

ANNEX 1 Specialists Quick Guide to Time Recording on COIN

The attached table is intended to assist specialists record their time on COIN and should be used alongside OM2008/05. There are some circumstances in which specialists record time differently to regulatory inspectors and these are reflected in the table.

For the Network team of electrical specialists there is a new category ESQCR. This should be used for all work initiated under the Electricity Safety, Quality and Continuity Regulations 2002.

Type of Job	Work Required	Service order	Time Recording				Notes	
			Clock Thru	BU	Activity	Category		Work Context
Internal request from inspector	Phone call or general advice not related to any investigation	No	No	FOD01	ADVICE	STFTR	OFF	
Internal request from policy, sector or CTG	Work to support programme, project or discipline intelligence	Yes	No	FOD01	PROG POLDEV	Select if appropriate	OFF	
External queries	Phone call or general advice	No	No	FOD01	ADVICE	Select if appropriate	OFFC	
Request to provide external training eg at a	Formal lecture at event	Yes	No	FOD01	ADVICE	Select if appropriate	SITE	

SHAD								
Formal training of HSE Staff	Planning, organising and delivering formal training of HSE Staff	Yes	No	FOD01	ADVICE	STFTR	OFF	
Inspection	Site Work	Yes 1 per job	No	FOD01	INSP	Select if appropriate	SITE	Note of significant work and report should be attached to CASE
	Research and report writing		No	FOD01	INSP		OFF	
Investigation*	Site Work	Yes 1 per job	Yes	FOD01	INV	Select if appropriate	SITE	For significant investigations all documents should be stored on a TRIM file otherwise report attached to CASE.
	Research and report writing		Yes	FOD01	INV		OFF	
Enforcement	Statements preparation, serving of Notices, non-	Yes 1 per job	Yes	FOD01	ENF	Select if appropriate	OFF	Record information as for investigation.

	expert court work							
	Expert witness in court		Yes	FOD01	ENF	INDEP	Site	
Additional Job after initial SO request completed	Inspection - Follow up site work	Yes 1 per job	No	FOD01	INS	Select if appropriate	Site	Only use for significant work after initial Service Order closed.
	Inspection – Follow up non-site work		No	FOD01	INS		OFF	
	Investigation – Follow up site work	Yes 1 per job	Yes	FOD01	INV		Site	
	Investigation – Follow up non-site work		Yes	FOD01	INV		OFF	
Work for other Directorates (HID & ND)	Chargeable	Yes	Yes	Use appropriate Business Unit for COMAH, GASMR or NDRSP work. See annex to OM 2008/05 for detailed instructions.				
	Non Chargeable	Yes	Yes	FOD01	HIDNC	Select if appropriate	Select SITE/OFF as appropriate	
Work for ORR**	All work	Yes	Yes	FOD01	ORRNC	Select if appropriate		
Support for Local Authorities	All work excluding investigation and enforcement	Yes	No	FOD01	LASP	Yes		Generic client for LA work created for each ELO. Reports and
	Investigation and	Yes	Yes	FOD01	LASP	Yes		

	Enforcement							notes attached to SO request
--	-------------	--	--	--	--	--	--	------------------------------

* A strict interpretation of OM 2008/05 means that some investigations might be required to be reclassified during the investigation if the enforcing officer considers formal enforcement warranted. FOR SG time recording we are adopting a pragmatic interpretation based on the 'type' of CASE to which the service order is attached when the work is requested.
i.e. If an INV CASE, record as INV; If an ENF CASE record as ENF.

** ORR do not have access to COIN. I suggest that an ORR generic client is set up for each specialist group. For this work only, SG will have to create SOs for work and attach reports and notes to SOs. Currently HoSG have to provide a quarterly paper return to ORR, but HQ are trying to see how work can be taken off centrally and reported.