

Duty-holder:		Date:		Interviewee(s):		NOPSEMA Inspectors:		RMS ID:	
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NOPSEMA intends to collect regulatory information via a targeted series of inspections across the industry, with the aim of gaining situational awareness intelligence around how the industry is managing consequences of the COVID-19 pandemic. NOPSEMA’s intelligence around industry’s management of COVID-19 consequences will inform an industry wide view of the situation and allow NOPSEMA to identify and plan our regulatory priorities in an informed way. It will also allow NOPSEMA to review and understand the changes occurring as the situations develops. *Note: this Prompt Sheet is subject to review and change without notice.*

Topic 1 – Operational status of facilities and activities

The following information aims to provide NOPSEMA with situational awareness regarding the current operational status of facilities and activities so that it is better placed to target regulatory services.

Topic summary	Prompt	Dutyholder response	NOPSEMA observations
Operational status of <u>petroleum production operation</u> facilities	1. Please describe the operational status of all <u>petroleum production operation</u> facilities?		
	2. Please describe any planned changes/challenges to this status in response to the COVID-19 pandemic?		
	3. Please describe any changes/challenges to manning and rostering in response to the COVID-19 pandemic?		
	4. Please describe any changes to the transport of personnel to and from facilities as a result of COVID-19. What protocols are in place with respect to PPE and any other COVID-19 precautions?		

Topic summary	Prompt	Dutyholder response	NOPSEMA observations
	5. Does your company have a process in place to allow for “exempted person” status to cross state or federal borders, and to allow intrastate travel within WA (if required)		
	6. Please describe the impact on planned maintenance activities at your facilities. How is planned maintenance being prioritized? How is (any) maintenance backlog being tracked and managed?		
	7. How is the COVID-19 situation affecting planned shutdown and fabric maintenance campaigns?		
Status for continuation or commencement of all other activities (e.g. drilling, construction, seismic)	8. What is the current status of any <u>drilling</u> activities <i>currently underway</i> ? If you have any drilling activities underway, what do you intend to do over the following planning horizons: <ul style="list-style-type: none"> • Next 28 days? and • Next 3-months? 		

Topic summary	Prompt	Dutyholder response	NOPSEMA observations
	<p>9. Do you still plan to commence any <u>planned drilling</u> activities in the next 3 months that have <i>not yet commenced</i>?</p>		
	<p>10. What is the current status of any other activities with an associated standalone permissioning document (e.g. <u>seismic survey, installation or construction</u> activities) <i>currently underway</i>?</p> <p>In relation to any of these activities currently underway, what does your company intend to do over the following planning horizons:</p> <ul style="list-style-type: none"> • Next 28 days? and <p>Next 3-months?</p>		
	<p>11. Do you still plan to commence any of these other planned activities with an associated stand-alone permissioning documents in the next 3 months that has <i>not yet commenced</i>?</p> <p>If yes, please provide details of each case</p> <p>.</p>		

Topic 2 – Understanding safety, integrity and environmental management risk gaps

The following information aims to provide NOPSEMA with situational awareness regarding changes in operational risk profiles due to operational responses to the pandemic.

Topic summary	Prompt	Dutyholder response	NOPSEMA observations
Identifying and managing change in impact/risk profile to ensure continued safe and environmentally-responsible planned activities	1. Has there been a review of the safety, well integrity and environmental risk profile of your planned activity/ies in the wake of the COVID-19 outbreak? If no, when is this scheduled to be undertaken?		
	2. Have there been any changes to the safety, well integrity and environmental impacts and risks? If yes, <ul style="list-style-type: none"> • what are the nature of these changes? • How are such changes being managed within your organisation? • What are the activities and/or impact/risk control measures that have been reviewed in relation to changes to safety, integrity and environmental impacts and risks? 		
Identifying and managing change in impact/risk profile associated with maintaining preparedness for an unplanned event	3. Has your organisation undertaken a review to identify risk gaps, associated with the COVID-19 pandemic, that may affect your : <ol style="list-style-type: none"> a. control measures associated with an MAE? b. ability to access source control? c. oil spill response and oil spill monitoring capability? 		
	4. Has your organisation’s risk gap (or ALARP position) changed due to circumstances associated with COVID-19? i.e. is your response capability reduced? In particular, please explain with reference to any consideration given to: <ul style="list-style-type: none"> • medical evacuation (medevac) arrangements. • organisational reliance on international resources (people and equipment) needed to respond to an oil pollution emergency. 		

