

# Framework Diagram – Notifying a Reportable Oil and Gas Incident (ROGI)

<b>Acronyms</b> RIDDOR = Reporting of Injuries, Diseases & Dangerous Occurrences DCR = The offshore installations and wells (design and construction etc) regulations 1996 MAR = A guide to the Offshore Installations and Pipeline Works (Management and Administration) Regulations 1995 SCR 2015 = The Offshore Installations (Offshore Safety Directive) (Safety Case etc) Regulations 2015	R = Responsible I = Informed
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**\*Duty holder/Operator to undertake reporting arrangement from Step 1 when an incident occurs such as a serious and/or fatal occupational accident(s) and situations of danger (dangerous occurrences). For other types of incident notification is routinely taken from Step 3.**

Step	Day	Activity	Duty holder/Operator	Admin	Incident Contact Centre	HSE Duty Officer	Offshore Duty Inspector	Inspector	Team Leader	OPRED	Notes
1	1*	Notify the Competent Authority, by the quickest practicable means without delay any incident which are serious and/or fatal occupational accidents and situations of danger.  If reporting details by a telephone call you require to follow this up with the completion of the reporting form within Ten working days  Note: Where an activity conducted by a duty holder significantly increases the risk of a major accident the duty holder must take suitable measures to ensure that the risk is reduced as low as is reasonably practicable. Regulation 29 of the SCR 2015 requires the duty holder to notify the competent authority where it has taken such measures, but does not require submission of a report, unless other incident reporting provisions require one (e.g., under RIDDOR, DCR, MAR, Implementing Regulation). Notification should be made to the competent authority by the quickest practical means (e.g., by telephone)	R								Office Hrs: Incident Contact Centre Tel: <b>0345 300 9923</b> .  (Monday to Friday 08:30 am to 1700 hrs) Out with Office hrs: duty officer system: <b>0151 922 9235</b>  Send ROGI form to: <a href="mailto:omar.reporting@hse.gov.uk">omar.reporting@hse.gov.uk</a> Guidance ROGI form and supporting guidance <a href="#">Reporting Incidents to OMAR (Offshore Major Accident Regulator) (hse.gov.uk)</a> RIDDOR: <a href="http://www.hse.gov.uk/riddor/index.htm">http://www.hse.gov.uk/riddor/index.htm</a>  <b>ALL PON REPORTING ARRANGEMENTS REMAIN UNCHANGED</b>  <b>PON 1 Reporting</b> : <a href="#">Oil and gas: environmental alerts and incident reporting including anonymous reporting - GOV.UK (www.gov.uk)</a> For PON1's meeting the 1-hour reporting requirement they are to be reported via the Met office number 0330 135 0010.
2	1	Telephone call received during office hours via one of the following routes: <b>Inspector</b> – discuss with Team Leader <b>Administrator</b> – forward call onto Team Leader <b>Incident Contact Centre</b> – transfer call to ED- Offshore		R	R			R			
3	daily	Notification received via the OMAR email address. Attach a copy of the report onto COIN Case Notes and assign to respective team.  Send as necessary to other recipients – see notes		R				I		I	OMAR reporting Email <a href="mailto:omar.reporting@hse.gsi.gov.uk">omar.reporting@hse.gsi.gov.uk</a>  Upload the ROGI form onto COIN. Check for duplicate reporting on COIN prior to upload.  Send a copy of the ROGI form to the IMT – respective Band 2 and cc into additional personnel (IMT administrators retain list of named individuals)  OPRED to receive a copy of the report where Section A & or J submitted (currently all ROGI's sent to: <a href="mailto:OPRED@energysecurity.gov.uk">OPRED@energysecurity.gov.uk</a> )
4		Call received out with office hours by HSE Out of Office Hours - Decide if there is a need to contact the relevant ED-Offshore IMT Team Leader				R					Specific instructions and guidance are available to the HSE Duty Officer
5		If out of hours, contact made establish the level of severity of the accident/occurrence to decide on course of action.					R				If you are not the Focal Point B2 Team Leader you should contact, at the earliest convenience, if Fatality or Major Accident occurs where there is an immediate risk of a major accident. see Step 7 below - with link to process to follow.  Note: all Duty Inspectors must have access to a copy of the MIRP and the MIRP Contact Directory out with office hrs.  OPRED OUT OF HOURS 020 7215 3505/3234
6		Decide if we require to Investigation the incident  Instruct Inspector on course of action.							R		Apply Reportable Incident and complaint investigation process.  Consider informing our respective OMAR partner
7		FOR MAJOR INCIDENT : <a href="http://www.hse.gov.uk/foi/internalops/og/og-00076-appendix-4.pdf">http://www.hse.gov.uk/foi/internalops/og/og-00076-appendix-4.pdf</a> & HSE Offshore Contact Directory <a href="#">Offshore Contact Directory</a>									