# Annex VIII - EU Incident Notification Forms

Annex VIII

**Annex VIII - EU Incident Notification Forms**

**Incident Notification Form**

based on

* *Offshore Safety Directive 2013/30/EU – Regulation (EU) 1112/2014*
* *Guidance Document on Regulation (EU) 1112/2014*
* *(pending) Dutch regulations*

. Letter of the Inspector General of SodM (Annex X) industry has been informed that also onshore is expected to conform to the reporting requirements of the EU OSD.

## Part 0 - General notification form

Annex VIII

Part 0

**Part 0 - General notification form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Event Date and Time (hrs:min)** | Enter event date |  | Enter event time hh:mm |

## Owner/Operator Details

|  |
| --- |
| **Details of the location and the person reporting the event**  |
| Operator / owner | Enter operator/owner |
| Name of the installation | Enter installation name |
| Type of the installation  | Occupancy Type | Choose occupancy type  |
| Function Type | Choose function type |
| Structure Type | Choose structure type |
| Field name / code (if relevant) | Enter name/code |
| Number of Persons on board (POB) at time of event | Enter number of persons on board |
| Position of the Installation, vessel, pipeline | Quadrant | Enter quadrant |
| Latitude | Enter latitude |
| Longitude | Enter longitude |
| Depth of Water (metres) | Enter depth |
| Details of the module / area on the installation / vessel where the incident occurred | Enter details |
| What type of work was being undertaken at the time of the event? | Enter type of work |
| Name of the reporting person | Enter name of reporting person |
| Role of the reporting person | Enter role of reporting person |
| Telephone Number | Enter phone number |
| E-mail address | Enter email address |

## EVENT CATEGORISATION

**What type of event is being reported?** *(More than one option A to J may be applicable)* Please select all relevant parts. A single incident may result in multiple parts to be completed. If any boxes are selected in this form then the detailed report of each selected section needs to be completed. See detailed incident reports below.

*Please see Annex 10 for more detailed guideline “Guidance Document on Commission Implementing Regulation (EU) 1112/2014”.*

|  |
| --- |
| ***Part A - Unintended release of oil, gas or other hazardous substances, whether or not ignited:*** 1. Any unintentional release of ignited gas or oil on or from an offshore installation
2. The unintentional release on or from an offshore installation of:
3. not ignited natural gas or evaporated associated gas if mass released ≥ 1kg
4. not ignited liquid of petroleum hydrocarbon if mass released ≥ 60 kg
5. The unintentional release or escape of any hazardous substance, for which the major accident risk has been assessed in the report on major hazards, on or from an offshore installation, including wells and returns of drilling additives

*See – Part A – Detailed Incident Report* |[ ]
| ***Part B - Loss of well control requiring actuation of well control equipment, or failure of a well barrier requiring its replacement or repair:*** 1. Any blowout, regardless of the duration
2. The coming into operation of a blowout prevention or diverter system to control flow of well-fluids
3. The mechanical failure of any part of a well, whose purpose is to prevent or limit the effect of the unintentional release of fluids from a well or a reservoir being drawn on by a well, or whose failure would cause or contribute to such a release.
4. The taking of precautionary measures additional to any already contained in the original drilling programme where a planned minimum separation distance between adjacent wells was not maintained

*See – Part B – Detailed Incident Report* |[ ]
| ***Part C - Failure of a safety and environmental critical element:***Any loss or non-availability of a SECE requiring immediate remedial action*See – Part C – Detailed Incident Report* |[ ]
| ***Part D - Significant loss of structural integrity, or loss of protection against the effects of fire or explosion, or loss of station keeping in relation to a mobile installation:***Any detected condition that reduces the designed structural integrity of the installation, including stability, buoyancy and station keeping, to the extent that it requires immediate remedial action*See – Part D – Detailed Incident Report* |[ ]
| ***Part E - Vessels on collision course and actual vessel collisions with an offshore installation:***Any collision, or potential collision, between a vessel and an offshore installation which has, or would have, enough energy to cause sufficient damage to the installation and/or vessel, to jeopardise the overall structural or process integrity*See – Part E – Detailed Incident Report* |[ ]
| ***Part F - Helicopter accidents, on or near offshore installations:***Any collision, or potential collision, between a helicopter and an offshore installation *\*Helicopter Accidents, on or near offshore installations. Helicopter incidents are reported under CAA regulations. If a helicopter accident occurs in relation to Directive 2013/30/EU, section F shall be completed**See – Part F – Detailed Incident Report* |[ ]
| ***Part G - Any fatality:***Any fatal accident to be reported under the requirements of Directive 92/91/EEC *See Annex IV* |[ ]
| ***Part H - Any serious injuries:*** Any serious injuries to five or more persons in the same accident to be reported under the requirements of Directive 92/91/EEC*See Annex IV* |[ ]
| ***Part I - Any evacuation of personnel:***Any unplanned emergency evacuation of part of or all personnel as a result of, or where there is a significant risk of a major accident*See – Part I – Detailed Incident Report* |[ ]
| ***Part J -* Any major environmental incident (offshore):**Any major environmental incident as defined in Article 2.1.d and Article 2.37 of Directive 2013/30/EU*See – Part J – Detailed Incident Report* |[ ]

## Remarks (EU Implementing Regulation Remarks)

|  |
| --- |
| If the incident falls into one of the above mentioned categories, the operator/owner shall proceed to the relevant section(s); hence a single incident could result in completing multiple sections. **The operator/owner shall submit the filled in sections to the Competent Authority within 10 working days of the event, using the best information available at that time.** If the event reported is a major accident, the Member State shall initiate a thorough investigation in accordance with Article 26 of Directive 2013/30/EU. Fatalities and serious injuries are reported under the requirements of Directive 92/91/EEC Helicopter incidents are reported under CAA regulations. If a helicopter accident occurs in relation to Directive 2013/30/EU, section F shall be completed.Taking into account Member States' obligations to maintain or achieve Good Environmental Status under Directive 2008/56/EC *(Establishing a framework for community action in the field of marine environmental policy (Marine Strategy Framework Directive)),* if an unintended release of oil, gas or other hazardous substance, or the failure of a safety and environmental critical element results in or is likely to result in degradation of the environment, such impacts should be reported to the competent authorities.*.* |

## Part A Detailed Incident Report - Unintended Release of Oil, Gas or other Hazardous Substances whether or not ignited

Annex VIII

Part A

**Part A Detailed Incident Report - Unintended Release of Oil, Gas or other Hazardous Substances whether or not ignited**

