

ANNEX I

Information to be included in documents submitted to the competent authority pursuant to Article 11

1. INFORMATION TO BE SUBMITTED IN A DESIGN OR RELOCATION NOTIFICATION FOR A PRODUCTION INSTALLATION

The design notification and the relocation notification for a production installation to be submitted pursuant to points (c) and (j) of Article 11(1) respectively shall contain at least the following information:

- (1) the name and address of the operator of the installation;
- (2) a description of the design process for the production operations and systems, from an initial concept to the submitted design or selection of an existing installation, the relevant standards used, and the design concepts included in the process;
- (3) a description of the selected design concept in relation to the major hazard scenarios for the particular installation and its location, and the primary risk control features;
- (4) a demonstration that the concept contributes to reducing major hazard risks to an acceptable level;
- (5) a description of the installation and the conditions at its intended location;
- (6) a description of any environmental, meteorological and seabed limitations on safe operations, and the arrangements for identifying risks from seabed and marine hazards such as pipelines and the moorings of adjacent installations;
- (7) a description of the types of major hazard operations to be carried out;
- (8) a general description of the safety and environmental management system by which the intended major accident risk control measures are to be maintained in good effect;
- (9) a description of the independent verification schemes and an initial list of safety and environmental critical elements and their required performance;
- (10) where an existing production installation is to be moved to a new location to serve a different production operation, a demonstration that the installation is suitable for the proposed production operation;
- (11) where a non-production installation is to be converted for use as a production installation, a justification demonstrating that the installation is suitable for such conversion.

2. INFORMATION TO BE SUBMITTED IN A REPORT ON MAJOR HAZARDS FOR OPERATION OF A PRODUCTION INSTALLATION

Reports on major hazards for a production installation to be prepared in accordance with Article 12 and submitted pursuant to point (e) of Article 11(1) shall contain at least the following information:

- (1) a description of the account taken of the competent authority's response to the design notification;
- (2) the name and address of the operator of the installation;

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- (3) a summary of any worker involvement in the preparation of the report on major hazards;
 - (4) a description of the installation and any association with other installations or connected infrastructure, including wells;
 - (5) demonstration that all the major hazards have been identified, their likelihood and consequences assessed, including any environmental, meteorological and seabed limitations on safe operations, and that their control measures including associated safety and environmental critical elements are suitable so as to reduce the risk of a major accident to an acceptable level; this demonstration shall include an assessment of oil spill response effectiveness;
 - (6) a description of the types of operations with major hazard potential to be carried out, and the maximum number of persons that can be on the installation at any time;
 - (7) a description of equipment and arrangements to ensure well control, process safety, containment of hazardous substances, prevention of fire and explosion, protection of the workers from hazardous substances, and protection of the environment from an incipient major accident;
 - (8) a description of the arrangements to protect persons on the installation from major hazards, and to ensure their safe escape, evacuation and rescue, and arrangements for the maintenance of control systems to prevent damage to the installation and the environment in the event that all personnel are evacuated;
 - (9) relevant codes, standards and guidance used in the construction and commissioning of the installation;
 - (10) information, regarding the operator's safety and environmental management system, that is relevant to the production installation;
 - (11) an internal emergency response plan or an adequate description thereof;
 - (12) a description of the independent verification scheme;
 - (13) any other relevant details, for example where two or more installations operate in combination in a way which affects the major hazard potential of either or all installations;
 - (14) the information relevant to other requirements under this Directive obtained pursuant to the major accident prevention requirements of Directive 92/91/EEC;
 - (15) in respect of operations to be conducted from the installation, any information relating to the prevention of major accidents resulting in significant or serious damage to the environment relevant to other requirements under this Directive, obtained pursuant to Directive 2011/92/EU;
 - (16) an assessment of the identified potential environmental effects resulting from the loss of containment of pollutants arising from a major accident, and a description of the technical and non-technical measures envisaged to prevent, reduce or offset them, including monitoring.
3. INFORMATION TO BE SUBMITTED IN A REPORT ON MAJOR HAZARDS FOR A NON-PRODUCTION INSTALLATION

