



Defence  
Safety Authority

# DSA 03.OME Part 4: Defence Code of Practice (DCOP) 402

## Notification of Holdings



# Version Record

Version 1.2

Version Date: August 2024.

Version changes: see amendment record.

## Copyright

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# Preface

## Requests for Change

1. Proposed changes, recommendations, or amendments to DOSR Regulations and Guidance can be submitted to the DOSR Regulations and Publications Team:

Email Address: [dsa-dosr-prg@mod.gov.uk](mailto:dsa-dosr-prg@mod.gov.uk)

Postal Address: Juniper #5004, Level 1, Wing 4, Abbey Wood North, Bristol, BS34 8QW

2. Any post and grammar change proposals can be approved or rejected by the DOSR without involvement of the associated Working Group.

3. Technical change proposals should be submitted to the associated Working Group for review and approval or rejection.

4. When incorporating changes, care is to be taken to maintain coherence across regulations.

5. Changes effecting Risk to Life will be published immediately. Other changes will be incorporated as part of routine reviews.

## Review Process

6. The DOSR team will ensure OME Regulations remain fit for purpose by conducting regular reviews through the DOSR Governance Committees, consulting with MOD Stakeholders and other Defence Regulators as necessary on interfaces and where there may be overlaps of responsibility.

## Further Advice and Feedback

7. For further information about any aspect of this document, or questions not answered within the subsequent sections, or to provide feedback on the content, contact the DOSR Regulations and Publications Team.

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## Amendment Record

No	Section	Para	Amendment Summary	Agreed	Date
1.0	all	all	Document created.	Regs ATL	Jul 2021
1.1	Reg 402	1	Additional text inserted to clarify location of Guidance Material.	Pubs-1	May 2023
1.1	DCOP 402a Annex E	3 - 4	Hyperlinks to external content updated.	Pubs-1	May 2023
1.2	all	all	Reformatted in line with DSA accessibility requirements.	Regs ATL	Aug 2024

# DSA 02.OME Regulation 402

## Notification Of Holdings

1. Every operator shall provide DOSR with the required notification of holdings of qualifying hazardous material (see DSA 03.OME Part 4 DCOP 402a Annex E) and additionally shall notify the MACR Assurance team of a significant increase or decrease in the quantities of notifiable substances. Notification is also required if the form or nature of the dangerous substance's changes significantly.
2. Every Operator shall provide details to the MACR Assurance team of major changes to site personnel and organisational structure.
3. If an establishment has yet to be constructed and, when operational, will become subject to MACR, the operator shall send notification to the MACR Assurance Team.

# DSA 03.OME DCOP 402a

## General

4. For the purposes of the Major Accident Control Regulations (MACR) dangerous substances are classified in accordance with the Classification, Labelling and Packaging (CLP) Regulation.
5. Guidance can be found:
  - a. <http://www.hse.gov.uk/chemical-classification/legal/clp-regulation.htm>
6. Alternatively, the classification can be found on Safety Data Sheets issued by the supplier. For explosives the classification is undertaken in accordance with the definitions of Class 1 of the European Agreement concerning International Carriage of Dangerous Goods by Road (UN/ADR), concluded on 30 September 1957 as amended.

## Substances and Thresholds

7. For the purposes of notification and significant alterations to holdings, dangerous substances are grouped into the following two categories:
  - a. **Named Substances.** A comprehensive list of Named Substances along with thresholds for Lower Tier Establishments (LTE) and Upper Tier Establishments (UTE).
  - b. **Generic Substances.** A comprehensive list of Generic Substances is given along with thresholds for LTE and UTE. Where a dangerous substance or group of dangerous substances listed qualifying thresholds must be used.

## The 2% Rule

8. The quantities considered for the application of the regulations are the maximum anticipated holdings present at any time. Dangerous substances held at an establishment in small quantities are to be ignored for notification purposes if they fulfil both the following criteria:

- a. The amount held is less than 2% of the dangerous substance qualifying threshold.
- b. Its location means that it cannot initiate a Major Accident elsewhere, on or off-site.

### Aggregation Rule

9. The aggregation rule is used to decide if an establishment qualifies as an LTE or UTE when the maximum anticipated quantity of a single dangerous substance (or category of dangerous substance) does not exceed the qualifying threshold. The quantities of all dangerous substances present at an establishment are added together as partial fractions of their threshold quantities.

10. The following equation is to be used.

$$q^1/Q + q^2/Q + q^3/Q + \dots > 1$$

11. Where  $q_x$  is the quantity of dangerous substance  $x$ , falling within Appendix 1A1 and  $Q$  is the relevant threshold quantity. The equation needs to be applied for both lower tier and upper tier threshold quantities. As an example, if an establishment holds 30 tonnes of explosives HD 1.1 and 15,000 tonnes of petroleum products the equation would read (using the upper tier threshold levels) as the following:

$$30/50 + 15000/25000 = 1.2$$

12. As 1.2 is greater than 1, the establishment would qualify as an Upper Tier MACR establishment, even though neither individual holding is more than the Upper Tier threshold quantity. If in any doubt about application of the aggregation rule the establishment must contact the MACR Assurance Team who will assist in applying the aggregation rule to determine if the establishment is subject to MACR.

### Conversion Formulae

13. The maximum anticipated quantities should be expressed in Tonnes. This can be achieved by using the following formulae:

- a. **Bulk LPG.** For holdings in Litres, multiply by 0.575 (Butane) or 0.512 (Propane) and divide by 1000. For holdings expressed in cubic metres, multiply by 0.575 (Butane) or 0.512 (Propane).
- b. **Liquid Oxygen (LOX).** For holdings in Litres, multiply by 1.140 and divide by 1000. For holdings expressed in cubic metres, multiply by 1.140.
- c. **Bulk Fuel.** For holdings in Litres, multiply by 0.807 (Aviation Kerosene F34, F35 and F44), 0.850 (all Diesel Fuels) or 0.950 (Petrol) and divide by 1000. For holdings expressed in cubic metres, multiply by 0.807

(Aviation Kerosene F34, F35 and F44), 0.850 (all Diesel Fuels) or 0.950 (Petrol).

- d. **Packed Stock.** For all other flammable line items e.g., lubricants, paints, glues, solvents etc. held in Litres, multiply by 0.850 and divide by 1000.

### **Discounting Hazardous Installations**

14. MACR establishments can discount individual Hazardous Installations if it can be shown that the installation will not generate a Major Accident (MA) and will not significantly contribute to an MA if one occurs on or off-site. The establishment should provide the justification and rationale for wishing to discount an installation. The degree of detail is to be proportionate to the potential risk. Acceptance of the justification case is at the discretion of the MACR Assurance Team and will be exercised by the Assessment Manager.

