECE) and fatalities.
c. Pursuant to Article 3, paragraph 4, of the Council Directive 92/91/EEC , the employer shall, without delay, report to the competent authorities any serious and/or fatal occupational accidents and situations of serious danger. This data shall be used by the competent authority to report the information required under Annex VIII, point 2, letters (g) and (h) of Directive 2013/30/EU.

Within 10 working days of the event the operator/ owner shall submit to the competent authority (**State Supervision of Mines**) of the event completed notification form and forms for the below listed events:

5.1 Unintended Release of Oil, Gas or other Hazardous Substances, whether or not ignited

Unintended release of oil, gas or other hazardous substances, whether or not ignited **- Annex VIII, Incident Notification Form, Part 0 & A:**

1. Any unintentional release of ignited gas or oil on or from an offshore installation
2. The unintentional release on or from an offshore installation of:
    a. Not ignited natural gas or evaporated associated gas if mass released ≥ 1kg
    b. Not ignited liquid of petroleum hydrocarbon if mass released ≥ 60 kg
3. The unintentional release or escape of any hazardous substance, for which the major accident risk has been assessed in the report on major hazards, on or from an offshore installation, including wells and returns of drilling additives.

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5.2 Loss of Well Control

Loss of well control requiring actuation of well control equipment, or failure of a well barrier requiring its replacement or repair - **Annex VIII, Incident Notification Form, Part 0 & B:**

1. Any blowout, regardless of the duration
2. The coming into operation of a blowout prevention or diverter system to control flow of well-fluids
3. The mechanical failure of any part of a well, whose purpose is to prevent or limit the effect of the unintentional release of fluids from a well or a reservoir being drawn on by a well, or whose failure would cause or contribute to such a release.
4. The taking of precautionary measures additional to any already contained in the original drilling programme where a planned minimum separation distance between adjacent wells was not maintained.

5.3 Failure of Safety and Environmental Critical Element Section C

Failure of a safety and environmental critical element **– Annex VIII, Incident Notification Form, Part 0 & C:**

Any loss or non-availability of a SECE requiring immediate remedial action

Ref. Flowdiagram page 108 reporting requirement in case of:

- Failure of SECE is observed during Independent Verification, ànd
- Failure of SECE is mentioned in the Independent Verification report, ànd
- Failure of SECE requires immediate action to protect people and environment and to reduce the safety and environmental risks to an acceptable level.

5.4 Significant Loss of Structural Integrity, or loss of Protection against the Effects of Fire or Explosion, or loss of station keeping in relation to a Mobile Installation

Significant loss of structural integrity, or loss of protection against the effects of fire or explosion, or loss of station keeping in relation to a mobile installation **– Annex VIII, Incident Notification Form, Part 0 & D:**

Any detected condition that reduces the designed structural integrity of the installation, including stability, buoyancy and station keeping, to the extent that it requires immediate remedial action.

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5.5 Vessels on Collision Course and actual Vessel Collisions with an Offshore Installation

Vessels on collision course and actual vessel collisions with an offshore installation **– Annex VIII, Incident Notification Form, Part 0 & E*:***

Any collision, or potential collision, between a vessel and an offshore installation which has, or would have, enough energy to cause sufficient damage to the installation and/or vessel, to jeopardise the overall structural or process integrity

5.6 Helicopter Accidents, on or near Offshore Installations

Helicopter accidents, on or near offshore installations **– Annex VIII, Incident Notification Form, Part 0 & F:**

Any collision, or potential collision, between a helicopter and an offshore installation

**Helicopter Accidents, on or near offshore installations. Helicopter incidents are reported under CAA regulations. If a helicopter accident occurs in relation to Directive 2013/30/EU, section F shall be completed*

5.7 *Any fatality*

Any fatal accident, shall be reported under the Requirements of Directive 92/91/EE**C –Annex IV Detailed Report Serious Occupational accidents**

Any fatal accident to be reported under the requirements of Directive 92/91/EEC

5.8 Any Serious Injury

Any serious injuries – shall be reported under the Requirements of Directive 92/91/EEC **– Annex IV Detailed Report Serious Occupational accidents**

Any serious injuries to five or more persons in the same accident to be reported under the requirements of Directive 92/91/EEC

5.9 Evacuation of Personnel

Any evacuation of personnel **– Annex VIII, Incident Notification Form, Part 0 & I*:***

Any unplanned emergency evacuation of part of or all personnel as a result of, or where there is a significant risk of a major accident

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5.10 Major Environmental Incident (Offshore)

Any major environmental incident (offshore**) – Annex VIII, Incident Notification Form, Part 0 & J:**

Any major environmental incident as defined in Article 2.1.d and Article 2.37 of Directive 2013/30/EU

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6. Periodical reports of accidents and incidents

Reports that have to be submitted every month:

6.1 By the employer to State Supervision of Mines in case of:

All accidents and incidents and other incidents[7] that have endangered the safety or could have endangered the safety, on the condition that these have not been reported as accident or incident yet (*Arbobesluit article 2.42c, section 2*).

Note:

SodM accepts that the 6.1 requirement is rolled-up into 6.2 the 3 monthly report.

Reports that have to be submitted every three months:

6.2 By the operator to State Supervision of Mines in case of:

All accidents and near-accidents[8] that have taken place on mining installation (inrichting, *agreement between NOGEPA and State Supervision of Mines*).

[7] E.g. Recordable injuries, oil spills, significant and major gas leakages, high potentials
[8] E.g. Recordable injuries, oil spills, significant and major gas leakages, high potentials

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7. Telephone numbers for immediate reports

- State Supervision of Mines (SodM) +31 6 533 887 22

  E-mail sodm@minez.nl

  (reserve in case of emergencies) +31 6 50203816

- Coastguard – alarm number 0900-0111

  Coastguard – Duty Officer 0223-542300

  Coastguard – emergency e-mail ccc@kustwacht.nl

- Dutch Safety Board 0800-6353688

  meldpunt.bl@onderzoeksraad.nl

- ANVS

  Stralingsincidenten +31 88 489 00 00

  Complete initial reporting form on website and you will receive a detailed reporting form

  Alarm-number for radiation incidents for radiation incidents (Inspectorate of I&M) +31 70 3832425

- Gedeputeerde Staten (Deputy of States) check website of Province for contact details of "de Uitvoeringsdienst bodembescherming"

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Annex I Reporting Matrix

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Annex I Reporting Matrix

Some reporting requirements are applicable for onshore, some for offshore and some for both on- and offshore. To help clarify this the following colour code has been applied:

Onshore and within 12 miles zone - green highlight

Offshore - blue highlight

On- and offshore - yellow highlight

The reporting matrix provides an overview of:

- what needs to be reported on the basis of national and EU legislation
- who needs to report
- relevant legislation
- reporting template to be used
- at which time the reporting needs to be done
- to whom the reporting need to be done

In the matrix a distinction has been made to the following categories:

1. Safety (# also has an environmental reporting requirement)
2. Environmental (@ also has a safety reporting requirement)
3. Well Integrity/ Well Control
4. Health/ radiation
5. Other

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Reference to Section 3,4,5	Report	By whom	Legislation	Reporting form	*Time*					Report to					
					Immediately	*<24hr*	*<10 days*	*Month*	*3 Months*	SodM	Coastguard	OvV	GS	ANVS Contact	Radiation doctor
	Safety (# overlap Environmental)														
	Occupational Accidents Fatalities														
3.1.	Occupational accidents: death, permanent injury, hospital stay	Employer	Aw, art.9, section 1	Annex II	*x*					x					
3.2.	Occupational accidents (company and contractor)	Employer	Agreement						*x*	x					
4.1.	Serious Occupational accidents, extra information, combine with 5.7. and/or 5.8			Annex II & IV	x		x			x					
5.7.	Any fatality	Employer	1112/2014/EU Directive 92/91/EEC												
5.8.	Any serious injury	Employer													
3.3.	Endangered safety in case of transport	Employer	Ab, art. 2.42c, section 1a		*x*		*x*			x					
3.4.	Unsafe situations, persons in life threatening situations	Employer	Ab, art. 2.42c, section 1b		*x*		*x*			x					
3.5.	Major and significant gas releases	Employer	Ab. art. 2.42c	Annex VIII, part 0 & A	*x*					x					
5.1.#	Unintended release of oil, gas or other hazardous substances	Employer	1112/2014/EU	Annex VIII, part 0 & part A			*x*			x					
3.6.	Incidents during use, transport or storage of explosive substances	Employer	Ab, art. 2.42.c, section 1c		*x*			*x*		x					
3.8.	Damage to strength or stability mining installation	Operator	Mbb, art. 54		*x*					x					
5.4.	Significant loss of structural integrity … Mobile installation	Employer	1112/2014/EU	Annex VIII, part 0 & part D			*x*			x					

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Reference to Section 3,4,5	Report	By whom	Legislation	Reporting form	*Time*					Report to					
					Immediately	*<24hr*	*<10 days*	*Month*	*3 Months*	SodM	Coastguard	OvV	GS	ANVS Contact	Radiation doctor
3.11.#	Incidents on mining installations with danger for environment, shipping or fishery	Operator	Mbb, art. 87, section 2		*x*					x	x				
3.12.#	Incidents in the vicinity of mining installations that endanger environment, safety of shipping or fishery	Operator	Mbb, art. 88, section 1		*x*					x	x				
3.17	Serious damage or threat of serious damage during mining activities	Operator	Mbb, art. 3, section 2		*x*					x					
3.19.#	Leakage or possibility of damage to pipeline	Manager	Mbb, art.100, section 3 jo' 5		*x*					x	x				
3.20.	Incident in or with pipeline onshore or within 12 miles zone	Manager	BOvV, art. 9. Sub g		*x*					x	x	x			
4.4.#	Incident in or with a pipeline resulting in death, serious injury or significant damage	Manager	BOvV, art. 9 sub g	Annex IV & V	*x*	*x*				x	x	x			
3.21.#	Severe accident involving dangerous substances (onshore)	Manager	BOvV, art. 9, sub j		*x*					x		x			
3.22. & 4.6.	Violation of safety zone around mining installation	Operator	Mbw, art. 43	Annex VII		*x*				x	x				
5.5.	Vessels on collision course and actual vessel collisions	Employer	1112/2014/EU	Annex VIII, part 0 & part E			*x*			x	?				
3.23.	Use of SAR helicopter	Operator	Agreement		*x*					x					
5.6.	Helicopter accidents, on or near offshore installations	Employer	1112/2014/EU	Annex VIII, part 0 & part F	*x*		*x*			x					
5.9.	Evacuation of personnel	Employer	1112/2014/EU	Annex VIII, part 0 & part I	*x*		*x*			x					

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Reference to Section 3,4,5	Report	By whom	Legislation	Reporting form	*Time*					Report to					
					Immediately	*<24hr*	*<10 days*	*Month*	*3 Months*	SodM	Coastguard	OvV	GS	ANVS Contact	Radiation doctor
5.3.#	Failure of Safety and Environmental critical equipment	Employer	1112/2014/EU	Annex VIII, part 0 & part C			*x*			x					
	Environmental (@ overlap Safety)														
3.11.@	Incidents on mining installations with danger for environment, shipping or fishery	Operator	Mbb, art. 87, section 2		*x*					x	x				
3.12.@	Incidents in the vicinity of mining installations that endanger environment, safety of shipping or fishery	Operator	Mbb, art. 88, section 1		*x*					x	x				
3.19.@	Leakage or possible damage to pipeline	Manager	Mbb, art.100 Section 3 & 5	Annex V	*x*					x	x				
4.3.	Leakage or possible damage to pipeline	Manager	Mbb, art. 100 section 4 & 5	Annex V		*x*				x					
3.21.@	Severe accident involving dangerous substances (onshore)	Manager	BOvV, art. 9, sub j		*x*					x		x			
5.3.@	Failure of Safety and Environmental critical equipment	Employer	1112/2014/EU	Annex VIII, part 0 & part C			*x*			x					
3.7.	Environmental incidents onshore and within 12 miles zone	Operator	Wm, art. 17.2 Section 1	Annex II & III	*x*					x	x				
4.2.	Environmental incidents onshore and within 12 miles zone	Operator	Wm, art. 17.2, section 2	Annex II & III	*x*					x	x				
3.10.	Discharge from a mining installation with unfavourable consequensces to the environment	Operator	Mbb, art. 82 Mbr, art. 9.1.7	Annex III, V	*x*					x	x				
4.2.	Discharge from a mining installation with unfavourable	Operator	Mbr, art. 9.1.7	Annex III, V	*x*		*x*			x	x				

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Reference to Section 3,4,5	Report	By whom	Legislation	Reporting form	*Time*					Report to					
					Immediately	*<24hr*	*<10 days*	*Month*	*3 Months*	SodM	Coastguard	OvV	GS	ANVS Contact	Radiation doctor
	consequensces to the environment		section 2												
5.1.@	Unintended release of oil, gas or other hazardous substances	Employer	1112/2014/EU	Annex VIII, part 0 & part A			*x*			x					
3.18.	Pollution or significant damage to subsoil onshore and within 12 miles zone	Operator	Wbb, art. 27		*x*					x			x		
4.4.@	Incident in or with a pipeline resulting in death, serious injury or significant damage	Manager	BOvV, art. 9 sub g	Annex IV & V	*x*	*x*				x					
5.10.	Any major environmental incident (Offshore)	Employer	1112/2014/EU	Annex VIII, part 0 & part J			*x*			x					
	Well Integrity/ Well Control														
3.9.	Deviation in pressure in annular spaces of wells	Operator	Mbr, 8.4.4		*x*					x					
5.2.	Loss of well control 1. Any blowout 2. Coming into operation blowout preventer or diverter system 3. Mechanical failure of any part of a well 4. Taking of measures when minimum distance with existing well has been compromised	Employer	1112/2014/EU	Annex VIII, part 0 & part B			*x*			x					
	Health/ Radiation														
3.13. & 4.5	Potable water, legionella > 1000 kve/l	Owner	Dwb, art. 43, section 3	Annex VI	*x*					x					
3.14.	Imminent exposure to radiation	Operator/	Bsb, art. 13,		*x*					x				x	x

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Reference to Section 3,4,5	Report	By whom	Legislation	Reporting form	*Time*					Report to					
					Immediately	*<24hr*	*<10 days*	*Month*	*3 Months*	SodM	Coastguard	OvV	GS	ANVS Contact	Radiation doctor
		contractor	section 3												
3.15.	Loss/robbery/ unwanted distribution of a radiation source	Operator/ contractor	Bsb, art. 14 section 3a		*x*					x				x	
3.16.	Excessive exposure to radiation	Operator/ contractor	Bsb, art.143section 2 jo'3c		*x*					x				x	x
	General														
3.24.	Disturbance of public order	Operator	Request OM		*x*					x	x				

Aw	Working Conditions Act (Arbowet)	Mbw	Mining Act (Mijnbouwwet)
Ab	Arbo Decree (Arbobesluit)	Mbb	Mining Decree (Mijnbouwbesluit)
Bsb	Decree Radiation Protection ('Besluit Stralingsbescherming')	Mbr	Mining Regulation (Mijnbouwregeling)
Wm	Act Environmental Control (Wet Milieubeheer)	OSD	EU Offshore Safety Directive
Dwb	Potable Water Decree (Drinkwaterbesluit)	1112/2014/EU	EU Implementing Regulation
Wbb	Soil Polution Protection Act (Wet bodembescherming)	Guidance Document	On Commission Implementing Regulation (EU) No 1112/2014
BOvv	Decree Dutch Safety Board	SodM	State Supervision of Mines
		OvV	Onderzoeksraad voor Veiligheid
		GS	Province (Gedeputeerde Staten Provincie)

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Annex II Form Immediate report accidents and incidents

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Annex II Form Immediate report accidents and incidents

Immediately after report by telephone, required to send by e-mail (fax) to State Supervision of Mines. At the same time for specific cases, report to:

- Dutch Coastguard ('Kustwachtcentrum') in case of disaster with serious (imminent) danger for the environment or the safety of shipping
- Deputy of States ('Gedeputeerde Staten') or the Ministry of Infra-Structure and Environment ('Min. I&M) in case of pollution/ damage subsoil within 12 miles zone;
- Dutch Safety Board ('Onderzoeksraad voor Veiligheid') in case of accident/ incident with pipeline within 12 miles zone, or heavy accident with dangerous substances;
- ANVS Contact Point and/ or the radiation doctor involved in case of accident/ incident with radiation source.

NOTE: Serious occupational accidents with employees of other companies than the operator must not be reported by the operator but by the other relevant company ("contractor") with Appendix II and IV. ***For 'employee', see Definitions at the start of this Standard!***

Location accident/ incident
Location:
(If applicable) name mining installation/ location:
(If applicable) name manager mining installation/ location *(one executing the operation or drilling contractor)*:
Information reporter
Name:
Position:
Phone number:
Employer reporter:
Information receiver report
Name:
Position:
Phone:
Authority:
Information report
Date:
Time:
Information accident/ incident
Date:
Time:
Description accident/ incident:

Consequences accident/ incident
NOTE: An accident/ incident can have multiple consequences:

1. Accident resulted in pollution of the marine environment or surface water:
   - Also fax the fulfilled 'Standard Sea pollution Report' (Annex III))
2. Accident resulted in (possible) serious consequences to:
   a. persons
   - send as soon as possible the 'Form Detailed Report Serious OccupationalAccidents' (Annex IV)
   b. environment
   - send as soon as possible the 'Form Detailed Report Accidents Polluting the Environment (Annex V)
3. Incidents concerning infected tap water:
   - send as soon as possible the 'Form Legionella Infection' (Annex VI)

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Annex III Form Standard Sea Pollution Report

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Annex III Form Standard Sea Pollution Report

POLLUTION OBSERVATION REPORT ON POLLUTERS AND COMBATABLE SPILLS	NAME
BONN AGREEMENT AERIAL SURVEILLANCE NORTH SEA	
1 REPORTER	
A. REPORTING STATE - CG INC. NR.	NETHERLANDS · CG INC. NR.
B. OBSERVER ORGANISATION	COASTGUARD · AIRCRAFT
C. OBSERVER(S) (FAMILY NAME(S))	1 · 2
2 DATE AND TIME	
A. DATE(DD,MM,YY) B. TIME OF OBSERVATION	DATE · TIME · UTC
3 LOCATION OF THE POLLUTION	
A. POSITION OF THE POLLUTION(LAT/LON) BEGIN	N · E
END	N · E
B. INSIDE/OUTSIDE TERRITORIAL WATERS	INSIDE · OUTSIDE
4 DESCREPTION OF THE POLLUTION	
A. TYPE OF SUBSTANCE DISCHARGED	
B. ESTIMATEI QUANTITY C. AREAA KM²	m^3 · km^2
D. LENGTH E. WIDTH F. TOTAL COVER	LENGTH · km · WIDTH · km · COVER · %
F. PERCENTAGE OF COVERED AREA COLOURED (%)	1 · % · 4 · %
1. SHEEN 2. RAINBOW 3. METALLIC 4. DISC.TRUE	2 · % · 5 · %
5. CONT. TRUE 6. OTHER	3 · % · 6 · %
5 METHOD OF DETECTION AND INVESTIGATION	
A. DETECTION METHOD (VISUAL, SLAR,IR, UV, MWRM,	VIS · SLAR · IR · MWRM
LFS, VIDEO CAM, IDENTIFICATION CAM, OTHER, I.E.)	LFS · VIDEO · UV
B. DISCHARGE OBSERVED C. PHOTOGRAPHS TAKEN	OBSERVED · PHOTO`S
D. SAMPLES TAKEN E. NEED OF COMBATING	SAMPLES · COMBAT
F. OTHER SHIPS/PLATFORMS IN VICINITY (NAMES)	
6 WEATHER AND SEA CONDITIONS	
A. WINDDIRECTION B. WINDFORCE C. VISIBILITY	DIRECTION · FORCE · BFT · VIS · KM
D CLOUD COVERAGE F. CURRENT DIRECTION	CLOUDS · / 8 · CURRENT
OBSERVATION OF DISCHARGE OF HARMFUL SUBSTANCES BY SHIP UNDER ARTICLE 6(3) OF MARPOLL 73/78	
7 SHIP INVOLVED	
A. NAME	
B. CALLSIGN C. FLAG STATE	CALLSIGN · FLAGSTATE
D. HOME PORT	
E. TYPE OF SHIP	
F. POSITION (LAT/LON)	N · E · UTC
	N · E · UTC
G. HEADING H. SPEED	HEADING · SPEED · KT.
I. COLOUR OF HULL	
J. COLOUR OF THE FUNNEL AND FUNNEL MARK	
8 INFORMATION BY RADIO CONTACT	
A. RADIO CONTACT B. MEANS OF COMMUNICATION	CONTACT · MEANS
C. LAST PORT OF CALL	
D. NEXT PORT OF CALL, ETA (DD,MM,YY)	
E. STATEMENT OF CAPTAIN/OFFICER ON DUTY	
OBSERVATION OF A DISCHARGE OF HARMFUL SUBSTANCES BY AN OFFSHORE INSTALLATION	
9 OFFSHORE INSTALLATION INVOLVED	
A. PLATFORM NAME	
B. POSITION (LAT/LON)	N · E
C. TYPE OF PLATFORM (PRODUCTION,DRILLING RIG)	
D. COMPANY NAME	
10 INFORMATION BY RADIO CONTACT	
A. RADIO CONTACT B. MEANS OF COMMUNICATION	CONTACT · MEANS
C. CONTACT WITH (POSITION)	N · E
D. STATEMENTS	
11 REMARKS AND ADDITIONAL INFORMATION	

IN ACCORDANCE WITH ARTICLE 6 OF MARPOL 73/78 WE HEREBY REQUEST YOU TO INITIATE AN INVESTIGATION USING THE PROCEDURES FOR PORT STATE CONTROL ACCORDING TO IMO RESOLUTION A.787 (19). PLEASE SEND YOUR REPORT TO:

MARITIME INTELLIGENCE CENTER

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Annex IV Form Detailed Report Serious Occupational Accidents

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Annex IV Form Detailed Report Serious Occupational Accidents

Send this report as soon as possible (but within 10 days) after immediately reporting the accident to the IGM (Inspector-General of Mines).

Information victim(s)

Is the victim an employee of the operator? *For the definition of 'employee', see point 2 of this Standard!*

If no: the report of the occupational accident has to made by the employer of the victim

If yes: fill in the Form and send

Reference *(referring to immediate report)*
Concerns the incident on …… [*location and name mining installation/ location*]
Reported by phone and fax on ….. [*day and date*]

1. Employer

Name:

Address:

(PO Box nr)

Zip code and city:

2. Victim(s)

Name:

Address:

Zip code and City:

Date of Birth and Gender:

Nationality:

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The victim is: employee/ trainee/ temporary worker/ other *

First working date:

Type of injury:

Place of injury:

Hospitalisation: yes/no*

Fatality: yes/no*

Expected duration of absence:

** Blot out what is not applicable*

3. Circumstances of the occupational accident

Activities done by the victim directly before the occupational accident:

Nature of the occupational accident:

Possible occupational means (tools) or goods involved:

Detailed report made by

Name:

Position:

Employer:

Phone:

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Annex V Form Detailed Pollution Report

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Annex V Form Detailed Pollution Report

Send this form as soon as possible after the publication of the data to the IGM (Inspector-General of Mines) and also, in case of pipeline accidents onshore or in surface waters within the 12 miles zone, to the Dutch Safety Board ('Onderzoeksraad voor Veiligheid')

Form can also be used for unusual incidents with respect to the use and storage of chemicals (only to IGM)

Reference *(referring to immediate report)*
Concerns the incident on…… [*location and name mining installation/ location*]
Reported by phone and fax n per fax on…… [*day and date*]

Detailed information incident

1. Information about the causes of the incident and the circumstances under which the incident has taken place:

2. Information about the substances, released as a result of the incident, together with their characteristics:

3. Other information that is important to evaluate the nature and the seriousness of the consequences to the incident for the environment:

4. The measures that have been taken or are considered to prevent, reduce or undo the consequences of the incident:

5. The measures that are considered to prevent the recurrence of similar incidents:

Detailed report made by

Name:

Position:

Employer:

Phone:

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Annex VI Template Form Legionalla Infection

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Annex VI Template Form Legionalla Infection

General

A: Who reports infection?	**B: Where has Legionella been discovered? Information collective installation**	**C: Information owner collective installation**
Date report Name: Organisation: Street + no: PO Box: Zip Code: City: Tel: Fax: E-mail:	See: A☐ C☐ Company/organisation: Type of installation: Type of location:	See: A☐ B☐ Owner: Street + no: PO Box: Zip Code: City: Tel: Fax: E-mail:

Preventive measures Legionella			date (dd-mm-yyyy)	Made by:
Risk analysis:	No ☐	yes ☐	d.d.	
Control plan:	No ☐	yes ☐	d.d.	
Logbook:	No ☐	yes ☐	d.d.	

Information infection **Name laboratory:** **Located in:**

Sample number	*Sample name date + place + warm/ cold system*	*Date analysis result*	*Amount kve/litre*	*Serotype*

Add Analysis Report of laboratory or send forward a.s.a.p. to State Supervision of Mines. Request to report if installation is OK (when Legionella bacteria <1000 KVE/litre).

Measures taken

Measure	**yes**	**no**	*If yes, date*	*Explanation*
Close in contaminated installation	☐	☐		
Modification of installation	☐	☐		
Flushing with water > 60 °C	☐	☐		
Desinfected with	☐	☐		
Other:	☐	☐		

Communication

Activity	**yes**	**no**	*If yes, date*	*Explanation*
Inform users	☐	☐		
Inform Municipality	☐	☐		
Inform Province	☐	☐		
Inform/turn into action GGD	☐	☐		
Press release	☐	☐		
Other:	☐	☐		

Send this form a.s.a.p. to State Supervision of Mines by fax or e-mail (sodm@minez.nl)

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NOGEPA
NETHERLANDS OIL AND GAS EXPLORATION AND PRODUCTION ASSOCIATION

Annex VII Form Infringement Safety Zone

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Annex VII Form Infringement Safety Zone

An infringement of a safety zone (500 m) of a mining installation must be reported to the Coastguard in Den Helder, according to the format attached.
A copy of the form must be sent to State Supervision of Mines.

REPORT OF INFRINGEMENT OF THE SAFETY ZONE SURROUNDING A MINING INSTALLATION ON THE DUTCH PART OF THE CONTINENTAL SHELF

Provisional report made to the KWC-CCC by fax: +31(0)223-658 358 or email: ccc@kustwacht.nl

Please sign the original form and mail it A.S.A.P. to:

Bureau of Maritime Affairs, Antwoordnummer 229, 1780 VB DEN HELDER, The Netherlands

The undersigned hereby report the presence of a person, or the presence - by whosoever's agency or orders - of an object of any kind, within the safety zone surrounding a mining installation located on the Dutch part of the continental shelf, without exemption and otherwise than for the purpose of carrying out a preliminary exploration or for the purpose of licensed prospecting for, or extraction of minerals or geothermic energy, or the storage of substances (Section 43, subsection 2, having regard for Section 2, subsection 1, of the Dutch Mining Act, (Mijnbouwwet) made punishable by Section 133 of this Act).
We declare the following:

1.	Mining installation	Number and/or name	
	Position in ***degrees, minutes, and seconds***	Installation's position	º ' " N - º ' " E
	OR : *degrees, minutes*		° , ' N - ° , ' E
	(as stated on the Dutch "Beschikking")		
	Contact information for mining installation	Telephone No.	
		Fax No.	
		Email address	
	Company	Name	
		Telephone No.	

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2.	Person making the report	Surname Given name(s) Birthdate and Place of birth Address Postal code, City Job Title	in
3.	Witness to the report	Surname Given name(s) Birthdate and Place of birth Address	in
4.	Date and time the suspected violation was observed (Indicate whether reporting in UTC or local time.)	Date and time	On at UTC or local time
5.	Observation method (Strike what does not apply.)	With the help of AIS (Automated Identification System), we saw that a ship was located within the 500 meter safety zone around the mining installation. We have included printouts of the observed violation with this report. We ascertained visually and by radar that a contact was located within the 500 meter safety zone around the mining installation. We have included printouts and any photos we may have of the observed violation with this report. We ascertained visually that a ship was located within the 500 meter safety	
6.	Distance from installation established by the above observation method (in meters)		meters

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7.	Ship suspected of the violation	Type of ship Name Registration mark IMO No. Call sign Nationality	
8.	Geographic position of the ship suspected of the violation	**In degrees, minutes, and seconds** **or**	º ' " N º ' " E
9.	Course and speed of the ship suspected of the violation	Course Speed	degrees knots
10.	Account of any contact or communication, by radio or otherwise, with the ship's crew. What language did this occur in?		
11.	Weather conditions	Wind direction Wind force	Force (on Beaufort Scale)
12.	Any additional statements by the **person making the report**		
13	Any additional statements by the **witness**		
14.	List of enclosures:		
15.	**Person making the report**: As far as I am aware, no one on board the ship suspected of the violation had an exemption to be within the safety zone. I hereby declare that I completed this statement truthfully.	Date City	

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16.	**Witness:** I hereby declare that I completed this statement truthfully.	Date City	

Instructions for filling out this document:
Format in Word 97-2003. This document is write-protected. Use the Tab key to jump between the fields to be completed. The document can be unlocked for editing by opening the Forms Toolbar and clicking on the padlock icon.

Version	DJA 11-08-2011

Annex VIII - EU Incident Notification Forms

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Annex VIII - EU Incident Notification Forms

Incident Notification Form

based on

- *Offshore Safety Directive 2013/30/EU – Regulation (EU) 1112/2014*
- *Guidance Document on Regulation (EU) 1112/2014*
- *(pending) Dutch regulations*

. Letter of the Inspector General of SodM (Annex X) industry has been informed that also onshore is expected to conform to the reporting requirements of the EU OSD.

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Part 0 - General notification form

Annex VIII Part 0

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Part 0 - General notification form

Event Date and Time (hrs:min)	Enter event date	Enter event time hh:mm

Owner/Operator Details

Details of the location and the person reporting the event		
Operator / owner	Enter operator/owner	
Name of the installation	Enter installation name	
Type of the installation	Occupancy Type	Choose occupancy type
	Function Type	Choose function type
	Structure Type	Choose structure type
Field name / code (if relevant)	Enter name/code	
Number of Persons on board (POB) at time of event	Enter number of persons on board	
Position of the Installation, vessel, pipeline	Quadrant	Enter quadrant
	Latitude	Enter latitude
	Longitude	Enter longitude
	Depth of Water (metres)	Enter depth
Details of the module / area on the installation / vessel where the incident occurred	Enter details	
What type of work was being undertaken at the time of the event?	Enter type of work	
Name of the reporting person	Enter name of reporting person	
Role of the reporting person	Enter role of reporting person	
Telephone Number	Enter phone number	
E-mail address	Enter email address	

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EVENT CATEGORISATION

What type of event is being reported? *(More than one option A to J may be applicable)* Please select all relevant parts. A single incident may result in multiple parts to be completed. If any boxes are selected in this form then the detailed report of each selected section needs to be completed. See detailed incident reports below.

Please see Annex 10 for more detailed guideline "Guidance Document on Commission Implementing Regulation (EU) 1112/2014".

Part A - Unintended release of oil, gas or other hazardous substances, whether or not ignited: 1. Any unintentional release of ignited gas or oil on or from an offshore installation 2. The unintentional release on or from an offshore installation of: a. not ignited natural gas or evaporated associated gas if mass released ≥ 1kg b. not ignited liquid of petroleum hydrocarbon if mass released ≥ 60 kg *3.* The unintentional release or escape of any hazardous substance, for which the major accident risk has been assessed in the report on major hazards, on or from an offshore installation, including wells and returns of drilling additives *See – Part A – Detailed Incident Report*	☐
Part B - Loss of well control requiring actuation of well control equipment, or failure of a well barrier requiring its replacement or repair: 1. Any blowout, regardless of the duration 2. The coming into operation of a blowout prevention or diverter system to control flow of well-fluids 3. The mechanical failure of any part of a well, whose purpose is to prevent or limit the effect of the unintentional release of fluids from a well or a reservoir being drawn on by a well, or whose failure would cause or contribute to such a release. 4. The taking of precautionary measures additional to any already contained in the original drilling programme where a planned minimum separation distance between adjacent wells was not maintained *See – Part B – Detailed Incident Report*	☐
Part C - Failure of a safety and environmental critical element: Any loss or non-availability of a SECE requiring immediate remedial action *See – Part C – Detailed Incident Report*	☐
Part D - Significant loss of structural integrity, or loss of protection against the effects of fire or explosion, or loss of station keeping in relation to a mobile installation:	☐

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Any detected condition that reduces the designed structural integrity of the installation, including stability, buoyancy and station keeping, to the extent that it requires immediate remedial action *See – Part D – Detailed Incident Report*	
Part E - Vessels on collision course and actual vessel collisions with an offshore installation: Any collision, or potential collision, between a vessel and an offshore installation which has, or would have, enough energy to cause sufficient damage to the installation and/or vessel, to jeopardise the overall structural or process integrity *See – Part E – Detailed Incident Report*	☐
Part F - Helicopter accidents, on or near offshore installations: Any collision, or potential collision, between a helicopter and an offshore installation **Helicopter Accidents, on or near offshore installations. Helicopter incidents are reported under CAA regulations. If a helicopter accident occurs in relation to Directive 2013/30/EU, section F shall be completed* *See – Part F – Detailed Incident Report*	☐
Part G - Any fatality: Any fatal accident to be reported under the requirements of Directive 92/91/EEC *See Annex IV*	☐
Part H - Any serious injuries: Any serious injuries to five or more persons in the same accident to be reported under the requirements of Directive 92/91/EEC *See Annex IV*	☐
Part I - Any evacuation of personnel: Any unplanned emergency evacuation of part of or all personnel as a result of, or where there is a significant risk of a major accident *See – Part I – Detailed Incident Report*	☐
***Part J* - Any major environmental incident (offshore):** Any major environmental incident as defined in Article 2.1.d and Article 2.37 of Directive 2013/30/EU *See – Part J – Detailed Incident Report*	☐

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Remarks (EU Implementing Regulation Remarks)

If the incident falls into one of the above mentioned categories, the operator/owner shall proceed to the relevant section(s); hence a single incident could result in completing multiple sections. **The operator/owner shall submit the filled in sections to the Competent Authority within 10 working days of the event, using the best information available at that time.** If the event reported is a major accident, the Member State shall initiate a thorough investigation in accordance with Article 26 of Directive 2013/30/EU.

Fatalities and serious injuries are reported under the requirements of Directive 92/91/EEC

Helicopter incidents are reported under CAA regulations. If a helicopter accident occurs in relation to Directive 2013/30/EU, section F shall be completed.

Taking into account Member States' obligations to maintain or achieve Good Environmental Status under Directive 2008/56/EC *(Establishing a framework for community action in the field of marine environmental policy (Marine Strategy Framework Directive)),* if an unintended release of oil, gas or other hazardous substance, or the failure of a safety and environmental critical element results in or is likely to result in degradation of the environment, such impacts should be reported to the competent authorities.

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Part A Detailed Incident Report - Unintended Release of Oil, Gas or other Hazardous Substances whether or not ignited

Annex VIII Part A

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Part A Detailed Incident Report - Unintended Release of Oil, Gas or other Hazardous Substances whether or not ignited

Section A1

Was there a release of hydrocarbon substances?	
☐ Yes If **Yes** complete from **A1**	☐ No If **No**, go to **A2**

i. Hydrocarbon Released		
☐ Non Process	Please specify	
☐ Process	☐ Oil ☐ Gas ☐ Condensate ☐ 2-Phase	
	For gas or 2-Phase, state level of H_2S Enter estimated ppm. If less than 5 ppm enter "insignificant".	Enter estimated ppm. If less than 5 ppm enter "insignificant"
ii. Estimated quantity released		
Estimated quantity released Specify units e.g. tonnes, kg, Nm^3 *[Nm^3 is normal cubic metre]*	Enter quantity released and specify units	
iii. Estimated initial release rate		
Estimated initial release rate Specify units e.g. tonnes/day, kg/s, Nm^3/s *[Nm^3/s is normal cubic metre per second]*	Enter estimated initial release rate and specify units	
iv. Duration of leak		
Duration of leak (seconds/minutes/hours) *(Estimated time from discovery, e.g. alarm, electronic log, to termination of leak)*	Enter duration and specify units	

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v. Location of leak			
Enter description			
vi. Hazardous area classification (i.e. zone at location of incident)			
Classification	☐ 1	☐ 2	☐ Unclassified
vii. Module ventilation?			
☐ Natural		☐ Forced	
How many sides enclosed? (Insert the number of walls, including floor and ceiling)	Enter the number of walls, including floor & ceiling		
Module volume (m3)	Enter volume in m3		
Estimated number of air changes (if known) If "Natural ventilation" is selected above, type " n/a" Specify Hourly rate	Specify hourly rate		
viii. Weather conditions			
Wind speed (specify units e.g. mph, m/s, ft/s or knots)	Enter wind speed and specify units		
Wind direction (Specify heading in degrees) from true north	Enter wind direction		
Provide a description of other relevant weather conditions (including sea conditions)	Describe weather conditions		

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ix. System pressure	
Design Pressure (Specify units, e.g. bar, psi or other)	Enter design pressure and specify units
Actual Pressure (i.e. at time of release)	Enter actual pressure and specify units

x. Means of detection		
Detection systems	☐ Gas	Choose a Gas detection system
	☐ Fire	Choose a Fire detection system
	☐ Smoke	
	☐ Other	Please specify.

xi. Cause of leak

Please give a short description and complete the cause checklist below

Describe cause of leak.

☐	**Design** Failure related to design
☒	**Equipment** ☐ Internal corrosion ☐ External corrosion ☐ Mechanical failure due to fatigue ☐ Mechanical failure due to wear out ☐ Erosion ☐ Material defect ☐ Other Please specify
☐	**Operation** ☐ Incorrectly fitted ☐ Left open ☐ Improper inspection ☐ Improper testing ☐ Improper operation ☐ Improper maintenance ☐ Dropped object ☐ Other impact

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	☐ Opened when containing HC ☐ Other Please specify
☐	**Procedural** ☐ Non-compliance with procedure ☐ Non-compliance with permit-to-work ☐ Deficient procedure ☐ Other Please specify
Indicate the operational mode in the area at the time of release Choose one parameter from the following categories, and tick the appropriate boxes	
☐	Drilling
☐	Well operations Specify actual operation, e.g. wire line, well test, etc.)Specify actual operation, e.g. wire line, well test, etc.)Specify actual operation, e.g. wire line, well test, etc.)
☐	Production
☐	Maintenance
☐	Construction
☐	Pipeline operations including Pigging
☐	Well Operations

xii. Did ignition occur?

☐	Yes	☐	No
If yes, was it:			
☐	Immediate	☐	Delayed
	Delay time (sec)		Enter time (sec).

Was there: *(add sequence of events by numbering*	Enter sequence	A flash fire	Enter sequence	An explosion

appropriate boxes in order of occurrence)	number Enter sequence number A jet fire	number Enter sequence number A pool fire

xiii. Ignition Source *(if known)*	
Provide a description of the ignition source	Describe ignition source

xiv. What emergency action was taken?				
☐	Shutdown	☐	Automatic	☐ Manual
☐	Blowdown	☐	Automatic	☐ Manual
☐	Deluge	☐	Automatic	☐ Manual
☐	CO_2/Halon/inerts	☐	Automatic	☐ Manual
☐	Call to muster	☐	At stations	☐ At lifeboats
☐	Other	Please specify		

xv. Any additional comments
Enter additional comments

Section A2

Description of circumstances, consequences of event and emergency response		
Enter description		
Was there a release of a non-hydrocarbon hazardous substance?	☐ Yes	☐ No
	If yes, specify the type and quantity of released substance	Specify type and units
Was there a non-hydrocarbon fire (e.g. electrical) with a significant potential to cause a major accident?	☐ Yes	☐ No
	Enter description	

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Is the incident likely to cause degradation to the surrounding marine environment?	☐ Yes	☐ No
If yes, outline the environmental impacts which may have already been observed or are likely to result from the incident	Enter outline	

Section A3

Preliminary direct and underlying causes (within 10 working days of the event) *use causes listed in the table below	
Enter causes	
a) Equipment related causes Design failure Internal corrosion External corrosion Mechanical failure due to fatigue Mechanical failure due to wear out Mechanical failure (helicopter/ vessels) Instrument failure Control systems failure Other	**c) Procedural/ Organizational error** Inadequate risk assessment/perception Inadequate instruction/ procedure Non-compliance with procedures Non-compliance with permit to work Inadequate communication Inadequate personal competence Inadequate supervision Inadequate safety leadership Other
b) Human error – operational failure Operation error Maintenance error Inspection error Design Error Other	**c) Weather related causes** Wind in excess of limits of design Wave in excess of limits of design Extremely low visibility in excess of system design Presence of ice/ ice bergs Other

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Section A4

Initial lessons learned and preliminary recommendations to prevent recurrence of similar events (within 10 working days of the event)
Enter recommendations and lessons learned

The Competent Authority shall further complete this section	
Is this considered to be a major accident?	☐ Yes ☐ No
Give justification	Enter justification.

End of Part A detailed Report

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Annex VIII Part B

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Part B Detailed Incident Report – Loss of Well Control or Failure of Barrier

Loss of Well Control Requiring Actuation of Well Control Equipment, or Failure of a Well Barrier Requiring its Replacement or Repair

Section B1

General information		
Name/code of well	Enter name/code	
Name of drilling contractor (if relevant)	Enter name of drilling contractor	
Name/type of drilling rig (if relevant)	Enter name/type of drilling rig	
Start date/time of loss of well control	Enter a start date	Enter a start time hh:mm
End date/time of loss of well control	Enter an end date	Enter an end time hh:mm
Type of fluid (if relevant)	☐ Brine ☐ Oil ☐ Gas ☐ Other Please specify	
Well head completion	☐ Surface ☐ Subsea	
Water depth (m)	Enter depth	
Reservoir: pressure / temperature / depth	Enter pressure/temperature/depth	
Type of activity	☐ Normal production ☐ Drilling ☐ Work over ☐ Well services ☐ Other Please specify	
Type of well services (if applicable)	☐ Wire line ☐ Coiled tubing ☐ Snubbing ☐ Other Please specify	

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Section B2

Description of circumstances, consequences of event and emergency response		
Blowout prevention equipment activated	☐ Yes	☐ No
Diverter system in operation	☐ Yes	☐ No
Pressure build-up and/or positive flow check	☐ Yes	☐ No
Failing well barriers	(a) Enter text	
	(b) Enter text	
	(c) Enter text	
Description of circumstances Enter Description.		
Further details (specify units)	☐ Duration of uncontrolled flow of well-fluids Enter further details and specify units ☐ Flowrate Enter further details and specify units ☐ Liquid volume Enter further details and specify units ☐ Gas volume Enter further details and specify units	
Consequences of event and emergency response *(e.g. 1. Jet fire / 2. First explosion / 3. Second explosion, etc.)* Enter details		

Section B3

Preliminary direct and underlying causes (within 10 working days of the event) *use causes listed in the table below	
Enter causes	
a) Equipment related causes Design failure	**d) Procedural/ Organizational error** Inadequate risk assessment/perception

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Internal corrosion External corrosion Mechanical failure due to fatigue Mechanical failure due to wear out Mechanical failure (helicopter/ vessels) Instrument failure Control systems failure Other	Inadequate instruction/ procedure Non-compliance with procedures Non-compliance with permit to work Inadequate communication Inadequate personal competence Inadequate supervision Inadequate safety leadership Other
b) Human error – operational failure Operation error Maintenance error Inspection error Design Error Other	**c) Weather related causes** Wind in excess of limits of design Wave in excess of limits of design Extremely low visibility in excess of system design Presence of ice/ ice bergs Other

Section B4

Initial lessons learned and preliminary recommendations to prevent recurrence of similar events (within 10 working days of the event)
Enter lessons learned and recommendations

The Competent Authority shall further complete this section	
Is this considered to be a major accident?	☐ Yes ☐ No
Give justification	Enter justification.

End of Part B detailed Report

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Annex VIII Part C

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Part C Detailed Incident Report - SECE

Failure of a Safety and Environmental Critical Element

Section C1

General information	
Name of independent verifier *(if applicable)*	Enter name of independent verifier

Section C2

Description of circumstances, consequences of event and emergency response Which Safety and Environmental Critical systems were reported by the independent verifier as lost or unavailable, requiring immediate remedial action, or have failed during an incident?			
Description of SECE and circumstances Which Safety and Environmental Critical systems were reported as lost or unavailable, requiring immediate remedial action, or have failed during an incident? Enter description			
Origin	☐ Report Independent verifier (report no. / date / verifier) Enter details		
	☐ Failure during major accident. (date / accident description / …) Enter details		
Safety and Environmental Critical elements concerned			
Structural integrity systems	☐ Topside structures	☐ Cranes & lifting equipment	
	☐ Subsea structures	☐ Mooring systems (anchor line, dynamic positioning)	
	☐ Other	Please specify	
Process containment systems	☐ Primary well barrier	☐ Secondary well barrier	
	☐ Wireline equipment	☐ Mud processing	
	☐ Sand filters	☐ Pipelines & risers	
	☐ Piping system	☐ Pressure vessels	
	☐ Well control process equipment - BOP		
	☐ Other	Please specify	

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Ignition control systems	☐	Hazardous area ventilation	☐	Non-hazardous area ventilation
	☐	ATEX certified equipment	☐	Electrical tripping equipment
	☐	Earthing/bonding equipment	☐	Inert Gas system
	☐	Other	Please specify	
Detection systems	☐	Fire & gas detection	☐	Chemical injection monitor
	☐	Sand		
	☐	Other	Please specify	
Process containment relief systems	☐	Well control process equipment - diverter	☐	Relief systems
	☐	Gas tight floors		
	☐	Other	Please specify	
Protection systems	☐	Deluge	☐	Helideck foam system
	☐	Fire water pumps	☐	Firewater system
	☐	Passive fire protection system	☐	Fire / blast walls
	☐	CO_2 / Halon fire-fighting system		
	☐	Other	Please specify	
Shutdown systems	☐	Local shutdown systems (LSD)	☐	Process shutdown system (PSD)
	☐	Subsea isolation valve	☐	Emergency shutdown system (ESD)
	☐	Riser ESD valve	☐	Topsides ESD valve
	☐	Blowdown		
	☐	Other	Please specify	
Navigational aids	☐	Aircraft navigation aids	☐	Sea craft navigation. aids
	☐	Other	Please specify	
Rotating equipment – power supply	☐	Turbine P.M. for compressor	☐	Turbine P.M. for generator
	☐	Other	Please specify	

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Escape, evacuation and rescue equipment	☐	Personal safety equipment	☐	Lifeboats / TEMPSC
	☐	Tertiary escape means (life raft)	☐	Temporary refuge / Muster area
	☐	Search & rescue facilities		
	☐	Other	Please specify	
Communication systems	☐	Radios / telephones	☐	Public address
	☐	Other	Please specify	
Other	☐	Please specify		
Description of consequences				
Is the incident likely to cause degradation to the surrounding marine environment?	☐	Yes	☐	No
	If yes, outline the environmental impacts which have already been observed or are likely to result from the incident Enter outline			

Section C3

Preliminary direct and underlying causes (within 10 working days of the event) *use causes listed in the table below	
Enter causes	
a) Equipment related causes Design failure Internal corrosion External corrosion Mechanical failure due to fatigue Mechanical failure due to wear out Mechanical failure (helicopter/ vessels) Instrument failure Control systems failure Other	**e) Procedural/ Organizational error** Inadequate risk assessment/perception Inadequate instruction/ procedure Non-compliance with procedures Non-compliance with permit to work Inadequate communication Inadequate personal competence Inadequate supervision Inadequate safety leadership Other

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b) Human error – operational failure Operation error Maintenance error Inspection error Design Error Other	**c) Weather related causes** Wind in excess of limits of design Wave in excess of limits of design Extremely low visibility in excess of system design Presence of ice/ ice bergs Other

Section C4

Initial lessons learned and preliminary recommendations to prevent recurrence of similar events (within 10 working days of the event)
Describe any important lessons learned from the event. List recommendations to prevent the recurrence of similar events. Enter lessons learned and recommendations

The Competent Authority shall further complete this section	
Is this considered to be a major accident?	☐ Yes ☐ No
Give justification	Enter justification.

End of Part C detailed Report

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Annex VIII Part D

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Part D Detailed Incident Report – Loss of Structural Integrity or loss of Protection

Significant loss of structural integrity, or loss of protection against the effects of fire or explosion, or loss of station keeping in relation to a mobile installation

Section D1

General information	
Name of vessel *(if applicable)*	Enter name of vessel

Section D2

Description of circumstances, consequences of event and emergency response
Indicate the system that failed and provide a description of the circumstances of the event / describe what has happened including weather conditions and sea state. Enter description

Section D3

Preliminary direct and underlying causes (within 10 working days of the event) *use causes listed in the table below	
Enter causes	
a) Equipment related causes Design failure Internal corrosion External corrosion Mechanical failure due to fatigue Mechanical failure due to wear out Mechanical failure (helicopter/ vessels) Instrument failure Control systems failure Other	**f) Procedural/ Organizational error** Inadequate risk assessment/perception Inadequate instruction/ procedure Non-compliance with procedures Non-compliance with permit to work Inadequate communication Inadequate personal competence Inadequate supervision Inadequate safety leadership Other

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b) Human error – operational failure Operation error Maintenance error Inspection error Design Error Other	**c) Weather related causes** Wind in excess of limits of design Wave in excess of limits of design Extremely low visibility in excess of system design Presence of ice/ ice bergs Other

Section D4

Initial lessons learned and preliminary recommendations to prevent recurrence of similar events (within 10 working days of the event)
Enter lessons learned and recommendations

The Competent Authority shall further complete this section	
Is this considered to be a major accident?	☐ Yes ☐ No
Give justification	Enter justification.

End of Part D detailed Report

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Annex VIII Part E

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Part E Detailed Incident Report – Collision and near miss

Vessels on Collision Course and Actual Vessel Collisions with an Offshore Installation

Section E1

General information	
Name / Flag State of vessel *(if applicable)*	Enter name / flag state of vessel
Type / tonnage of vessel *(if applicable)*	Enter type / tonnage of vessel
Contact via AIS?	☐ Yes ☐ No

Section E2

Description of circumstances, consequences of event and emergency response
Indicate the system that failed and provide a description of the circumstances of the event / describe what has happened (minimum distance between vessel and installation, course and speed of vessel, weather condition) Enter description

Section E3

Preliminary direct and underlying causes (within 10 working days of the event) *use causes listed in the table below	
Enter causes	
d) Equipment related causes Design failure Internal corrosion External corrosion Mechanical failure due to fatigue Mechanical failure due to wear out Mechanical failure (helicopter/ vessels) Instrument failure Control systems failure Other	**g) Procedural/ Organizational error** Inadequate risk assessment/perception Inadequate instruction/ procedure Non-compliance with procedures Non-compliance with permit to work Inadequate communication Inadequate personal competence Inadequate supervision Inadequate safety leadership Other

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e) Human error – operational failure Operation error Maintenance error Inspection error Design Error Other	**f) Weather related causes** Wind in excess of limits of design Wave in excess of limits of design Extremely low visibility in excess of system design Presence of ice/ ice bergs Other

Section E4

Initial lessons learned and preliminary recommendations to prevent recurrence of similar events (within 10 working days of the event)
Enter lessons learned and recommendations

The Competent Authority shall further complete this section	
Is this considered to be a major accident?	☐ Yes ☐ No
Give justification	Enter justification.

End of Part E detailed Report

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Annex VIII Part F

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Part F Detailed Incident Report – Helicopter Accidents

Helicopter Accidents, on or near Offshore Installations

Helicopter Incidents are reported under CAA Regulations. If a Helicopter accident occurs in relation to Directive 2013/30/EU, Section F shall be completed.

Section F1

General information	
Name of helicopter contractor	Enter name of helicopter contractor
Helicopter type	Enter helicopter type
Number of persons on board	Enter number of persons on board

Section F2

Description of circumstances, consequences of event and emergency response
Indicate the system that failed and provide a description of the circumstances of the event / describe what has happened (weather conditions) Enter description

Section F3

Preliminary direct and underlying causes (within 10 working days of the event)
Enter causes

Section F4

Preliminary direct and underlying causes (within 10 working days of the event) *use causes listed in the table below	
Enter causes	
g) Equipment related causes Design failure Internal corrosion External corrosion Mechanical failure due to fatigue Mechanical failure due to wear out	**h) Procedural/ Organizational error** Inadequate risk assessment/perception Inadequate instruction/ procedure Non-compliance with procedures Non-compliance with permit to work Inadequate communication

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Mechanical failure (helicopter/ vessels) Instrument failure Control systems failure Other	Inadequate personal competence Inadequate supervision Inadequate safety leadership Other
h) Human error – operational failure Operation error Maintenance error Inspection error Design Error Other	**i) Weather related causes** Wind in excess of limits of design Wave in excess of limits of design Extremely low visibility in excess of system design Presence of ice/ ice bergs Other

The Competent Authority shall further complete this section	
Is this considered to be a major accident?	☐ Yes ☐ No
Give justification	Enter justification.

End of Part F Detailed Report

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Annex VIII Part I

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Part I Detailed Incident Report – Evacuation of Personnel

Any evacuation of personnel

Section I1

General information		
Start date and time of evacuation	Enter a date	Enter time hh:mm
End date and time of evacuation	Click here to enter a date	Enter time hh:mm

Section I2

Description of circumstances, consequences of event and emergency response		
Was the evacuation precautionary or emergency?	☐ Precautionary ☐ Emergency ☐ Both	
	Number of persons evacuated	Enter number of persons evacuated
	Means of evacuation *(e.g. helicopter)*	Enter means of evacuation
Indicate the system that failed and provide a description of the circumstances of the event / describe what has happened, unless already reported in a previous section of this report. Enter description		

Section I3

Preliminary direct and underlying causes (within 10 working days of the event) *use causes listed in the table below	
Enter causes	
a) Equipment related causes Design failure Internal corrosion External corrosion Mechanical failure due to fatigue Mechanical failure due to wear out Mechanical failure (helicopter/ vessels) Instrument failure Control systems failure Other	**i) Procedural/ Organizational error** Inadequate risk assessment/perception Inadequate instruction/ procedure Non-compliance with procedures Non-compliance with permit to work Inadequate communication Inadequate personal competence Inadequate supervision Inadequate safety leadership Other

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b) Human error – operational failure Operation error Maintenance error Inspection error Design Error Other	**c) Weather related causes** Wind in excess of limits of design Wave in excess of limits of design Extremely low visibility in excess of system design Presence of ice/ ice bergs Other

Section I4

Initial lessons learned and preliminary recommendations to prevent recurrence of similar events (within 10 working days of the event)
Enter lessons learned and recommendations

End of Part I Detailed Report

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Part J Detailed Incident Report – Major Environmental Incident

A Major Environmental Incident

Section J1

General information	
Name of contractor *(if applicable)*	Enter name of contractor

Section J2

Description of circumstances, consequences of event and emergency response
Indicate the system that failed and provide a description of the circumstances of the event / describe what has happened. What are or are likely to be the significant adverse effects on the environment? Enter description

Section J3

Preliminary direct and underlying causes (within 10 working days of the event) *use causes listed in the table below	
Enter causes	
a) Equipment related causes Design failure Internal corrosion External corrosion Mechanical failure due to fatigue Mechanical failure due to wear out Mechanical failure (helicopter/ vessels) Instrument failure Control systems failure Other	**j) Procedural/ Organizational error** Inadequate risk assessment/perception Inadequate instruction/ procedure Non-compliance with procedures Non-compliance with permit to work Inadequate communication Inadequate personal competence Inadequate supervision Inadequate safety leadership Other
b) Human error – operational failure Operation error Maintenance error Inspection error	**c) Weather related causes** Wind in excess of limits of design Wave in excess of limits of design Extremely low visibility in excess of

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Design Error Other	system design Presence of ice/ ice bergs Other

Section J4

Initial lessons learned and preliminary recommendations to prevent recurrence of similar events (within 10 working days of the event)
Enter lessons learned and recommendations

End of Part J Detailed Report

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NOGEPA
NETHERLANDS OIL AND GAS EXPLORATION AND PRODUCTION ASSOCIATION

Annex IX - Guidance Document on Regulation EU No. 1112/2014

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Annex IX - Guidance Document on Regulation EU No. 1112/2014

Guidance Document

on Commission Implementing Regulation (EU) No1112/2014

of 13 October 2014

determining a common format for the sharing of information on major hazard indicators by operators and owners of offshore oil and gas installations
&
a common format for the publication of information on major hazard indicators by the Member States

(for most up-to-date version check - http://euoag.jrc.ec.europa.eu/node/11.)

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Part 1 - Introduction

Following the Deepwater Horizon major accident in the Gulf of Mexico in April 2010, the European Commission (EC) published Directive 2013/30/EU on Safety of Offshore Oil and Gas Operations (Offshore Safety Directive/OSD). This Directive defines minimum requirements for preventing major accidents related to offshore oil and gas operations and to limit their consequences.

The Directive requests the Commission by means of an Implementing Act to develop a common data reporting format for the sharing of information on major hazard indicators by operators and owners of offshore oil and gas installations. The Implementing Act shall also include a common data reporting format for Member States (expected to be their competent authority) to publish information on these major hazard indicators, to the public and the EC.

As the Implementing Act is in the form of a Regulation it is directly applicable to Member States. This means that the Member State is bound by the wording of the new reporting criteria and the reporting forms. Member States need to ensure that the competent authority is able to oversee compliance by operators and owners with their obligations under the Directive, including the reporting obligations, and shall ensure that infringements of the obligations under the Directive are subject to effective, proportionate and dissuasive penalties.

Member States are required to ensure that operators and owners of offshore oil and gas installations provide the competent authority, as a minimum, with the data on major hazard indicators as specified in Annex IX of the Directive, to the level of detail required by the Implementing Regulation. The EC aims for a common format for the reporting of data by operators and owners to the Member State that shall provide transparency of the safety and related environmental performance of operators and owners and shall provide EU-wide comparable information on safety of offshore oil and gas operations. This in turn will facilitate dissemination of lessons learned from major accidents and near misses.

For each calendar year Member States are required to prepare a document as specified in Annex II of the Implementing Regulation for publication to both, the Commission and the Public (e.g. via their competent authority or Member State websites).

The purpose of this Guidance is to provide competent authorities, operators and owners with supporting information and examples to promote consistent interpretation with the reporting requirements of the Implementing Regulation. At a later date guidance on how these reported events (see annex I of IR) will be assessed by the competent authorities to determine the potential for a major accident, which is to be reported at EU level, will be drafted.

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This guidance document is of a non-binding character. Member States may suggest to the EUOAG further guidance to assist their owners and operators to fulfil their reporting obligations and in light of experience and frequently asked questions, a review of this guidance may be considered at a later stage.

Some Member States may provide further administrative guidance to assist operators/owners to align national and European reporting arrangements

An important feature of the Implementing Regulation is the linkage with the Report on Major Hazards (RoMH) which has to be prepared by the owner/operator (as required in Article 12 & 13 of the OSD). For a specific installation, the major hazards are identified together with a description of the necessary Safety and Environmental Critical Elements (SECEs). The reporting requirements described in the Implementing Regulation focus on incidents (the term includes the potential to cause a major accident, e.g. the loss of containment of hazardous substances specified in the RoMH) and on the SECEs defined in the RoMH for the installation). Reports provided in accordance with the Implementing Regulation offer opportunities to improve the management of major hazards, by sharing knowledge, information and experience.

The operator/owner shall make a report to the competent authority within 10 working days. The competent authority will make a judgment whether or not this is regarded as a major incident and gives the justification.

ABBREVIATIONS:

OSD:	Offshore Safety Directive 2013/30/EU
RoMH:	Report on Major Hazards
SECE:	Safety & Environmental Critical Element
IR:	Implementing Regulation (EU) 1112/2014
EU:	European Union
LEL:	Lower Explosion Limit
PS:	Performance Standard
MODU:	Mobile Offshore Drilling Unit
POB:	Personnel on Board
IV:	Independent Verifier

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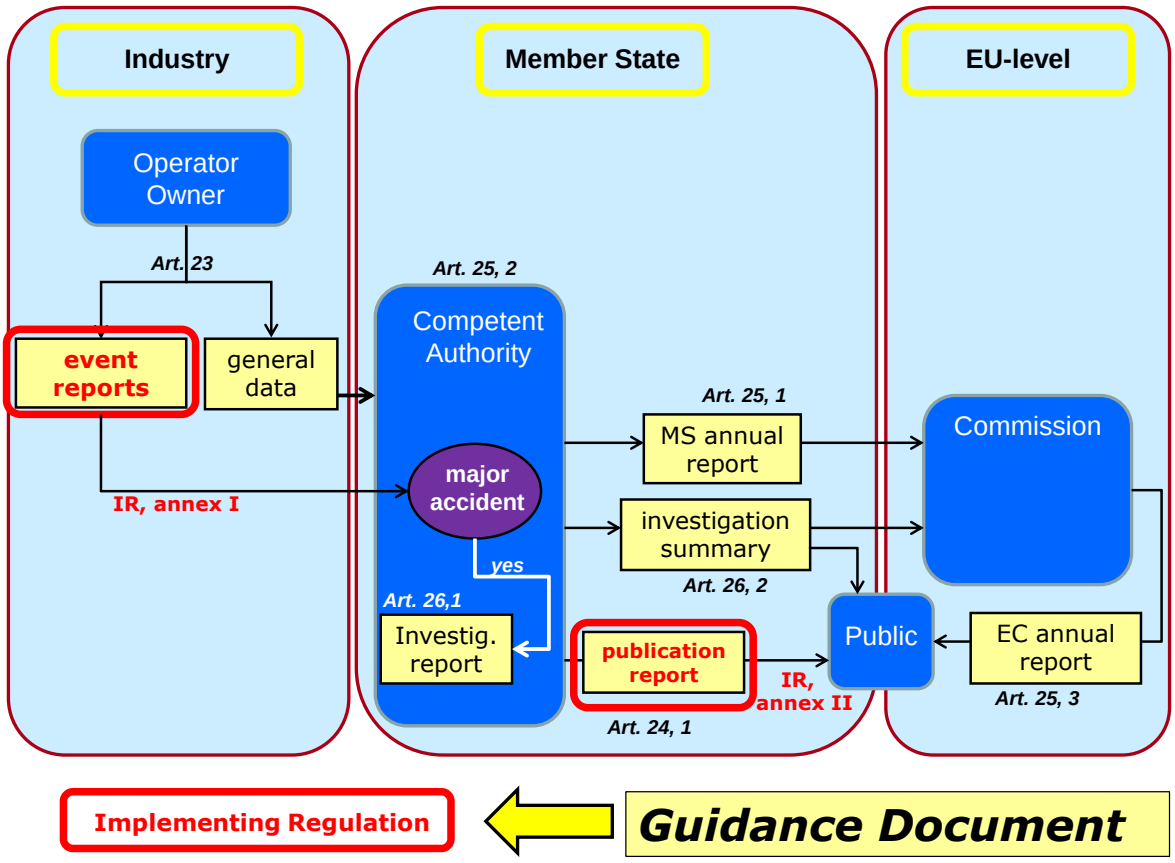
Reporting diagram



There are three stakeholders: operator/owner, the MS competent authority and the European Commission. The Articles in the diagram above refer to the OSD.

Article 23 states that Member States shall ensure that operators and owners provide the competent authority, as a minimum, with the information described in Annex IX of the OSD, and that a common data reporting format shall be determined.

Article 24 states that the Member States shall make this information publically available and that a common publication format shall be determined.

The Implementing Regulation 1112/2014 contains both formats for the reports encircled above in red, the event report and the publication report, respectively in annex I and II.

Article 25 states that two annual reports shall be submitted: a report from the competent authority to the Commission and a report published by the Commission. As stated in the introduction one report could serve both obligations.

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Article 26 states that if the competent authority considers the reported event as a major accident, the Member State shall initiate a thorough investigation. Furthermore a summary of the findings shall be made available to the Commission and a non-confidential version to the public.

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Part 2 – Definitions

Acceptable in relation to risk: As defined in Article 2 sub 8 of the OSD.

Blowout: An uncontrolled flow of well fluids and/or formation fluids from the wellbore to surface or into lower pressured subsurface zones (underground blowout).

Connected infrastructure: As defined in Article 2 sub 21 of the OSD

Event: an incident that requires to be reported under Annex I of the IR.

Fugitive emission: fugitive emissions arise from loss of tightness from hydrocarbon containment equipment such as valves, flanges and other connections, pressure relief devices, process drains, open-ended valves, pump and compressor seal systems, agitator seals, and access door seals.

> Note: Fugitive emissions do not include releases due to degradation such as corrosion pinholes or cracks in process containment systems.

Immediate remedial action: means that the operator/owner will put in place immediate risk reduction measures to reduce the risks to an acceptable level as defined in OSD Article 2 sub 8. Immediate remedial action refers to those immediate risk reduction measures taken by operators/owners such as fully or partially suspending production, drilling, simultaneous operations or other work activities (e.g. not allowing or not finalising start-up).

> Note: Planning for corrective action to be taken at a later date does not constitute "immediate remedial action"
>
> Note: not allowing or not finalising start-up refers to the production phase, hence not to the initial commissioning of new equipment. e.g. the failure of an ESD valve during commissioning is not reportable.
>
> Note: The repair of the failure of a cement job during construction of a well is considered to be a corrective action and hence not reportable.

Major accident: As defined in Article 2 sub 1 of the OSD.

Major incident: has the same meaning as a major accident as defined in Article 2 sub 1 in the OSD.

Major environmental incident: means an incident which results, or is likely to result, in significant adverse effects on the environment in accordance with Directive 2004/35/EC. However, in the context of this Implementing Regulation it is only such incidents resulting from a major accident as defined in Article 2 sub 1 under (1), (2) or (3) of the OSD.

Number of fatalities: the number of work related fatalities excluding natural deaths.

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Performance standard for a SECE: a measurable statement, expressed in qualitative or quantitative terms, of the performance required of a SECE, and that is relied upon as the basis for managing a hazard, by preventing or limiting the effect of a major accident.

Notes:

1. Performance Standards form part of the owner/operators SECE management system and need to be detailed and kept up to date as part of compliance with that SECE management system.
2. If a SECE is "lost or unavailable" this by definition means that it fails to meet the required Performance Standard.

Serious personal injury: as defined in each Member State in accordance with Directive 92/91/EEC. Examples of guidance for the classification could be obtained from IRF or IOGP definitions:

Links: http://www.irfoffshoresafety.com/country/performance/scope.aspx

http://www.ogp.org.uk/pubs/2013s.pdf (Appendix E)

Total working hours: the number of offshore hours worked per annum.

- the exceptions are that the activities associated with aviation and supply boats/standby vessels are excluded from the total number of hours worked;
- for countries that have available the number of workers on board an installation instead of hours worked, use an average of 2000 hours per year as a multiplier to calculate the number of hours worked.

Working days in connection with reporting purposes exclude weekends and public holidays.

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Part 3 - Guidance on the reporting requirements of the Implementing Regulation.

The basis for the reporting is in the OSD and is further specified in the IR.

This section of the guidance provides operators and owners with further clarification on how to comply with the IR reporting requirements for the different types of events to be reported. Each category starts with relevant text from the OSD and the IR.

Notes:

To clarify the remarks on Page 5 of the IR regarding the completion of multiple sections:

1. If the operator or owner considers that a release, reportable under section A, is likely to be judged by the competent authority to be a major accident (based on the operators and owner's analysis of whether an incident is reportable under OSD Article 19 sub 9 or Article 30 sub 1), then also complete section C if a SECE has failed;

2. Sections C and D need to be completed if there are failures of SECEs concerning Structural Integrity Systems (e.g. Mooring systems) as per section C.2.1.a;

3. Incidents reportable under section B (Loss of Well Control), may also require the completion of section C (section C.2.1. b: Process Containment Systems and e: Process Containment Relief Systems);

4. Incidents reportable under sections E and F (marine vessel collisions and helicopter accidents) may also require the completion of section C (section C.2.1.h: Navigational Aids);

5. If a release might have significant adverse effects on the environment (defined in section J), the IR requires completion of all the relevant fields in section A, including in particular sections A2.3 and C2.2 as appropriate. This will be the same information included under section J;

6. **When completing sections A3, B3, C3, D3, E3, F3, I3 & J3 operators and owners should use causes listed in Annex II section 4.5 of the IR (copied below) to assist in the preparation of the annual publication report (Annex II of IR)**

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Annex II Section 4.5 of the IR

4.5. **Direct and Underlying causes of major incidents**

Causes	Number of incidents	Causes	Number of incidents
(a) Equipment-related causes		**(c) Procedural / organisational error**	
Design failure		*Inadequate risk Assessment/perception*	
Internal corrosion		*Inadequate instruction/procedure*	
External corrosion		*Non-compliance with procedure*	
Mechanical failure due to fatigue		*Non-compliance with permit-to-work*	
Mechanical failure due to wear-out		*Inadequate communication*	
Mechanical failure due to defected material		*Inadequate personnel competence*	
Mechanical failure (vessel/helicopter)		*Inadequate supervision*	
Instrument failure		*Inadequate safety leadership*	
Control system failure		*Other*	
Other			
(b) Human error – operational failure		**(d) Weather-related causes**	
Operation error		*Wind in excess of limits of design*	
Maintenance error		*Wave in excess of limits of design*	
Testing error		*Extremely low visibility in excess of system design*	
Inspection error		*Presence of ice/icebergs*	
Design error		*Other*	
Other			

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Reporting requirements of Implementing Regulation No 1112/2014 of 13-10-2014

A: Unintended release of oil, gas or other hazardous substances, whether or not ignited;

1. Any unintentional release of ignited gas or oil on or from an offshore installation;
2. The unintentional release on or from an offshore installation of:
    a. not ignited natural gas or evaporated associated gas if mass released ≥ 1kg
    b. not ignited liquid of petroleum hydrocarbon if mass released ≥ 60 kg;
3. The unintentional release or escape of any hazardous substance, for which the major accident risk has been assessed in the report on major hazards, on or from an offshore installation, including wells and returns of drilling additives.

Guidance

A: Unintended release of oil, gas or other hazardous substances, whether or not ignited;

This includes reporting of process or non-process petroleum hydrocarbon fluids in 1 and 2 below.

In order of the reporting requirements of the Implementing Regulation above:

1. Any unintentional release of ignited gas or oil on or from an offshore installation;
Any release must be reported, irrespective of the potential to cause a major accident.

- Exclusions: (no requirement to report under this Regulation) controlled ignited releases which are part of recognised safe operations such as flaring.

2. The unintentional release on or from an offshore installation of:

a) not ignited natural gas or evaporated associated gas if mass released ≥ 1kg

- **1 kg means 100% natural gas.**

Exclusions: (no requirement to report under this Regulation)

- Gas releases which are recognized as safe operations (emergency-shutdown, venting gas manually to depressurize equipment in a controlled manner) or which is part of the designed process (automatic release via a blowdown system or venting system) should not be reported. However, where an intentional gas release, which is considered a safe operation, escalates to the extent where immediate actions in addition to the arrangements for safe operation result either automatically or are required by manual intervention to reduce risks then this release should be reportable.

  Example:

  > " During a routine manual blow-down of some gas lines routed to the atmospheric vent, vapour from the vent drifted toward a local equipment room ventilation intake. Gas was drawn into the room and local gas detection in the ventilation ducting shutdown the equipment automatically. The weather was abnormally calm and still."

- Fugitive emissions (ref. part 2 definitions) shall not be reported under this Regulation as long as they are less than 3 kg/h or a 20% LEL at 50 cm is not reached. Emissions of this nature are unlikely to present a significant safety hazard, and consequent risk of fire/explosion.

b) **not ignited liquid of petroleum hydrocarbon if mass released ≥ 60 kg;**

3. **The unintentional release or escape of any hazardous substance, for which the major accident risk has been assessed in the report on major hazards, on or from an offshore installation, including wells and returns of drilling additives.**

This includes the release of any dangerous/hazardous substance identified in the assessment of major accidents in the RoMH as defined in OSD Article 2 sub (1) which would lead to a significant potential to cause fatalities or serious personal injury.

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General note for section A:

The information requested in the reporting form in section A includes:

- A1.I type of substance leaked (non-process, crude oil, condensate, gas, 2-phase),
- A1.II estimated quantity released,
- A1.III estimated initial release rate,
- A1.IV estimated duration of leak.

The estimate of rate and quantity released must take into account the substance leaked and the physical and process conditions. The methodology can be based on the physical effects modelling used in the Report on Major Hazards for the installation or on recognised formulae and standard assumptions as referenced validated by competent person(s). Find below reference examples:

Ref:

http://www.irfoffshoresafety.com/country/performance/scope.aspx

http://www.oilandgasuk.co.uk/cmsfiles/modules/publications/pdfs/HS021.pdf

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Reporting requirements of Implementing Regulation No 1112/2014 of 13-10-2014

B: Loss of well control requiring actuation of well control equipment, or failure of a well barrier requiring its replacement or repair:

1. Any blowout, regardless of the duration
2. The coming into operation of a blowout prevention or diverter system to control flow of well-fluids;
3. The mechanical failure of any part of a well, whose purpose is to prevent or limit the effect of the unintentional release of fluids from a well or a reservoir being drawn on by a well, or whose failure would cause or contribute to such a release.
4. The taking of precautionary measures additional to any already contained in the original drilling programme where a planned minimum separation distance between adjacent wells was not maintained.

Guidance

B: Loss of well control requiring actuation of well control equipment, or failure of a well barrier requiring its replacement or repair.

This concerns loss of well control throughout the lifecycle of the well and is applicable for all offshore wells drilled for the exploration or exploitation of oil or gas, including wells drilled in connection with the exploitation of oil or gas, for example those used to support pressure through water or gas injection.

In the order of the reporting requirements of the Implementing Regulation above:

1. Any blowout (ref. Part 2 Definitions), regardless of the duration.

   This covers all blowouts, including those of limited duration. If the blowout resulted in a major environmental incident section J should also be completed.

2. The coming into operation of a blowout prevention or diverter system to control flow of well-fluids.

   This covers all incidents where a blowout preventer is closed or a diverter is operated to control an unplanned flow into the well-bore from the adjoining formations, but not where flow is planned as part of an operation (e.g. underbalanced drilling).

   Reports are not required where flow is due solely to variations in the density of fluid across pipe installed in the well bore, an effect commonly known as ‘U-Tubing’; nor where it is known that mud previously lost to the formation is subsequently returned, an effect commonly known as ‘ballooning’ or ‘breathing’. There is also no need to report flows arising

from thermal effects.(e.g. by starting up a well, the fluids are warming up and the casing is expanding).

3. The mechanical failure of any part of a well, whose purpose is to prevent or limit the effect of the unintentional release of fluids from a well or a reservoir being drawn on by a well, or whose failure would cause or contribute to such a release.

   Failures of the primary pressure containment envelope of a well or of safety devices, namely blowout preventers or surface, subsea and subsurface safety valves shall be reported where there is a major loss of pressure integrity requiring immediate remedial action.

   Significant leakages around a well of hydrocarbon gas from shallow formations should also be reported. It is not necessary to report minor leaks or failures found and rectified during routine maintenance, including replacement of worn components.

4. The taking of precautionary measures additional to any already contained in the original drilling programme where a planned minimum separation distance between adjacent wells was not maintained.

   This means that operators/owners must report when unintentionally drilling into another well, or when additional corrective action has been necessary.

Examples of events to be reported:

1. Well failure during workover. A gas blowout occurring outside the well from the reservoir to the seabed. Gas formed under the entire platform.
2. Failure of primary well barrier during drilling. High influx volume of hydrocarbons into the well during drilling. Shear rams in BOP stack activated in ultimate stage.

Example of an event not to be reported:

3. Increasing gas trend during drilling. Circulate and increase the mud weight without activating secondary well barrier (BOP).

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Reporting requirements of Implementing Regulation No 1112/2014 of 13-10-2014

C: Failure of a safety and environmental critical element:

Any loss or non-availability of a SECE requiring immediate remedial action.

Guidance

General

The requirement for a report to be submitted under this section arises from either:

1) a failure of a SECE causing a major accident or during a major accident.
2) a SECE reported by the Independent Verifier as failing to meet the required Performance Standard for that SECE
   AND
   the operator/owner had to take immediate remedial action to reduce risks to an acceptable level.

The Independent Verifier will notify the operator/owner where a SECE does not meet the requirements of the performance standards.

The operator/owner determines as a result of the notification received from the Independent Verifier whether immediate remedial action is necessary to protect people and the environment and to reduce risks to an acceptable level. If such action is necessary then a report under section C must be submitted to the competent authority.

A SECE is generally to be understood at “system level” (e.g. emergency-shutdown system, fire extinguishing system or fire prevention system) and not at component level (e.g. smoke and gas detectors). However, there are instances where the failure of a single component of the system significantly reduces the integrity of the SECE or even the entire installation.

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The three requirements that determine whether the loss or non-availability of a SECE is to be reported to the competent authority in section C, are illustrated in the figure below.

