

Gas and Pipeline Infrastructure Safety

Completing the Annual Safety and Integrity Compliance Report



All pipeline licensees are now required to complete an Annual Safety and Integrity Compliance Report, which is a new requirement under Section 11 (c) 'Conditions of a licence', Pipelines Regulations 2017.

Section 11 (c) states that:

'The licensee must provide a report to the Minister and Energy Safe Victoria within 90 days of the end of each financial year on the performance of the licensee in maintaining the safety and integrity of the pipeline'

This bulletin is intended to assist pipeline licensees with meeting this requirement by outlining the topics the report will cover and the information each topic will include.

Report structure

Pipeline licensees should submit one report per Safety Management Plan (SMP) or Safety Case (SC), which may include more than one pipeline. Each report will include five main sections and associated subsections:

1. Introduction.
2. Facility Description.
3. Asset Integrity, which will include seven subsections with information about:
 - 3.1 - pipeline coating survey reports
 - 3.2 - in-line inspection reports and data
 - 3.3 - leakage survey reports
 - 3.4 - pipeline patrol reports
 - 3.5 - operation and maintenance activities
 - 3.6 - direct inspections
 - 3.7 - cathodic protection.
4. Pipeline Management System, which will include five subsections with information about:
 - 4.1 - audit reports
 - 4.2 - stakeholder engagement and communications
 - 4.3 - incident database
 - 4.4 - emergency exercises
 - 4.5 - encroachment management.
5. Conclusion.

Report content

Topic heading	Required content														
1. Introduction	<p>This section summarises the report's key information and will include the following information:</p> <ul style="list-style-type: none"> An opening declaration (in accordance with Section 11c of the Pipelines Regulations 2017) that reads as follows: <p style="margin-left: 40px;">"This report is intended to satisfy requirements under Section 11 (c) 'Conditions of a licence', Pipelines Regulations 2017 to report to the Minister and Energy Safe Victoria on the performance of the licensee in maintaining the safety and integrity of the pipeline."</p> The reporting period covered by the report. The licensed pipelines the report applies to, identified by pipeline license number (for example, PLX, PLXX, etc.). Document control information (including the author, peer reviewer, and licensee approval/sign off). 														
2. Facility Description	<p>This section provides a brief overview of the facility. This includes but is not limited to:</p> <ul style="list-style-type: none"> licensee/principle contractor arrangement a description of any suspended assets (and the date of the suspension) <p>Pipeline license information list:</p> <table border="1"> <thead> <tr> <th>License No.</th> <th>Location</th> <th>Construction year</th> <th>Length (km)</th> <th>MAOP (kPa)</th> <th>Diameter (mm)</th> <th>Substance conveyed</th> </tr> </thead> <tbody> <tr> <td>PLXX</td> <td>Southbank to Glen Waverly</td> <td>19XX</td> <td>15</td> <td>1,708</td> <td></td> <td>Hydrocarbons</td> </tr> </tbody> </table>	License No.	Location	Construction year	Length (km)	MAOP (kPa)	Diameter (mm)	Substance conveyed	PLXX	Southbank to Glen Waverly	19XX	15	1,708		Hydrocarbons
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PLXX	Southbank to Glen Waverly	19XX	15	1,708		Hydrocarbons									
3. Asset Integrity	<p>This section provides information about the asset integrity, which is covered under seven key areas to be set out in subsections as follows.</p>														

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<p>3.1 Pipeline coating survey reports</p>	<p>This subsection will include:</p> <ul style="list-style-type: none"> descriptions of the overall coating survey methodology a description of the findings and any safety and integrity implications (where applicable) in terms of what has been found and what is being doing about it. <p>If a coating survey has not been undertaken in the current year, then either:</p> <ul style="list-style-type: none"> note the year it will be conducted, or identify the requirement as 'not applicable'. <p>This is an example of how to present this information:</p> <table border="1" data-bbox="472 587 1982 868"> <thead> <tr> <th>License No.</th> <th>Location</th> <th>Scheduled</th> <th>Completed</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>PLXX</td> <td>Southbank to Glen Waverly</td> <td>1</td> <td>1</td> <td> <p>The commentary will include information about:</p> <ul style="list-style-type: none"> number of defects <15% IR number of defects >15% IR the number of defects repaired other findings. </td> </tr> </tbody> </table>	License No.	Location	Scheduled	Completed	Comments	PLXX	Southbank to Glen Waverly	1	1	<p>The commentary will include information about:</p> <ul style="list-style-type: none"> number of defects <15% IR number of defects >15% IR the number of defects repaired other findings.
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PLXX	Southbank to Glen Waverly	1	1	<p>The commentary will include information about:</p> <ul style="list-style-type: none"> number of defects <15% IR number of defects >15% IR the number of defects repaired other findings. 							

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3.2 In-line Inspection (ILI) reports and data	<p>This subsection will include a:</p> <ul style="list-style-type: none"> summary of the year's In-line Inspection (ILI) reports and their accompanying data description of the findings and the implications on safety and integrity in terms of what has been found and what is being done about it. <p>If an ILI assessment has not been undertaken in the current year, then either:</p> <ul style="list-style-type: none"> note the year it will be conducted, or identify the requirement as 'not applicable'. <p>This is an example of how to present this information:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Criteria</th> <th style="width: 10%;"></th> <th style="width: 15%;">Number of Defects Recorded</th> <th style="width: 15%;">Number of Defects Repaired</th> <th style="width: 40%;">Comments</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Estimated Repair Factor (ERF)¹</td> <td>>1</td> <td>3</td> <td>3</td> <td> <p>The commentary will include information about:</p> <ul style="list-style-type: none"> anomaly classifications (including detailing of clusters) defect repair descriptions non-repair methodologies (why the defect is not going to be repaired). </td> </tr> <tr> <td>0.9<ERF<1</td> <td></td> <td></td> <td></td> </tr> <tr> <td rowspan="4">Non-corrosion related</td> <td>Dents</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Gouges</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Cracks</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Dents and gouge combinations</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Criteria		Number of Defects Recorded	Number of Defects Repaired	Comments	Estimated Repair Factor (ERF) ¹	>1	3	3	<p>The commentary will include information about:</p> <ul style="list-style-type: none"> anomaly classifications (including detailing of clusters) defect repair descriptions non-repair methodologies (why the defect is not going to be repaired). 	0.9<ERF<1				Non-corrosion related	Dents				Gouges				Cracks				Dents and gouge combinations			
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¹ Base all integrity calculation assessments on the MAOP, not the operating pressure.

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<p>3.3 Leakage survey reports</p>	<p>This subsection will include a description of the:</p> <ul style="list-style-type: none"> • overall leakage survey methodology • findings and the implications on safety and integrity in terms of what has been found and what is being doing about it. <p>This is an example of how to present this information:</p> <table border="1" data-bbox="474 391 2051 628"> <thead> <tr> <th>License No.</th> <th>Location</th> <th>Scheduled</th> <th>Completed</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>PLXX</td> <td>Southbank to Glen Waverly</td> <td>1</td> <td>1</td> <td> <p>The commentary will include information about:</p> <ul style="list-style-type: none"> • any leaks found • the investigation of leaks • outcomes and rectification action </td> </tr> </tbody> </table>	License No.	Location	Scheduled	Completed	Comments	PLXX	Southbank to Glen Waverly	1	1	<p>The commentary will include information about:</p> <ul style="list-style-type: none"> • any leaks found • the investigation of leaks • outcomes and rectification action
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PLXX	Southbank to Glen Waverly	1	1	<p>The commentary will include information about:</p> <ul style="list-style-type: none"> • any leaks found • the investigation of leaks • outcomes and rectification action 							
<p>3.4 Pipeline patrols</p>	<p>This subsection includes information about the year’s patrol activities</p> <p>This is an example of how to present this information:</p> <table border="1" data-bbox="474 798 1982 1053"> <thead> <tr> <th>License No.</th> <th>Location</th> <th>Scheduled</th> <th>Completed</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>PLXX</td> <td>Southbank to Glen Waverly</td> <td>200</td> <td>200</td> <td> <p>The commentary will include information about:</p> <ul style="list-style-type: none"> • patrols not conducted to schedule and any links between third party unauthorised activity and reportable incidents • the reason patrols were not conducted. </td> </tr> </tbody> </table>	License No.	Location	Scheduled	Completed	Comments	PLXX	Southbank to Glen Waverly	200	200	<p>The commentary will include information about:</p> <ul style="list-style-type: none"> • patrols not conducted to schedule and any links between third party unauthorised activity and reportable incidents • the reason patrols were not conducted.
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PLXX	Southbank to Glen Waverly	200	200	<p>The commentary will include information about:</p> <ul style="list-style-type: none"> • patrols not conducted to schedule and any links between third party unauthorised activity and reportable incidents • the reason patrols were not conducted. 							

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3.5 Operation and maintenance activities	<p>This subsection lists information about safety critical equipment maintenance that was not carried out to schedule in accordance with the Pipeline Integrity Management Plan (PIMP).</p> <table border="1"> <thead> <tr> <th>License No.</th> <th>Location</th> <th>PIMP requirement</th> <th>Completed</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>PLXX</td> <td>Southbank to Glen Waverly</td> <td>10</td> <td>10</td> <td> <p>The commentary will include information about:</p> <ul style="list-style-type: none"> the type of equipment considered safety critical any corrective maintenance. </td> </tr> </tbody> </table>	License No.	Location	PIMP requirement	Completed	Comments	PLXX	Southbank to Glen Waverly	10	10	<p>The commentary will include information about:</p> <ul style="list-style-type: none"> the type of equipment considered safety critical any corrective maintenance.
License No.	Location	PIMP requirement	Completed	Comments							
PLXX	Southbank to Glen Waverly	10	10	<p>The commentary will include information about:</p> <ul style="list-style-type: none"> the type of equipment considered safety critical any corrective maintenance. 							
3.6 Direct inspections	<p>This subsection:</p> <ul style="list-style-type: none"> lists the direct inspections conducted in the previous year provides a description of the findings and the implications on safety and integrity (if applicable) in terms of what has been found and what is being done about it). <p>This is an example of how to present this information:</p> <table border="1"> <thead> <tr> <th>License No.</th> <th>Location</th> <th>Inspections completed</th> <th>Comments and inspection outcomes</th> </tr> </thead> <tbody> <tr> <td>PLXX</td> <td>Southbank to Glen Waverly</td> <td>3</td> <td> <p>The commentary will include information about the:</p> <ul style="list-style-type: none"> reason for direct inspection pipeline's direct inspection findings outcomes and any rectification required. </td> </tr> </tbody> </table>	License No.	Location	Inspections completed	Comments and inspection outcomes	PLXX	Southbank to Glen Waverly	3	<p>The commentary will include information about the:</p> <ul style="list-style-type: none"> reason for direct inspection pipeline's direct inspection findings outcomes and any rectification required. 		
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PLXX	Southbank to Glen Waverly	3	<p>The commentary will include information about the:</p> <ul style="list-style-type: none"> reason for direct inspection pipeline's direct inspection findings outcomes and any rectification required. 								

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<p>3.7 Cathodic protection</p>	<p>This subsection provides a description of the</p> <ul style="list-style-type: none"> • overall cathodic protection (CP) methodology (for example, potential surveys (PS) conducted every six months) • findings and the implications on safety and integrity in terms of what has been found and what is being done about it) <p>This is an example of how to present this information:</p> <table border="1" data-bbox="477 392 1982 587"> <thead> <tr> <th data-bbox="477 392 663 440">License No.</th> <th data-bbox="663 392 871 440">Location</th> <th data-bbox="871 392 1077 440">Scheduled</th> <th data-bbox="1077 392 1263 440">Completed</th> <th data-bbox="1263 392 1982 440">Number of non-compliant CP test points</th> </tr> </thead> <tbody> <tr> <td data-bbox="477 440 663 587">PLXX</td> <td data-bbox="663 440 871 587">Southbank to Glen Waverly</td> <td data-bbox="871 440 1077 587">2</td> <td data-bbox="1077 440 1263 587">2</td> <td data-bbox="1263 440 1982 587"> <p>The commentary will include information about:</p> <ul style="list-style-type: none"> • the findings • any corrective action associated with non-compliances. </td> </tr> </tbody> </table>	License No.	Location	Scheduled	Completed	Number of non-compliant CP test points	PLXX	Southbank to Glen Waverly	2	2	<p>The commentary will include information about:</p> <ul style="list-style-type: none"> • the findings • any corrective action associated with non-compliances.
License No.	Location	Scheduled	Completed	Number of non-compliant CP test points							
PLXX	Southbank to Glen Waverly	2	2	<p>The commentary will include information about:</p> <ul style="list-style-type: none"> • the findings • any corrective action associated with non-compliances. 							
<p>4. Pipeline Management System</p>	<p>This section provides information about the pipeline management system, which is covered by six key areas set out in subsections as follows.</p>										
<p>4.1 Audit reports</p>	<p>This section provides information about the year’s internal and pipeline management-related audit reports including their findings.</p>										
<p>4.2 Stakeholder engagement and communications</p>	<p>This subsection lists the year’s stakeholder engagement and communication activities including but not limited to face-to-face contact with:</p> <ul style="list-style-type: none"> • landowners and occupiers (any individual or organisation that owns/occupies a property traversed by a licensed pipeline) • third parties (any individual or organisation that does not have a legal transaction with the relevant asset owner) • Council or councils (any representative from the council planning department and maintenance/engineering department from the municipalities the licensed pipeline traverses). <p>It will also include a description of the findings and the implications on safety and integrity in terms of what has been found and what is being done about it.</p>										
<p>4.3 Incident database</p>	<p>This subsection provides information about the year’s incident database, which should include information about:</p> <ul style="list-style-type: none"> • the number of reportable incidents that have occurred • each reportable incident and the lessons learned. 										

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4.4 Emergency exercises	<p>This subsection summarises the year's emergency exercises. It should include information about the:</p> <ul style="list-style-type: none"> • number of exercises for the year including a brief description of each exercise's scope • lessons learned • implementation of any resulting recommendations.
4.5 Pipeline overpressure protection	<p>This subsection provides:</p> <ul style="list-style-type: none"> • information about the number of instances where pressure excursions exceeded: <ul style="list-style-type: none"> – the license condition (MAOP) for steady-state conditions – 110% of the MAOP for transient conditions • a description of the findings and the implications on safety and integrity (if applicable) in terms of what has been found and what is being done about it.
5 Conclusion	<p>This section summarises the over-all pipeline safety performance and integrity maintenance for the year. It should include details about:</p> <ul style="list-style-type: none"> • what went well • what can be improved.