



28th Rabia II, 1434 AH
التاريخ :

11th March 2013
الموافق :

التصنيف :

SEU-1695-13-WP-SIP & SFZ
الرقم :

Atten To:
Sohar Industrial Port Companies.
Sohar Freezone Companies.

Subject: Guidance Note Incident reporting to SEU.

After Compliments,

SEU issued a Guidance Note for a reporting procedure for planned and unplanned, not-normal operational conditions (incidents, accidents and near incidents): 'REP-331-13-WP Incident reporting to SEU'.

The objective of this Guidance Note is to enable the SEU:

- To assess industrial activities, incidents and accidents on the direct and indirect impact on safety, health and environment.
- To transfer correct information to the community or other parties.
- To decide on direct follow-up, request additional information or request a detailed investigation and implementation of mitigating measures.

The purpose of the Guidance Note is:

- Instructions for the Sohar Industrial and Freezone companies towards MECA/SEU.
- Who, when, what and how to inform and report in case of a Minor and/or Serious incident or crisis.

For all clarity, the instructions in the Guidance Note Incident reporting to SEU, as in the name, do not preclude any other requirements from other Oman authorities such as SIPC, ROP or the national emergency organization.

Please do not hesitate to contact the SEU in case you have any questions.

Yours sincerely,

Roel van de Loo
Director of Sohar Environmental Unit



Cc: Director General Environmental Affairs

Attachment: REP-331-13-WP



Guidance Note

Incident reporting to SEU

REP-331-13-WP

January 2013

Purpose	Objective
<p>Reporting procedure for planned and unplanned, not-normal operational conditions (incidents, accidents and near incidents) to SEU.</p> <p><i>Disclaimer: SEU is not exclusively involved in incident reporting. Other parties such as SIPC, ROP and the Nation emergency organization are leading in case of a major incident or crisis (Tier 1,2 and 3). Obligations towards these organizations are not included.</i></p>	<p>To enable the SEU to assess industrial activities, incidents and accidents on the direct and indirect impact on safety, health and environment and to be able to transfer correct information to community or other parties.</p> <p>SEU can decide on direct follow-up, request additional information or request a detailed investigation and implementation of mitigating measures.</p>

Definitions:

- *Planned not-normal operational conditions*: foreseen process conditions mostly due to regular maintenance resulting in a higher impact on health, safety or environment.
- *Unplanned not-normal operational conditions*: not foreseen infrequently occurring situation that is a not-normal operating condition, due to incidents or accidents resulting in an actual or potential health, safety or environmental impact.
- *Emission*: a release (loss of containment) of a substance or mixture of substances to the environment (e.g. ambient air, water, soil).
- *Tier 1, 2 and 3*: a ranking of incident and crisis categories within the Sohar Industrial Port area as defined in the SIP Emergency Response Plan. The purpose is to mobilize an appropriate Emergency Response Organization and to require assistance from local or national emergency services.

Related SEU Guidance Notes and Sohar Industrial Port (SIP) procedures:

- SEU issued related Guidance Note Environmental Performance Reporting, REP-197-11-DJ.
- SIP issued an Emergency Response Plan, latest version, see: www.portofsohar.com

When to inform the SEU:

- Planned not-normal operation:
 - When a not-normal operating condition is planned (e.g. shut-down, start-up, feedstock change) that give rise to observable impact like black smoke or high flare activity.
- Un-planned not-normal operation:
 - If an incident/accident or emission did occur with an impact and/or visible outside the company fence line.
 - The impact can be nuisance, health, environmental or safety related.
 - The substances can be hazardous or non-hazardous.
 - The release can be diffuse or through a regular stack or discharge point.



- o If an incident/accident did not give an actual emission but there was a substantial risk on a release (a near incident).

When to register in the Environmental Performance Report (EPR):

- All planned and un-planned, not-normal operating conditions with an actual and a substantial risk on an emission and an impact on health, safety or environment.

Timing

- Planned not-normal operation:
Information on planned shut-down start-ups or changes in operating conditions needs to be submitted preferably 4 weeks or ultimately 48 hours before the event.
- Un-planned not-normal operation:
SEU requires an Incident Notification from the operator directly (within 15 min) as the incident is identified by the operator. A draft Incident Report is expected within 48 hours and a final report ultimately within 2 weeks after the incident when requested by SEU.

