



اوتوريٽي كېڤسائڻ كسلامتن
كصميتن دان عالمسكيتر
Safety, Health and Environment
National Authority

NOTE TO INDUSTRY (NTI)

TOPIC Submission of COMAH related documents as required under Workplace Safety and Health (Facilities) (Control of Major Accident Hazards) Regulations, 2013 [In light of COVID-19 Outbreak 2021]			Reference Number 2021/NTI/09
Approved by: Acting Chief Inspector (MAH)	Issue date: 21 August 2021	Expiry date: None	Revision No: 1

Purpose: This Notification to Industry serves to provide guidance to Duty Holders and oil and gas industry operators on the submission of COMAH related documents to Safety, Health and Environment National Authority (SHENA) as legally required under the Workplace Safety and Health (Facilities) (Control of Major Accident Hazards) Regulations, 2013 in light of the Coronavirus (COVID-19) outbreak. This Guidance shall apply with immediate effect.

In light of the recent Covid-19 outbreak, SHENA will no longer accept physical submissions of COMAH related documents until further notice. Duty Holders and oil and gas industry operators (hereby referred as “Stakeholders”) are hereby informed of the following methods of submission as follows:

Methods of Submission:

- 1) Email by parts
 - Stakeholders can submit COMAH documents via email to the Major Accident Hazard Sector’s general email at mah@shena.gov.bn
 - Should the file content be large and it is not possible to send in one email due to the size limitations, stakeholders to divide the submission into multiple emails, indicating the name of documents attached in the email body.
- 2) File-sharing Link
 - Stakeholders can provide SHENA with a file-sharing link where the submission has been uploaded, via email to the Major Accident Hazard Sector’s general email at mah@shena.gov.bn
- 3) Request file-sharing link from SHENA
 - Upon request, SHENA will provide a file-sharing link via the Microsoft One Drive Platform for Stakeholders to upload the submission online.

It is important that the stakeholders ensure that those responsible for submission ensure that any submissions to SHENA are properly titled by including the Finance Reference Number (FRN), as provided by SHENA Finance Department, on the communication title or heading. This will enable SHENA to track such submissions in a more convenient manner.

Upon receipt of the documents once they have been submitted through the various options listed above, SHENA will reply through email to confirm the receipt of the documents.

This method of submission will be implemented until further notice. Any changes concerning method of submission will be duly informed by SHENA to stakeholders in due course.

Please also take note that the collection of physical Safety Case Certificates at SHENA Office will be suspended until further notice. The softcopy of these certificates will be issued to relevant Stakeholders via email and will be treated as valid.

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 Major Accident Hazard Sector's general email at mah@shena.gov.bn or contact SHENA Office general line at +6732382000.

END