

# What to expect from a NOPSEMA inspection

Inspections are one of the principal ways NOPSEMA monitors and secures duty holder compliance and provides the Australian Government and the community with confidence that the offshore petroleum industry is operating responsibly.



## Why is NOPSEMA inspecting my workplace?

When a duty holder begins an offshore petroleum activity in waters regulated by NOPSEMA, we will conduct regular inspections of that activity to monitor and secure compliance with the *Offshore Petroleum and Greenhouse Gas Storage Act 2006* (OPGGs Act), its regulations, and the accepted risk management plans.

## When will NOPSEMA inspect my workplace?

NOPSEMA's inspections are planned in consideration of the risks specific to the offshore petroleum activity, the performance and compliance history of the responsible duty holder, and any applicable industry-wide incident trends.

Generally, NOPSEMA will provide a duty holder with advanced notice of its inspection. This helps organise the logistics of the inspection, for example providing NOPSEMA access and transport to the offshore facility and ensuring that the appropriate company representatives will be available during the inspection. It also provides the duty holder with an opportunity to submit key documents to NOPSEMA in advance.

Where necessary, NOPSEMA conducts inspections and investigations with little to no notice; for instance in response to reported incidents or workforce complaints.

## What do I need to do?

During an inspection, the participation of the workforce, including contractors, is vital. They may be asked to accompany NOPSEMA inspectors, provide information, answer questions, demonstrate how to operate equipment or execute other procedures, or show items of physical plant and equipment.

For OHS inspections, the facility operator is required to inform all Health and Safety Representatives (HSR), including core crew and contractor HSRs, of an upcoming NOPSEMA inspection and provide them the opportunity to engage with our inspectors.

## What does the duty holder need to do?

Duty holders are required to provide NOPSEMA inspectors with:

- a key contact person for the visit who has the authority to facilitate access to relevant personnel and a contact phone number and email address for the facility for an offshore inspection
- access and transport to a facility, accommodation, and meals during an offshore inspection
- availability of necessary personnel to provide information relative to inspection elements, including onshore management to meet with the inspectors prior to and after the inspection
- access to relevant documentation and records as required by the inspectors
- a meeting room or office with a desk for the duration of the inspection
- any relevant site induction requirements to be made clear prior to the inspection
- availability of HSRs to meet with NOPSEMA inspectors and attend entry and exit meetings for OHS inspections.

## What happens after the inspection?

Before we leave an offshore facility or a duty holder's business premises, we will provide a summary of the inspector's observations and findings with an early indication of inspection conclusions. This summary, or exit brief, allows the duty holder to take early action to address any non-compliance NOPSEMA has identified.

After NOPSEMA considers all of the information collected during the inspection, we will then provide a detailed report containing our conclusions and the reasons behind them. NOPSEMA may also provide compliance advice (recommendations) to indicate what the duty holder should consider when determining how to address conclusions.

For OHS inspections, a copy of NOPSEMA's inspection report must be provided to all members of the facility's health and safety committees and HSRs, where established.

Duty holders must provide NOPSEMA details about the actions they propose to take to address any inspection conclusions that relate to a non-compliance. NOPSEMA will then monitor the duty holders' progress and, in subsequent inspections, may verify the actions taken have addressed the non-compliance.

Where a duty holder fails to return to compliance in the agreed timeframe, and/or if new information becomes available, NOPSEMA may consider enforcement or other compliance action.

## More information

For more information see NOPSEMA's Inspection page at [nopsema.gov.au](http://nopsema.gov.au).





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