Information that needs to be submitted:

Incident Notification	Incident Report:
<ul style="list-style-type: none"> • Time stamp incident • Expected duration • Expected impact (air, water, soil) • Any health/ environmental risks • Observable impact (e.g. black smoke, odour, noise, ...) • Type of substances • Estimated released amount 	<ul style="list-style-type: none"> • Location and nature of the incident • Quantity and nature of released substances • HSE Exposure risks (on-site and off-site) • Injured/casualties (if any) • Emergency response (if any) • Direct and indirect measures taken • Prevention follow-up • Relevant back ground info

How to inform the SEU

(and in some cases also ROP, National Emergency Centre and SIPC Port Coordination Centre)

Incident Notification:

Minor Incident Notification (MIN): Incidents with a negligible to minor impact (Tier 0 - 1):

Call SEU: **9777 0772**
 SMS SEU: **9777 0772**
 Email SEU: meca.seu@gmail.com

Serious Incident Notification (SIN): Incidents, accidents and crisis's with a minor to major impact (Tier 1, 2 or 3):

Call PCC: **2685 2777** directly (PCC informs SEU through 9777 0772)
9934 2699

ROP OGIS **9991** directly
 Attention: An English speaking response cannot be guaranteed

Call NEN: **9999** National Emergency Number directly



Sohar Environmental Unit



Incident Report*):

Email SEU: meca.seu@gmail.com

within 48 hours and 2 weeks**)

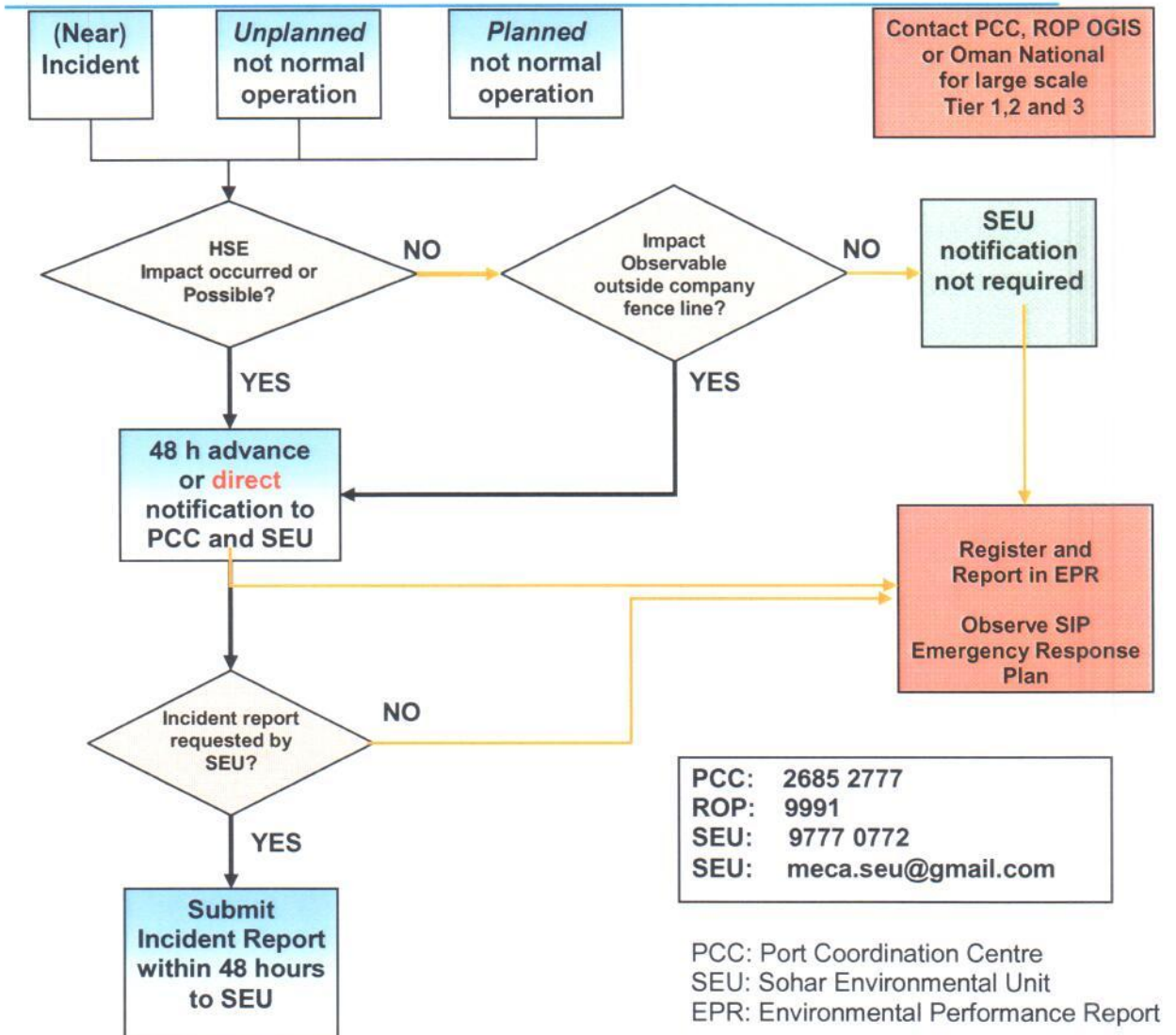
*) The incident report can be followed by a more detailed investigation if the nature of the accident give rise to ongoing concerns that requires technical, organizational and legal attention.

**) Within 48 hours a draft report and ultimately within 2 weeks a final report. Also reporting a summary in the next Environmental Performance Report (EPR).

SEU incident & accident report procedure flowchart

negligible to minor impact (Tier 0 - 1):

minor to large impact (Tier 1- 3):



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