

Document Number	Production Safety Permit Application Form	Version Number:
CER/13/263		1.0

GUIDANCE ON COMPLETING THIS APPLICATION FORM

1. The Application Form and associated documentation/electronic files should be sent to:

Petroleum Safety Framework Manager
 Commission for Energy Regulation,
 The Exchange,
 Belgard Square North,
 Tallaght,
 Dublin 24.

2. All questions in the Application Form must be answered. If any question is considered 'not applicable' this should be stated in full. The use of the abbreviations (e.g., N.A. or dash) should be avoided.

3. Part 1 (Section C) of the application form should only be completed when submitting a Design Safety Case, Part 2 (Section D) should only be completed when submitting a Production Safety Case. Section A of the Application Form should always be completed.

4. The Sworn Declaration on page 19 must be signed by a person duly authorised by the Applicant(s) to do so. In respect of an Irish company, the seal of the company should be affixed to the Application Form.

5. The following documentation should be submitted with the hard copy Application Form:
 - One signed original and eight hard copies of the Design Safety Case or Production Safety Case. The original signed document should be signed by a person duly authorised by the Applicant(s) to do so. In respect of an Irish company, the seal of the company should be affixed.

6. Three CD/DVD ROM copies of:
 - a. The Application Form; and
 - b. Application safety case in PDF format.

Maps/Drawings should be submitted in PDF format only and should be included in the relevant attachment file in the same sequence as the hard copy. The CD/DVD-ROM disk and case must be labelled with the date of submission and the details set out in section A2 of this Application Form.

7. The applicable Safety Case Fee, as specified in the Safety Case Fees Decision Paper, should be paid by electronic funds transfer to the account specified in part G of this paper within 2 working days of the submission of the application.

A. Applicant Details

A.1 Individual Applicant Details

The following contacts details should be provided for each Applicant (use a continuation sheet if necessary):

Name:	
Address:	
Tel	
Fax	
Email	
Contact Person	

Name:	
Address:	
Tel	
Fax	
Email	
Contact Person	

Name:	
Address:	
Tel	
Fax	
Email	
Contact Person	

A.2 Lead Applicant

Where the application is submitted by a petroleum undertaking on behalf of more than one Applicant, please specify a contact person in respect of the application:

Name:	
Address:	
Tel	
Fax	
Email	
Point of Contact	

Where the Lead Applicant is submitting the application on behalf of more than one Applicant, please provide a resolution of the board of the petroleum undertaking and / or such other documents as may be required to demonstrate the authority of the Applicant(s) to submit the Application and to provide the requisite declarations / confirmations (use a continuation sheet if necessary).

Details of authority for submission of application

A.3 Related Applications

Where separate applications have been or will be made by other petroleum undertakings authorised under the petroleum authorisations detailed in section A.4 below, please provide details of such related applications and the applicants in respect of such applications (use a continuation sheet if necessary).

Name:	
Address:	
Tel	
Fax	
Email	
Petroleum Authorisation ID (if any):	
Petroleum Authorisation Type:	
CER Application Reference:	
Point of Contact:	

A.4 Petroleum Authorisation(s)

Please complete for all petroleum authorisations relevant to the designated petroleum activities to be undertaken pursuant to the safety permit sought (use a continuation sheet if necessary):

Petroleum Authorisation ID (if any)		
Petroleum Authorisation Type	Petroleum Lease	
	Consent under Section 5 of the 1968 Act ¹	
	Consent under Section 40 of the 1976 Act ²	
Geographic Location	Basin	
	Quadrant	
	Block	
Commencement Date of Petroleum Authorisation		
End Date of Petroleum Authorisation		
Petroleum Undertakings in respect of the Petroleum Authorisation		
Named Operator on Petroleum Authorisation		

Petroleum Authorisation ID (if any)		
Petroleum Authorisation Type	Petroleum Lease	
	Consent under Section 5 of the 1968 Act ³	
	Consent under Section 40 of the 1976 Act ⁴	
Geographic Location	Basin	
	Quadrant	
	Block	
Commencement Date of Petroleum Authorisation		
End Date of Petroleum Authorisation		
Petroleum Undertakings in respect of the Petroleum Authorisation		

¹ Continental Shelf Act, 1968

² Gas Act, 1976

³ Continental Shelf Act, 1968

⁴ Gas Act, 1976

B. Details on Relevant Safety Case(s) Submitted

Please provide a brief description of proposed petroleum infrastructure and the activities to be carried out.

