

## Annex 12

**DELAYED RESPONSE LETTER**

Operations Manager: [Name]

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

Attention: [Contact]

Dear Sirs,

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

The Health and Safety Executive is assessing this safety case submitted by [duty holder's name]. On [date] we wrote to you asking for further information on matters relating to the assessment.

**TO DATE WE HAVE NOT RECEIVED A REPLY ON THESE MATTERS. THIS IS OF CONCERN BECAUSE DELAYS IN RESPONSE MAY SIGNIFICANTLY REDUCE THE LIKELIHOOD THAT HSE WILL BE ABLE TO ACCEPT THE CASE BY THE COMPLETION DATE NOTIFIED TO YOU AT THE START OF THE ASSESSMENT. A REASONABLE PERIOD WILL BE REQUIRED BY HSE TO EVALUATE THE RESPONSE BEFORE AN ACCEPTANCE DECISION CAN BE MADE.**

You are reminded that an accepted case will be required before starting the operations described in the case.

I look forward to an early reply. If you foresee any problems in providing the information, please contact me as soon as possible.

Yours faithfully

Deputy Case Manager