***Example Annual/Interim Return Template****.*

*CORRESPONDING PAPERWORK SHOULD BE ATTACHED SEPARATELY TO THE RETURN AS REQUIRED*

|  |  |  |  |
| --- | --- | --- | --- |
| **OIL SPILL RESPONSE ORGANISATION NAME** | | | |
|  | | | |
| **ANNUAL / INTERIM\* RETURN** *(\*DELETE AS APPLICABLE)* | | | |
|  | | | |
| **DATE OF RETURN: dd/mon/yyyy** | | | |
|  | | | |
| **PLEASE PROVIDE DETAILS** *(REMOVE SECTION HEADERS AS APPLICABLE)***:** | | | |
| **INCIDENTS RESPONDED TO** | | | |
|  | | | |
| **LEARNING FROM INCIDENTS AND EXERCISES** | | | |
|  | | | |
| **CHANGES TO ADMINISTRATIVE INFORMATION** | | | |
|  | | | |
| **CHANGES TO CONTRACTUAL AGREEMENTS** | | | |
|  | | | |
| **CHANGES TO OPERATIONAL INFORMATION** | | | |
|  | | | |
| **CHANGES TO CLIENT BASE** | | | |
|  | | | |
| **CHANGES TO EQUIPMENT, STOCKPILES OR PREMESES** | | | |
|  | | | |
| **CHANGES TO RESPONSE PERSONNEL; TRAINING AND COMPETENCY OF RESPONSDERS** | | | |
|  | | | |
| **PLEASE INCLUDE ANY OTHER CHANGES TO THE OSRO’S CAPABILITY STATEMENT** | | | |
|  | | | |
| **PLEASE INCLUDE ANY OTHER INFORMATION AS REQUIRED** | | | |
|  | | | |
| **SIGNED** |  | **POSITION/ROLE** |  |