Reports on major hazards for a non-production installation to be prepared in accordance with Article 13 and submitted pursuant to point (e) of Article 11(1) shall contain at least the following information:

- (1) the name and address of the owner;
- (2) a summary of any worker involvement in the preparation of the report on major hazards;
- (3) a description of the installation and, in the case of a mobile installation, a description of its means of transfer between locations, and its stationing system;
- (4) a description of the types of operations with major hazard potential that the installation is capable of performing, and the maximum number of persons that can be on the installation at any time;
- (5) demonstration that all the major hazards have been identified, their likelihood and consequences assessed, including any environmental, meteorological and seabed limitations on safe operations and that their control measures including associated safety and environmental critical elements are suitable so as to reduce the risk of a major accident to an acceptable level; this demonstration shall include an assessment of any oil spill response effectiveness;
- (6) a description of the plant and arrangements to ensure well control, process safety, containment of hazardous substances, prevention of fire and explosion, protection of the workers from hazardous substances, and protection of the environment from a major accident;
- (7) a description of the arrangements to protect persons on the installation from major hazards, and to ensure their safe escape, evacuation and rescue, and arrangements for the maintenance of control systems to prevent damage to the installation and the environment in the event that all personnel are evacuated;
- (8) relevant codes, standards and guidance used in the construction and commissioning of the installation;
- (9) demonstration that all the major hazards have been identified for all operations the installation is capable of performing, and that the risk of a major accident is reduced to an acceptable level;
- (10) a description of any environmental, meteorological and seabed limitations on safe operations, and the arrangements for identifying risks from seabed and marine hazards such as pipelines and the moorings of adjacent installations;
- (11) information, regarding the safety and environmental management system, that is relevant to the non-production installation;
- (12) an internal emergency response plan or an adequate description thereof;
- (13) a description of the independent verification scheme;
- (14) any other relevant details, for example where two or more installations operate in combination in a way which affects the major hazard potential of either or all installations;
- (15) in respect of operations to be conducted from the installation, any information obtained pursuant to Directive 2011/92/EU relating to the prevention of major accidents

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resulting in significant or serious damage to the environment relevant to other requirements under this Directive;

- (16) an assessment of the identified potential environmental effects resulting from the loss of containment of pollutants arising from a major accident, and a description of the technical and non-technical measures envisaged to prevent, reduce or offset them, including monitoring.

4. INFORMATION TO BE SUBMITTED IN A NOTIFICATION OF WELL OPERATIONS

Notifications of well operations to be prepared in accordance with Article 15 and submitted pursuant to point (h) of Article 11(1) shall contain at least the following information:

- (1) the name and address of the operator of the well;
- (2) the name of the installation to be used and the name and address of the owner or, in the case of a production installation, the contractor undertaking drilling activities;
- (3) details that identify the well and any association with installations and connected infrastructure;
- (4) information on the well work programme, including the period of its operation, details and verification of barriers against loss of well control (equipment, drilling fluids and cement etc.), directional control of the well path, and limitations on safe operations in keeping with the risk management;
- (5) in the case of an existing well, information regarding its history and condition;
- (6) any details concerning safety equipment to be deployed that are not described in the current report on major hazards for the installation;
- (7) a risk assessment incorporating a description of:
 - (a) the particular hazards associated with the well operation including any environmental, meteorological and seabed limitations on safe operations;
 - (b) the subsurface hazards;
 - (c) any surface or subsea operations which introduce simultaneous major hazard potential;
 - (d) suitable control measures;
- (8) a description of the well configuration at the end of operations – i.e. permanently or temporarily abandoned; and whether production equipment has been placed into the well for future use;
- (9) in the case of a modification to a previously submitted notification of well operations, sufficient details to fully update the notification;
- (10) where a well is to be constructed, modified or maintained by means of a non-production installation, additional information as follows:
 - (a) a description of any environmental, meteorological and seabed limitations on safe operations, and arrangements for identifying risks from seabed and marine hazards such as pipelines and the moorings of adjacent installations;