### Section A1

|  |
| --- |
| **Was there a release of hydrocarbon substances?** |
|[ ]  Yes | [ ]  | No |
| If **Yes** complete from **A1** | If **No**, go to **A2** |
| **Hydrocarbon Released**  |
|[ ]  Non Process | Please specify |
|[ ]  Process |[ ]  Oil |[ ]  Gas |
|  |[ ]  Condensate |[ ]  2-Phase |
|  | For gas or 2-Phase, state level of H2S Enter estimated ppm. If less than 5 ppm enter “insignificant”. | Enter estimated ppm. If less than 5 ppm enter “insignificant” |
|  |  |  |
|  |  |  |
| **Estimated quantity released** |  |
| Estimated quantity releasedSpecify units e.g. tonnes, kg, Nm3 *[Nm3 is normal cubic metre]* | Enter quantity released and specify units |
| **Estimated initial release rate** |  |
| Estimated initial release rateSpecify units e.g. tonnes/day, kg/s, Nm3/s *[Nm3/s is normal cubic metre per second]* | Enter estimated initial release rate and specify units |
| **Duration of leak** |  |
| Duration of leak(seconds/minutes/hours)*(Estimated time from discovery, e.g. alarm, electronic log, to termination of leak)* | Enter duration and specify units |
| **Location of leak** |  |  |
| Enter description |  |  |
| **Hazardous area classification** (i.e. zone at location of incident) |  |  |
| Classification |[ ]  1 |[ ]  2 |[ ]  Unclassified |
| **Module ventilation?** |  |  |
|[ ]  Natural |[ ]  Forced |
| How many sides enclosed?(Insert the number of walls, including floor and ceiling) | Enter the number of walls, including floor & ceiling |
| Module volume (m3) | Enter volume in m3 |
| Estimated number of air changes (if known)If “Natural ventilation” is selected above, type ” n/a”Specify Hourly rate | Specify hourly rate |
| **Weather conditions** |  |
| Wind speed(specify units e.g. mph, m/s, ft/s or knots) | Enter wind speed and specify units |
| Wind direction(Specify heading in degrees) from true north | Enter wind direction |
| Provide a description of other relevant weather conditions(including sea conditions) | Describe weather conditions |
| **System pressure** |  |
| Design Pressure(Specify units, e.g. bar, psi or other) | Enter design pressure and specify units |
| Actual Pressure(i.e. at time of release) | Enter actual pressure and specify units |
| **Means of detection**  |
| Detection systems |[ ]  Gas | Choose a Gas detection system |
|  |[ ]  Fire | Choose a Fire detection system |
|  |[ ]  Smoke |  |  |
|  |[ ]  Other | Please specify. |
| **Cause of leak** |
| Please give a short description and complete the cause checklist below |
| Describe cause of leak. |
|[ ]  **Design** Failure related to design |
|[x]  **Equipment** |  |
|  |[ ]  Internal corrosion |[ ]  External corrosion |
|  |[ ]  Mechanical failure due to fatigue |[ ]  Mechanical failure due to wear out |
|  |[ ]  Erosion |[ ]  Material defect |
|  |[ ]  Other | Please specify |
|[ ]  **Operation** |
|  |[ ]  Incorrectly fitted |[ ]  Left open |
|  |[ ]  Improper inspection |[ ]  Improper testing |
|  |[ ]  Improper operation |[ ]  Improper maintenance |
|  |[ ]  Dropped object |[ ]  Other impact |
|  |[ ]  Opened when containing HC |  |  |
|  |[ ]  Other |  | Please specify |
|[ ]  **Procedural** |
|  |[ ]  Non-compliance with procedure |[ ]  Non-compliance with permit-to-work |
|  |[ ]  Deficient procedure |  |  |
|  |[ ]  Other | Please specify |
| **Indicate the operational mode in the area at the time of release**Choose one parameter from the following categories, and tick the appropriate boxes  |
|[ ]  Drilling  |
|[ ]  Well operations  |
|  | Specify actual operation, e.g. wire line, well test, etc.)Specify actual operation, e.g. wire line, well test, etc.)Specify actual operation, e.g. wire line, well test, etc.) |
|[ ]  Production |  |  |
|[ ]  Maintenance  |
|[ ]  Construction  |
|[ ]  Pipeline operations including Pigging |
|[ ]  Well Operations |  |  |
| **Did ignition occur?**  |
|[ ]  Yes |[ ]  No |
| If yes, was it: |  |  |  |
|[ ]  Immediate |[ ]  Delayed |
|  |  | Delay time (sec) | Enter time (sec). |
| Was there: *(add sequence of events by numbering appropriate boxes in order of occurrence)* | Enter sequence number | A flash fire | Enter sequence number | An explosion |
|  | Enter sequence number | A jet fire | Enter sequence number | A pool fire |
| **Ignition Source** *(if known)* |  |
| Provide a description of the ignition source | Describe ignition source |
| **What emergency action was taken?** |
|[ ]  Shutdown | [ ]  | Automatic  |[ ]  Manual |
| [ ]  | Blowdown |[ ]  Automatic |[ ]  Manual |
|[ ]  Deluge |[ ]  Automatic |[ ]  Manual |
|[ ]  CO2/Halon/inerts |[ ]  Automatic |[ ]  Manual |
|[ ]  Call to muster |[ ]  At stations |[ ]  At lifeboats  |
|[ ]  Other | Please specify |  |  |  |
| **Any additional comments** |
| Enter additional comments |

### Section A2

|  |
| --- |
| **Description of circumstances, consequences of event and emergency response** |
| Enter description |
| Was there a release of a non-hydrocarbon hazardous substance?  |[ ]  Yes |[ ]  No |
|  | If yes, specify the type and quantity of released substance | Specify type and units |
| Was there a non-hydrocarbon fire (e.g. electrical) with a significant potential to cause a major accident? |[ ]  Yes |[ ]  No |
|  | Enter description |
| Is the incident likely to cause degradation to the surrounding marine environment? |[ ]  Yes |[ ]  No |
| If yes, outline the environmental impacts which may have already been observed or are likely to result from the incident | Enter outline |

### Section A3

|  |
| --- |
| **Preliminary direct and underlying causes (within 10 working days of the event)**\*use causes listed in the table below |
| Enter causes |
| 1. **Equipment related causes**

Design failureInternal corrosionExternal corrosionMechanical failure due to fatigueMechanical failure due to wear outMechanical failure (helicopter/ vessels)Instrument failureControl systems failureOther | 1. **Procedural/ Organizational error**

Inadequate risk assessment/perceptionInadequate instruction/ procedureNon-compliance with proceduresNon-compliance with permit to workInadequate communicationInadequate personal competenceInadequate supervisionInadequate safety leadershipOther |
| 1. **Human error – operational failure**

Operation errorMaintenance errorInspection errorDesign ErrorOther | 1. **Weather related causes**

Wind in excess of limits of designWave in excess of limits of designExtremely low visibility in excess of system designPresence of ice/ ice bergsOther |

### Section A4

|  |
| --- |
| **Initial lessons learned and preliminary recommendations to prevent recurrence of similar events (within 10 working days of the event)** |
| Enter recommendations and lessons learned |

|  |
| --- |
| The Competent Authority shall further complete this section |
| Is this considered to be a major accident?  | [ ]  | Yes | [ ]  | No |  |  |
| Give justification | Enter justification. |

**End of Part A detailed Report**

## Part B Detailed Incident Report – Loss of Well Control or Failure of Barrier

Annex VIII

Part B

**Part B Detailed Incident Report – Loss of Well Control or Failure of Barrier**

**Loss of Well Control Requiring Actuation of Well Control Equipment, or Failure of a Well Barrier Requiring its Replacement or Repair**

### Section B1

|  |
| --- |
| **General information** |
| Name/code of well | Enter name/code |
| Name of drilling contractor (if relevant) | Enter name of drilling contractor |
| Name/type of drilling rig (if relevant) | Enter name/type of drilling rig |
| Start date/time of loss of well control | Enter a start date | Enter a start time hh:mm |
| End date/time of loss of well control | Enter an end date | Enter an end time hh:mm |
| Type of fluid (if relevant) |[ ]  Brine |[ ]  Oil |[ ]  Gas |
|  |[ ]  Other | Please specify |
| Well head completion |[ ]  Surface |[ ]  Subsea |
| Water depth (m) | Enter depth |
| Reservoir: pressure / temperature / depth | Enter pressure/temperature/depth |
| Type of activity  |[ ]  Normal production |[ ]  Drilling |
|  |[ ]  Work over |[ ]  Well services |
|  |[ ]  Other | Please specify |
| Type of well services (if applicable) |[ ]  Wire line |[ ]  Coiled tubing |[ ]  Snubbing |
|  |[ ]  Other | Please specify |

### Section B2

|  |
| --- |
| **Description of circumstances, consequences of event and emergency response** |
| Blowout prevention equipment activated |[ ]  Yes |[ ]  No |
| Diverter system in operation |[ ]  Yes |[ ]  No |
| Pressure build-up and/or positive flow check |[ ]  Yes |[ ]  No |
| Failing well barriers | (a) | Enter text |
|  | (b) | Enter text |
|  | (c) | Enter text |
| **Description of circumstances** |
| Enter Description. |
| Further details(specify units) |  |[ ]  Duration of uncontrolled flow of well-fluids |
|  |  | Enter further details and specify units |
|  |  |[ ]  Flowrate |
|  |  | Enter further details and specify units |
|  |  | [ ]  | Liquid volume |
|  |  | Enter further details and specify units |
|  |  |[ ]  Gas volume |
|  | Enter further details and specify units |
| **Consequences of event and emergency response***(e.g. 1. Jet fire / 2. First explosion / 3. Second explosion, etc.)* |
| Enter details |

### Section B3

|  |
| --- |
| **Preliminary direct and underlying causes (within 10 working days of the event)**\*use causes listed in the table below |
| Enter causes |
| 1. **Equipment related causes**

Design failureInternal corrosionExternal corrosionMechanical failure due to fatigueMechanical failure due to wear outMechanical failure (helicopter/ vessels)Instrument failureControl systems failureOther | 1. **Procedural/ Organizational error**

Inadequate risk assessment/perceptionInadequate instruction/ procedureNon-compliance with proceduresNon-compliance with permit to workInadequate communicationInadequate personal competenceInadequate supervisionInadequate safety leadershipOther |
| 1. **Human error – operational failure**

Operation errorMaintenance errorInspection errorDesign ErrorOther | 1. **Weather related causes**

Wind in excess of limits of designWave in excess of limits of designExtremely low visibility in excess of system designPresence of ice/ ice bergsOther |

### Section B4

|  |
| --- |
| **Initial lessons learned and preliminary recommendations to prevent recurrence of similar events (within 10 working days of the event)** |
| Enter lessons learned and recommendations |

|  |
| --- |
| The Competent Authority shall further complete this section |
| Is this considered to be a major accident?  | [ ]  | Yes | [ ]  | No |  |  |
| Give justification | Enter justification. |

**End of Part B detailed Report**

## Part C Detailed Incident Report - SECE

Annex VIII

Part C

**Part C Detailed Incident Report - SECE**

**Failure of a Safety and Environmental Critical Element**

### Section C1

|  |
| --- |
| **General information** |
| Name of independent verifier*(if applicable)* | Enter name of independent verifier |

### Section C2

|  |
| --- |
| **Description of circumstances, consequences of event and emergency response**Which Safety and Environmental Critical systems were reported by the independent verifier as lost or unavailable, requiring immediate remedial action, or have failed during an incident? |
| **Description of SECE and circumstances**Which Safety and Environmental Critical systems were reported as lost or unavailable, requiring immediate remedial action, or have failed during an incident?Enter description |
| Origin |[ ]  Report Independent verifier(report no. / date / verifier)  |
|  |  | Enter details |
|  |  |[ ]  Failure during major accident.(date / accident description / …) |
|  |  | Enter details |
| **Safety and Environmental Critical elements concerned** |
| Structural integrity systems |[ ]  Topside structures |[ ]  Cranes & lifting equipment |
|  |  |[ ]  Subsea structures |[ ]  Mooring systems (anchor line, dynamic positioning) |
|  |  |[ ]  Other | Please specify |
| Process containment systems |[ ]  Primary well barrier |[ ]  Secondary well barrier |
|  |  |[ ]  Wireline equipment |[ ]  Mud processing |
|  |  |[ ]  Sand filters |[ ]  Pipelines & risers |
|  |  |[ ]  Piping system |[ ]  Pressure vessels |
|  |  |[ ]  Well control process equipment - BOP |  |
|  |  |[ ]  Other | Please specify |
| Ignition control systems |[ ]  Hazardous area ventilation |[ ]  Non-hazardous area ventilation |
|  |[ ]  ATEX certified equipment |[ ]  Electrical tripping equipment |
|  |[ ]  Earthing/bonding equipment |[ ]  Inert Gas system |
|  |[ ]  Other | Please specify |
| Detection systems |[ ]  Fire & gas detection |[ ]  Chemical injection monitor |
|  |[ ]  Sand |  |  |
|  |[ ]  Other | Please specify |
| Process containment relief systems |[ ]  Well control process equipment - diverter |[ ]  Relief systems |
|  |[ ]  Gas tight floors |  |  |
|  |[ ]  Other | Please specify |
| Protection systems |[ ]  Deluge |[ ]  Helideck foam system |
|  |[ ]  Fire water pumps |[ ]  Firewater system |
|  |[ ]  Passive fire protection system |[ ]  Fire / blast walls |
|  |[ ]  CO2 / Halon fire-fighting system |  |  |
|  |[ ]  Other | Please specify |
| Shutdown systems |[ ]  Local shutdown systems (LSD) |[ ]  Process shutdown system (PSD) |
|  |[ ]  Subsea isolation valve |[ ]  Emergency shutdown system (ESD) |
|  |[ ]  Riser ESD valve |[ ]  Topsides ESD valve |
|  |[ ]  Blowdown |  |  |
|  |[ ]  Other | Please specify |
| Navigational aids |[ ]  Aircraft navigation aids |[ ]  Sea craft navigation. aids |
|  |[ ]  Other | Please specify |
| Rotating equipment – power supply |[ ]  Turbine P.M. for compressor |[ ]  Turbine P.M. for generator |
|  |[ ]  Other | Please specify |
|  |  |  |  |
| Escape, evacuation and rescue equipment |[ ]  Personal safety equipment |[ ]  Lifeboats / TEMPSC |
|  |[ ]  Tertiary escape means (life raft) |[ ]  Temporary refuge / Muster area |
|  |[ ]  Search & rescue facilities |  |  |
|  |[ ]  Other | Please specify |
| Communication systems |[ ]  Radios / telephones |[ ]  Public address |
|  |[ ]  Other | Please specify |
| Other |[ ]  Please specify |
| **Description of consequences** |
| Is the incident likely to cause degradation to the surrounding marine environment? |[ ]  Yes |[ ]  No |
|  | If yes, outline the environmental impacts which have already been observed or are likely to result from the incident |
|  | Enter outline |  |