The petroleum undertaking should complete section C if the application is in relation to a Design Safety Case. If the petroleum undertaking is submitting a Production Safety Case, they should complete section D.

C. Production Safety Permit – Part 1

C.1 Design Safety Case

This section is only to be completed for a Design Safety Case submission. A Design Safety Case will be required to be submitted before the Production Safety Case, unless explicitly exempted by the CER⁵.

1	Can you confirm that the submitted Design Safety Case is in accordance with the requirements of section 7 of the Safety Case Guidelines? (Please complete table in Section E.1)					
2	<p>Has the petroleum undertaking submitted with this application an Independent Competent Body (ICB) Submission Application Form, for the ICB, who will carry out Facilities Verification?</p> <p><i>If the answer to question 2 above is No, a submission of choice of ICB should be made to the CER with this application, in accordance with the Compliance Assurance System Guidelines. A Design Safety Case Verification Scheme must be in operation from one month after the time a Design Safety Case is submitted.⁶</i></p>					
3.	<p>If the answer to question 2 above is Yes, please outline when such information was submitted and provide the following details on the ICB:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Date & Ref Number of Approval</td> <td></td> </tr> <tr> <td>Name:</td> <td></td> </tr> </table>	Date & Ref Number of Approval		Name:		
Date & Ref Number of Approval						
Name:						
4.	<p>Has the petroleum undertaking previously submitted, and subsequently withdrawn, a Production Safety Permit - Part 1 application related to the Designated Petroleum Activities the subject of this application?</p> <p><i>Where the answer to question 4 above is Yes, the petroleum undertaking must complete the Statement of Differences, which is in section C.1.1 of this document. The Statement of Differences should outline any changes made from the withdrawn application, referencing the specific areas of the safety case that have changed.</i></p>					
5	<p>Has the petroleum undertaking submitted estimated production profiles for 15 years from the date of commencement of operation of the facility?</p> <p><i>If the answer to question 5 is no, the petroleum undertaking must submit production profiles to enable the CER to calculate the Annual Petroleum Safety Levy.</i></p>					

⁵ Where a petroleum undertaking has had a Plan of Development submitted pursuant to a petroleum lease approved by the Minister prior to the publication of the Safety Case Guidelines on 30th November 2013, the petroleum undertaking shall not be required to submit a Design Safety Case in the first instance.

⁶ Where a Design Safety Case is not required, this will be from the point at which the Production Safety Case is submitted, with a requirement to show that a process that achieves the same aims as design verification has been successfully completed or will be successfully completed.

C.1.1 Statement of Differences from previously withdrawn Design Safety Case

C.2 Material Change to a previously approved Production Safety Case or a New Production Safety Case

1	Please tick the whether this Production Safety Case Application – Part 1 is in relation to a new Production Installation or is for a Production Installation which has a previously approved Production Safety Case?	New Production SC	
		Material Change to a Previously Approved Production SC	
2	With respect to a material change to a previously approved Production Safety Case please provide the following:		
	Type of Application:		
	Date of Submission to CER:		
	Ref Number of Safety Permit Application:		
	Petroleum Authorisation associated with the Safety Permit		

D. Production Safety Permit – Part 2

D.1 Production Safety Case

This section should only be completed where a Design Safety Case in relation to the Designated Petroleum Activity the subject of this application has previously been accepted by the CER. A Design Safety Case will be required to be submitted before the Production Safety Case, unless explicitly exempted by the CER⁷.

1	Can you confirm that the submitted Production Safety Case is in accordance with the requirements of section 4 of the Safety Case Guidelines? (Please complete table in Section E.2)									
2	Has the petroleum undertaking previously submitted a Design Safety Case in relation to the designated petroleum activity the subject of this application, which has been accepted by the CER?									
3	<p>If the answer to question 2 above is yes, please outline when such information was submitted and provide the following details:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">Type of Application:</td> <td></td> </tr> <tr> <td>Date of Submission to CER:</td> <td></td> </tr> <tr> <td>Ref Number of Safety Permit Application:</td> <td></td> </tr> <tr> <td>Petroleum Authorisation associated with the Safety Permit</td> <td></td> </tr> </table>	Type of Application:		Date of Submission to CER:		Ref Number of Safety Permit Application:		Petroleum Authorisation associated with the Safety Permit		
Type of Application:										
Date of Submission to CER:										
Ref Number of Safety Permit Application:										
Petroleum Authorisation associated with the Safety Permit										
4	<p>If the answer to question 2 is no, has the petroleum undertaking been specifically exempted by the CER from submitting a Design Safety Case?</p> <p><i>If the petroleum undertaking has not been exempted, a Design Safety Case must be submitted.</i></p>									
5	Is an Independent Competent Body (ICB) in place, approved by the CER, who will carry out the Well Verification and Facilities Verification for the particular production activity?									
6	<p>Please outline when such information was submitted and provide the following details on the ICB:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 40%;">Date & Ref Number of Approval</td> <td></td> </tr> <tr> <td>Name:</td> <td></td> </tr> </table>	Date & Ref Number of Approval		Name:						
Date & Ref Number of Approval										
Name:										
7	Has the petroleum undertaking submitted a statement outlining that the Facilities Verification Scheme has been in operation from one month after the Design Safety Case was submitted onwards?⁸									
8	<p>Has the petroleum undertaking previously submitted, and subsequently withdrawn, a Production Safety Permit – Part 2 application related to the Designated Petroleum Activities the subject of this application?</p> <p><i>Where the answer to question 8 above is Yes, the petroleum undertaking must complete the Statement of Differences, which is in section D.1.1 of this document. The Statement of Differences should outline any changes made</i></p>									

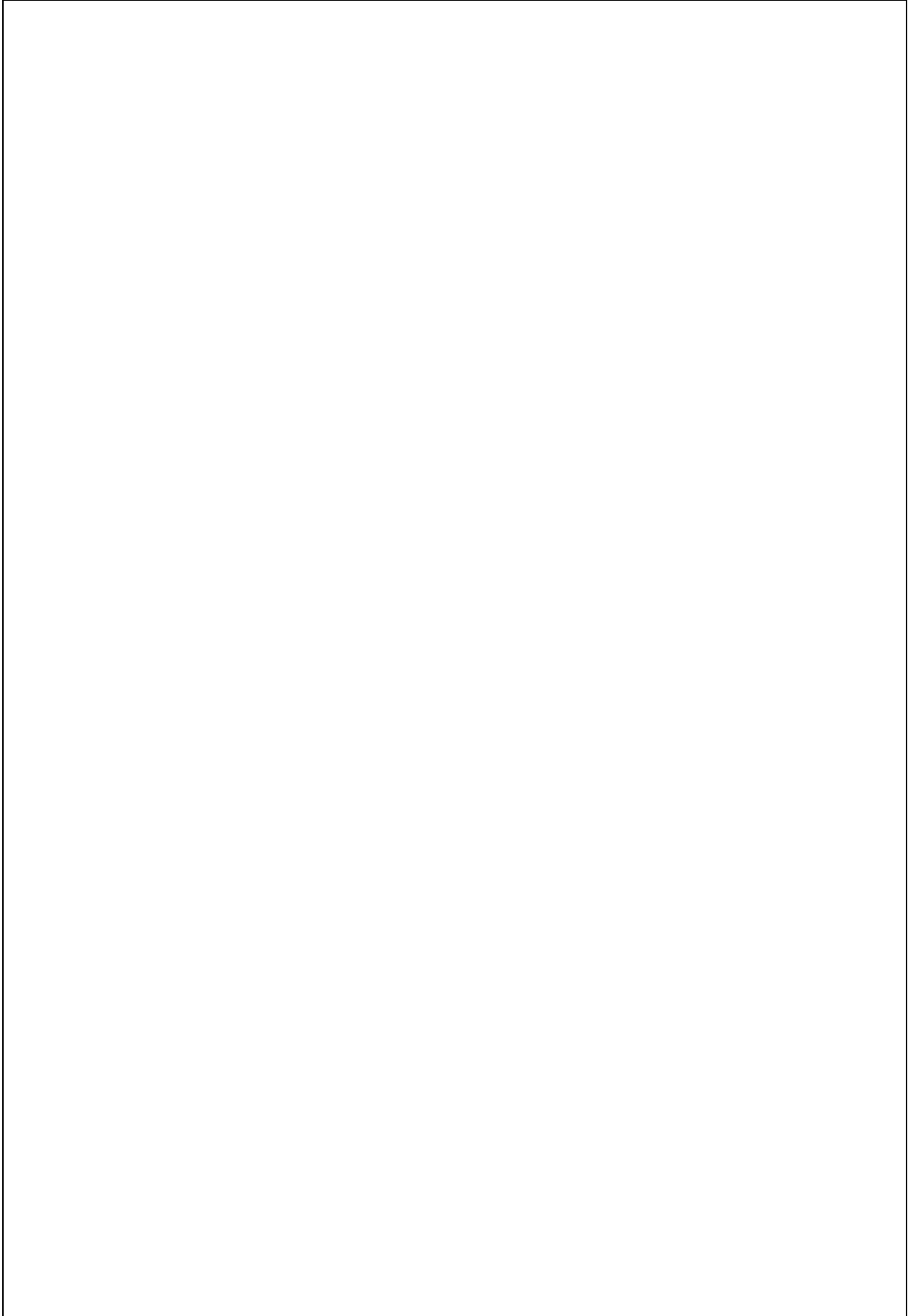
⁷ Where a petroleum undertaking has had a Plan of Development submitted pursuant to a petroleum lease approved by the Minister prior to the publication of the Safety Case Guidelines on 30th November 2013, the petroleum undertaking shall not be required to submit a Design Safety Case in the first instance.

⁸ Where a Design Safety Case is not required, this will be from the point at which the Production Safety Case is submitted, with a requirement to show that a process that achieves the same aims as design verification has been successfully completed or will be successfully completed

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	<i>from the withdrawn application, referencing the specific areas of the safety case that have changed.</i>	
9	Has the petroleum undertaking submitted estimated production profiles for 15 years from the date of commencement of operation of the facility? <i>If the answer to question 9 is no, the petroleum undertaking must submit production profiles to enable the CER to calculate the Annual Petroleum Safety Levy.</i>	

D.1.1 Statement of Differences from previously approved Production Safety Case

A large, empty rectangular box with a thin black border, intended for the user to provide a statement of differences from a previously approved production safety case. The box occupies most of the page's vertical space below the section header.

D.2 Related Safety Permit Applications

Please complete for all related safety permit applications relevant to the designated petroleum activities to be undertaken pursuant to the safety permit sought (use a continuation sheet if necessary). They may include Material Change Applications associated with this application for previously approved safety cases.

1	Has this Safety Permit Application been submitted in parallel with another related Safety Permit application?	
2	With respect to the related Safety Permit Application please provide the following	
	Type of Application:	
	Date of Submission to CER:	
	Ref Number of Safety Permit Application:	
	Petroleum Authorisation associated with the Safety Permit	

E. Safety Case Contents Check

E.1 Design Safety Case

		Complete	Safety Case Section Cross Reference
A. Prescriptive Requirements			
3.1	Does the safety case describe how <i>prevention</i> requirements are met?		
3.2	Does the safety case describe how <i>control and detection of Major Accident Hazards</i> are achieved?		
3.3	Does the safety case describe how the <i>Emergency Response</i> requirements are met?		
B. General Contents of a Safety Case			
7.2	Does the safety case have a description of the safety case's purpose and scope? Including:		
	Associated Safety Cases		
	Roles and Identities of Third Party Organisations		
	Safety Case Structures Alignment with Guidelines		
7.4	Does the safety case have a description of its ALARP Demonstration? Including:		
	Methodology		
	Hazard and Risk Reduction Identification		
	Good Practice		
	Assessment of Risk against Risk Tolerability Limits		
	Quantitative Risk Assessment		
	ALARP Assessment		
	General Duty		
7.6	Does the safety case have a description of the Safety Management System to be used when in operation?		
7.7	Does the safety case have a description of the Emergency Response Organisation, Plans and Procedures?		
C. Contents of a Non-production Safety Case			
7.3	Does the safety case have a detailed description of the Petroleum Infrastructure? Including:		
	Position and Layout		

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	Location Specific Conditions		
	Hazardous Inventories		
	Reservoir and Well		
	Petroleum Infrastructure Connected to the Facility		
	Persons		
	Operations		
7.5	Does the safety case have a description on the Design Verification Scheme?		

Please provide clarification as required.

E.2 Production Safety Case

		Complete	Safety Case Section Cross Reference
A. Prescriptive Requirements			
3.1	Does the safety case describe how <i>prevention</i> requirements are met?		
3.2	Does the safety case describe how <i>control and detection of Major Accident Hazards</i> are achieved?		
3.3	Does the safety case describe how the <i>Emergency Response</i> requirements are met?		
B. Contents of a Production Safety Case			
4.1 & 4.2	Does the safety case have a description of the safety case's purpose and scope? Including:		
4.2.2	Associated Safety Cases		
4.2.3	Roles and Identities of Third Party Organisations		
4.2.4	Safety Case Structures Alignment with Guidelines		
4.3	Does the safety case have a detailed description of the Petroleum Infrastructure? Including:		
4.3.1	Position and Layout		
4.3.2	Location Specific Conditions		
4.3.3	Hazardous Inventories		
4.3.4	Reservoir and Well		
4.3.5	Petroleum Infrastructure Connected to the facility		
4.3.6	Persons Affected		
4.3.7	Operations		
4.3.8	Well Operations		
4.4	Does the safety case have a description of its ALARP Demonstration? Including:		
4.4.1	Methodology		
4.4.2	Hazard and Risk Reduction Identification		
4.4.3	Good Practice		
4.4.4	Assessment of Risk against Risk Tolerability Limits		
4.4.5	Quantitative Risk Assessment		

4.4.6	ALARP Assessment		
4.4.7	General Duty		
4.5	Does the safety case describe the identification, design and operation of Safety Critical Elements? Including:		
4.5.2	Identification of Safety Critical Elements		
4.5.3	Performance Standards		
4.5.4	Assurance		
4.5.5	Verification		
4.5.6	Well Verification		
4.6	Does the safety case have a description of the Safety Management System to be used when in operation?		
4.6.2	Policy		
4.6.3	Planning		
4.6.4	Implementation and Operation		
4.6.5	Checking		
4.6.6	Review		
4.7	Does the safety case have a description of the Emergency Response Organisation, Plans and Procedures?		

Please provide clarification as required.

F. Disclosure of Information

On behalf of the Applicant(s) I hereby irrevocably authorise the Commission for Energy Regulation or its staff, agents or subcontractors to disclose all or any of the material submitted as part of this Safety Permit Application to such bodies or persons as the Commission may, in its absolute discretion, consider necessary or desirable in order to assess the Safety Case. I hereby confirm that I have been authorised by all Applicant(s) to permit the disclosure of information in the Safety Case envisaged by this Section C.

Director

Date:

*Note: Where the application is made on behalf of more than one Applicant and a disclosed agent is **not** used, individual confirmations should be provided for each Applicant*

G. Administrative Requirements

1	Have all questions in the Application Form been answered?	
2	Has the Sworn Declaration being signed by a duly authorised signatory (and sealed where relevant).	
3	Have each of the documentation and electronic files requirements relating to the application being met as follows:	
	a. One signed original and eight hard copies of the Design Safety Case or Production Safety Case;	
	b. One signed original copy of this application form;	
	c. An electronic version of the Application Form and application safety case(s), in PDF format on 3 CD/DVD-RoM.	
	d. The CD/DVD-ROM disk and case must be labelled with the date of submission and the details set out in section A1 of this Application Form	
4	Please state the Safety Case Fee amount to be paid with the application	
5	Please confirm that the Safety Case Fee amount will be paid to the CER within 2 working days of submission of the application	
6	Has the petroleum undertaking submitted estimated production profiles for 15 years from the date of commencement of operation of the facility?	
7	Disclosure consent provided for (or on behalf of each Applicant)	

Safety Case Fee Payment Details

For information on how to pay the Safety Case Fee please contact Elaine Wallace at ewallace@cer.ie

H. SWORN DECLARATION

I [], being a director of ● having company registration number ● and having its registered office at ● , **HEREBY CONFIRM AND DECLARE:**

1. that I am authorised to make this declaration on behalf of [*the Applicant(s)*]
2. that the information provided in this application (and in all supporting document) is true, complete, accurate and not misleading in all respects.

Signed by:

[Insert name in block capitals]

For and on behalf of:

At:

On:

In the presence of:

Witness Signature:

Witness Name:

Witness Occupation:

Witness Address:

*Note: Where the application is made on behalf of more than one Applicant, and a disclosed agent is **not** used, individual sworn declarations should be provided for each Applicant*