



APPLICATION FORM FOR APPROVAL OF AN OFFSHORE SECURITY PLAN FOR AN OFFSHORE FACILITY OPERATOR

Offshore Security Plan for [Insert Name of Offshore Facility Operator]

The attached offshore security plan, prepared in accordance with the *Maritime Transport and Offshore Facilities Security Act 2003* (the Act) and the *Maritime Transport and Offshore Facilities Security Regulations 2003* (the Regulations), is submitted for approval by the Secretary of the Department of Infrastructure and Transport (the Department). The plan is for [company name], ABN [ABN], which is the offshore facility operator located at [facility name and location].

[If the plan incorporates the security measures and procedures of another offshore industry participant, please complete Attachment 1. For Network plans covering operations of integrated facilities, please complete Attachment 2.]

If implemented, this plan will make an appropriate contribution to achieving the maritime security outcomes contained in section 3 of the Act.

The attached offshore security plan prepared as per Part 5A Division 1 of the Act includes:

- a security assessment prepared in accordance with subsection 100G(2) of the Act;
- information on the location of the facility and offshore security zones in accordance with section 100I(2) of the Act and Regulation 5A.100; and.
- contact information sheet prepared in accordance with Regulations 5A.30 and 5A.35 of the Regulations.

A completed self assessment checklist is also attached to assist the Department with the assessment and review of this offshore security plan.

Should you wish to discuss the contents of this plan, please contact [Name of contact person] on [phone number].

[Signature of person authorised to submit the plan]

[Printed name of the person authorised to submit the plan]

Date:

Office Use Only			
Date received		Receipt acknowledged?	Y / N
Date registered		RMS file no.	
Application complete?	Y / N	Request for further information sent	Y/N
			Date:

Attachment 1

Covering Plans

This plan also covers the operations of the following offshore service providers who are required to have an offshore security plan.

Legal Name	
Trading Name (if different)	
ABN	
Service Provider Name	

Legal Name	
Trading Name (if different)	
ABN	
Service Provider Name	

Legal Name	
Trading Name (if different)	
ABN	
Service Provider Name	

Legal Name	
Trading Name (if different)	
ABN	
Service Provider Name	

Lodgement of Offshore Security Plans

Offshore security plans may be submitted to the Secretary using any of the following methods:

- **By mail**

To maintain the security of plans forwarded by mail, they may be sent via registered mail, or enclosed in a double envelope with the internal envelope marked "restricted".

Plans should be addressed to:

Office of Transport Security
Department of Infrastructure and Transport
GPO Box 594
Canberra ACT 2601

- **By email**

Plans should be emailed to transport.security@infrastructure.gov.au

The Department can currently accept electronic documents in Word, Rich Text Format (RTF) and Adobe Acrobat (PDF) format. If an offshore industry participant wishes to use a different format, they should first contact the Office of Transport Security to discuss the type of format proposed.

For further information concerning your security plan, please contact your OTS State Office:

NSW: 02 - 8344 3105	NT: 08 - 8923 1209
SA: 08 - 8110 2264	WA: 08 - 9225 1458
VIC: 03 - 8608 3300	QLD: 07 - 3838 9987
OTS Central Office: Transport Security Coordination Centre Ph: 1300 132 400	

Offshore security plan for an offshore facility operator assessment checklist

This checklist is to assist you to ensure that the offshore security plan has been prepared in accordance with the requirements of the Act and the Regulations. Please indicate in the column headed “location”, the pages or sections of the plan that contain the information that addresses each requirement. This checklist will be used to supplement the Department's assessment and review process.

Maritime security outcomes

The following questions relate to demonstrating an appropriate contribution to the maritime security outcomes as required in section 100G 1(e) of the Act:

Checklist Item	Answer	Location
OH&S Does the offshore security plan complement, to the fullest extent possible, the occupational health and safety requirements under the laws of the Commonwealth, a State or Territory applying to the facility in accordance with section 100G(1)(f)?	Yes / No	
Staffing Will implementation of your offshore security plan require additional staff to be employed in security roles? If yes, how many additional staff do you expect to employ?	Yes / No Number_____	
Training What is the expected cost of training staff in the implementation of your offshore security plan? Will implementing the plan increase the awareness of staff on security matters?	\$ _____ Yes / No	
Security Infrastructure Will implementation of your offshore security plan require modification of existing infrastructure or require additional security infrastructure? If yes, what is the expected cost?	Yes / No \$	
Security Budget What was your budget for security in last Financial Year? What is your anticipated security budget for this Financial Year? What is the anticipated security budget for next Financial Year? Has this level of expenditure been approved by an appropriate officer?	\$ _____ \$ _____ \$ _____ Yes / No	
Security Measures and Procedures Will additional security measures and procedures be introduced in implementing the offshore security plan?	Yes / No	

Access Control Will implementation of the offshore security plan result in the introduction of additional access control measures?	Yes / No	
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Regulations

The following questions relate to regulatory requirements:

Checklist Item	Answer	Location
Security assessments Does the offshore security plan include a security assessment made in accordance with Regulation 5A.05 and 5A.45 that takes into account any documents required under subsection 100G(2) of the Act?	Yes / No	
Security plan audits and reviews Does the offshore security plan set out the schedules and procedures for conducting audits and reviews of the security plan as required by Regulation 5A.10?	Yes / No	
Contact details Is a <u>separate document</u> containing the contact details, as required by Regulation 5A.30 and 5A.35 included with the offshore security plan?	Yes / No	
Offshore facility security officer The offshore facility operator is required to designate an offshore facility security officer before submitting the offshore security plan to the Secretary for approval. Does the offshore security plan set out the requirements for the offshore facility security officer as identified in Regulation 5A.50?	Yes / No	
Other personnel with security role Does the offshore security plan identify and set out the requirements for other personnel with a security role as identified in Regulation 5A.55?	Yes / No	
Matters that must be in plan Is each item in Regulation 5A.60 addressed in the offshore security plan?	Yes / No	
Consultation Does the offshore security plan include a mechanism for consultation as required by Regulation 5A.65?	Yes / No	
Maritime security level 1 Does the offshore security plan set out the measures to be in place at maritime security level 1, in accordance with Regulation 5A.70?	Yes / No	

Maritime security levels 2 and 3 Does the offshore security plan set out the measures to be in place at maritime security levels 2 and 3, in accordance with Regulation 5A.75?	Yes / No	
Declarations of security Does the offshore security plan include procedures for establishing declarations of security in accordance with Regulation 5A.80?	Yes / No	
Offshore facility zone Does the offshore security plan set out measures to monitor and control access to any offshore facility zone as required by Regulation 5A.85?	Yes / No	
Offshore water-side zone Does the offshore security plan set out security measures and procedures to monitor and control access to water-side zone including measures to detect and deter unauthorised access in accordance with Regulation 5A.90?	Yes / No	
Location of offshore facility In accordance with Regulation 5A.100, does the offshore security plan include: (a) the location (including geographical coordinates) of the facility; and (b) provide a diagram of the facility and surrounding water showing the layout of the facility and any security zones	Yes / No Yes/No	

Note: If any of the above items are not addressed in the plan, the offshore facility operator is advised to give further consideration to the Act and Regulations before submitting the plan for consideration of approval.

This checklist should be used as a guide only. Applicants should refer to the Act and the Regulations when preparing an offshore security plan.

Offshore Facility Location

Latitude: _____

Longitude: _____