

Annex 3

SAFETY CASE ASSESSMENT BRIEF

COIN CASE NUMBER: abcdefg

Safety Case title:**Case Note title:****Author:**

Date:

Addressees: [Case Manager]
[Topic Assessors]
[Topic Assessment Managers]
[DIS]
[Safety Case Coordinators]**1 Purpose**

This Case Note records the DCM's proposals for the Topic Teams regarding the assessment scope for each topic.

2 Background information

- a) [a summary of changes from any previous submission, and for regulation 14 cases, details of major modifications],
- b) [any previous assessment history],
- c) [any matters from previous assessments or interventions, including pre-submission discussions and design notifications],
- d) [any duty holder commitments arising from previous case assessments, with a view on the extent to which they have been implemented and taken account of in the current case].

3 Assessment recommendations

- a) [recommendations for assessment scope for each topic, with justification that they will represent an adequate assessment of the case],
- b) [any SMS topic assessment work to be carried out by the DCM],
- c) [a record of any agreements between the DCM and the TAs on the scope of assessment for their topic].

4 Summary of assessment allocation

The following table summarises the proposed assessment allocation:

Topic	Name of assessor
Safety Management Systems	
Well Operations	
Process Integrity	
Fire, Explosion and Risk Assessment	
Evacuation, Escape and Rescue	
Mechanical Systems	
Control and Electrical Systems	
Human Factors	
Diving	
Materials	
Structural Integrity	
Management of Design (for Design Notifications, new safety cases and major modifications)	
Naval Architecture and Marine Engineering	
Marine and Aviation Operations	
Pipelines	
Occupational Health	

5 Acceptance decision finely balanced

[Where the acceptance decision may be finely balanced, summarise the background to the situation and proposals for progressing the matters early in the assessment.]

6 Key Dates

Assessment should be carried out to meet the dates in the table below. Assessors should better these dates if possible. If any difficulties in meeting the dates emerge, assessors should alert the DCM immediately

Topic teams should adhere to the assessment scope unless amended by agreement with the DCM. If this requires the DCM to conduct a DCM assessment for the topic, then the agreement shall allow time for it to be completed by the "Matters raised with duty holder" date.

Stage	Date
Assessment start (date received from duty holder)	
Assessment brief issued	
Matters raised	
Responses due from duty holder	
Stocktaking checkpoint	
Topic assessment completed	
Acceptance decision taken	

7 Communicating with the duty holder

Arrangements for communicating with the duty holder are as follows:

[Include contact name(s), phone number(s) and e-mail address(es) and duty holder's address.]

Prepared by Deputy Case Manager:	Enter name for COIN version, sign paper copy	Date:	
Approved by Case Manager (if not the same as DCM):	Enter name for COIN version, sign paper copy	Date:	