

Annex 11

MATTERS RAISED 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 case submitted by [duty holder's name] on [date] and has identified certain matters which require clarification or further information. Any major reservations have already been notified to you as one or more Level 1 Issue Notes. This letter is to notify you of other matters, although for completeness any major reservations are also included.

[Insert list of matters, or use the proforma in the attached Annex.]

These other matters are not thought likely to affect HSE's ability to accept the case, but this will depend on the responses received.

Could you please send your response to me within *[14] *[7] days of the receipt of this letter. A delay in your response may affect our ability to complete our assessment by the due date of [date].

Yours faithfully

Deputy Case Manager

Annex: List of Matters (including any matters raised as Level 1 Issue Notes)

* Delete as appropriate

SAFETY CASE ASSESSMENT MATTERS		
COIN No.	INSTALLATION	DUTY HOLDER
NO.	ASSESSMENT MATTER (refer to SCR05 and guidance document L30 where appropriate, and include nature and extent of response likely to be satisfactory)	CLASSIFICATION (Level 1 matter/ other matter)