



Incident reporting procedure



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0. DOCUMENT CONTROL

0.1. Distribution list of controlled copies

Copy	Name	Function
0	Original	HSE archive
intranet	H. Reijn	Department Head Asset Operations
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0.2. Authorisation

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0.3. Revisions

Rev.	Description of changes	Date
0	Original issue	June 2003
1	Changed format, distribution list, correct titles and new address	May 2008
2	Document updated to meet foreign regulations	May 2011
3	Update for compliance with the UK Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (§3.2.2) Update for compliance with Danish regulations (§3.2.4) Update for compliance with the new BASF security procedure (§3.2.5)	Sept. 2014
4	General update and implementation of the EU Offshore Guideline	January 2021

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1. PURPOSE

This procedure applies to all activities that are undertaken by Wintershall Noordzee B.V. (WINZ). It applies to all Business processes and to all production sites and assets. It also includes travel for business purposes.

All incidents must be reported, detailing the relevant circumstances. The report provides information to line management, which allows them to take the necessary steps to prevent repetition of the incident.

Reporting of incidents by all employees and contractors will be actively stimulated. No incident is too minor to be reported.

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2. PERSONNEL RESPONSIBILITIES

All personnel

All personnel are responsible for informing their direct supervisors of any incidents.

Direct Supervisor

The direct supervisor must guarantee the direct follow-up of the incident to prevent it from reoccurring.

All supervising personnel must determine the risk potential of a reported incident, inform their line manager and submit a written incident report as soon as possible.

Line management

Line management is responsible for adequate follow-up and/or assistance and communication with the Incident Task Force (ITF). Line management will inform and provide feedback to employees and contractors involved in the incident.

HSE Department

The HSE Department, represented by the HSE Manager, is responsible for:

- incident administration
- reporting of incidents to local authorities
- reporting to the company head office
- facilitation of incident investigations
- facilitation of the Incident Task Force.

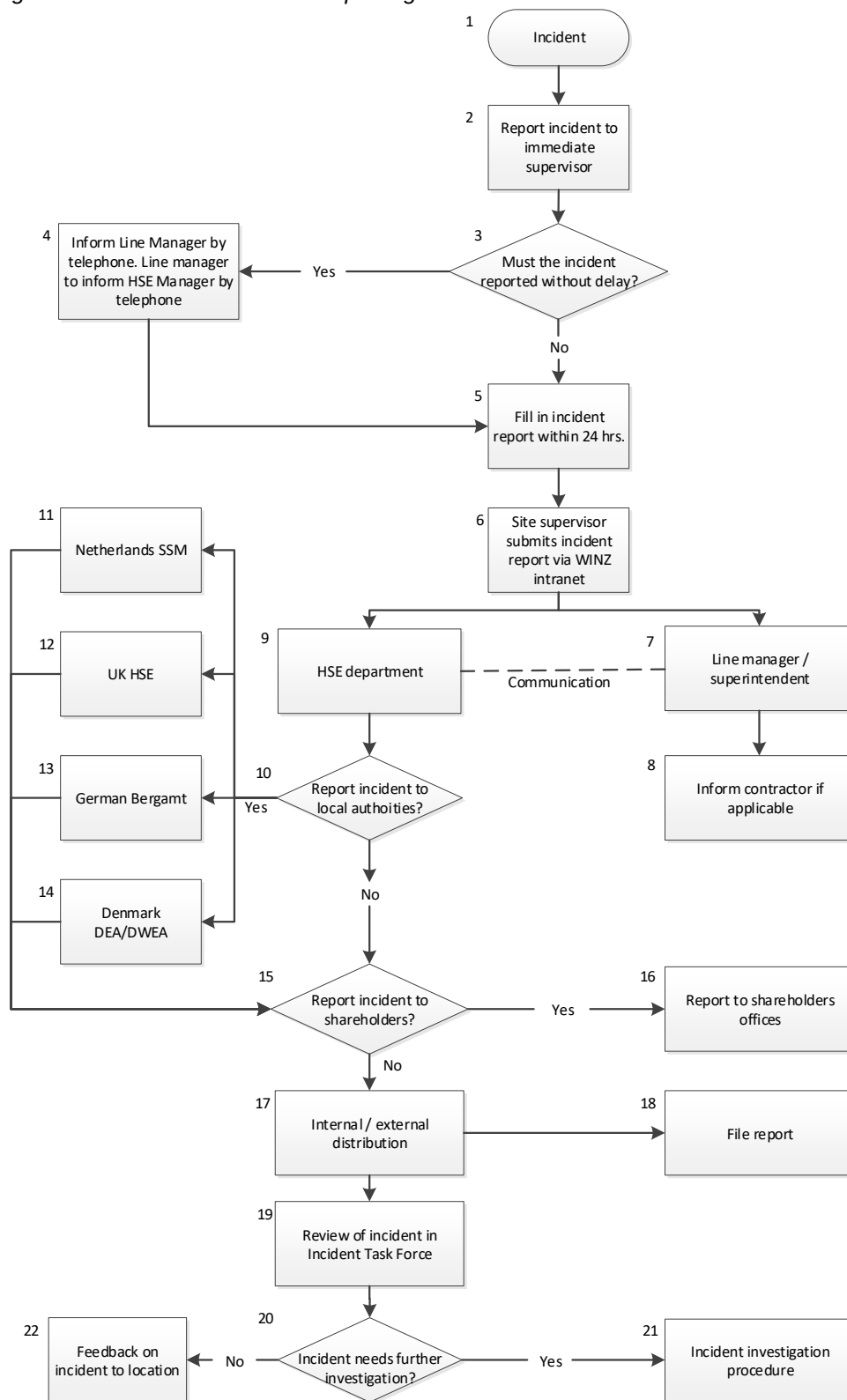
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3. PROCEDURE

3.1. Flow scheme

Figure 1: Flow scheme incident reporting



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3.2. Procedure

In this paragraph, the numbered steps from the flow scheme as indicated in Figure 1 are described in more detail.

1. The incident

The definition in use for incident is all unwanted events that resulted or could have resulted in potential injuries to people, negative impact for environment, damage to assets or company reputation. This procedure applies to all incidents.

2. Report the incident to direct supervisor

All incidents must be reported to the immediate supervisor as soon as possible. The direct supervisor must guarantee the direct follow-up of the incident to prevent it from reoccurring.

Reporting of incidents to the immediate supervisor may be done anonymously, on any piece of paper, by simply stating the facts. It is also allowed to report an incident to one of the

On contracted installations, all incidents will be notified to the WINZ company representative immediately. A WINZ incident report may be completed in addition to the contractor's reporting procedure.

3. Inform the responsible Line Manager

In addition to preventing incidents from re-occurring, the direct Supervisor must report the following incidents to the Line Manager via telephone without delay:

- Fatality;
- Incidents with injury (MTC, RWC, LTI);
- Medevac;
- Spills – loss of primary containment (regardless volume);
- Hydrocarbon releases (regardless volume);
- Incidents related to use, transport or storage of explosive substances;
- Incidents or high potential near misses relating to traffic and transport;
- Discharges of oil in water mixtures with an oil-content higher than 100 mg/l or higher than 30 mg/l as monthly average;

4. Inform the line manager

The line manager will notify the HSE Manager immediately. The HSE Manager will, in consultation with the Managing Director and the Line Manager, decide as to whether an investigation team will carry out an investigation. See the procedure on incident investigation HSE-10-P002.00, which includes high potential Near Misses.

5. Incident report

All incidents and near misses must be reported via the incident reporting system on intranet within 24 hours. Relevant operational and HSE staff are informed about the report automatically.

6. Submission of incident report

All incidents will be reported via the online incident report on intranet. All persons involved in incident investigation and follow-up are informed about the report automatically.

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**7. Line Manager**

The Line Manager determines if any immediate action of the operational management is required and keeps the HSE department informed about any follow-up.

8. Informing the contractor

For incidents of a serious nature suffered by contractor's personnel, the Line Manager / Superintendent shall notify the contractor's supervisor or employer at the earliest opportunity.

9. HSE Department

The HSE Department is the facilitator of the incident reporting procedure and will be the liaison between the company, the head office and any local authorities. After an incident all external communication with head office and authorities will be coordinated by the HSE department.

10. Informing the authorities

As WINZ conducts operations in various countries, local authorities are to be notified when incidents have occurred within their area according local regulations.

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3.2.1. Incident reporting in the Netherlands

11. Incident reporting in the Netherlands

All reportable incidents, when and to whom they are to be reported and the relevant legislation are tabulated in **Error! Reference source not found.**

Green marked is applicable onshore and within 12 miles zone

Blue marked is applicable offshore

Yellow marked is applicable both on- and offshore

Safety, also has an environmental reporting requirement

@ Environment, also has a safety reporting requirement

	Report	By whom	Legislation	Reporting form	Time					Report to					
					Immediately	<24hr	<10 days	Month	3 Months	SodM	Coastguard	OvV	GS	ANVS	Radiation doctor
	Safety (# overlap Environmental)														
	<i>Occupational Accidents Fatalities</i>														
3.1.	Occupational accidents: death, permanent injury, hospital stay	Employer	Aw, art.9, section 1	Annex II	x					x					
3.2.	Occupational accidents (company and contractor)	Employer	Agreement						x	x					
4.1.	Serious Occupational accidents, extra information, combine with 5.7. and/or 5.8			Annex II & IV											
5.7.	Any fatality	Employer	1112/2014/EU		x		x			x					
5.8.	Any serious injury	Employer	Directive 92/91/EEC												

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	Report	By whom	Legislation	Reporting form	Time					Report to					
					Immediately	<24hr	<10 days	Month	3 Months	SodM	Coastguard	OvV	GS	ANVS	Radiation doctor
3.3.	Endangered safety in case of transport	Employer	Ab, art. 2.42c, section 1a		x		x			x					
3.4.	Unsafe situations, persons in life threatening situations	Employer	Ab, art. 2.42c, section 1b		x		x			x					
3.5.	Major and significant gas releases	Employer	Ab. art. 2.42c	Annex VIII, part 0 & A	x					x					
5.1.#	Unintended release of oil, gas or other hazardous substances	Employer	1112/2014/E U	Annex VIII, part 0 & part A			x			x					
3.6.	Incidents during use, transport or storage of explosive substances	Employer	Ab, art. 2.42.c, section 1c		x			x		x					
3.8.	Damage to strength or stability mining installation	Operator	Mbb, art. 54		x					x					
5.4.	Significant loss of structural integrity ... Mobile installation	Employer	1112/2014/E U	Annex VIII, part 0 & part D			x			x					
3.11.#	Incidents on mining installations with danger for environment, shipping or fishery	Operator	Mbb, art. 87, section 2		x					x	x				
3.12.#	Incidents in the vicinity of mining installations that endanger environment, safety of shipping or fishery	Operator	Mbb, art. 88, section 1		x					x	x				
3.17	Serious damage or threat of serious damage during mining activities	Operator	Mbb, art. 3, section 2		x					x					