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- (b) a description of environmental conditions that have been taken into account within the internal emergency response plan for the installation;
 - (c) a description of emergency response arrangements including arrangements for responding in cases of environmental incidents that are not described in the report on major hazards; and
 - (d) a description of how the management systems of the operator of the well and the owner are to be coordinated to ensure effective control of major hazards at all times;
- (11) a report with findings of the independent well examination, including a statement by the operator of the well that, after considering the report and findings of independent well examination by the independent verifier, the risk management relating to well design and its barriers to loss of control are suitable for all anticipated conditions and circumstances;
- (12) the information relevant to this Directive obtained pursuant to the major accident prevention requirements of Directive 92/91/EEC;
- (13) in respect of the well operations to be conducted, any information relevant to other requirements under this Directive obtained pursuant to Directive 2011/92/EU relating to the prevention of major accidents resulting in significant or serious damage to the environment.

5. INFORMATION TO BE SUBMITTED RELATING TO A VERIFICATION SCHEME

Descriptions to be submitted pursuant to point (d) of Article 11(1) in relation to schemes of independent verification to be established pursuant to Article 17(1) shall include:

- (a) a statement by the operator or owner, made after considering the report of the independent verifier, that the record of safety critical elements and their scheme of maintenance as specified in the report on major hazards are or will be suitable;
- (b) a description of the verification scheme including the selection of independent verifiers, the means of verification that safety and environmental critical elements and any specified plant in the scheme remain in good repair and condition;
- (c) a description of the means of verification referred to in point (b) that shall include details of the principles that will be applied to carry out the functions under the scheme and to keep the scheme under review throughout the lifecycle of the installation including:
 - (i) the examination and testing of the safety and environmental critical elements by independent and competent verifiers;
 - (ii) verification of the design, standard, certification or other system of conformity of the safety and environmental critical elements;
 - (iii) examination of work in progress;
 - (iv) the reporting of any instances of non-compliance;
 - (v) remedial actions taken by the operator or owner.

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6. INFORMATION TO BE PROVIDED IN RESPECT OF A MATERIAL CHANGE TO AN INSTALLATION, INCLUDING REMOVAL OF A FIXED INSTALLATION

Where material changes are to be made to the installation as referred to in Article 12(5) and Article 13(4), the amended report on major hazards incorporating the material changes to be submitted pursuant to point (f) of Article 11(1) shall contain at least the following information:

- (1) the name and address of the operator or the owner;
- (2) a summary of any worker involvement in the preparation of the revised report on major hazards;
- (3) sufficient details to fully update the earlier report on major hazards and associated internal emergency response plan for the installation and to demonstrate major hazard risks are reduced to an acceptable level;
- (4) in the case of taking a fixed production installation out of use:
 - (a) means of isolating all hazardous substances and in the case of wells connected to the installation, the permanent sealing of the wells from the installation and the environment;
 - (b) a description of major hazard risks associated with the decommissioning of the installation to workers and the environment, the total exposed population, and the risk control measures;
 - (c) emergency response arrangements to secure safe evacuation and rescue of personnel and to maintain control systems for preventing a major accident to the environment.

7. INFORMATION TO BE SUBMITTED IN A NOTIFICATION OF COMBINED OPERATIONS

The notification of combined operations to be prepared pursuant to Article 16 and submitted pursuant to point (i) of Article 11(1) shall contain at least the following information:

- (1) the name and address of the operator submitting the notification;
- (2) in the event that other operators or owners are involved in the combined operations their names and addresses, including a confirmation that they agree with the contents of the notification;
- (3) a description, in the form of a bridging document authorised by all parties to the document, of how the management systems for the installations involved in the combined operation will be coordinated so as to reduce the risk of a major accident to an acceptable level;
- (4) a description of any equipment to be used in connection with the combined operation but which is not described in the current report on major hazards for any of the installations involved in the combined operations;
- (5) a summary of the risk assessment carried out by all operators and owners involved in the combined operations, which shall include:
 - (a) a description of any operation during the combined operation which may involve hazards with the potential to cause a major accident on or in connection with an installation;

