



# MAKING ASSESSMENT SUBMISSIONS TO NOPSA

## GUIDELINE

Approved for Publication

### 1 Purpose

This Guideline is provided as advice for operators and other persons intending to formally submit a document to NOPSA for assessment. The purpose of the advice is to enable faster response to submissions and to minimise requests for re-submission, so that our service is more responsive.

### 2 Scope

This Guideline specifically applies to documents comprising a Safety Case, Diving Safety Management System (DSMS) or Pipeline Management Plan (PMP), including revisions thereof. This Guideline does not affect routine correspondence.

### 3 Guidance

#### 3.1 Cover Letters

All documents submitted to NOPSA for assessment must be accompanied by some form of cover letter, from the applicable party that clearly specifies: what is being submitted; why, and; the action requested of NOPSA, including the applicable legislation where appropriate. (e.g. submitting an initial safety case under regulation 2.24 of the *Offshore Petroleum (Safety) Regulations 2009* [OPS Regulations] seeking acceptance by NOPSA. For safety case submissions NOPSA provides a Safety Case Submission Coversheet (N-04300-FM0268) which can be downloaded from the NOPSA website.

#### 3.2 Timing

Operators should make their submissions cognisant of the time allowed by the applicable legislation for NOPSA to make a notification (e.g. 90 days for a new safety case).

#### 3.3 Delivery

NOPSA requests that **one** printed copy, and **one** electronic copy of the submission be provided.

Email transmission to the email address provided below is acceptable for electronic copies.

Documents should be addressed to:

#### By Courier:

The Project Coordinator  
NOPSA  
Level 15 Enex 100 Building  
100 St Georges Terrace  
Perth 6000  
Western Australia

or

#### Via Post:

The Project Coordinator  
NOPSA  
GPO Box 2568  
Perth 6001  
Western Australia

**Via email** (noting one hardcopy is also requested):

Email: [submissions@nopsa.gov.au](mailto:submissions@nopsa.gov.au)

### 3.4 Format

It is NOPSA's preference that:

- Printed and electronic documents are provided in A4 format (the most commonly used format in Australian organisations)
- Electronic copies should be provided in Adobe Portable Document Format (PDF)
- Drawings are rendered in PDF and included at full size to ensure scalability (e.g. provide A1 drawings at A1 size, not reduced down to A4)
- Electronic copies are provided as a single contiguous file comprising the cover-letter/form, transmittal, and actual submission.
- Electronic copies are not protected in any way.

### 3.5 Controlled Documents

NOPSA does not participate in the management of controlled documents, and will return any documents which are received as controlled copies.

Please submit only uncontrolled copies.

### 3.6 Safety case submissions made under the OPS Regulations

#### Details of person making submission

OPS regulation 2.50 requires submissions under the OPS Regulations (Safety cases and revised safety cases) must include:

- (a) the person's name; and
- (b) if applicable, the name of the person's agent; and
- (c) the person's or agent's address in Australia; and
- (d) the person's or agent's telephone number and facsimile number.

OPS Regulation 2.50 also requires that if there is a change to any of the details mentioned above, the person or agent must notify NOPSA in writing as soon as practicable.

It should also be noted that OPS regulation 2.50 provides for NOPSA to delay proceeding with a submission until these requirements have been met.

#### Scope of validation

For new safety cases submitted under Offshore Petroleum (Safety) Regulations 2009 regulation 2.24 or revised safety cases where the reason for submission is triggered by OPS regulation 2.30(1)(b) [proposed modification or decommissioning], a scope of validation must be agreed with NOPSA **before** the submission can be made. Cover letters for submissions made due to OPS regulation 2.30(1)(b) should explicitly quote this regulation and confirm that a scope of validation has been agreed with NOPSA.

Further guidance on Validation is available on the NOPSA web site (N-04200-GL0525).

The OPS regulations are freely available from the Australian Government Comlaw website:

[www.comlaw.gov.au](http://www.comlaw.gov.au)

## 4 Related documents

N-04300-FM0268 - Safety Case Submission Cover Sheet

N-04200-GL0525 - Validation