### Section C3

|  |
| --- |
| **Preliminary direct and underlying causes (within 10 working days of the event)**\*use causes listed in the table below |
| Enter causes |
| 1. **Equipment related causes**

Design failureInternal corrosionExternal corrosionMechanical failure due to fatigueMechanical failure due to wear outMechanical failure (helicopter/ vessels)Instrument failureControl systems failureOther | 1. **Procedural/ Organizational error**

Inadequate risk assessment/perceptionInadequate instruction/ procedureNon-compliance with proceduresNon-compliance with permit to workInadequate communicationInadequate personal competenceInadequate supervisionInadequate safety leadershipOther |
| 1. **Human error – operational failure**

Operation errorMaintenance errorInspection errorDesign ErrorOther | 1. **Weather related causes**

Wind in excess of limits of designWave in excess of limits of designExtremely low visibility in excess of system designPresence of ice/ ice bergsOther |

### Section C4

|  |
| --- |
| **Initial lessons learned and preliminary recommendations to prevent recurrence of similar events (within 10 working days of the event)** |
| *Describe any important lessons learned from the event. List recommendations to prevent the recurrence of similar events.* Enter lessons learned and recommendations  |

|  |
| --- |
| The Competent Authority shall further complete this section |
| Is this considered to be a major accident?  | [ ]  | Yes | [ ]  | No |  |  |
| Give justification | Enter justification. |

**End of Part C detailed Report**

## Part D Detailed Incident Report – Loss of Structural Integrity or loss of Protection

Annex VIII

Part D

**Part D Detailed Incident Report – Loss of Structural Integrity or loss of Protection**

**Significant loss of structural integrity, or loss of protection against the effects of fire or explosion, or loss of station keeping in relation to a mobile installation**

### Section D1

|  |
| --- |
| **General information** |
| Name of vessel *(if applicable)* | Enter name of vessel |

### Section D2

|  |
| --- |
| **Description of circumstances, consequences of event and emergency response** |
| *Indicate the system that failed and provide a description of the circumstances of the event / describe what has happened including weather conditions and sea state.* |
| Enter description |

### Section D3

|  |
| --- |
| **Preliminary direct and underlying causes (within 10 working days of the event)**\*use causes listed in the table below |
| Enter causes |
| 1. **Equipment related causes**

Design failureInternal corrosionExternal corrosionMechanical failure due to fatigueMechanical failure due to wear outMechanical failure (helicopter/ vessels)Instrument failureControl systems failureOther | 1. **Procedural/ Organizational error**

Inadequate risk assessment/perceptionInadequate instruction/ procedureNon-compliance with proceduresNon-compliance with permit to workInadequate communicationInadequate personal competenceInadequate supervisionInadequate safety leadershipOther |
| 1. **Human error – operational failure**

Operation errorMaintenance errorInspection errorDesign ErrorOther | 1. **Weather related causes**

Wind in excess of limits of designWave in excess of limits of designExtremely low visibility in excess of system designPresence of ice/ ice bergsOther |

### Section D4

|  |
| --- |
| **Initial lessons learned and preliminary recommendations to prevent recurrence of similar events (within 10 working days of the event)** |
| Enter lessons learned and recommendations |

|  |
| --- |
| The Competent Authority shall further complete this section |
| Is this considered to be a major accident?  | [ ]  | Yes | [ ]  | No |  |  |
| Give justification | Enter justification. |

**End of Part D detailed Report**

## Part E Detailed Incident Report – Collision and near miss

Annex VIII

Part E

**Part E Detailed Incident Report – Collision and near miss**

**Vessels on Collision Course and Actual Vessel Collisions with an Offshore Installation**

### Section E1

|  |
| --- |
| **General information** |
| Name / Flag State of vessel *(if applicable)* | Enter name / flag state of vessel |
| Type / tonnage of vessel *(if applicable)* | Enter type / tonnage of vessel |
| Contact via AIS? |[ ]  Yes |[ ]  No |

### Section E2

|  |
| --- |
| **Description of circumstances, consequences of event and emergency response** |
| *Indicate the system that failed and provide a description of the circumstances of the event / describe what has happened (minimum distance between vessel and installation, course and speed of vessel, weather condition)* |
| Enter description |

### Section E3

|  |
| --- |
| **Preliminary direct and underlying causes (within 10 working days of the event)**\*use causes listed in the table below |
| Enter causes |
| 1. **Equipment related causes**

Design failureInternal corrosionExternal corrosionMechanical failure due to fatigueMechanical failure due to wear outMechanical failure (helicopter/ vessels)Instrument failureControl systems failureOther | 1. **Procedural/ Organizational error**

Inadequate risk assessment/perceptionInadequate instruction/ procedureNon-compliance with proceduresNon-compliance with permit to workInadequate communicationInadequate personal competenceInadequate supervisionInadequate safety leadershipOther |
| 1. **Human error – operational failure**

Operation errorMaintenance errorInspection errorDesign ErrorOther | 1. **Weather related causes**

Wind in excess of limits of designWave in excess of limits of designExtremely low visibility in excess of system designPresence of ice/ ice bergsOther |

### Section E4

|  |
| --- |
| **Initial lessons learned and preliminary recommendations to prevent recurrence of similar events (within 10 working days of the event)** |
| Enter lessons learned and recommendations |

|  |
| --- |
| The Competent Authority shall further complete this section |
| Is this considered to be a major accident?  | [ ]  | Yes | [ ]  | No |  |  |
| Give justification | Enter justification. |

**End of Part E detailed Report**

## Part F Detailed Incident Report – Helicopter Accidents

Annex VIII

Part F

**Part F Detailed Incident Report – Helicopter Accidents**

**Helicopter Accidents, on or near Offshore Installations**

*Helicopter Incidents are reported under CAA Regulations. If a Helicopter accident occurs in relation to Directive 2013/30/EU, Section F shall be completed.*

### Section F1

|  |
| --- |
| **General information** |
| Name of helicopter contractor | Enter name of helicopter contractor |
| Helicopter type | Enter helicopter type |
| Number of persons on board | Enter number of persons on board |

### Section F2

|  |
| --- |
| **Description of circumstances, consequences of event and emergency response** |
| *Indicate the system that failed and provide a description of the circumstances of the event / describe what has happened (weather conditions)* |
| Enter description |

### Section F3

|  |
| --- |
| **Preliminary direct and underlying causes (within 10 working days of the event)** |
| Enter causes |

### Section F4

|  |
| --- |
| **Preliminary direct and underlying causes (within 10 working days of the event)**\*use causes listed in the table below |
| Enter causes |
| 1. **Equipment related causes**

Design failureInternal corrosionExternal corrosionMechanical failure due to fatigueMechanical failure due to wear outMechanical failure (helicopter/ vessels)Instrument failureControl systems failureOther | 1. **Procedural/ Organizational error**

Inadequate risk assessment/perceptionInadequate instruction/ procedureNon-compliance with proceduresNon-compliance with permit to workInadequate communicationInadequate personal competenceInadequate supervisionInadequate safety leadershipOther |
| 1. **Human error – operational failure**

