

## ANNEX 9

**CASE RECEIPT/CONTACT POINT LETTER**

Operations Manager: [Name]

[Duty holder]  
[Address]Your ref.  
Our ref:  
Date:

Attn: [Contact]

Dear Sirs,

**OFFSHORE INSTALLATIONS (SAFETY CASE) REGULATIONS 2005  
[SAFETY CASE TITLE, DH's REFERENCE NO., VERSION NO., COIN  
CASE NO.]**

I confirm receipt of this Case on [date]. Your contact points with the Health and Safety Executive for the Case are:

Case Manager: [Name] Tel No:  
e-mail:Deputy Case Manager: [Name] Tel No:  
e-mail:Contact Address: Health and Safety Executive  
Hazardous Installations Directorate  
[Address]

Assessment of this case will take [6 months/3 months/6 weeks] from its receipt by HSE, although if it is possible to complete the assessment in a shorter time we will do so.

Matters which if not resolved could be a bar to HSE accepting the safety case, will be brought to your attention by letter as Level 1 Matters at the earliest point in the assessment process.

All other matters in the case that require a written response will be brought to your attention by letter. These matters are not thought likely to affect HSE's ability to accept the case, but this will depend on the responses received.

The target date for HSE to raise matters with you is [date], and the target date for you to respond by is [date].

Please route written responses through the Deputy Case Manager.

[The following paragraph shall be included in letters from the Norwich office only:

Please note that although acknowledgement letters are sent from the HSE Norwich office, you should continue to submit Cases to the Aberdeen office.]

Yours faithfully

Safety Case Coordinator