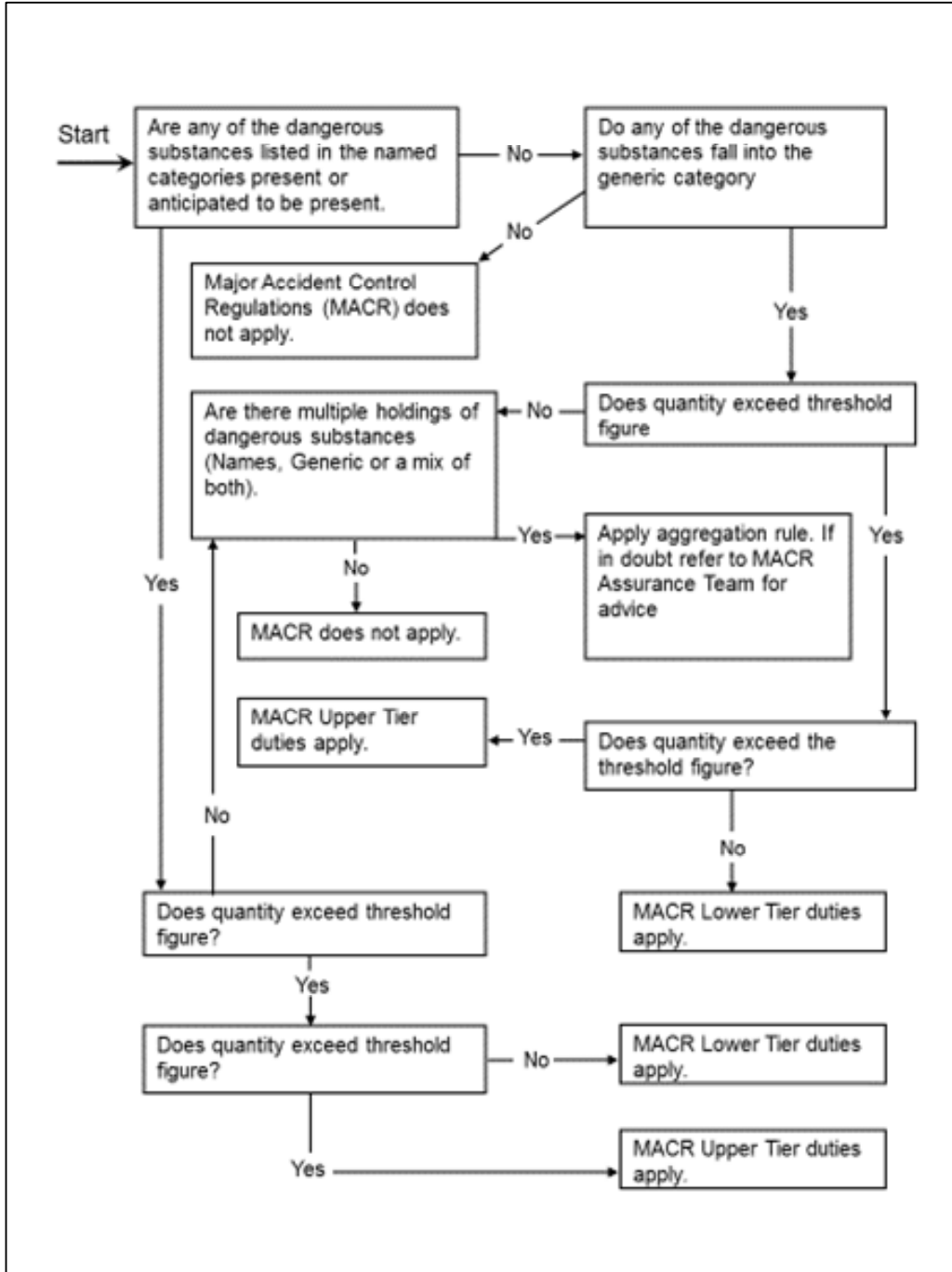
### **Annexes**

15. Annexes A to E in this DCOP assist MACR Establishments with the Notification Process:

- a. Annex A - Notification Process. A flow Chart enabling the Operator to establish the status of the Establishment in terms of MACR Regulations.
- b. Annex B - Notification template for Operators.
- c. Annex C - Declaration of Conformity for Safety Report/ Major Accident Prevention Policy (MAPP). This is an example of a Conformance Certificate(s) required by an Upper Tier Establishment.
- d. Annex D - Application to detached units and outstations.
- e. Annex E - MACR Dangerous Substances and Thresholds.



# DSA 03.OME DCOP 402a - Annex A - Notification Process



Note: To simplify the flow diagram several potential outcomes are not shown. These outcomes are ones which the MACR Assurance Team has already determined are not feasible within the MOD. Any difficulty in applying the flow diagram is to be referred to the MACR Assurance Team.

# DSA 03.OME DCOP 402a - Annex B - Major Accident Control Regulations Notification

<b>Title of Establishment:</b>	....
<b>Head of Establishment:</b>	....
<b>Full Postal Address:</b>	....
<b>Nominated MACR Co-ordinator:</b>  Telephone Number: Email Address:	....
<b>Dangerous Substances:</b>	.....
Name or Category of Substance	Remarks:
Maximum Anticipated Holding	Remarks:
Maximum Anticipated Holding	Remarks:
<b>Establishment Role and Activities:</b>	....
<b>Signature:</b>	....
<b>Name:</b>	....
<b>Appointment:</b>	....
<b>Date:</b>	....

**Return to:**

MACR Assurance Team, Defence Safety Authority

#5004 Juniper Level 1, Wing 4, MOD Abbey Wood, Bristol, BS34 8QW

Email: Use current post incumbents e mail

### **Completion Notes**

1. Title of Establishment. Full title.
2. Head of Establishment. Name and appointment of the Head of Establishment.
3. Full Postal Address. To include Post Code.
4. Nominated MACR Co-ordinator: Name, appointment and contact details of the person formally nominated as the MACR Co-ordinator.
5. Dangerous Substances. Sufficient information to identify the dangerous substances and quantities held. This is be based on the maximum anticipated holdings (**not** the amount held, the maximum amount possible or the maximum amount permissible).
6. Establishment Role and Activities. Give the establishment role and a short description of the establishment activities (a brief overview only e.g., storage, issue, receipt, inspection and repair of explosives or bulk storage and issue of fuel etc.). A description of individual hazardous installations within the establishment is not required.

