***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**  |   |