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- (b) a description of any risk control measures introduced as a result of the risk assessment;
- (6) a description of the combined operation and a programme of work.
- 8. INFORMATION TO BE SUBMITTED IN RESPECT OF A CORPORATE MAJOR ACCIDENT PREVENTION POLICY

The corporate major accident prevention policy to be prepared in accordance with Article 19(1) and submitted pursuant to point (a) of Article 11(1) shall include but not be limited to:

- (1) the responsibility at corporate board level for ensuring, on a continuous basis, that the corporate major accident prevention policy is suitable, implemented, and operating as intended;
- (2) measures for building and maintaining a strong safety culture with a high likelihood of continuous safe operation;
- (3) the extent and intensity of process auditing;
- (4) measures for rewarding and recognising desired behaviours;
- (5) the evaluation of the company's capabilities and goals;
- (6) measures for maintenance of safety and environmental protection standards as a corporate core value;
- (7) formal command and control systems that include board members and senior management of the company;
- (8) the approach to competency at all levels of the company;
- (9) the extent to which particulars (1)-(8) are applied in the company's offshore oil and gas operations conducted outside the Union.
- 9. INFORMATION TO BE PROVIDED IN RESPECT OF A SAFETY AND ENVIRONMENTAL MANAGEMENT SYSTEM

The safety and environmental management system to be prepared pursuant to Article 19(3) and submitted pursuant to point (b) of Article 11(1) shall include but not be limited to:

- (1) organisation structure and personnel roles and responsibilities;
- (2) identification and evaluation of major hazards as well as their likelihood and potential consequences;
- (3) integration of environmental impact into major accident risk assessments in the report on major hazards;
- (4) controls of the major hazards during normal operations;
- (5) management of change;
- (6) emergency planning and response;
- (7) limitation of damage to the environment;
- (8) monitoring of performance;
- (9) audit and review arrangements; and

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- (10) the measures in place for participating in tripartite consultations and how actions resulting from those consultations are put into effect.

10. INFORMATION TO BE PROVIDED IN AN INTERNAL EMERGENCY RESPONSE PLAN

Internal emergency response plans to be prepared pursuant to Article 14 and submitted pursuant to point (g) of Article 11(1) shall include but not be limited to:

- (1) names and positions of persons authorised to initiate emergency response procedures and the person directing the internal emergency response;
- (2) name or position of the person with responsibility for liaising with the authority or authorities responsible for the external emergency response plan;
- (3) a description of all foreseeable conditions or events which could cause a major accident, as described in the report on major hazards to which the plan is attached;
- (4) a description of the actions that will be taken to control conditions or events which could cause a major accident and to limit their consequences;
- (5) a description of the equipment and the resources available, including for capping any potential spill;
- (6) arrangements for limiting the risks to persons on the installation and the environment, including how warnings are to be given and the actions persons are expected to take on receipt of a warning;
- (7) in the case of combined operation, arrangements for coordinating escape, evacuation and rescue between the installations concerned, to secure a good prospect of survival for persons on the installations during a major accident;
- (8) an estimate of oil spill response effectiveness. Environmental conditions to be considered in this response analysis shall include:
 - (i) weather, including wind, visibility, precipitation and temperature;
 - (ii) states, tides, and currents;
 - (iii) presence of ice and debris;
 - (iv) hours of daylight; and
 - (v) other known environmental conditions that might influence the efficiency of the response equipment or the overall effectiveness of a response effort;
- (9) arrangements for providing early warning of a major accident to the authority or authorities responsible for initiating the external emergency response plan, the type of information which shall be contained in an initial warning and the arrangements for the provision of more detailed information as it becomes available;
- (10) arrangements for training personnel in the duties they will be expected to carry out, and where necessary coordinating this with external emergency responders;
- (11) arrangements for coordinating internal emergency response with external emergency response;

- (12) evidence of prior assessments of any chemicals used as dispersants that have been carried out to minimise public health implications and any further environmental damage.