# DSA 03.OME DCOP 402a - Annex C - Declaration of Conformity for Safety Report/ Major Accident Prevention Policy (MAPP)

1. The following is an example of a Conformance Certificate(s) required by an Upper Tier Establishment.

To:  
MACR Assurance Team  
Defence Safety Authority  
#5004 Juniper Level 0,  
Wing 1,  
MOD Abbey Wood,  
Bristol,  
BS34 8QW  
Email: Use current post incumbents e mail

## **MAJOR ACCIDENT CONTROL REGULATIONS (MACR)**

### **SAFETY REPORT FOR (*insert establishment name*)**

or

### **MAJOR ACCIDENT PREVENTION POLICY (MAPP) FOR (*insert establishment name*)**

Reference:

A. Major Accident Control Regulations – DSA03.OME Part 4.

It is confirmed that the Safety Report for (*insert establishment name*) has been compiled in accordance with Reference A and that I am personally satisfied that my arrangements for preventing Major Accidents and mitigating the consequences of any that do occur are adequate.

Any known issues over the arrangements are shown below.

Signed:

Dated: DD/MM/YYYY

Head of Establishment

# DSA 03.OME DCOP 402a - Annex D - Application to Detached Units and Outstations

Topic	Guidance
Detached Unit or Outstation holds enough dangerous substances to qualify it its own right.	If the detached unit or outstation holds enough dangerous substances to qualify as a MACR establishment, it will normally be considered as a separate MACR establishment and a Major Accident Prevention Policy (MAPP) or Safety Report (SR) will be required.
Detached Unit or Outstation does not hold enough dangerous substances to qualify in its own right.	If the detached unit or outstation does not qualify as a MACR establishment, it is discounted. Discounted detached units or outstations do not need to be considered in the parent establishments MAPP or SR. These Establishments do not fall within the scope of DSA03.OME Part 4.
Hazardous footprint from parent establishment and detached unit or outstation overlap.	If the detached unit or outstation is a MACR establishment the two establishments are to be recognised as domino establishments and recorded as such with the MACR Assurance Team.
Extended establishments and MOD controlled areas.	A MACR establishment in a large MOD controlled area that includes facilities/hazardous installations that could be considered as detached units, outstations or separate MACR establishments may, at the discretion of the MACR Assurance team as exercised by the Assessment Manager, be deemed to be one MACR establishment. The Assessment Manger will consider the authority over the area, command and control of the facilities, purpose of the facilities, operating and emergency procedures and any other information they deem relevant.

# DSA 03.OME DCOP 402a - Annex E - MACR Dangerous Substances and Thresholds

1. SEE COMAH GUIDANCE
2. <http://www.hse.gov.uk/pubns/books/l111.htm>
3. [GENERIC CATEGORIES of Dangerous Substances - see Schedule 1 Part 1](#)
4. [NAMED Dangerous Substances - see Schedule 1 Part 2](#)

# DSA 03.OME DCOP 402b

## Provide Details of Site Personnel Changes

1. The MACR Assurance Team require notification of changes to the following roles and responsibilities at an establishment:
  - a. Head of Establishment
  - b. MACR Co-ordinator
2. Assurance must also be provided on change of these roles that sufficient SQEP to undertake and monitor the following roles remains:
  - a. Those responsible for operation and maintenance of plant.
  - b. Those responsible for SMS development and implementation.
  - c. Those responsible for maintaining awareness of hazards, and compliance with the MAPP.
  - d. Those responsible for identification, recording and follow-up of corrective or improvement actions.
  - e. Those responsible for control of abnormal situations, including emergencies.
  - f. Those responsible for identifying training needs, provision of training, and evaluation of its effectiveness.
  - g. Those responsible for co-ordinating the implementation of the safety systems and reports to HOE.

# DSA 03.OME DCOP 402c

## Notification Before Start of Construction

1. If an establishment has yet to be constructed and, when operational, will become subject to MACR, the operator must send notification within a reasonable time prior to start of construction. This would normally be three to four months. In the unusual instance, dependent upon operational need, an establishment may be designed and constructed in less than three months, such as those handling LPG, other industrial gases, and explosives. Contact must be made with the DOSR MACR Assurance Team to agree on the period required for notification.
2. The notification must provide enough information (including the substance name) to identify the dangerous substances, both those belonging to a category of dangerous substances (Part 1) and those named (Part 2) in Schedule 1 and provide the name of the dangerous substance and its generic category. Establishments which are brought into scope by the aggregation rule are to include sufficient information to make clear the application of the aggregation rule. You must make clear which categories the named dangerous substances come under when an aggregation has been applied.
3. The notification shall distinguish between actual threshold levels and anticipated presence of quantities of dangerous substances, where these are likely to be significant.
4. Part of the process must be to describe the surrounding environment and any features which could cause a major accident such as the establishment being in a flood risk area. This part of the notification is to include, where available, details (such as name, address, type of business) of neighbouring establishments.