Operation errorMaintenance errorInspection errorDesign ErrorOther | 1. **Weather related causes**

Wind in excess of limits of designWave in excess of limits of designExtremely low visibility in excess of system designPresence of ice/ ice bergsOther |

|  |
| --- |
| The Competent Authority shall further complete this section |
| Is this considered to be a major accident?  | [ ]  | Yes | [ ]  | No |  |  |
| Give justification | Enter justification. |

**End of Part F Detailed Report**

## Part I Detailed Incident Report – Evacuation of Personnel

Annex VIII

Part I

**Part I Detailed Incident Report – Evacuation of Personnel**

**Any evacuation of personnel**

### Section I1

|  |
| --- |
| **General information** |
| Start date and time of evacuation | Enter a date | Enter time hh:mm |
| End date and time of evacuation | Click here to enter a date | Enter time hh:mm |

### Section I2

|  |
| --- |
| **Description of circumstances, consequences of event and emergency response** |
| Was the evacuation precautionary or emergency? |[ ]  Precautionary |[ ]  Emergency |[ ]  Both |
|  | Number of persons evacuated | Enter number of persons evacuated |
|  | Means of evacuation *(e.g. helicopter)* | Enter means of evacuation |
| Indicate the system that failed and provide a description of the circumstances of the event / describe what has happened, unless already reported in a previous section of this report. |
| Enter description |

### Section I3

|  |
| --- |
| **Preliminary direct and underlying causes (within 10 working days of the event)**\*use causes listed in the table below |
| Enter causes |
| 1. **Equipment related causes**

Design failureInternal corrosionExternal corrosionMechanical failure due to fatigueMechanical failure due to wear outMechanical failure (helicopter/ vessels)Instrument failureControl systems failureOther | 1. **Procedural/ Organizational error**

Inadequate risk assessment/perceptionInadequate instruction/ procedureNon-compliance with proceduresNon-compliance with permit to workInadequate communicationInadequate personal competenceInadequate supervisionInadequate safety leadershipOther |
| 1. **Human error – operational failure**

Operation errorMaintenance errorInspection errorDesign ErrorOther | 1. **Weather related causes**

Wind in excess of limits of designWave in excess of limits of designExtremely low visibility in excess of system designPresence of ice/ ice bergsOther |

### Section I4

|  |
| --- |
| **Initial lessons learned and preliminary recommendations to prevent recurrence of similar events (within 10 working days of the event)** |
| Enter lessons learned and recommendations |

**End of Part I Detailed Report**

## Part J Detailed Incident Report – Major Environmental Incident

Annex VIII

Part J

**Part J Detailed Incident Report – Major Environmental Incident**

**A Major Environmental Incident**

### Section J1

|  |
| --- |
| **General information** |
| Name of contractor *(if applicable)* | Enter name of contractor |

### Section J2

|  |
| --- |
| **Description of circumstances, consequences of event and emergency response** |
| *Indicate the system that failed and provide a description of the circumstances of the event / describe what has happened. What are or are likely to be the significant adverse effects on the environment?*Enter description |

### Section J3

|  |
| --- |
| **Preliminary direct and underlying causes (within 10 working days of the event)**\*use causes listed in the table below |
| Enter causes |
| 1. **Equipment related causes**

Design failureInternal corrosionExternal corrosionMechanical failure due to fatigueMechanical failure due to wear outMechanical failure (helicopter/ vessels)Instrument failureControl systems failureOther | 1. **Procedural/ Organizational error**

Inadequate risk assessment/perceptionInadequate instruction/ procedureNon-compliance with proceduresNon-compliance with permit to workInadequate communicationInadequate personal competenceInadequate supervisionInadequate safety leadershipOther |
| 1. **Human error – operational failure**

Operation errorMaintenance errorInspection errorDesign ErrorOther | 1. **Weather related causes**

Wind in excess of limits of designWave in excess of limits of designExtremely low visibility in excess of system designPresence of ice/ ice bergsOther |

### Section J4

|  |
| --- |
| **Initial lessons learned and preliminary recommendations to prevent recurrence of similar events (within 10 working days of the event)** |
| Enter lessons learned and recommendations |

**End of Part J Detailed Report**