Proposed Scope of Validation Submission Cover Sheet

Form

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**For Official Use Only**

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| --- | --- | --- | --- |
| **Part 1 – Details of Person** (person making submission) | | | |
| Name |  | Signature |  |
| Position |  | Date |  |
| On behalf of |  | **←** (Name of registered operator) | |

| **Part 2 – Facility Details** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Facility Name(s) | |  | | | | | | |
| Facility type *- please select one or more (as relevant) from the following:* | | | | | | | | |
| Large production platform with drilling capability |  | | Accommodation vessel/barge |  | Floating production storage and offloading facility |  | Mobile offshore drilling unit or drill-ship |  |
| Other production platform with accommodation facilities and drilling / workover capability |  | | Unmanned monopod, well head platform or other small production facility with no accommodation |  | Floating storage unit linked to a production platform |  | Vessel facility used for ROV work and or diving |  |
| Pipelay vessel |  | | Construction vessel/barge |  | Well intervention vessel |  | Licensed pipeline |  |

| **Part 3 – Submission Details** (principal document only) | | | | | |
| --- | --- | --- | --- | --- | --- |
| Document Title |  | | | | |
| Document No. |  | Revision |  | Issue Date |  |
| Brief Description |  | | | | |

| **Part 4 – Submission Basis** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Trigger(s) for SoV submission | Proposed facility |  | Proposal to undertake a modification to an existing facility |  | Proposal to decommission an existing facility |  |

| **Part 5 – Items Considered for Completeness** | | **Yes ✓** | **No ✓** | **SoV Ref** |
| --- | --- | --- | --- | --- |
| 1 | Is the submission made by the operator for the facility? |  |  |  |
| 2 | Is there a cover letter seeking agreement of NOPSEMA to the proposed scope of validation under the applicable regulations? e.g. under the relevant OPGGS(S) Regulations and/or any of the State and Northern Territory equivalents where powers have been conferred on NOPSEMA (e.g. Victoria). |  |  |  |
| 3 | Does the submission letter clearly identify a contact person and provide relevant contact details  (e.g. telephone, fax number and/or email address)? |  |  |  |
| 4 | Is the Scope of Validation (SoV) submission in electronic form (NOPSEMA preferred)? – no hard copy required (Note 1) |  |  |  |
| 5 | Does the proposed SoV include a list of activities (and associated safety-critical equipment) contemplated for the facility and are these commensurate with the activities (and associated safety-critical equipment) to be provided for in the safety case? |  |  |  |
| 6 | Does the proposed SoV include a date of build, general arrangement drawing and description of the facilities hardware, including process control hardware and software, where relevant? |  |  |  |
| 7 | If the submission relates to a proposed facility, have the technical controls against major accident events (MAEs) listed in the proposed SoV been selected consistent with, and on the basis of, the Formal Safety Assessment (FSA) for the facility? |  |  |  |
| 8 | Have the relevant codes and standards included within the proposed SoV been selected on the basis that they are the most appropriate codes and standards to reduce risks to ALARP? |  |  |  |
| 9 | Do the codes and standards listed against each technical control measure include a clear description including relevant section, date and or edition? (Guidance Note 1) |  |  |  |
| 10 | Does the proposed SoV include a clear commitment by the operator that the validator will carry out validation of the appropriateness of selected codes and standards? (Guidance Note 2) |  |  |  |
| 11 | Does the proposed SoV include a clear demonstration that the prospective validator (individuals and organisation) is sufficiently independent? Note: If not, this must be clearly demonstrated as part of the validation deliverable. |  |  |  |
| 12 | Does the proposed SoV include a clear description of how the operator has determined the competency criteria for its prospective validator? (Guidance Note 3) Note: If not, this must be clearly demonstrated as part of the validation deliverable. |  |  |  |
| 13 | Has the operator provided satisfactory material demonstrating that, in the operator’s opinion, the validator (individuals and organisation) has met the operator’s defined competency criteria? (Guidance Note 4) *Note*: If not, this must be clearly demonstrated as part of the validation deliverable. |  |  |  |
| 14 | Does the SoV contain information to demonstrate that the operator has given the validator unrestricted access to relevant data?  *Note*: If not, this must be clearly demonstrated as part of the validation deliverable. |  |  |  |
| 15 | Does the SoV include a description of the format of the validation deliverable? |  |  |  |
| 16 | Does the SoV include all equipment (which pose hazards that could lead to a MAE) that may be temporarily mobilised for projects? (Guidance Note 5) |  |  |  |

| **Part 6 – Issue Resolution** (internal use only) | | | | | |
| --- | --- | --- | --- | --- | --- |
| Issues with item(s) | List item No(s) | were discussed with | Enter NOPSEMA contact | on | Click for date |

Instructions for use:

1. This form is intended for use by operators of facilities as a pre-submission check and cover page for SoV submissions being made directly to NOPSEMA.
2. Operators should complete Parts 1, 2, 3, & 4 and use Part 5 as a checklist to ensure all items have been addressed/included as part of the submission.
3. The completed form should be included with the scope of validation submission.
4. Submission of electronic copies (preferred) should be made **via secure file transfer** at <https://securefile.nopsema.gov.au/filedrop/submissions> (NOPSEMA-preferred) or **via email** to [submissions@nopsema.gov.au](mailto:submissions@nopsema.gov.au). No hard copies are required.

Notes:

1. Single Adobe Acrobat file, fully searchable, full size drawings and unprotected.

Guidance Notes:

1. The listed code or standard shall be clearly identified in order that its relationship to the technical control measure can be easily assessed e.g.:

*Technical Control Measure - Hull and Structure,*

*Code and Standards*

1. *XYZ Classification Society Rules 2010*
2. *SOLAS Edition 2010*
3. *IMO Res. 469 (X11) Guidelines for the construction of offshore supply vessels*
4. In order to clearly understand the commitment by the validator to also assess each technical control measure against the listed codes and standards the SoV needs to state that as part of the validation this will be performed by the validator and that the validation deliverable (report, certificate, etc.) will include a statement that this has been carried out, for example:

*“The validation body will consider the codes and standards as listed in the SoV against each technical control for their appropriateness. This consideration and its outcome will be documented in the validation report in respect to the technical control measure’s design, construction and installation and that the codes and standards are the most appropriate for the intended service condition of the technical control measure.”*

1. The process used by the operator to select the validator as a suitably competent and qualified validator/validation organisation should be described in order that a clear understanding is gained within the assessment. The SoV should describe the processes and or procedures used such as a procedure used for selection of service providers and contractors in association with a list of identified competencies.
2. Material such as a report that concludes that (1) the validation organisation and (2) the identified individuals that will perform the validation have appropriate experience and qualifications that meet the operator’s defined competency criteria identified in 3 above.
3. Examples such as (but not limited to) temporary work over packages, flexible pipelay/reel systems, tiltable pipelay systems, SAT Dive spreads, diving-related breathing gas mix production systems, ROV work packages, modular drilling packages, temporary cranes or derricks for construction/ de-commissioning projects etc. that are to be used while the vessel or structure is a ‘facility’ and that present hazards with the potential to lead to a Major Accident Event.

Privacy Notice

NOPSEMA collects your personal information so that it can administer the OPGGSA and associated regulations. If you do not provide your personal information, NOPSEMA will not be able to contact you in relation to your submission.

NOPSEMA will notuse or disclose your personal information for any other purpose without your consent, unless it is required or authorised by law, or relates to NOPSEMA’s enforcement activities. Your personal information may be disclosed to the following organisations, entities or individuals:

* individuals who make a request under the *Freedom of Information Act 1982*
* the Australian National Audit Office and other privately-appointed auditors
* other law enforcement bodies (for example, the police or the Coroner)
* NOPSEMA’s legal advisors.

NOPSEMA may occasionally be required to disclose information to overseas recipients in order to discharge its functions or exercise its powers, or to perform its necessary business activities.

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