



## Note to Industry (NTI)

<b>TOPIC</b> Submission of COMAH related documents as required under Workplace Safety and Health (Facilities) (Control of Major Accident Hazards) Regulations, 2013			<b>Reference Number</b> 2021/NTI/01
<b>Approved by:</b> Chief Inspector	<b>Issue date:</b> 13 <sup>th</sup> January 2021	<b>Expiry date:</b> None	<b>Revision No:</b> 1

### Purpose:

The Safety, Health and Environment National Authority (SHENA) hereby refers to the Note to Industry, [2020/NTI/11](#) titled "Submission of COMAH related documents as required under Workplace Safety and Health (Facilities) (Control of Major Accident Hazards) Regulations, 2013" that was issued on 29<sup>th</sup> June 2020 in which SHENA informed all Duty Holders of Oil and Gas and Petrochemical Plant Operators to revert to the previous arrangement of physically submitting one (1) hard copy and two (2) soft copies [via compact disc (CD)] of their COMAH related documents to SHENA.

SHENA hereby informs that effective from the date of this Note to Industry, all Duty Holders of Oil and Gas and Petrochemical Plant Operators **are no longer required to submit a HARDCOPY document for the final submission of the Safety Case process.** SHENA will only require physical submission of two (2) soft copies [via 2 compact discs (CD) or 2 pendrives] of their COMAH related documents and marked **SAFETY CASE** to:

### SAFETY, HEALTH AND ENVIRONMENT NATIONAL AUTHORITY (SHENA)

Level 4, Design & Technology Building, Spg. 32-37,  
 Kg. Anggerek Desa, Bandar Seri Begawan  
 BB3713, Negara Brunei Darussalam  
 (Attention: Chief Inspector, Major Accident Hazards Sector)

Apart from the change in the submission arrangement when making the final submission of the Safety Case related documents to SHENA, **NO CHANGE** is made with regards to the other stages. Please find the table below to ensure clarity on the Safety Case document submission at various stages.

Type of Safety Case (SC) and DN	First submission	Iteration submissions	Final submission	Remarks
Fixed Facility, Mobile Facility, Combined Operation SC and Decommissioning & Restoration SC including material changes and design notification (DN)	Hardcopy & 2 CD soft copies Email with cover letter and attached COMAH Matrix	Email with revised COMAH Matrix and requested document	2 CD soft copies or 2 pendrives of final clean SC document, matrix, RAP and requested document Email with final clean matrix	For any revalidation of SC, the summary of amendment or changes is to be provided in the cover letter

SHENA will reply through email to acknowledge and confirm receipt of the documents.

SHENA hereby informs all Duty Holders of Oil and Gas and Petrochemical Plant Operators that this Note to Industry supersedes Note to Industry [2020/NTI/11](#), that was issued on 29<sup>th</sup> June 2020. This NTI shall apply with immediate effect.

SHENA seeks the support of all relevant stakeholders in ensuring Brunei is a safe place to work and live. Should further clarifications be required, please email the MAH general email at [mah@shena.gov.bn](mailto:mah@shena.gov.bn) or contact SHENA Office general line at 238 2000.

**END**