

## Exercise Reporting

The Office of the Network Emergency Coordinator (NEC) is required to produce a post exercise report for the Health and Safety Executive (HSE) and the gas industry on the outcome of the annual NEC Assurance Exercise. The report will include the observations of exercise participants and recommendations for improvements to the emergency arrangements.

Each organisation participating in this exercise is requested to appoint an exercise observer who can provide observations and feedback on the exercise.

Guidelines for preparing an exercise observation report are provided below. Exercise participants are requested to provide their observation reports to National Gas' Emergency & Incident Framework Team through [gasops.emergencyplanning@nationalgas.com](mailto:gasops.emergencyplanning@nationalgas.com), as soon as possible following the exercise, but no later than **four weeks after the completion of the exercise**.

National Gas' Emergency & Incident Framework Team will use the information received to produce an overall exercise report on behalf of the Office of the NEC for the HSE. The report will include the observations of exercise participants and will indicate any issues that were encountered during the exercise, together with recommendations that may be required of industry. The report will be published on National Gas' and HSE's websites within three months of the exercise.

## Guidelines for Producing an Observation Report

On the following page, an observation report pro-forma is provided which may be used to provide observations and feedback following the exercise. Observations and feedback should clearly identify which party you represent, each stage of the exercise in which your organisation was involved and associated comments.

In your response, please consider the following list of questions which should be answered during each stage of the exercise. National Gas are committed to continuous improvement of the design of the exercise to maximise the benefit for all participants to ensure a Network Gas Supply Emergency (NGSE) would be managed effectively:

- Were the correct procedures adhered to during each stage?
- Was the notification method correct according to the procedures?
- Was there any confusion over what actions were required?
- Were there enough people to implement the required procedures?
- Were the emergency pro-formas clear and concise?
- Were the communication methods between National Gas and your organisation satisfactory?
- You may also wish to include any recommendations that you may have to improve any part of the emergency arrangements.

**NEC Assurance Exercise  
Exercise Reporting**



**Observation Report Pro forma**

**Name of Observer:**

**Contact Details:**

**Representing (Shipper, Transporter, Terminal, etc):**

**Initial Contact with National Gas:**

**Process:**

**Observations:**

**Forms used:**

**Recommendations for Improvement to Process:**