Topic summary	Prompt	Dutyholder response	NOPSEMA observations
	<ul style="list-style-type: none"> • If yes, how is this change being managed? <p>5. Do you have suitable arrangements in place to achieve source control, in a timely fashion, in the case of a well blow-out?</p> <p>If yes, what are the key features of these arrangements?</p>		
	<p>6. Has your organisation undertaken a review of the Emergency Response Plan to ensure that you can maintain your emergency response capability throughout the COVID-19 crisis? Please describe any additional measures (if any) you have put in place to maintain emergency response capability.</p>		

Topic 3 – Strategic coordination of organisational response/management of COVID-19 preparedness and consequences

The following information aims to provide NOPSEMA with situational awareness regarding the strategies organisations are employing to ensure strategic oversight and coordination of responses.

Topic summary	Prompts	Dutyholder response	NOPSEMA observation
Establishment of Incident, Crisis or Emergency Management team to coordinate your organisation’s management of COVID19 preparedness and consequences.	<p>1. Has your organisation activated an incident, crisis, or emergency management team to coordinate your company’s response and management of COVID-19 consequences on your business operations?</p> <p>If yes, provide details of the person in charge (e.g. CMT Chief, incident controller) and an organisational chart for the team(s) with names of personnel assigned to key functional roles.</p>		
	<p>2. Do you have a functional plan describing roles and responsibilities and arrangements for the performance of the team and various support functions?</p>		
	<p>3. Is an incident action planning process (IAP, or similar) being implemented?</p> <p>If yes:</p> <ul style="list-style-type: none"> • outline objectives and strategies your organisation is implementing to manage COVID19-related preparedness and consequences; and • describe key features of the process for preparing, approving, implementing, monitoring and reviewing IAPs (or similar) manage the 		

Topic summary	Prompts	Dutyholder response	NOPSEMA observation
	<ul style="list-style-type: none"> incident. 		

Topic 4 – Plans for submission of permissioning documents to NOPSEMA

The following information aims to inform NOPSEMA of duty-holders’ plans regarding the submission of permissioning documents to allow optimal allocation of resources to support the industry.

Topic summary	Prompt	Dutyholder response	NOPSEMA observations
Submission of <u>new</u> permissioning documents in the next 3 months	1. What is your current submission schedule for the next 3 months for new safety case(s)? What is the associated priority for a regulatory acceptance decision for each: <ul style="list-style-type: none"> High – activity was planned to commence within 3 months Medium – activity was planned to commence within 12 months Low – activity was planned to commence beyond 12 months 		
	2. What is your current submission schedule for the next 3 months for new Well Operations Management Plans (WOMPs)? What is the associated priority for a regulatory acceptance decision for each: <ul style="list-style-type: none"> High – activity was planned to commence within 3 months Medium – activity was planned to commence within 12 months Low – activity was planned to commence beyond 12 months 		
	3. What is your current submission schedule for the next 3 months for new Offshore Project Proposals/Environment Plans? What is the associated priority for a regulatory acceptance decision for each: <ul style="list-style-type: none"> High – activity was planned to commence within 3 months Medium – activity was planned to commence within 12 months 		

Topic summary	Prompt	Dutyholder response	NOPSEMA observations
	<ul style="list-style-type: none"> Low – activity was planned to commence beyond 12 months 		
Submission of <u>revised</u> permissioning documents to address measures taken following COVID-19 pandemic	4. Do you believe revised safety cases will need to be submitted to address measures taken to manage identified consequences of the COVID-19 pandemic? If so, please provide details of each applicable case.		
	5. Do you believe revised WOMPs will need to be submitted to address measures taken to manage identified consequences of the COVID-19 pandemic? If so, please provide details of each applicable case.		
	6. Do you believe revised EPs will need to be submitted to address measures taken to manage identified consequences of the COVID-19 pandemic? If so, please provide details of each applicable case, including: <ul style="list-style-type: none"> The name of the activity, The title, revision number and date of the relevant in force EP, 		

Topic summary	Prompt	Dutyholder response	NOPSEMA observations
	<ul style="list-style-type: none"> • a summary of the nature of the proposed change, and • likely EP submission date. 		

Other relevant information relating to the company’s COVID-19 response: