

<b>Document Number</b>	<b>IRB Submission Application Form</b>	<b>Version Number:</b>
CER/13/267		1.0

## **GUIDANCE ON COMPLETING THIS APPLICATION FORM**

1. The Application Form should be sent to:
  - Safety Case Lead,
  - Petroleum Safety Framework,
  - The Commission for Energy Regulation,
  - The Exchange,
  - Belgard Square North,
  - Tallaght,
  - Dublin 24.
2. All questions in the 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 C, Independent Review Body Details, must be completed for the Independent Review Body who will carry out the safety case review.
4. The Declaration on page 7 must be signed by a person duly authorised by the petroleum undertaking to do so.
5. The following documentation should be submitted with the Application Form:
  - One copy of the Independent Review Body's current ISO 9001 (or equivalent) certificate or documentation that demonstrates that the IRB operates a management system that meets the goals of ISO 9001 for the management systems covering the services to be provided.

## A. Petroleum Undertaking Details (Lead Applicant)

Please provide details of the petroleum undertaking, and specify a contact person in respect of this application:

<b>Petroleum Undertaking</b>	
<b>Safety Permit Number</b>	
<b>Point of Contact</b>	
<b>Address</b>	
<b>Tel</b>	
<b>Fax</b>	
<b>Email</b>	

## **B. Safety Permit**

### **B.1 Safety Permit – Details**

Date of Approval of Safety Permit	
Safety Permit Reference	

### **B.2 Safety Case(s)**

Please provide details of the Safety Case the subject of this application:

Well Work Safety Case	
Non Production Safety Case	
Design Safety Case	
Production Safety Case	
Decommissioning Safety Case	

## C. Independent Review Body Details

Please provide details of the Independent Review Body (RB).

### C.1 IRB – Details

The following contact details should be provided for the Independent Review Body.

<b>Company Name (legal and / or trading)</b>	
<b>Address</b>	
<b>Tel</b>	
<b>Fax</b>	
<b>Email</b>	
<b>Contact Person</b>	

### C.2 IRB – Competence

		<b>Confirmation?</b>	<b>Document Reference</b>
<b>1</b>	<b>Confirm an ISO 9001 certificate (or equivalent) or documentation that demonstrates that the ICB operates a management system that meets the goals of ISO9001 relating to the safety case review that will be carried out.</b>		

**C.3 IRB – Independence**

<b>1</b>	<b>Describe any previous associations the petroleum undertaking has had with the IRB</b>	
<b>2</b>	<b>Confirm that persons carrying out the safety case review:</b>	
	Be impartial and free from direct financial or operational pressures, which could affect their impartial judgement;	
	Do not review their own work;	
	Are not be employed directly by the petroleum undertaking (or any constituent member thereof), its parent company or a company in the same group;	
	If a person is working for an ICB for the installation being reviewed, or any constituent member of such a company, its parent company or a company in the same group, not carry out elements of a safety case review relating to the workscope of that organisation; and	
	If a person is working for an organisation identified in section 4.2.3 of the <i>Safety Case Guidelines</i> , or any constituent member of such a company, its parent company or a company in the same group, not carry out elements of a safety case review relating to the workscope of that organisation.	
<b>3</b>	<b>With regard to questions 1, 2 and 3 describe how any conflicts of interest identified will be managed</b>	

## D. Administrative Requirements

1	Have all questions in the form been answered?	
2	Has a copy of the ISO 9001 certificate(s) (or equivalent) or documentation that demonstrates that the IRB operates a management system that meets the goals of ISO 9001 been included for all IRBs?	
3	Has the Declaration been signed by a duly authorised signatory?	

## E. DECLARATION

I, **HEREBY CONFIRM AND DECLARE**, that the information provided in this form (and in all supporting documents) is true, complete, accurate and not misleading in all respects.

Signed by:   
Print Name

Date:

Position:   
Company: