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STATUTORY INSTRUMENTS

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**2005 No. 3117**

**The Offshore Installations (Safety Case) Regulations 2005**

**Keeping of documents**

**18.**—(1) A duty holder shall—

- (a) ensure that, when he sends—
  - (i) the design notification, in the case of a production installation; or
  - (ii) the safety case, in the case of a non-production installation,to the Executive, it is notified of an address in Great Britain for the purposes of sub-paragraphs (b) and (e) below;
- (b) keep copies, at the address referred to in sub-paragraph (a) and on the installation, of the following documents relating to the installation—
  - (i) the current safety case;
  - (ii) any summary of any review of the current safety case prepared pursuant to regulation 13(2); and
  - (iii) each audit report;
- (c) keep copies on the installation of the following documents relating to the installation—
  - (i) any relocation notification and any material changes thereto;
  - (ii) any notification of combined operations and any material changes thereto; and
  - (iii) any notification of well operations and any material changes thereto;
- (d) ensure that, in respect of each audit report, a written statement is made, recording—
  - (i) the main findings of the report;
  - (ii) the recommendations in the report; and
  - (iii) the action proposed to implement those recommendations, including the timescales involved,and a copy of that statement kept on the installation; and
- (e) ensure that a record is made of any action taken in consequence of an audit report, and a copy of that record kept at the address referred to in sub-paragraph (a) and on the installation.

(2) The copy of the current safety case referred to in paragraph (1) and any other relevant documents shall be kept for so long as they are current, and the copy of the audit report, the written statement and the record referred to in that paragraph shall be kept for a period of 3 years after being made.

(3) The duty holder for an installation shall ensure that—

- (a) its verification scheme, any modification of that scheme and any note made pursuant to regulation 19(2)(c) or 20(b) is kept at the address notified to the Executive pursuant to sub-paragraph (a) of paragraph (1) until the expiration of 6 months after such scheme or, as the case may be, modification of that scheme, has ceased to be current; and

(b) records, sufficient to show the matters described in paragraph 5 of Schedule 7, are kept at the address notified to the Executive pursuant to sub-paragraph (a) of paragraph (1) until the expiration of 6 months after the scheme pursuant to which they were compiled has ceased to be current.

(4) In this regulation, “audit report” means a report made pursuant to the arrangements referred to in regulation 12(1)(b).