

## ***Pro forma* for Annual Returns on Preparedness for Oil Spill Response and Joint Inspection**

Appendix E7/G.Rev.1 to NOS-DCP 2015  
(Para 4.5 & 4.9 refers)

MAIN PARTICULARS						
1.	Name *					
2.	Place *					
3.	Head of Agency *					
4.	Head of HSE *					
OIL HANDLING INFORMATION						
5.	Total quantity handled *					
6.	Oil handling jetties	Sl no.	1	2	3	4
		Jetty				
		Length (m)				
7.	No. of SPM's (if any)					
8.	Average no. of Ships handled	Daily	Weekly	Monthly	Annually	
9.	Other oil facilities					
OIL SPILL RESPONSE ORGANISATION						
10.	Chief incident Controller *					
11.	Site Incident Controller(s) *	1*				
		2				
		3				
		4				
12.	Administration & Communication Coordinator					
13.	Support Services	Human Resource Services Coordinator				
14.		Logistics Service Coordinator				
15.		Media and Public Relation Coordinator				
16.		Operations and Technical Coordinator				
17.		Environmental and Scientific Coordinator				
TRAINING RECORD						
18.	Training	Date	No. of participants	Nature of training and brief remarks		
EXERCISE RECORD						
19.	Mock drills and exercises	Date	Scale/ level of exercise/ drill	Agency conducting exercise	No. of participants	Agencies participated
STATUS OF CONTINGENCY PLAN						
20.	Plan date *					
21.	Plan approval date					
22.	Plan last resubmission date					
23.	Date of last revision					
24.	Remarks on status					

ASSESSMENT OF CONTINGENCY PLAN						
25.	Has there been a realistic assessment of	the nature and size of the possible threat?				
		the resources at risk?				
		the probable movement of oil spill?				
26.	Have priorities for protection been agreed?					
27.	Has strategy for protecting and cleaning the various areas been agreed and clearly explained?					
28.	Has the necessary organisation been outlined and the responsibilities of all those involved been clearly stated with no 'Grey areas'?					
29.	Will all who have a task to perform be aware of what is expected of them?					
30.	Are the levels of following sufficient to deal with the anticipated size of spill?	Equipment?				
		Materials?				
		Manpower?				
	If not	have back-up resources been identified?				
		have mechanisms for obtaining their release and entry to the country been established?				
31.	Have the following been identified for collected oil and debris?	temporary storage sites				
		final disposal routes				
32.	Are the alerting and initial evaluation procedures fully explained?					
33.	Are the arrangements for continual review of the progress and effectiveness of the clean-up operation fully explained?					
34.	Have arrangements for ensuring effective communication been described?					
35.	Have all aspects of the plan been tested and nothing significant found lacking?					
36.	Is the plan compatible with plans for adjacent areas and other activities?					
RESOURCES AT RISK IN WORST CASE SCENARIO						
37.	Environment	Coral reefs (m <sup>2</sup> )	Swamps/ marshes (m <sup>2</sup> )	Fish/ spawning grounds (m <sup>2</sup> )	Bird breeding/ flocking areas (m <sup>2</sup> )	Estuaries (m <sup>2</sup> )
38.	Commercial *	Agricultural land (km <sup>2</sup> )	Fish farms (m <sup>2</sup> )	Aquaculture farms (m <sup>2</sup> )	Water intakes (Name & no)	Salt Pans (m <sup>2</sup> )
39.	Plankton	Marine mammals		Sheltered shoreline	Shallow sub- tidal	
40.	Recreational	Tourist beaches (Names)	Amenity beaches (Names)	Bathing beaches (Names)	Pilgrimage beaches (Names)	
41.	Wildlife and forest	Mangroves (m <sup>2</sup> )	Endangered Species (names)	Marine National parks (m <sup>2</sup> )	Wild life habitats parks (m <sup>2</sup> )	

RESPONSE RESOURCES					
42.	Containment equipment *	Description	Length	Quantity (no.)	Operational status
43.	Recovery equipment *	Description	Capacity	Quantity (no.)	Operational status
44.	Temporary storage facility *	Description	Capacity	Quantity (no.)	Operational status
45.	OSD spraying system *	Description		Quantity (no.)	Operational status
46.	Oil spill dispersant *	Make		Quantity (liters.)	Expiry date
47.	Shoreline response equipment	Description (if applicable)	Capacity	Quantity(no.)	Operational status
TRAINED RESPONDERS					
48.	IMO OPRC level 1 Trained Responders *	<i>Name</i>	<i>Designation</i>	<i>Contact no.</i>	<i>Date of certificate</i>
49.	IMO OPRC level 2 Trained Responders *				
50.	Oil spill response craft	<i>Craft name</i>	<i>Description</i>	<i>Response capability</i>	
				Please fill particulars at Sl. 42-46	

EXTERNAL RESOURCES				
51.	OSRO particulars	Operator name		
		Address		
		Phone no.		
		Fax no.		
		E-mail		
		Engagement expiry date		
		Equipment on hire	Yes/No	Please fill particulars at Sl. 42-47
		Trained responders on hire	Yes/No	Please fill particulars at Sl. 48-49
		Manpower on call	Yes/No	Please fill particulars at Sl. 48-49
		Craft on hire	Yes/No	Please fill particulars at Sl. 50
52.	MoU details (if any)			
FUTURE PLAN				
53.	Proposed jetty/ terminal/ SPM			
54.	Proposed acquisition of response equipment			
CERTIFICATION				
(To be certified personally by an officer not below the post of Deputy Conservator of a port facility or the Installation Manager of an oil installation, or offshore installation, or equivalent legally responsible authority)				
55.	Certified By	Name: *		
		Designation: *		
		Contact No: *		
		Mobile No: *		
		Fax No:*		
		Email Id: *		
	Date: *			
INTERACTION WITH AUTHORITIES RELEVANT FOR SPILL MANAGEMENT				
56.	Interaction Date	Official interacted with	Brief outcome of interaction	
COMMENTS (for Coast Guard Use Only)				
		(Check relevant box)		
		<i>Unsatisfactory</i>	<i>Satisfactory</i>	<i>Very Satisfactory</i>
57.	Response Preparedness			
58.	Efficiency	Equipment handling		
59.	Adequacy	Equipment		
		Trained Manpower		
		Crafts and vessels		
		Infrastructure		
		Support		
60.	Overall assessment			
61.	Final assessment comments			
Name:		Designation:	Signature:	
Date:				
Note : (*) Required field mandatory				

