

**Guidance Note**

**Incidents and other (Un)foreseen events**

REP-550-14-RL December 2014 (Updated version of REP-494-14-WP)

<table>
<thead>
<tr>
<th>Purpose</th>
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<td>Procedures Notification and Reporting for Sohar International Port (SIP)- and Sohar Free Zone (SFZ)- companies for Incidents and other (Un)foreseen events.</td>
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<th>Objective</th>
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<td>• To enable the authorities to assess Incidents and other (Un)foreseen events on direct and indirect impact on safety, health and environment.</td>
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<td>• MECA-SEU can decide on direct follow-up, request additional information or request a detailed investigation and implementation of mitigating measures.</td>
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<td>• To enable the MECA-SEU to transfer correct information to community or other parties.</td>
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<th>Definitions</th>
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| • **Unforeseen event:**  
  - Incident  
  - Near Incident  
  - Unplanned Not-normal operation |
| • **Forseen event:**  
  - Planned Not-normal operation |
| • **Incident:** unforeseen, not-normal operation, not permitted emissions, fire, smoke, intense flaring, environmental protection equipment failure, pipe burst etc. |
| • **Near incident:** unforeseen event that did not give an emission or impact but there was a substantial risk on it. |
| • **Unplanned Not-normal operation:** unforeseen, infrequently occurring process conditions. A not-normal operating condition with an emission with an actual (or potential) impact (i.e. mild flaring). |
| • **Planned Not-normal operation:** foreseen frequently occurring change in process conditions, a shut-down, start-up, feedstock change and other not-normal process condition with a (possible) higher impact than permitted or that give rise to observable impact like black smoke or high flare activity. |
• **Impact**: the impact can be nuisance, health, environmental or safety related.

• **Emission/discharge**: a release (loss of containment) of a substance or noise to an environmental compartment: air, water and soil and/or visible outside the company fence line. The release can be diffuse or through a regular stack or discharge point. The substances can be hazardous or non-hazardous.


• **Tier 1, 2 and 3**: a ranking of (Minor to Major) Incidents and crisis categories within the Sohar Industrial Port and Freezone 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.

• **Authorities**: MECA-SEU, SIPC, ROP and MECA

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### Related MECA-SEU Guidance Notes and Sohar Industrial Port (SIP) procedures

- Guidance Note Environmental Performance Reporting issued by MECA-SEU.
- Emergency Response Plan issued by SIPC

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### Timing of Notification and Report

**Incidents**

- Depending on Tier-classification the correct Authority requires a **Notification** by phone directly (within 15 minutes) as an **Incident** is identified by the operator.
- A draft **Incident Report** is expected within 48 hours and a final **Incident Report** ultimately within 2 weeks after the incident when requested by MECA-SEU.

**Near incidents and Unplanned Not-normal operations**

- MECA-SEU requires a **Notification** by phone from the operator directly (within 15 min) as a **Near incident** or **Unplanned not-normal operation** is identified by the operator.

**Planned Not-normal operations**

- MECA-SEU requires a **Notification** by e-mail (**meca.seu@gmail.com**) from the operator on planned shut-down, start-ups, changes in operating conditions, etc, preferably 4 weeks or ultimately 48 hours before the **Planned Not-normal operation**.
Information in Notification and Report

**Notification incidents and other (Un)foreseen events**
- Time event
- Expected duration
- Expected impact (to air, water and/or soil)
- Any health, environmental or safety risks
- Observable impact (e.g. black smoke, dust, odour, noise, soil and/or water contamination)
- Type of substances
- Estimated released amount

**Report Incidents**
- 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 information.

- MECA-SEU can instruct the operator to more detailed investigation if the nature of any Incident and other (Un)forseen events give rise to ongoing concerns that requires technical, organizational and legal attention.
- A summary of Incidents and other (Un)forseen events must be reported in the next Environmental Performance Report (EPR).

**How to inform Authorities on Incidents based on Tier-classification**

**Minor Incident Notification: Incidents with a minor impact (Tier 0 - 1)**

Call or SMS MECA-SEU: 9777 0772 directly

**Major Incident Notification: Incidents with a major impact (Tier 1 - 3)**

Call PCC: 2685 2777 directly (PCC informs MECA-SEU)
9934 2699

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

Call NEN: 9999 optional National Emergency Number
negligible to minor impact (Tier 0 - 1)

(Near) Incident

Unplanned not normal

Planned not normal operation

HSE Impact occurred or Possible?

Impact Observable outside company fence line?

No Notification required

48 h advance or direct Notification to PCC and SEU

Incident report requested by SEU?

Submit Incident Report within 48 hours to MECA-SEU

Register and Report in EPR Observe SIP Emergency Response Plan

Contact PCC, ROP or NEN for large scale Tier 1,2 and 3

PCC: 2685 2777
ROP: 9991
SEU: 9777 0772
SEU: meca.seu@gmail.com

PCC: Port Coordination Centre
SEU: Sohar Environmental Unit
EPR: Environmental Performance Report