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	Report	By whom	Legislation	Reporting form	Time					Report to					
					Immediately	<24hr	<10 days	Month	3 Months	SodM	Coastguard	OvV	GS	ANVS	Radiation doctor
3.19.#	Leakage or possibility of damage to pipeline	Manager	Mbb, art.100, section 3 jo' 5		x					x	x				
3.20.	Incident in or with pipeline onshore or within 12 miles zone	Manager	BOvV, art. 9. Sub g		x					x	x	x			
4.4.#	Incident in or with a pipeline resulting in death, serious injury or significant damage	Manager	BOvV, art. 9 sub g	Annex IV & V	x	x				x	x	x			
3.21.#	Severe accident involving dangerous substances (onshore)	Manager	BOvV, art. 9, sub j		x					x		x			
3.22. & 4.6.	Violation of safety zone around mining installation	Operator	Mbw, art. 43	Annex VII		x				x	x				
5.5.	Vessels on collision course and actual vessel collisions	Employer	1112/2014/E U	Annex VIII, part 0 & part E			x			x	?				
3.23.	Use of SAR helicopter	Operator	Agreement		x					x					
5.6.	Helicopter accidents, on or near offshore installations	Employer	1112/2014/E U	Annex VIII, part 0 & part F	x		x			x					
5.9.	Evacuation of personnel	Employer	1112/2014/E U	Annex VIII, part 0 & part I	x		x			x					
5.3.#	Failure of Safety and Environmental critical equipment	Employer	1112/2014/E U	Annex VIII, part 0 & part C			x			x					

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	Report	By whom	Legislation	Reporting form	Time					Report to					
					Immediately	<24hr	<10 days	Month	3 Months	SodM	Coastguard	OvV	GS	ANVS	Radiation doctor
	Environmental (@ overlap Safety)														
3.11.@	Incidents on mining installations with danger for environment, shipping or fishery	Operator	Mbb, art. 87, section 2		x					x	x				
3.12.@	Incidents in the vicinity of mining installations that endanger environment, safety of shipping or fishery	Operator	Mbb, art. 88, section 1		x					x	x				
3.19.@	Leakage or possible damage to pipeline	Manager	Mbb, art.100 Section 3 & 5	Annex V	x					x	x				
4.3.	Leakage or possible damage to pipeline	Manager	Mbb, art. 100 section 4 & 5	Annex V		x				x					
3.21.@	Severe accident involving dangerous substances (onshore)	Manager	BOvV, art. 9, sub j		x					x		x			
5.3.@	Failure of Safety and Environmental critical equipment	Employer	1112/2014/E U	Annex VIII, part 0 & part C			x			x					
3.7.	Environmental incidents onshore and within 12 miles zone	Operator	Wm, art. 17.2 Section 1	Annex II & III	x					x	x				
4.2.	Environmental incidents onshore and within 12 miles zone	Operator	Wm, art. 17.2, section 2	Annex II & III	x					x	x				
3.10.	Discharge from a mining installation with unfavorable consequences to the environment	Operator	Mbb, art. 82 Mbr, art. 9.1.7	Annex III, V	x					x	x				

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	Report	By whom	Legislation	Reporting form	Time					Report to					
					Immediately	<24hr	<10 days	Month	3 Months	SodM	Coastguard	OvV	GS	ANVS	Radiation doctor
4.2.	Discharge from a mining installation with unfavorable consequences to the environment	Operator	Mbr, art. 9.1.7 section 2	Annex III, V	x		x			x	x				
5.1.@	Unintended release of oil, gas or other hazardous substances	Employer	1112/2014/E U	Annex VIII, part 0 & part A			x			x					
3.18.	Pollution or significant damage to subsoil onshore and within 12 miles zone	Operator	Wbb, art. 27		x					x			x		
4.4.@	Incident in or with a pipeline resulting in death, serious injury or significant damage	Manager	BOvV, art. 9 sub g	Annex IV & V	x	x				x					
5.10.	Any major environmental incident (Offshore)	Employer	1112/2014/E U	Annex VIII, part 0 & part J			x			x					
	Well Integrity/ Well Control														
3.9.	Deviation in pressure in annular spaces of wells	Operator	Mbr, 8.4.4		x					x					
5.2.	Loss of well control Any blowout Coming into operation blowout preventer or diverter system Mechanical failure of any part of a well Taking of measures when minimum distance with existing well has been compromised	Employer	1112/2014/E U	Annex VIII, part 0 & part B			x			x					

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	Report	By whom	Legislation	Reporting form	Time					Report to					
					Immediately	<24hr	<10 days	Month	3 Months	SodM	Coastguard	OvV	GS	ANVS	Radiation doctor
	Health/ Radiation														
3.13. & 4.5	Potable water, legionella > 1000 kve/l	Owner	Dwb, art. 43, section 3	Annex VI	x					x					
3.14.	Imminent exposure to radiation	Operator/ contractor	Bsb, art. 13, section 3		x					x				x	x
3.15.	Loss/robbery/ unwanted distribution of a radiation source	Operator/ contractor	Bsb, art. 14 section 3a		x					x				x	
3.16.	Excessive exposure to radiation	Operator/ contractor	Bsb, art.143 section 2 jo'3c		x					x				x	x
	General														
3.24.	Disturbance of public order	Operator	Request OM		x					x	x				

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Aw	Working Conditions Act (Arbowet)	Mbw	Mining Act (Mijnbouwwet)
Ab	Arbo Decree (Arbobesluit)	Mbb	Mining Decree (Mijnbouwbesluit)
Bsb	Decree Radiation Protection ('Besluit Stralingsbescherming')	Mbr	Mining Regulation (Mijnbouwregeling)
Wm	Act Environmental Control (Wet Milieubeheer)	OSD	EU Offshore Safety Directive
Dwb	Potable Water Decree (Drinkwaterbesluit)	1112/2014/EU	EU Implementing Regulation
Wbb	Soil Pollution Protection Act (Wet bodembescherming)	Guidance Document	On Commission Implementing Regulation (EU) No 1112/2014
BOv	Decree Dutch Safety Board	SodM	State Supervision of Mines
		OvV	Onderzoeksraad voor Veiligheid
		GS	Province (Gedeputeerde Staten Provincie)

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3.2.2. Incident reporting in the United Kingdom

12. Incident reporting in the United Kingdom

Incidents on locations in the United Kingdom shall be reported in conformity with:

- Safety Case Regulations 2015
- The Health and Safety Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- EU Commission Implementing Regulation No 1112/2014
- The Department for Business, Energy and Industrial Strategy requirements;
- Operational notice 11 from Health and Safety Executive (HSE).

RIDDOR

Incidents with regards to health and safety shall be reported to the RIDDOR division of the Health and Safety Executive. Depending on the type of incident reports must be submitted via telephone, e-mail, regular mail or an online form. The HSE Manager or his deputy (HSE Supervisor) is responsible for the reporting.

Reportable events according RIDDOR are:

- a. Unintended Release of Oil, Gas or Hazardous Substance (ignited or not), Fires and Explosions
- b. Dangerous Occurrence in Relation to a Well
- c. Failure of a Safety & Environmental Critical Element
- d. Danger to the Integrity of an Installation, Collapses, Equipment Failure, Weather Damage, Seabed Subsidence
- e. Vessel Collisions, or Potential Collisions, with an Installation
- f. Aircraft Collisions or Potential Collisions with an Installation
- g. Fatalities
- h. Serious Injuries
- i. Partial or Complete Evacuation of Personnel
- j. Major Environmental Incident arising from a Safety Incident
- k. Other Reportable Injuries, Diseases and Dangerous Occurrences
- l. Death or Loss of a Person Pursuant to MAR Regulation 21B.

Any unintended release, fire or explosion from an installation (including subsea) or from a pipeline within the 500m zone must be reported the Health and Safety Executive.

When any worker, as a result of a work-related accident, suffers from injuries as listed the incident must be reported to the RIDDOR division of the HSE by phone and via the online form "report of an injury offshore" without delay. The online form for reporting injuries can be found on the UK HSE website:

<https://www.hse.gov.uk/forms/offshore/index.htm>.

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Other injuries, resulting in an over-three-days absence of work must be registered but don't need to be reported.

- Bone fracture diagnosed by a registered medical practitioner, other than to a finger, thumb or toe;
- Amputation of an arm, hand, finger, thumb, leg, foot or toe;
- Injury diagnosed by a registered medical practitioner as being likely to cause permanent blinding or reduction in sight in one or both eyes;
- Crush injury to the head or torso causing damage to the brain or internal organs in the chest or abdomen;
- Burn injury (including scalding) which:
 - Covers more than 10% of the whole body's total surface area;
 - Causes significant damage to the eyes, respiratory system or other vital organs.
- Any degree of scalping requiring hospital treatment;
- Loss of consciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space which;
 - leads to hypothermia or heat-induced illness;
 - requires resuscitation or admittance to hospital for more than 24 hours,

Within 10 days after the incident, starting the day after the incident, a report of the incident must be supplied to the RIDDOR division of the HSE.

m. Over-seven-day injuries

When any person at work is incapacitated for routine work for more than 7 consecutive days (excluding the day of the accident) because of an injury resulting from an accident arising out of or in connection with that work the RIDDOR division of the HSE must be informed via the online form "report of an injury offshore" within 15 days of the accident. The online form for reporting injuries can be found on the UK HSE website:

<http://www.hse.gov.uk/riddor/report.htm>.

n. Non-fatal injuries to non-workers

When any person, not at work, is brought to a hospital as a result of a work-related accident the RIDDOR division of the HSE must be informed via the online form "report of an injury offshore" within 10 days of the accident. The online form for reporting injuries can be found on the UK HSE website: <http://www.hse.gov.uk/riddor/report.htm>.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

o. Fatalities

All fatalities (including suicides) must be reported to the local police without delay.

Accidents resulting in fatalities must be reported to the RIDDOR division of the HSE by telephone and via the form "Return of Death or loss of a person" without delay. The form must be sent by regular mail to the register of shipping in Cardiff. The form return on death or loss of a person can be found on the UK HSE website:

<http://www.hse.gov.uk/riddor/report.htm>.

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The site of an incident must not be disturbed for three days without an inspector's permission. Within 10 days after the incident, starting the day after the incident, a report of the incident must be supplied to the RIDDOR division of the HSE.

p. Dangerous occurrences

If an accident without personal injury happens and the accident is related to a topic indicated in the list below, Schedule 2 of the RIDDOR must be checked in more detail.

- Occupational Diseases
- Exposure to Carcinogens, Mutagens and Biological Agents
- Diseases Offshore; Diving Operations; Dropped Objects
- Fall into Water
- Lifting Equipment
- Biological Agents
- Radiation
- Breathing Apparatus
 - Pipelines or Pipeline Works Lifting equipment
 - Pressure systems
 - Overhead electric lines
 - Electrical incidents causing explosion or fire
 - Explosives
 - Biological agents
 - Radiation generators and radiography
 - Breathing apparatus
 - Diving operations
 - Collapse of scaffolding
 - Wells
 - Pipelines or pipeline works
 - Structural collapse
 - Release of petroleum hydrocarbon
 - Fire or explosion
 - Release or escape of dangerous substances
 - Collapses
 - Equipment
 - Dropping objects
 - Weather damage
 - Collisions
 - Subsidence or collapse of seabed
 - Loss of stability or buoyancy
 - Evacuation
 - Falls into water

When the accident is described in Schedule 2 the accident must be reported to the RIDDOR division of the HSE via the online form "report of a dangerous occurrence offshore" without delay. The report of a dangerous occurrence offshore can be found on the UK HSE website: <http://www.hse.gov.uk/riddor/report.htm>

Within 10 days after the incident, starting the day after the incident, a report of the incident must be supplied to the RIDDOR department of the HSE.

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A hydrocarbon release has to be reported as a dangerous occurrence when the release exceeds the thresholds as described in Table 1 [13]. Releases below the thresholds are not reportable.

When the release is reportable, the form “Hydrocarbon release Report OIR/12” must be used to supply additional information on the “report of a dangerous occurrence offshore”.

The most recent version of this form can be found on the UK HSE website:

<https://www.hse.gov.uk/forms/offshore/index.htm>.

Table 1: reportable thresholds for reporting hydrocarbon releases

Type of release	Phase	Fluid	Reportable Limit
Continuous	Gas / Vapour / Mist	Natural gas Natural gas liquids Condensate Crude oil	3 kg/hr (0,0008 kg/s) or 20% LFL at0.5 m
	Liquid	Natural gas liquids Condensate Crude oil	100 kg/hr (0.028 kg/s)
Discrete	Gas / Vapour / Mist	Natural gas Natural gas liquids Condensate Crude oil	0.15 kg
		Liquid	Natural gas liquids
	Condensate		10 kg
	Crude oil		30 kg
To determine the reportable limit for a well fluid release the type and phase must first be determined.			
Release of liquids containing >90% water by mass are not reportable			
For multi-phase releases consider the hydrocarbon liquid content only in a pool fire assessment.			
For discrete gas / vapour / mist releases the reportable limit relates to fraction of hydrocarbons contributing to the fireball.			

A release or escape of a dangerous substance must be reported when the release exceeds the thresholds as described in Table 2.

Table 2: reportable thresholds for reporting release or escape of dangerous substances

Material	Type of release	Reportable Limit
Gas cylinders	Continuous	1m jet fire 3 kg/hr (0,008 kg/s) 20% LFL at 0.5 m
	Discrete	Fireball exposing personnel to 1000 tdu 0.15 kg
Methanol	Continuous	1m equivalent diameter pool fire

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		80 kg/hr (0,02 kg/s)
	Discrete	Pool fire exposing personnel to 1000 tdu 45 kg
Hydraulic oils Lube oils Diesel Heli fuel	Continuous	1m jet fire (mist or spray) 3 kg/hr (0,008 kg/s) 1m equivalent diameter pool fire (for liquids) 100 kg/hr (0.028 kg/s)
	Discrete	Pool fire exposing personnel to 1000 tdu 30 kg
Liquid releases are only reportable if they can form pools. If a liquid release falls to the sea and there is no pool or coating formed on equipment or the deck, it is not reportable.		
If a release is routed directly to the drains within 0.5 m of the point of release and does not form a pool it is not reportable.		
HFAE and HFAS are non-combustible and therefore a release of these fluids is not reportable		

q. Occupational diseases and diseases offshore

When any worker, as a result of the work, suffers from diseases as listed below the incident must be reported to the RIDDOR division of the HSE by and via the online form "report of an occupational disease" without delay. The online form can be found on the UK HSE website: <https://www.hse.gov.uk/forms/offshore/index.htm>.

- Carpal Tunnel Syndrome, where the person's work involves regular use of percussive or vibrating tools;
- Cramp in the hand or forearm, where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm;
- Occupational dermatitis, where the person's work involves significant or regular exposure to a known skin sensitizer or irritant;
- Hand Arm Vibration Syndrome, where the person's work involves regular use of percussive or vibrating tools, or the holding of materials which are subject to percussive processes, or processes causing vibration;
- Occupational asthma, where the person's work involves significant or regular exposure to a known respiratory sensitizer;
- Tendonitis or tenosynovitis in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements.

For offshore locations the outbreak of the diseases as listed below must be reported in the same manner as described:

- Chickenpox
- Cholera
- Diphtheria
- Dysentery (amoebic or bacillary)
- Acute encephalitis
- Erysipelas
- Food poisoning
- Legionellosis
- Malaria

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- Measles
- Meningitis
- Meningococcal septicaemia (without meningitis)
- Mumps
- Paratyphoid fever
- Plague
- Acute poliomyelitis
- Rabies
- Rubella
- Scarlet fever
- Tetanus
- Tuberculosis
- Typhoid fever
- Typhus
- Viral haemorrhagic fevers
- Viral hepatitis

r. Exposure to carcinogens, mutagens and biological agents

When any person, as a result of the work, is exposed to carcinogenic (including ionising radiation), mutagenic or biological agents the RIDDOR division of the HSE must be informed via the online form “report of an occupational disease” without delay. The online form report of an occupational disease can be found on the UK HSE website: <https://www.hse.gov.uk/forms/offshore/index.htm>.

DECC

Incidents with regards to spills to the environment shall be reported according the Petroleum Operations Notice number 1 as issued by the Department of Energy and Climate Change (DECC).

Operational notice 11

Besides the RIDDOR and DECC obligated reports the operational notice 11 from the HSE advises to report infringements of the 500-meter safety zone. All infringements must be reported to HSE by means of form OIR13. The form must be sent to the offshore division of the HSE by regular mail. The most recent form can be found on the UK HSE website: www.hse.gov.uk/offshore/notices/images/oir13.pdf

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3.2.3. Incident reporting in Germany

13. Incident reporting in Germany

Incidents on locations in Germany shall be reported by the HSE Manager or his deputy (HSE Supervisor) to Bergamt and/or the Berufsgenossenschaft depending on the nationality of the person(s) involved. Fatalities and Lost Time Incidents (LTI) must be reported to Bergamt immediately by telephone or e-mail. When the victim is of the German nationality a fatality is to be reported immediately, and an LTI within 3 days to the Berufsgenossenschaft using a BG-form. The most recent form can be found on the BG website: <http://www.bgbau.de/service/pdf-down/u1000.pdf/view>

3.2.4. Incident reporting in Denmark

14. Incident reporting in Denmark

All incidents as described in Table 3 on locations in Denmark must be reported verbally to the Danish Energy Authority (DEA) as soon as possible by the HSE Manager or his deputy (HSE Supervisor). A written report should follow within 1 week. The most recent form can be found on the Energi Styrelsen website: <http://www.ens.dk/node/1935>.

In Event:	OIM / HMI contacts the:
Serious/fatal accident leading to evacuation	Operations Centre Danish Admiral Fleet (OCDAF) (Switchboard) +45 89 43 30 99
Fire / explosion	
Man overboard	
Diving incidents	
Loss of well control / H ₂ S or poisonous gas release	
Bomb threat / hijacking / sabotage / third party groups	
Helicopter incidents	
Approach of unknown vessel / drifting vessel	
Collision / structural damage	
Loss of stability	
Extreme weather conditions	
Loss of explosives	
Oil / chemical spill	If Spills < 70 L : Report to DEPA Email: mst@mst.dk (every half yr.) If 70 < Spill < 5000 L : Maritime Assistance Service (MAS) Email: mas@sok.dk

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	DEPA: +45 72 54 40 001 If Spill > 5000L : Contact : MAS: +45 72 85 03 70 DEPA: +45 72 54 40 00
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Other Danish authorities are to be notified on various occasions, see table 4 below;

Table 3: Danish notification matrix

Authorities to be contacted in case of emergency. Reporting method must be: P: Phone report (immediately) E: E-mail report (within 10 days)	Esbjerg Police ² Tel. +45 56 42 70 10 / sjyl-vagtcentral@poli.yi.dk	Danish Working Environment Agency – WEA Tel. +45 70 12 12 88 / postkasse8kontor@at.dk	Danish Environment Protection Agency – DEPA Tel. +45 72 54 40 00 / mst@mst.dk	Danish Maritime Authority - DMA Tel. +45 72 19 60 00 / sfs@dma.dk	Civil Aviation Authority – CAA-DK Tel. +45 72 21 88 00 / info@trafikstyrelsen.dk	Institute of Radiation Hygiene Tel. +45 44 54 34 54 / sis@sis.dk	Danish Health and Medicines Authority - DHMA Tel. +45 72 22 74 00 / sst@sst.dk
Serious ³ / fatal incident	P	P / E		P / E			
Discharge of hydrocarbons							
(Potential) release of biological agents which can result in diseases in humans							
Discharge of substances or materials which can result in diseases in humans							
Any significant damage to the installation or equipment							
Evacuation of personnel							
Near misses							

¹ If the call is taking place during office hours (Mon – Fri 9:00 am to 4:00 pm) it will be redirected to the officer in charge at DEPA. If this person is not available or if the call to DEPA is taking place outside office hours one of the following persons should be contacted:

- Mr. Mikael Malinovsky (+45 72 54 44 27 or +45 28 30 07 85)

² The WEA website indicates South Jutland Police (SJP) should be called at +45 76 11 14 48. However, upon emergency telephone testing the SJP forwarded the call back to Esbjerg police station who indicated they were the adequate contact station.

³ Incidents with absence from work for more than one day or requiring evacuation of person.

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Incidents with vessels on collision path and collision of vessels with the installation							
Potential fatal incident or serious danger to installations integrity	P	P / E					
Acute illness / infectious disease ⁴	P	P / E					E
Fire / explosion ⁵	P	P / E					
Man overboard	P	P / E					
Diving or maritime incidents ²	P	P / E		P / E			E
Loss of well control / H2S or poisonous gas release	P	P / E	E				
Bomb threat / hijacking / sabotage / third party groups	P	P / E					
Helicopter incidents	P	P / E		P / E	P / E		
Approach of unknown vessel / drifting vessel		P / E		E			
Collision / structural damage	P	P / E		E			
Loss of stability		P / E					
Extreme weather conditions				E			
Oil / chemical spill	P	P	E				
Loss of explosives		E					
Loss of radioactive source		P / E	E			E	

In case of accidents having led to serious or fatal accidents to Danish personnel the Danish police shall inform the next-of-kin.

⁴ Uncomplicated illnesses or diseases should not be reported to the WEA, Health Board or Police.

⁵ Only hydrocarbon fires or fires where the rig integrity is at stake

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3.2.5. Incident reporting to Wintershall Shareholders

15. Incident reporting to Wintershall shareholders

Internal incident reporting

The HSE Manager will decide whether to report an incident to the HSEQ function of WintershallIDEA, according the flowchart in section 3.1 and in compliance with the Corporate Functional Requirement "Processing of incidents, near misses and observations".

Registration and reporting requirements are indicated in below table.

Reporting requirements of incidents						
Consequence type	Severity					
Personal injury affected person	FAC	MTC	RWDC	LWDC	FAT	HiPo
Employee						
work-related incident	x	x	x	x	x	x
Commuting / non-work-related	o	o	o	x	x	o
Contractor						
work-related incident	x	x	x	x	x	x
Third-Party						
work-related incident	o	o	o	o	x ¹⁾	o

Other consequences	HSE level 5 ²⁾	HSE level 1-4 ²⁾
Material release by incident	x	x
Asset / Asset integrity	o	x
Security	o	x
Reputation	o	x

x mandatory o optional - not applicable

blue coloured: IOGP recordable cases ¹⁾ only PSE related incidents are IOGP recordable

17. Distribution

According the incident reporting procedure (HSE-10-P002) the incident description and/or report are distributed by the HSE Department to the production locations for discussion in their HSE meetings, to the relevant departments and the Incident Task Force (ITF).

18. Reporting

A copy of the incident report is filed by the HSE Department.

The HSE Department reports incident statistics annually, including trends and evaluation of implementation of procedures, which serves as an input to the Management Review.

The HSE Department keeps an archive of all incident investigation reports. The archive is available on the intranet (HSE / Incident investigation reports) and serves as input for on-site HSE meetings and for the Operations/HSE meetings in the office (OHM)

19. Incident Task Force

The ITF consists of the operational management facilitated by the HSE Department. The ITF reviews all the incidents and closes out the incident when all recommendations have been

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followed up. The action party will be assigned within the ITF committee and is responsible for following up the recommendations within his responsibility.

20. Further investigation

Whether further investigation is required shall be decided during the ITF meeting.

21. Incident investigation

An in-depth investigation of an incident will be carried out on high potential and serious incidents in conformity with the incident investigation procedure HSE-10-P002.00. The risk potential of an incident is classified conform the Incident Classification Matrix.

22. Close-out of an incident

All incidents will be closed out in the ITF meetings. The minutes of ITF meetings and follow-up on incidents are public within the company to ensure that all personnel are convinced that the incident has been properly dealt with and all recommendations have been carried out.

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4. Definitions

Accident

An undesired event resulting in damage to people, goods or the environment

AFPD (Activation or Failure of Protective Device)

Process safety incident with activation or failure of protective devices.

Emissions and potential unsafe situations for the general public and surrounding area.

For onshore locations environmental permits specify that immediate reporting to authorities is obligatory for any unforeseen emissions, such as gas leaks. (Environmental Act, chapter 17.2)

Environmental incident, (Spill)

An undesired event that results in the loss of containment of a significant quantity of a harmful fluid. The lost fluid may be contained within the installation (internal spill) or reach surface water or soil (external spill).

Fatality (FAT)

Death due to a work-related injury or illness within one year of the incident.

FER (Fire, Explosion, Release)

Process safety incident with fire, explosion / implosion or release of substance (loss of primary containment).

First Aid case (FA)

Cases that are not severe enough to be reported as MTC or other more serious cases.

Incident

An event that gives rise to an accident or has the potential to give rise to an accident.

