

Annex 16

**LETTER TO DUTY HOLDER
WHERE NO ACCEPTANCE DECISION CAN BE GIVEN AT THIS STAGE**

Head of Division: [Name]

[Duty holder]
[Address]Your ref.:
Our ref.:
Date:Attention: [Most senior business manager for the installation]
[Contact]

Dear Sirs

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

I refer to the above safety case submitted on [date]. The assessment period for this case *[is about to expire] *[has expired] and I regret to inform you that at this stage the Health and Safety Executive does not believe it will be able to accept the case (including your responses to issue notes which now form part of the document). The reasons for this view are in Annex A.

We are willing to continue to seek resolution of the matters in Annex A, but until they are resolved and the case is accepted you should continue to operate in accordance with your existing accepted safety case. Failure to do so may constitute an offence under regulation 16(1) of the above Regulations.

To continue discussions to resolve these matters, please contact the Case Manager [name] at the above address. In addition I am willing to meet you to discuss the position.

If we are unable to resolve the outstanding matters, and there is no realistic prospect of further discussion leading to resolution, I will write to you again to confirm that we are unable to accept the case. This letter will include details of how you can ask the statutory Health and Safety Executive for a formal review of the decision, and how to appeal against the decision to the Secretary of State.

Yours faithfully

Operations Manager

SAFETY CASE [TITLE]		
OUTSTANDING MATTERS AFFECTING THE ACCEPTANCE DECISION		
SUBJECT	LEVEL 1 ISSUE NOTE NO.	REASONS