



1.1 Project / Initiative Description

1.2 Governance	
Title: Class Certification	Proj ID: P0052/2019
Sponsor: ██████████	
Project Manager: ██████████	
Division/Team: FPD	Date: Click here to enter a date.

1.3 What (description, what outcomes and deliverables will be created)
<p>Review of safety cases / operator performance standards to determine the number of operators using:</p> <ul style="list-style-type: none"> • Class rules/classification as their performance standard for hull integrity. • Classification society surveyors to ensure the adequacy of maintenance such that equipment is fit for normal and emergency service as applicable <p>Researching the extent to which class rules/processes allow for a class certificate to be issued despite maintenance/inspection tasks not having been undertaken (i.e. the basis for discretion .</p> <p>Assist NOPSEMA inspectors as an SME in a potential inspection/meeting of the class societies, particularly Lloyds where practicable.</p> <p>Guidance note to clarify NOPSEMA’s position on this issue.</p>

1.4 Why (what are the drivers for this change)
<p>NOPSEMA has observed apparent willingness of the class societies to deviate from class rules by way of extending class certificates without the completion of inspection requirements as stipulated by class rules.</p> <p>Some facility operators are using class rules as a performance standard for integrity of hull structures, and when the class society agrees to extend without inspection the operators argue that they remain within their performance standard. NOPSEMA fundamentally disagrees with this argument in the context of the operator’s specific duties under subclause 9(2)(c) of schedule 3 to the OPGGS Act.</p>

1.5 When			
<table border="1" style="width: 100%;"> <tr> <td>Activity Starts: 1/04/2019</td> <td>Activity Finishes: 15/08/2019</td> <td>Duration: 4.5 months</td> </tr> </table>	Activity Starts: 1/04/2019	Activity Finishes: 15/08/2019	Duration: 4.5 months
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1.6 Cost Estimates (all costs must exclude GST)								
	This financial year				Next financial year			
Costs	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Internal								
External				X	X			
Savings / Revenue								
Total Costs								

Net Total: \$Engagement and salary costs for ██████████		
<input type="checkbox"/> Are components of the project ongoing / recurring? No		
<input checked="" type="checkbox"/> Costs cease at a future date? (Financial Year / Quarter): 15/08/2019		
1.7 Part 6 – Value / Risk Analysis (these are the main factors that determine the relative priority)		
Business Value (Benefits to NOPSEMA once completed)	Business Risk (Risks to NOPSEMA that will be reduced/removed once completed)	-
<ul style="list-style-type: none"> Clarity of our position in relation to this issue communicated to industry Understanding of the current state of the industry in relation to this matter – how big the problem is Class societies are aware that NOPSEMA are applying scrutiny The integrity of items under class are better managed by the industry Safety cases are clear in how they will manage integrity and the role of class 	<ul style="list-style-type: none"> Legal challenges to enforcement action Reputation risk of not having identified/intervened Workload on inspectors dealing with these issues 	
Capability (of NOPSEMA to implement this initiative successfully)	Implementation Risk (that might prevent successful completion of this initiative)	-
<ul style="list-style-type: none"> Recruiting SME to deliver this project scope – successful recruitment will deliver required capability 	<ul style="list-style-type: none"> Failure to recruit a suitable SME Legal access to inspect class societies Perception that NOPSEMA is endorsing class rules as a prescriptive performance standard for hull integrity 	

1.8 Project Risk Rating

If this project were to fail, or not proceed, the consequence rating to NOPSEMA would most likely be High

1.9 Additional Considerations	
This initiative depends upon ... (other initiatives, external events, ...)	Other initiatives which depend upon this one ...
<ul style="list-style-type: none"> Recruitment of appropriate SME Legal team investigation into feasibility of inspection of class societies 	<ul style="list-style-type: none"> Nil
Constraints	Resources Required (assistance from other teams, facilities, ...)

(Non-negotiable limits e.g. government directives or laws, externally imposed deadlines, resource restrictions ;...)	
<ul style="list-style-type: none"> Length of contract for engagement of SME 	<ul style="list-style-type: none"> Legal team assistance re class society inspection HR – recruitment, contracts, etc. Relevant inspectors from FPD & VF teams
Timing (<what timeframe, and why; what would happen if it were deferred until a later date, and how much longer could it be deferred until risks become unacceptable>	
This is a current issue for NOPSEMA and has the potential to affect numerous facilities so failure to complete this project could create significant workload for inspectors in future, and allow unacceptable risk to remain offshore.	
Privacy Does this project constitute a high privacy risk? (A project may be a high privacy risk project if the agency reasonably considers that the project involves any new or changed ways of handling personal information that are likely to have a significant impact on the privacy of individuals).	
No	

2 Success measures

<What are the measures of success of this project, and what are their relative priorities? For example, is it more important to meet a time deadline than to keep to budget? If you have to make a choice, what would win? No two can have the same priority. The project manager and sponsor will base their project controls and reporting on the higher priority measures. The measures suggested in this template form may be amended, deleted or added to as appropriate to the project. Recognising that it is difficult to optimise for many measures simultaneously, the list will usually be shorter than shown here. >

Success Measures	Relative Priority										Reporting criteria			
	"10" is highest rating, "1" is lowest										8	9	10	
	N/A	1	2	3	4	5	6	7	8	9	10			
A. Minimise risk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Optimise usage of industry levies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Deliver value as early as possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Meet the expectations of stakeholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Meet all the project's objectives / requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Meet the agreed budget, resources, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Deliver the key product / service on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Add value to the organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Meet quality requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Sense of professional satisfaction for the team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Others specific to your project, e.g., improve satisfaction rating to 80% by end 2020, or "pay 100% of accounts payable for small businesses within 7 days"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3 Project Plan

3.1 General approach

External SME will be recruited to deliver the project with support provided from internal inspectors.

3.2 Scope

Scope is limited to the items described in the deliverables section above.

3.3 Phases, deliverables, benefits, funding and resources

Stage 1:	Review of safety cases / performance standards	Duration or End Date:	Click here to enter a date.
Objective or Deliverable	Benefit	Costs	
Summary paper on current status regarding reliance on class rules and the associated processes of issuing/renewing class certificates	Clear understanding of the extend of the problem	Hours	

Stage 2:	Inspection	Duration or End Date:	Click here to enter a date.
Objective or Deliverable	Benefit	Costs	
Inspect class societies	Improve standards applied offshore, contain deviations	Hours	

Stage 3:	Guidance note	Duration or End Date:	Click here to enter a date.
Objective or Deliverable	Benefit	Costs	
Guidance note	Clarify NOPSEMA's position to industry	Hours	



3.4 Risk Mitigation

Stage/Risk	Initial L'hood	Initial Cons	Initial Rating	Proposed Treatment	Residual L'hood	Residual Cons	Residual Rating
Class societies refuse inspection	Almost certain	Mod.	High	Legal to investigate	Possible	Mod.	Mod.
Perception that NOPSEMA is endorsing class rules as a prescriptive performance standard for integrity of a range of items	Poss.	Low	Low	Careful wording of Guidance	Unlikely	Low	Low

4 Approvals

Save this document in a corporate file (within Strategic Management – Project Coordination - Project Concept Documents - Active and Planned Projects) named “Project xxx – name of project – YYYY”. Name the document “PCD – name of project 9999/yyyy”.

This spending proposal complies with the policies of the Commonwealth Government, including the Commonwealth Procurement Rules, the *Public Governance, Performance and Accountability Act 2013* and the *Public Governance, Performance and Accountability Rule 2014* and constitutes value for money.

NOPSEMA has sufficient available, uncommitted funds to support the expenditure under spending proposal as and when it may become payable

For *each stage*, submit for approval by commencing the Edoc workflow, specifying the actions and roles in the sequence below:

Action(s)	Officer(s)
Approve	Sponsor
Approve	CFO
Approve	CSC Secretary (only if PPG approval is required)

Notes:

- **Sponsor** – edit the document if desired then Publish before approving the Edoc workflow.
- **CFO** – complete the Edoc workflow to make the declaration above regarding funding.
- **CSC Secretary** – After CSC approves or rejects, complete the Edoc workflow, then update the status of the project in the project portfolio.