Infringement of Safety Zone

Infringements of the 500 m safety zone around an offshore installation are to be reported directly to the Coast Guard using the reporting form of infringement of the safety zone surrounding a mining installation on the Dutch part of the continental shelf issued by the Bureau of Maritime Affairs of the Dutch Coast Guard.

Lost Time Incident (LTI)

A work-related injury or illness, which causes a person to be absent from work any day after the day of occurrence of the incident. "Any day" includes rest days, weekend days, leave days, public holidays or days after ceasing employment.

Medical Treatment Case (MTC)

Cases that are not severe enough to be reported as LTI or RWC, but are more severe than requiring simple first aid treatment. For example, treatment of an infection, treatment of second- and third-degree burns, application of sutures (stitches), use of prescription medicines, positive x-ray diagnosis, admission to hospital for treatment other than observation.

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Natural disasters

Only to be reported if there is risk of injury to employees or company property or if such a risk is anticipated.

Near Miss (NM)

An undesired event that, under slightly different circumstances, could have resulted in personal harm, property damage, loss of process or damage to the environment. Near Misses include substandard acts and conditions (those acts or conditions that do not meet established standards and therefore could result in a loss).

Process Safety Incidents

Incidents in process-technology. These include FER and AFPD.

Property Damage (PD)

An undesired event resulting in damage to property or loss to process, in excess of €5000 direct damage to the equipment. No costs for production loss, transportation or man hours, are accounted for.

Restricted Work Case (RWC)

An individual, because of a job-related injury or illness, is physically or mentally unfit to fully perform their regular job on any day after the incident. RWC applies to persons who return to work in a reduced capacity, for example by working fewer hours, assigned to a temporary job or only part of their normal duties. "Any day" includes rest days, weekend days, leave days, public holidays or days after ceasing employment.

Security incidents

- Arson / Intentional explosion (Damage to or destruction of property by intentional fire)
- Blackmail / Treats (All attempts at extortion against the company or its employees)
- Bodily injury (As a result of a criminal act)
- Bribery (Actual or suspected offering, paying or receiving bribes, kickbacks or gratuities, where either involved party is a company employee, contractor or supplier)
- Burglary (Theft from locked rooms or containers)
- Campaigns and demonstrations against the company
- Carjacking (Theft of a vehicle by violence against individuals)
- Coup d'état (A sudden appropriation of leadership or power)
- Criminal investigations (Investigations conducted preliminary to a criminal prosecution)
- Data protection violations (All incidents related to obtaining data contrary to rules and regulations)
- Drugs (Dealing, possession or consumption of illicit drugs on company property)
- Embezzlement (To steal when in a position of trust)
- Fraud (A deception deliberately practised in order to secure unfair or unlawful gain)
- Kidnapping (Involuntary abduction)
- Political / religious unrest
- Robbery (All theft with the use or threat of violence)
- Sabotage (Any actual or suspected deliberate disruption of company operations)
- Smuggling (To bring in or take out illicitly or by stealth)

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- Theft (Theft of company property, also of personal property if the incident occurs on company premises)
- Threats (Any comment made directly or indirectly that causes the company and its employees to be fearful of potential harm)
- Vandalism (Any malicious, random destruction of property)

Thermal Desorption Unit (TDU)

1 TDU = 1 (kW/m²)^{4/3}s.

Transportation & Distribution accident

Freight vehicle incidents – with fatalities or LTI, product release, property damage and / or interference of the public traffic and press coverage.

Vehicle incident

Incidents involving motorised vehicles used for transporting people and goods over land, when being used for a work-related activity, other than for the normal commuting to/from the work place. All vehicle incidents can be additionally defined – involving personnel injury or property damage, or as a vehicle near-miss (no injury or damage).

Work related injury / illness

Injury or illness which occurs while working, in the workplace or as a consequence of working.

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5. Reference documentation

Number	Document title	WINZ document number
1	Incident Investigation Report	HSE-10-P001
2	Incident Investigation procedure	HSE-10-P002
3	Wintershall Dea corporate HSE management system procedures: Functional Requirement - Processing of incidents, near misses and observations	
4	NOGEPa Standard 86 - Reporting of accidents and incidents	
5	Dutch Ministry of Social Affairs and Employment; Working Conditions Act and Working Conditions Decree (Arbo wet en besluit)	
6	Dutch Ministry of Economic Affairs, Agriculture and Innovation; Mining Act	
7	UK Health and Safety Executive; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)	
8	UK Health and Safety Executive; Offshore Technology Report – OTO 96 956; Revised guidance on reporting of offshore hydrocarbon releases 1996.	
9	UK Health and Safety Executive; Operations notice 11; Reporting of safety zone infringements.	
10	UK Department of Energy and Climate Change, Petroleum Operations Notice No. 1. Guidance for reporting Oil and Chemical Releases and Permitted Discharge Notifications from offshore installations and pipelines.	
11	Danish Energy Authority; Executive order on registration and notification of industrial injuries etc. pursuant to the offshore safety act.	Executive Order no. 1083 of 05/09/2013
12	Supplementary Guidance on the RIDDOR Reporting of Hydrocarbon Releases, Oil & Gas UK, issue 2, April 2014	

Note: Some documents are written in Dutch as they are not available in English.

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