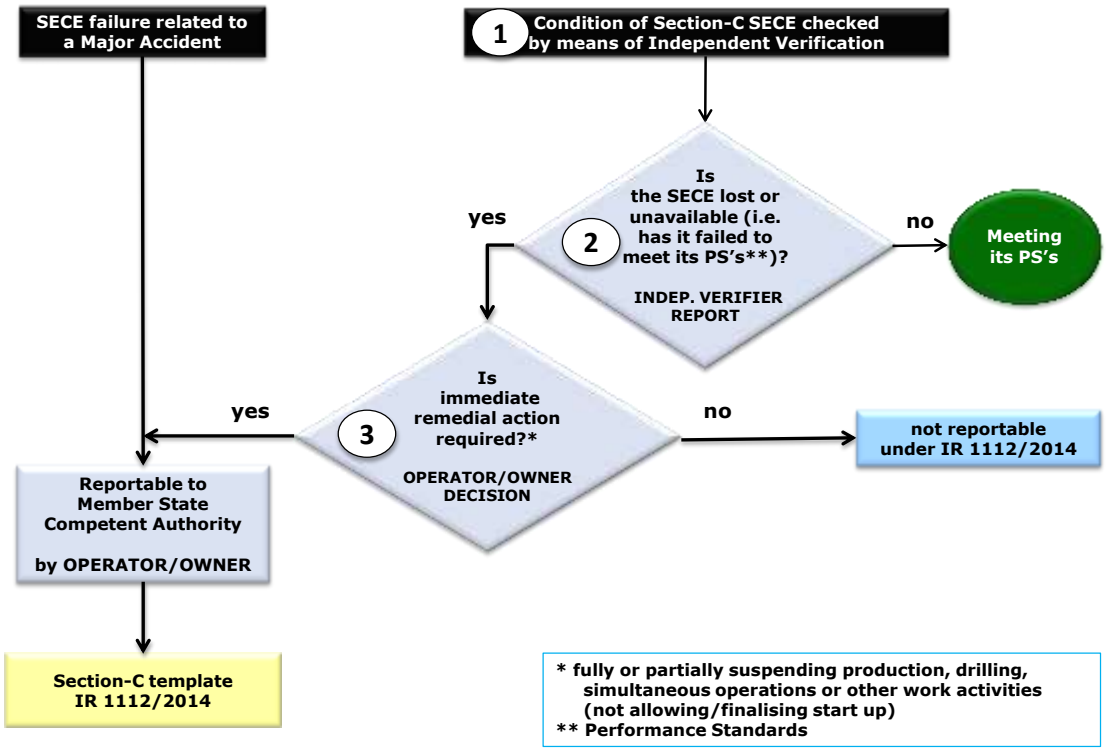
The three requirements that all have to be met are:

(1) the SECE condition is identified by the Independent Verifier.

(2) The Independent Verifier reported that the SECE is lost or unavailable (i.e. fails to meet its performance standards)

(3) the operator/owner determined that immediate remedial action is necessary to protect people and environment and to reduce the safety and environmental risks to an acceptable level.

Section C reporting diagram



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Section C Reportable and non-reportable examples

The examples provided below are only indicative and offer assistance in determining when reports under this section may or may not be required.

Process containment systems

Example 1. Substantial corrosion of a flow-line detected, but with minimum allowable wall thickness in place;		
The IV has identified that the SECE is still meeting its performance standards. The operator has put in place mitigation measures of additional regular wall thickness monitoring until a repair/replacement is completed. The SECE is not lost or unavailable and does not necessitate an immediate remedial action such as down- manning or production shutdown.		
(1)	Identified by IV (Independent Verifier)	Yes
(2)	SECE lost or unavailable (i.e. failed to meet performance standards)	No
(3)	Immediate remedial action required	No
Not reportable		

Example 2. Substantial corrosion of a gas flow-line detected: wall thickness below minimum requirement;		
The IV has identified that the flow-line has failed meeting its performance standards. The operator's assessment showed that immediate remedial action is necessary. In response to the finding of the IV the gas flow-line was isolated and depressurized awaiting repair or replacement.		
(1)	Identified by IV (Independent Verifier)	Yes
(2)	SECE lost or unavailable (i.e. failed to meet performance standards)	Yes
(3)	Immediate remedial action required	Yes
Reportable		

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Example 3. A flow-line is equipped with a HIPPS (High Integrity Pressure Protection System) to protect the downstream equipment against overpressure. The HIPPS valve is stuck in the open position due to scaling or sand deposits;		
The IV has identified that the HIPPS valve is unavailable. The operator has established that there are no acceptable additional mitigation measures available. The operator's assessment showed that this necessitates immediate remedial action to reduce risks to people and environment. Production through this flow-line is suspended until safeguarding will be restored.		
(1)	Identified by IV (Independent Verifier)	Yes
(2)	SECE lost or unavailable (i.e. failed to meet performance standards)	Yes
(3)	Immediate remedial action required	Yes
Reportable		

Example 4. A flow-line is equipped with a HIPPS to protect the flow-line and downstream equipment against overpressure. On one of the two sensing units, one of the three pressure sensors is defective. The HIPPS is designed for two out of three pressure sensors continuously operational. This allows alternately (preventative) maintenance on the pressure sensors during operation;		
The IV has found that one sensor is faulty. The performance standard allows for one out of three sensors to be faulty with an increased monitoring program until repaired. The operator has put mitigation measures in place to check the remaining sensors more frequently until the replacement is installed. Each of the two remaining sensors will cause the HIPPS valve to close when the trip setting is exceeded. The operator's assessment showed that immediate remedial action to reduce risks is not required. Repair of the third sensor shall be carried out as soon as practicable.		
(1)	Identified by IV (Independent Verifier)	Yes
(2)	SECE lost or unavailable (i.e. failed to meet performance standards)	No
(3)	Immediate remedial action required	No
Not Reportable		

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Protection Systems

Example 5. Loss or non-availability of one of two fire water pumps;		
The IV has found that one fire water pump is unavailable. The design is based on 2x50% fire water pumps therefore with one out of service the fire water system cannot meet its performance standards. The operator made an assessment and decided (for instance based on contingency plans) to shutdown all hydrocarbon processing plant.		
(1)	Identified by IV (Independent Verifier)	Yes
(2)	SECE lost or unavailable (i.e. failed to meet performance standards)	Yes
(3)	Immediate remedial action required	Yes
Reportable		

Example 6. A number of deluge heads in a particular module failed during a test while the installation was producing;		
The IV found, due to a number of blocked deluge heads in a hydrocarbon processing module, that the required fire water coverage was notably depleted and the performance standard was not being met. The operator assessed the situation and took immediate remedial in shutting down and depressurizing the module.		
(1)	Identified by IV (Independent Verifier)	Yes
(2)	SECE lost or unavailable (i.e. failed to meet performance standards)	Yes
(3)	Immediate remedial action required	Yes
Reportable		

Example 7. A small leak was detected in the ring main of a fire water system;		
The IV noticed a small leak. The leak could be isolated from the ring main. The operator assessed the situation and concluded that the leak is small and that the ring main will not suddenly fail catastrophically. The operator will make plans to repair the ring main; no immediate remedial action is necessary		
(1)	Identified by IV (Independent Verifier)	Yes
(2)	SECE lost or unavailable (i.e. failed to meet performance standards)	Yes
(3)	Immediate remedial action required	No
Not reportable		

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Ignition Control System

Example 8. A fire damper on a temporary refuge not closing on test during a planned shutdown;		
The IV identified a failure on the fire damper of the temporary refuge. The operator cannot restore the fire damper to function as required before the planned start up. Consequently, the integrity of the temporary refuge is compromised. The operator took immediate remedial action by not allowing the start-up until the fire damper is repaired.		
(1)	Identified by IV (Independent Verifier)	Yes
(2)	SECE lost or unavailable (i.e. failed to meet performance standards)	Yes
(3)	Immediate remedial action required	Yes
Reportable		

Shutdown systems

Example 9. Blowdown test recalculation shows that required blowdown time (as per performance standard) of 15 minutes will be exceeded by 2 minutes;		
The IV found that the performance standard could not be met but the operator assessed the situation and decided that the failure was not a significant impairment of the integrity of the installation. The operator did not take any immediate remedial action.		
(1)	Identified by IV (Independent Verifier)	Yes
(2)	SECE lost or unavailable (i.e. failed to meet performance standards)	Yes
(3)	Immediate remedial action required	No
Not Reportable		

Example 10. Blowdown system hardware and logic does not function to ensure safe blowdown;		
The IV found that the blowdown system did not meet the requirements of the performance standard and this is a significant impairment of the integrity of the installation. The operator assessed the situation and took immediate remedial action in the form of a controlled shut-down.		
(1)	Identified by IV (Independent Verifier)	Yes
(2)	SECE lost or unavailable (i.e. failed to meet performance standards)	Yes
(3)	Immediate remedial action required	Yes
Reportable		

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Example 11. LLSDV (Low Level Shutdown Valve) in rundown line of high pressure separator is passing more than the maximum allowable leak rate;		
The IV found that the LLSDV does not meet the performance standard requirements to the extent that its condition presents a risk to the integrity of the shutdown system and the entire installation. The operator assessed the situation and decided to take immediate remedial action by shutting down the production unit containing this HP separator. This condition will remain until the LLSDV valve has been replaced or satisfactorily repaired.		
(1)	Identified by IV (Independent Verifier)	Yes
(2)	SECE lost or unavailable (i.e. failed to meet performance standards)	Yes
(3)	Immediate remedial action required	Yes
Reportable		

Escape, evacuation and rescue equipment

Example 12. An Independent Verifier witnessed the testing of a lifeboat. The engine started up but the propeller failed to turn. The remaining lifeboat capacity is not sufficient for the personnel on board the installation;		
The IV found that there is insufficient lifeboat capacity available for the POB (Personnel on Board). The operator/owner assessed the situation and decided to partially downman the installation until the lifeboat will be replaced or repaired.		
(1)	Identified by IV (Independent Verifier)	Yes
(2)	SECE lost or unavailable (i.e. failed to meet performance standards)	Yes
(3)	Immediate remedial action required	Yes
Reportable		

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Reporting requirements of Implementing Regulation No 1112/2014 of 13-10-2014

D: Significant loss of structural integrity, or loss of protection against the effects of fire or explosion, or loss of station keeping in relation to a mobile installation:

Any detected condition that reduces the designed structural integrity of the installation, including stability, buoyancy and station keeping, to the extent that it requires immediate remedial action.

Guidance

Loss of protection against the effects of fire or explosion (passive and active fire protection e.g. deluge, fire/blast walls) to be reported under section C.

Section D covers structural integrity, including stability, buoyancy and station keeping of the installation. A report is required when such components are lost, unavailable or degraded, such that immediate remedial action is required.

Where there is, during a major accident, overlap between D and the reporting requirements in C, the operator or owner needs only to complete section C.

The detected condition can be reported to the operator/owner by anyone in any circumstance whether it is by simple observation, inspection or investigative techniques or analysis of the results of tests etc.

The operator/owner is responsible for determining whether immediate remedial action is required to protect the safety and environmental risks of the installation and to reduce immediate risks to people and environment to an acceptable level. If such immediate remedial action is necessary then a report under section D must be submitted to the competent authority.

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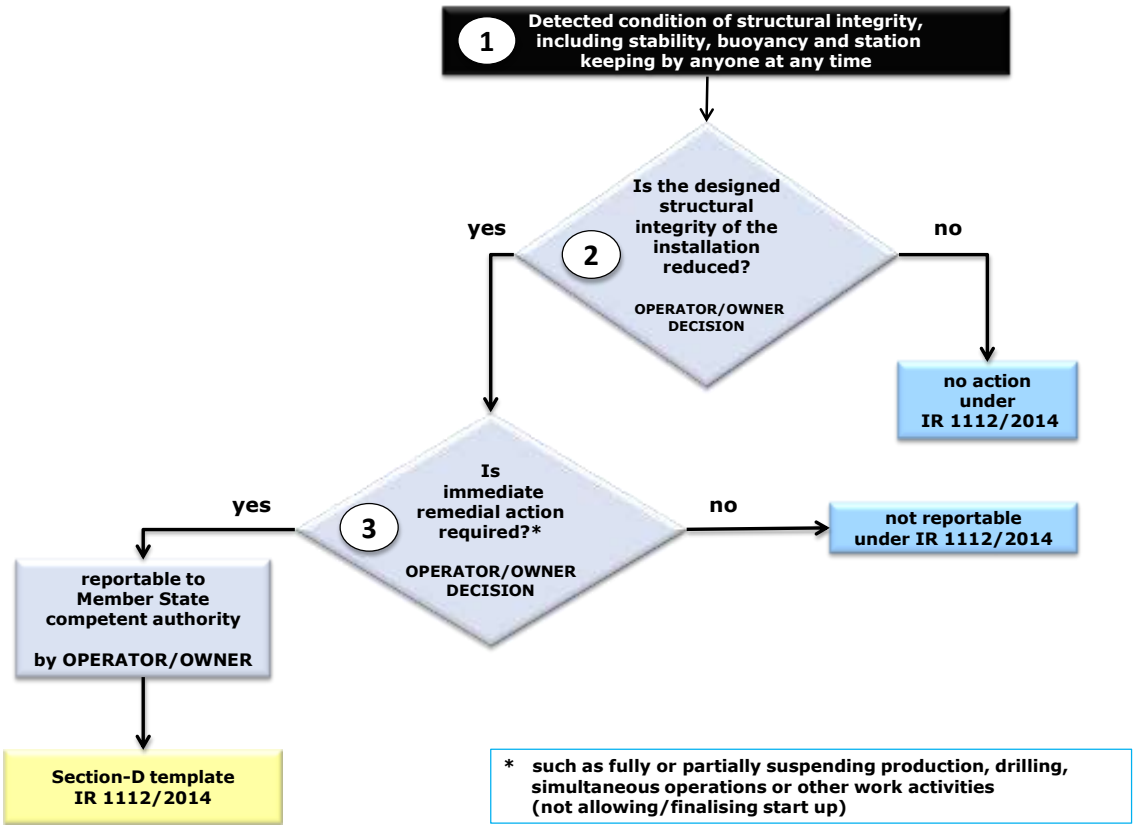
The three requirements (that all have to be met) for determining when a detected condition regarding structural integrity must be reported to the competent authority in section D are illustrated in the figure below:

(1) a condition regarding structural integrity is identified (by anyone);

(2) the operator/owner assessed that the condition has resulted in significant loss of structural integrity;

(3) the operator/owner determined that immediate remedial action is necessary to protect people and the environment and reduce the safety and environmental risks of the installation to an acceptable level.

Section D reporting diagram



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Section D examples

Examples below of conditions identified which will be reported under this section if the operator/owner assesses that immediate remedial action is necessary:

Structural Integrity

Significantly reduced structural integrity (including load bearing parts) of an installation or its foundations, excessive movement, deflection, change in structural response, or settlement etc., caused by e.g.

- subsidence, collapse of the seabed, settlement of foundations or excessive scouring;
- unintentional collapse or partial collapse of any part of it;
- environmental conditions exceeding design or site specific limits such as caused by significant wave contact or other environmental forces (e.g. storm);
- collision by a vessel or aircraft;
- defects (cracks, evidence of fatigue) in the structure or serious corrosion which are a threat to the integrity of the installation.

Stability, Buoyancy & Station Keeping

Loss of stability or buoyancy of a floating installation (indicated by excessive inclination, undue sensitivity to weight shifts, or excessive movements) caused by e.g.

- a collision by a vessel or aircraft
- unintended flooding of spaces expected to remain buoyant.

Loss of station keeping due to e.g.

- failure of a mooring system.
- failure of the installation's dynamic positioning system

The examples provided below are indicative only and offer assistance in determining when a condition which reduces the designed structural integrity of the installation, is NOT reportable under this section.

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Structural Integrity

1. A cellar deck walkway has become detached under wave load and is being driven by wave action against the leg of the installation. Temporary restraints have been put in place to reduce the abrasion until sea conditions are such that repairs and a full assessment of the damage to the leg can be made. There is no reason for the operator/owner to conclude that any primary (load bearing) structural member has suffered damage that would jeopardize the overall structural integrity of the installation and there is no risk of it coming into contact with any hydrocarbon pipework. No immediate remedial action is necessary. There is no increased risk to people or the environment.

2. A seabed survey has detected that scouring has increased and that these do not exceed the limits provided by the structural department. The operator/owner‘s initial structural engineers assessment indicates that there is no immediate threat to the safety integrity of the facility. While regularly monitoring further scouring, measures must be taken to replace the scoured material and stabilise the seabed around the structure.
   No immediate remedial action is necessary (such as reducing production, depressurising pipelines or downmanning the facility).

3. A drill pipe has been dropped over the side, there is no subsea infrastructure in the vicinity. An underwater survey indicates that a diagonal primary member has been dented but there is no other damage. A structural assessment is initiated including monitoring for any leaks or flooding but no immediate remedial action is required. There is no increased risk to people or the environment.

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Stability and Buoyancy

1. An underwater survey finds that anodes have broken off part of the hull and corrosion pitting has been measured nearby. A programme of structural assessment and anode replacement is initiated. Although corrective action must proceed without delay no immediate remedial action is necessary.

2. A flooded member is detected in a fixed offshore structure. Risk assessments available as part of a contingency plan and checked against the current structural model, show that loads are safely redistributed and that overall structural integrity is not at risk and that it is safe to continue production. An underwater repair project is scheduled but no immediate remedial action is necessary. There is no increased risk to people or the environment.

Station Keeping

1. Eight chain mooring system on rotating turret FPSO with one failed chain. Risk assessment and mooring plan shows that remaining chains will meet mooring load design loads due to redundancy in the original design. A replacement plan is put in place for urgent execution, The Operator decided that no immediate remedial action is considered necessary on this occasion.

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Reporting requirements of Implementing Regulation No 1112/2014 of 13-10-2014

E: Vessels on collision course and actual vessel collisions with an offshore installation:

Any collision, or potential collision, between a vessel and an offshore installation which has, or would have, enough energy to cause sufficient damage to the installation and/or vessel, to jeopardise the overall structural or process integrity

Guidance

A report is required when an actual collision has occurred between a vessel and an offshore installation. Operators and owners should note that such events may involve a failure of a SECE, therefore it may be necessary to complete sections C or D of the IR.

When considering a potential collision between an installation and a vessel, it will not always be possible to estimate with any accuracy whether a collision could have occurred or what the consequences might have been. The operator/owner shall report incidents with a significant risk for the installation.

In both situations, it is likely that the operator/owner will take immediate emergency measures, either at the installation to evacuate or protect people from a foreseeable collision or that an action is taken towards the vessel (e.g. contacting it and requiring it to change course). It is the (expected) taking of these immediate measures that should require a section E report under this requirement.

For mobile drilling units, actual or potential collisions shall only be reported when the unit is engaged in offshore oil and gas operations or is in the safety zone of an offshore installation. If a mobile drilling unit collides with an offshore installation, it shall be necessary to complete also section D.

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Reporting requirements of Implementing Regulation No 1112/2014 of 13-10-2014

F: Helicopter accidents, on or near offshore installations:

Any collision, or potential collision, between a helicopter and an offshore installation.

Guidance

A helicopter accident shall be reported according to Aviation Guidelines.

Where an actual collision has occurred between a helicopter and an offshore installation, this must be reported.

When considering a potential collision between a helicopter and an installation, although it could involve uncontrolled maneuvering of a helicopter near an installation, other factors may be involved (e.g. unauthorized crane use near a helideck) and so it will not always be possible to estimate with any accuracy whether a collision could have occurred or what the consequences might have been. During such events, it is likely that the operator/owner will take immediate emergency measures, either on the installation to protect people from the consequences of a collision or take action in regard to the helicopter. It is the taking of these measures that requires a report under this requirement.

By taking this approach, “heavy landings” covered by routine operational procedures are not reportable.

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Reporting requirements of Implementing Regulation No 1112/2014 of 13-10-2014

G: Any fatal accident to be reported under the requirements of Directive 92/91/EEC

Guidance

Operators and owners of offshore oil and gas installations are already expected to report all fatalities to their national authorities under their domestic legislation that implements Directive 92/91/EEC. Therefore, operators and owners have under this IR no additional reporting requirement.

Under this requirement, the competent authority is expected to use this information to complete the Common Publication Format (Annex II of the Implementing Regulation No 1112/2014). The competent authority will need to determine the number of fatalities associated with major accidents, as well as the total number of fatalities associated with offshore oil and gas operations. Additional reporting by operators/owners, above that required under Directive 92/91/EEC is not required to meet this requirement.

Individual Member States should have their own regimes and definitions in place to implement Directive 92/91/EEC and will report in line with these. Alternatively, industry definitions may be used.

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Reporting requirements of Implementing Regulation No 1112/2014 of 13-10-2014

H: Any serious injuries to five or more persons in the same accident to be reported under the requirements of Directive 92/91/EEC

Guidance

Operators and owners of offshore oil and gas installations are already expected to report all work related injuries on offshore installations to their national authorities under their domestic legislation that implements Directive 92/91/EEC. Therefore, operators and owners have under this IR no additional reporting requirement.

Under this requirement, the competent authority is expected to use this information to complete the Common Publication Format (Annex II of the Implementing Regulation No 1112/2014). The competent authority will need to determine the number of serious injuries associated with major accidents. Additional reporting by Operators/Owners, above that required under Directive 92/91/EEC is not required to meet this requirement.

Individual Member States should have their own regimes and definitions in place to implement Directive 92/91/EEC and will report in line with these. Alternatively, industry definitions may be used

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Reporting requirements of Implementing Regulation No 1112/2014 of 13-10-2014

I: Any evacuation of personnel:

Any unplanned emergency evacuation of part of or all personnel as a result of, or where there is a significant risk of a major accident

Guidance

Full or partial evacuation may be a response in the event of major accident or as precautionary measure. This includes reporting medevacs associated with a major accident reported under another category. Any emergency and unplanned evacuation due to bad weather or a condition where there is a significant risk of a major accident is reportable.

Where an installation has undertaken an evacuation because it has suffered a total loss of power, it shall be reported under this section.

There is no requirement to report:

- Evacuation exercises or precautionary evacuation measures due to welfare issues (e.g. no water on the installation), which involve de-manning where there is no increased potential of a major accident;
- Transfer of personnel to avoid delays or disruptions in crew changes anticipated due to bad weather;
- Evacuations that are planned as part of an operators or owners safety management system due to forecasted bad weather.

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Reporting requirements of Implementing Regulation No 1112/2014 of 13-10-2014

J: A major environmental incident:

Any major environmental incident as defined in Article 2.1.d and Article 2.37 of Directive 2013/30/EU

Guidance

Reports shall be made in this section of:

- The significant adverse environmental effects arising as a consequence of events reported under other reporting sections and in particular sections A.2.3 and C.2.2.

These also include:

- events for unmanned installations;
- pipelines are included if they are part of the connected infrastructure or at discretion of the Member State.

The term “major environmental incident” means an incident which is the consequence of a major Accident and results, or is likely to result, in significant adverse effects on the environment in accordance with the Environmental Liability Directive (ELD) 2004/35/EC. Annex I lists criteria which have to be taken into account in the determination of the significance of a damage to protected species and natural habitats.

They cover:

- the number of individuals, density, area covered;
- the role of the particular individuals or of the damages area in relation to the species or to the habitat conservation, the rarity of the species or habitat;
- the species' capacity for propagation, its viability or the habitat's capacity for natural regeneration;
- the species' or habitat's capacity to recover within short time after the damage occurred without any intervention other than increased protection measures etc.

For damage to water such a list of criteria helping to assess the significance of a damage does not exist in the ELD. There are however guidance documents and tools available in many Member States

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at national level. Reference is also made to the REMEDE tool and the ELD training material, both available on the liability website of the Commission:
http://ec.europa.eu/environment/legal/liability/index.htm

"Significant adverse effects" may be assessed by operators and owners already in the RoMH and/or by using as a guide Annex II(2) of the Strategic Environmental Assessment (SEA) Directive 2001/42/EC. This requires assessment of the characteristics of the effects, and of the area likely to be affected, having regard, in particular, to:

- the probability, duration, frequency and reversibility of the effects,
- the cumulative nature of the effects,
- the trans boundary nature of the effects,
- the risks to human health or the environment (e.g. due to accidents),
- the magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected),
- the value and vulnerability of the area likely to be affected due to:
    - special natural characteristics or cultural heritage,
    - exceeded environmental quality standards or limit values,
    - intensive land-use,
- the effects on areas or landscapes which have a recognised national, Community or international protection status.

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Part 4 - Guidance for the competent authority on the Common Publication Format

The competent authority shall make the information referred to in Annex IX of the Directive 2013/30/EU publicly available. In order to ensure consistent reporting from the competent authority to the European Commission, a Common Publication Format is developed. This format is posted under Annex II of the Implementing Regulation No 1112/2014 of 13 October 2014.

Oil and gas production figures are also recorded for normalisation purposes.

The 'number of events' to be recorded under 4.2, (g) 'fatal accidents', shall only consist of fatalities related to a major accident.

The 'total number of fatalities' (92/91/ EEC) to be recorded under 4.3, shall consist of all fatalities on the installations.

Failed SECEs shall be reported In C.2.1 of Annex I if:

a) the failures were reported as lost or unavailable by the Independent Verifier.
b) the failures occurred during a major incident;

In table 4.4 of Annex II of the Publication Format the column 'number related to major accidents' comprises the number of failed SECEs against the relevant category(ies) for each major accident within the MS. Failed SECEs as meant under a) above could be ignored in table 4.4 if not considered as major incident by the Competent Authority (see section C/C.4)

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Reporting parameters for Normalisation

1. Total working hours of all installations
2. Number of fixed installations
3. Number of beds on fixed installations
4. Number of mobile installations
5. Number of beds on mobile installations
6. Number of months mobile installations are in operation in the waters of the MS
7. Total production (kTOE)
8. Oil production
9. Gas production

section	**normalisation parameters**	
A	Total working hours of all installations	
B	Total working hours of all installations	
C	Total working hours of all installations	
D	Number of installations	
E	Number of installations	
F	Total working hours of all installations	
G	Total working hours of all installations	
H	Total working hours of all installations	
I	Total working hours of all installations	
J	Total working hours of all installations	

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