# Submission letter for a revised safety report – template

Instruction –

* The following letter content should be placed on the Operator’s official letterhead
* Operators may use this template to assist in including sufficient information when submitting a revised safety report to the Chief Dangerous Goods Officer (CDGO). The submission will be for assessment and approval under the Dangerous Goods (Major Hazard Facility) Regulations 2007.
* The submission should be made via email to the relevant Dangerous Goods Officer who is the appointed case manager for the MHF.

Chief Dangerous Goods Officer

Department of Mines, Industry Regulation and Safety

Locked Bag 100

EAST PERTH WA 6892

Attention Chief Officer

## Re: SUBMISSION OF REVISED SAFETY REPORT FOR [FACILITY NAME] BY [OPERATOR]

The following safety report and supporting documents are submitted for approval under regulation 26 of the Dangerous Goods Safety (Major Hazard Facilities) Regulations 2007 (the Regulations):

* [insert full title of safety report, document number and revision]
* [insert full title of any supporting documents included with the safety report ]

This revised document is submitted due to changes identified under:

* regulation 30(1)(a) – significant change to the facility
* regulation 30(1)(b) – an incident that occurred on the facility
* regulation 30(1)(c) – changes in land use zoning
* regulation 30(1)(d) – direction in relation to an adjacent MHF
* regulation 30(1)(e) – five yearly review
* regulation 30(1)(f) – request by the Chief Dangerous Goods Officer
* regulation 30(2) – revision on operator’s own initiative

(delete regulations and associated change descriptions that do not apply to the submission)

This review and revision has been completed as a result of:

* [provide a brief outline of the review including the reason and regulation that triggered the review, what was reviewed, how the review was conducted].

An overview of the changes identified since the safety report was last reviewed and submitted for approval is included in the attached table.

Please attach this table if it will assist in identifying the changes – a template is provided on the following page

Yours sincerely

[insert name, position and date of signature]

|  |  |  |
| --- | --- | --- |
| **Paragraph and page number** | **Description** | **Addition, revision or consolidation** |
| **Facility description** | | |
|  |  |  |
|  |  |  |
|  |  |  |
| **Risk assessment** | | |
|  |  |  |
|  |  |  |
|  |  |  |
| **Safety management system** | | |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |