Safety case submission cover sheet

Form

Document No:  Date: 9/06/2022

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| **Part 1 – Details of Person** ((or person’s agent) making submission (Cwth OPGGS(S) Reg 2.50 and/or Vic OPGGS Reg 94) | | | |
| Name: |  | Signature: |  |
| Position: |  | Date: |  |
| Australian address: |  | | |
| 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(s) only) | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Reason for submission: | |  | | | | | | | | | | |
| Document title: | |  | | | | | | | | | | |
| Document No.: | |  | | | | Revision: |  | | | Revision Date: | |  |
| Stage(s) in the life: | Construction | | | Installation | | Operation | | | Modification | | Decommissioning | |
| Select relevant jurisdiction(s): | | | Commonwealth | |  | Victoria\* |  | \* Note: Designated Coastal Waters (DCW). Safety cases for facilities located in DCW of any State (other than Victoria) or of the Northern Territory must be submitted to the relevant State / NT Agency or Authority | | | | |

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| **Part 4 – Submission Basis** (reason for making this submission) | | | | | | | | | | |
| Submission Type: | | Initial (New), Reg 2.24 (1) (Note 2 & 3) |  | | or Revision | | |  | due to: | |
| Revision Trigger(s): | | change in technical knowledge, Reg 2.30 (1) (a) | | | | | |  | and/or | |
| For a revised safety case select all that are relevant. | | proposal to modify or decommission, Reg 2.30 (1) (b) (Note 3) | | | | | |  | and/or | |
| significant cumulative change in overall level of risk, Reg 2.30 (1) (c) | | | | | |  | and/or | |
| proposal to significantly change the facility SMS, Reg 2.30 (1) (d) | | | | | |  | and/or | |
| change in composition of fluid in pipeline, Reg 2.30 (1) (e) | | | | | |  | and/or | |
| activities differ from those contemplated in the safety case, Reg 2.30 (1) (f) | | | | | |  | and/or | |
| significant increase in level of risk to health or safety, Reg 2.30 (2) (a) | | | | | |  | and/or | |
| series of increases in level of risk to health that is significant in total, Reg 2.30 (2) (b) | | | | | |  | and/or | |
|  | | requested by NOPSEMA, Reg 2.31 (1) | | | | | |  | and/or | |
|  | | revision after five years, Reg 2.32 | | | | | |  |  | |
| \* Note: Regulatory references listed above are to the Commonwealth regulations. Where the Victorian regulations are applicable, please select the equivalent Commonwealth regulation(s). | | | | | | | | | | |
| Is the submission in the form of a revision to part of a safety case in accordance with Reg 2.30 (4)?  e.g. a campaign-specific revision (Note 4) (agreement of NOPSEMA requested) | | | | | | | Yes | | | No |
| **If ‘Yes’ please list all of the documents which comprise the safety case for the facility:** | | | | | | | | | | |
| Document title: |  | | | | | | | | | |
| Document no.: |  | | | Revision: |  | Revision date: | |  | | |
| Document title: |  | | | | | | | | | |
| Document no.: |  | | | Revision: |  | Revision date: | |  | | |
| Document title: |  | | | | | | | | | |
| Document no.: |  | | | Revision: |  | Revision date: | |  | | |
| Include additional documents on a separate sheet, if required. **Note:** If the submission is of a revision to a part of a safety case and if any documents forming part of the previously accepted safety case have been revised, they will also need to be submitted. | | | | | | | | | | |

| **Part 5 – Operator Check of Submission Completeness** | | **Yes** |
| --- | --- | --- |
| 1 | Submission is being made by the operator for the facility (or their agent) |  |
| 2 | There is a cover letter (or this form) seeking acceptance by NOPSEMA under the applicable regulations (Note 5) |  |
| 3 | 1 electronic copy of the submission is included (Note 6) |  |
| 4 | The requirement for an agreed scope of validation has been discussed with NOPSEMA (Note 3) |  |
| 5 | Where required, a scope of validation has been agreed with NOPSEMA (Note 3) |  |

| **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 safety case 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. For any item in Part 5 that is unable to be checked in the affirmative the operator should contact NOPSEMA and complete Part 6.
4. The completed form should be included with the safety case submission.
5. Submission of electronic copies should be made **via secure file transfer** at <https://securefile.nopsema.gov.au/filedrop/submissions> or **via email** to [submissions@nopsema.gov.au](mailto:submissions@nopsema.gov.au).

Notes:

1. For fixed facilities, select the relevant jurisdiction. For mobile facilities, and pipeline facilities that may run through more than one jurisdiction, select the relevant jurisdiction(s) to which the safety case submission applies.
2. All regulations quoted are from the Commonwealth *Offshore Petroleum and Greenhouse Gas Storage (Safety) Regulations 2009*. Equivalent regulations may apply in State and Northern Territory designated coastal waters where the requirements of the Commonwealth regulations have been mirrored and powers have been conferred on NOPSEMA. For designated coastal waters, currently only the Victorian *Offshore Petroleum and Greenhouse Gas Storage Regulations 2011* confer powers on NOPSEMA.
3. Note that regulations 2.24(4) and 2.30(3) require the agreement of a scope of validation prior to submission of a safety case or for a revised safety case (where the operator proposes to modify or decommission the facility), except under the circumstances detailed in regulation 2.24(5).
4. Typically includes mobile facility campaign- specific revisions and all instances where the submission comprises an addendum intended to be read in conjunction with the vessel (mobile facility) safety case that collectively form the revised safety case and, if accepted, the safety case in force. In this situation, the operator’s submission should clearly describe which documents (including titles, revision numbers and revision dates) that are intended to comprise the safety case.
5. Regulations identified in Part 4 of this form, including the Victorian OPGGS Regulations 2011 equivalents, if applicable.
6. Single Adobe Acrobat file, fully searchable, full size drawings and unprotected.

**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 not use 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.

Information about how you can access, or seek correction to, your personal information is contained in NOPSEMA’s Australian Privacy Principles (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).