Reporting of incidents in relation to a well in a title area

Form

For instructions and general guidance, please refer to the NOPSEMA guidance note: N-03300-GN1636.

Regulatory requirements for reporting of incidents in relation to a well can be found in section 5 of the OPGGS(RMA)R. Offshore Petroleum and Greenhouse Gas Storage (Resource Management and Administration) Regulations 2011

| **What was the date and time of the initial verbal incident notification to NOPSEMA?** | | | |
| --- | --- | --- | --- |
| **Date** |  | **Time** |  |

| **What is the date and time of this written incident report?** | | | |
| --- | --- | --- | --- |
| **Date** |  | **Time** |  |

| **General information** | | | |
| --- | --- | --- | --- |
|  | **Where did the incident occur?** | Well Name |  |
| Titleholder Facility |  |
| Name of MODU, HWO or Intervention Spread |  |
| Title Area |  |
|  | **Who is the registered titleholder?** | Name |  |
| Business address |  |
| Business phone no. |  |
|  | **When did the incident occur?** | Time and time zone |  |
| Date |  |
|  | **What is the WOMP relating to the title?** | Doc. number |  |
|  | **Details of person submitting this information** | Name |  |
| Position |  |
| Email |  |
| Telephone no. |  |

| **What type of well-related incident is being reported?** | | | |
| --- | --- | --- | --- |
| *Please tick all applicable (one or more categories)* | | | |
| **Classification** | Well Phase | Drilling/completions/interventions  Production/suspended well |  |
| **Categories**  *Please select one or more* | Loss of integrity of the well resulting in the release of: | Loss of integrity release >1 kg (gas)  Loss of integrity >80 L (liquid) |  |
| A failure of hydrostatic pressure as a primary barrier, leading to: | A build-up of pressure or a positive flow check and operation of the BOP  Flow from a well has been diverted. | ☐ |
| Damage to or failure of well-equipment that has led or could lead to a loss of well integrity.  Including  (a) plant; or  (b) equipment; or  (c) other thing; for containing pressure in a well. | Failure of well-related equipment  Damage to well-related equipment | ☐ |
| Any other unplanned occurrence that requires the titleholder to implement measures or arrangements to regain control of the well | Any other unplanned occurrence |  |

Mandatory Elements of Report

Titleholders are able to submit the written report in any format they consider appropriate, however any report most cover the following mandatory elements.

Failure to provide these elements may lead to further compliance action appropriate to the perceived risk.

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| 5.26A.3(b)(i) : Details of all material facts and circumstances concerning the reportable incident that the titleholder knows or is able, by reasonable search or enquiry, to find out. |
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| 5.26A.3(b)(ii) : Details of any action taken, or proposed to be taken, to stop, control or remedy the reportable incident. |
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| 5.26A.3(b)(iii) : Details of any action taken, or proposed to be taken, to prevent a similar incident occurring in the future. |
| This section should include a detailed analysis of the failure mode, including demonstration that an appropriate internal investigation has been completed in line with the titleholders management systems, and provide evidence of the internal assurance of the outcomes of the investigation.  This section should also cover the risk of the same incident occurring in other wells operated by the titleholder (e.g. rule out a systemic issue) |

**Instructions and general guidance for use**

1. The use of this form is voluntary and is provided to assist titleholders to comply with their obligations to provide reports of reportable well integrity incidents to NOPSEMA under the applicable legislation.
2. The applicable legislation for incident reporting is:
   * Offshore Petroleum and Greenhouse Gas Storage (RMA) Regulations 2011, and
   * Offshore Petroleum and Greenhouse Gas Storage Act 2006
   * for wells located in designated coastal waters where there is a current conferral of powers to NOPSEMA please refer to that State or Territory legislation.
3. This form should be used in conjunction with NOPSEMA Wells Regulations Guidance Note available on the NOPSEMA website: N-03300-GN1636 Reportable incidents in relation to a well in a title area - Notification, Reports and Records
4. This form is intended to be completed electronically using Microsoft Word by completing the unshaded cells which will expand as required to accept the information required and the check boxes where relevant.
5. The completed version of this form (and any attachments, where applicable) should be emailed to: [submissions@nopsema.gov.au](mailto:submissions@nopsema.gov.au) or submitted via secure file transfer at: <https://securefile.nopsema.gov.au/filedrop/submissions> as soon as practicable, but in any case within three days of the incident.

**References**

NOPSEMA website: [nopsema.gov.au](http://www.nopsema.gov.au)

OPGGS(RMA)R. Offshore Petroleum and Greenhouse Gas Storage (Resource Management and Administration) Regulations 2011.

**Privacy notice**

NOPSEMA collects your personal information so that it can administer the OPGGSA and associated regulations. If you do not provide your personal information, NOPSEMA will not be able to contact you in relation to your submission.

NOPSEMA will notuse or disclose your personal information for any other purpose without your consent, unless it is required or authorised by law, or relates to NOPSEMA’s enforcement activities. Your personal information may be disclosed to the following organisations, entities or individuals:

* individuals who make a request under the *Freedom of Information Act 1982*
* the Australian National Audit Office and other privately-appointed auditors
* other law enforcement bodies (for example, the police or the Coroner)
* NOPSEMA’s legal advisors.

NOPSEMA may occasionally be required to disclose information to overseas recipients in order to discharge its regulatory functions or exercise its regulatory powers.

Information about how you can access, or seek correction to, your personal information is contained in NOPSEMA’s APP Privacy Policy at [www.nopsema.gov.au/privacy](http://www.nopsema.gov.au/privacy). If you have an enquiry or a complaint about your privacy, please contact NOPSEMA’s Privacy Contact Officer on 08 6188 8700 or by email at [privacy@nopsema.gov.au](mailto:privacy@nopsema.gov.au).