Reporting of incident in relation to a well in a title area

Form

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For instructions and general guidance, please refer to guidance note: N-03000-GN1636.

| **What was the date and time of the initial verbal incident notification to NOPSEMA?** | | | |
| --- | --- | --- | --- |
| **Date** |  | **Time** |  |

| **What is the date and time of this written incident report?** | | | |
| --- | --- | --- | --- |
| **Date** |  | **Time** |  |

| **What type of well-related incident is being reported?** | | Please tick appropriate  incident type | |
| --- | --- | --- | --- |
| *Please tick all applicable (one or more categories) To use electronically: MS Word 2007-10 – click in check box* | | | |
| **Categories**  *Please select one or more* | Loss of integrity of the well resulting in the release of: | Loss of integrity release >1 kg (gas)  Loss of integrity >80 L (liquid) |  |
| A failure of hydrostatic pressure as a primary barrier, leading to: | A build-up of pressure or a positive flow check and the operations of the BOP  Flow from a well has been diverted | ☐ |
| Damage to or failure of well-equipment has or could lead to a loss of well integrity, then such equipment would generally be pressure containing equipment relating to the barrier envelope of a well at its various stages of construction, operation etc. | Failure of well-related equipment  Damage to well-related equipment | ☐ |
| Any other unplanned occurrence that requires the titleholder to implement measures or arrangements to regain control of the well | Any other unplanned occurrence |  |

| **General information** | | | |
| --- | --- | --- | --- |
|  | **Where did the incident occur?** | Facility/field/title name |  |
| Site name and location *Latitude/longitude* |  |
|  | **Who is the registered titleholder?** | Name |  |
| Business address |  |
| Business phone no. |  |
|  | **When did the incident occur?** | Time and time zone |  |
| Date |  |
|  | **What is the WOMP relating to the title?** | Number |  |
|  | **Details of person submitting this information** | Name |  |
| Position |  |
| Email |  |
| Telephone no. |  |
|  | **Brief description of incident** |  | |

| **Report** |
| --- |

|  |  |  |  |
| --- | --- | --- | --- |
| **Regulation** | **Report content requirement** | **Regulation 5.26A(3)(a)(i)&(ii)**  Not later than 3 days after the first occurrence of the reportable incident; or if the reportable incident was not detected by the titleholder at the time of the first occurrence—not later than 3 days after the time the titleholder becomes aware of the reportable incident. | **Regulation 5.26A(3)(a)(iii)**  If additional time is required for investigative or remedial work to address the report content requirement. The titleholder must request a revised timeframe for NOPSEMA’s consideration. |
| 5.26A(3)(b)(i) | All material facts and circumstances concerning the reportable incident that the titleholder knows or is able, by reasonable search or enquiry, to find out. |  |  |
| 5.26A(3)(b)(ii) | Any action taken to, or proposed to be taken, to stop, control or remedy the reportable incident. |  |  |
| 5.26A(3)(b)(iii) | Any other action taken or proposed to be taken, to prevent a similar incident occurring in the future. |  |  |

* **Instructions and general guidance for use**

1. The use of this form is voluntary and is provided to assist titleholders to comply with their obligations to provide reports of incidents to NOPSEMA under the applicable legislation.
2. Well integrity reportable incidents can be reported using this form.
3. The applicable legislation for incident reporting is:
   * Offshore Petroleum and Greenhouse Gas Storage (RMA) Regulations 2011, and
   * for wells located in designated coastal waters, the relevant State or Territory Act and associated Regulations where there is a current conferral of powers to NOPSEMA.
4. In the context of this form an incident is a reportable incident as defined under:
   * OPGGS(RMA)Regulations 2011, Part 5 Division 8, Regulation 5.02, 5.26 & 5.26A.
5. This form should be used in conjunction with NOPSEMA Wells Regulations Guidance Note available on the NOPSEMA website: N-03000-GN1636 Reportable incidents in relation to a well in a title area - Notification, Reports and Records
6. This form is intended to be completed electronically using Microsoft Word by completing the unshaded cells which will expand as required to accept the information required and the check boxes where relevant (NB: check boxes may appear shaded and have reduced functionality in MS Word versions prior to 2010).
7. The completed version of this form (and any attachments, where applicable) should be emailed to: [submissions@nopsema.gov.au](mailto:submissions@nopsema.gov.au) or submitted via secure file transfer at: <https://securefile.nopsema.gov.au/filedrop/submissions> as soon as practicable, but in any case within three days of the incident.

* **References**

NOPSEMA website: [nopsema.gov.au](http://www.nopsema.gov.au)

OPGGS(RMA)R. Offshore Petroleum and Greenhouse Gas Storage (Resource Management and Administration) Regulations 2011. Select Legislative Instrument 2009 No. 382 as amended and made under the *Offshore Petroleum and Greenhouse Gas Storage Act 2006.*Commonwealth of Australia.

* **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 regulatory functions or exercise its regulatory powers.

Information about how you can access, or seek correction to, your personal information is contained in NOPSEMA’s APP Privacy Policy at [www.nopsema.gov.au/privacy](http://www.nopsema.gov.au/privacy). If you have an enquiry or a complaint about your privacy, please contact NOPSEMA’s Privacy Contact Officer on 08 6188 8700 or by email at [privacy@nopsema.gov.au](mailto:privacy@nopsema.gov.au).