



Guidance Note

Incidents and other (Un)foreseen events

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

Purpose

Procedures Notification and Reporting for Sohar International Port (SIP)- and Sohar Free Zone (SFZ)- companies for Incidents and other (Un)foreseen events.

Objective

- To enable the authorities to assess Incidents and other (Un)foreseen events on direct and indirect impact on safety, health and environment.
- MECA-SEU can decide on direct follow-up, request additional information or request a detailed investigation and implementation of mitigating measures.
- To enable the MECA-SEU to transfer correct information to community or other parties.

Definitions

- **Unforeseen event:**
 - Incident
 - Near Incident
 - Unplanned Not-normal operation
- **Foreseen 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.
- **Emergency Response Plan** for SIP and Freezone: zie next link under HSE-label: <http://www.soharportandfreezone.com/en/customer-lounge/downloads>
- **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

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

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)foreseen events give rise to ongoing concerns that requires technical, organizational and legal attention.
 - A summary of Incidents and other (Un)foreseen 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



Procedure flowchart Incident and other (Un)foreseen events

negligible to minor impact (Tier 0 - 1)

