

Annex 10

COVERING LETTER FOR LEVEL 1 ISSUE NOTES

Operations Manager [Name]

[Duty holder]
[Address]Your ref:
Our ref
Date:Attention: [Most senior business manager responsible for the Installation]
[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 the above case submitted by [duty holder's name] on [date]. The assessment has identified deficiencies in the case for health and safety made in the document.

These deficiencies are explained in the attached Level 1 Issue Note(s). It/they include(s) information to help you prepare a response that is likely to remedy the deficiencies. If they are not remedied, HSE may not be able to accept the case.

This matter should receive your urgent attention. Could you please send your response to me within *[14] *[7] days of the date of this letter. A delay in your response may affect our ability to complete our assessment by the due date of [date]. If you need to discuss the matter(s) raised, or require further clarification, please contact me.

Yours faithfully

Case Manager

Copy : [Normal duty holder contact]

* Delete as appropriate