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STATUTORY RULES OF NORTHERN IRELAND

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**2016 No. 406**

**The Offshore Installations (Offshore Safety Directive)  
(Safety Case etc.) Regulations (Northern Ireland) 2016**

**Keeping of documents**

27.—(1) A duty holder shall—

- (a) ensure that, when the duty holder sends—
  - (i) the design notification, in the case of a production installation; or
  - (ii) the safety case, in the case of a non-production installation,to the competent authority, the competent authority is notified of an address in Northern Ireland for the purposes of sub-paragraphs (b) and (e) below;
- (b) keep copies of the following documents relating to the installation at the address referred to in sub-paragraph (a) and on the installation—
  - (i) the current safety case;
  - (ii) any summary of any review of the current safety case prepared pursuant to regulation 23(1); and
  - (iii) each audit report;
- (c) keep copies on the installation of the following documents relating to the installation—
  - (i) any relocation notification and any material changes to such a notification;
  - (ii) any notification of combined operations and any material changes to such a notification; and
  - (iii) any notification of well operations and any material changes to such a notification;
- (d) ensure that, in respect of each audit report, a written statement is made recording—
  - (i) the main findings of the report;
  - (ii) the recommendations in the report; and
  - (iii) the action proposed to implement those recommendations, including the timescales involved,and that a copy of that statement is kept on the installation; and
- (e) ensure that a record is made of any action taken in consequence of an audit report, and a copy of that record is kept at the address referred to in sub-paragraph (a) and on the installation.

(2) The copy of the current safety case referred to in paragraph (1)(b)(i) and any other relevant documents shall be kept for so long as they are current, and the copy of the audit report, the written statement and the record referred to in paragraphs (1)(b)(iii), (1)(d) and (1)(e), respectively, shall be kept for a period of three years after being made.

(3) The duty holder for an installation shall ensure that—

- (a) (i) the written record of the verification scheme;

- (ii) any revision of that scheme;
- (iii) any note made pursuant to regulation 9(3)(b), (4)(c) or regulation 10(3)(b);
- (iv) any report of the verifier pursuant to regulation 9(2)(d); and
- (v) any note of action taken by the duty holder following such a report, pursuant to regulation 9(2)(f),

are kept at the address notified to the competent authority pursuant to paragraph (1)(a) until the expiration of six months after such scheme or, as the case may be, modification of that scheme, has ceased to be current; and

- (b) records, sufficient to show the matters described in paragraph 4 of Part 1 of Schedule 5, are kept at the address notified to the competent authority pursuant to paragraph (1)(a) until the expiration of six months after completion of the offshore oil and gas operations to which they relate.

(4) A well operator shall ensure that—

- (a) the written record of the well examination scheme;
- (b) any revision of that scheme;
- (c) any report of the well examiner pursuant to regulation 11(2)(b); and
- (d) any note of action taken by the well operator following such a report, pursuant to regulation 11(2)(d),

are kept at an address in Northern Ireland notified to the competent authority, until the expiration of six months after completion of the offshore oil and gas operations to which they relate.

(5) In this regulation, “audit report” means a report made pursuant to the arrangements referred to in regulation 16(1)(b).

(6) A well operator shall provide the duty holder with the documents mentioned in paragraph (1)(c)(iii).