

Framework Diagram – Appointment of Operator OSDR Consultation



Offshore Safety Directive Regulator

		EMT – Environmental Management Team EI – Environmental Information EOC – Environmental Operational Control									
Step	Indicative Completion Window (Day Numbers)	Activity by Responsible Person	Consultation		Clarification					Notes	
			Licensing Authority (LA)	Applicant	EMT Admin	EI Topic Specialist	EOC Topic Specialist	HSE Topic Specialist	EIMT Team Leader		OSDR Operations Manager
1	0	LA consults OSDR	█								Relevant regulations – <i>The Offshore Petroleum Licensing (Offshore Safety Directive) Regulations 2015</i> Appointment of operator notification sent by the LA to OSDR by e-mail to (EMT@decc.gsi.gov.uk) (until the online portal becomes available)
2	1 - 4	Appointment of new operators (a) Create tracking spreadsheet, record notification details and distribute the appointment of operator notification to EMT Team Lead Appointment of existing operators (a) Record notification details and distribute appointment of operator notification to assigned topic specialist for review and comment			█				(i)		EMT admin to notify HSE by e-mail to DECCliaison@hse.gsi.gov.uk , EOC by e-mail to Offshore.Inspectorate@decc.gsi.gov.uk , EI Topic Specialist and EMT Team Lead, and file in DECC Shares. EMT admin to highlight in the e-mail if the application is urgent. HSE admin to create COIN case folder for recording HSE input and distribute the appointment notification to the relevant HSE Topic Specialist
3	5 - 30	Read and assess the safety and environmental aspects submission – consider if relevant information required as per the safety and environmental issues guidance is included. By exception, seek clarification as required from the applicant.				█	█	█		█	Guidance on safety and environmental issues seaward area production licences http://www.hse.gov.uk/osdr/assets/docs/osd-licensing-operatorship-safety-environmental-aspects%20.pdf Topic Assessment Template http://www.hse.gov.uk/osdr/guidance/consultation.htm HSE topic specialist to send clarification request to ED7 (to pass on to EMT). EI & EOC Topic specialists to send the clarification request to EMT admin (EMT@decc.gsi.gov.uk). EMT admin to check with EMT Team Lead or EI Topic Specialist responsible for the application before sending a consolidated clarification request to the applicant
4	31 - 40	Respond to and address any clarification(s)		█							EMT admin to distribute the response to the relevant EI & EOC topic specialist and HSE ED7 and file in DECC Shares
5	5 - 40	Determine if the appointed new operator needs to attend an interview Following the meeting, complete step 7			AD				(i)	█	If an interview is required, EMT admin to organise a meeting in co-ordination with EMT Team Lead, EOC Topic Specialists and HSE Topic Specialist, and the appointed new operator / licensee
6	35 - 40	Undertake stocktake exercise and send reminders to topic specialist if necessary			█					(i)	
7	41 - 65	Record the assessment Where an objection is raised, record the details in the assessment record				█	█	█		█	Send the Completed Topic Assessment Template to EMT@decc.gsi.gov.uk Where an objection is raised, set out the reasons for the objection to allow the LA to take account of the objection reasons
8	66 - 70	Collate the response and record the OSDR consultation response			█					(i)	
9	71 - 75	Inform the LA following completion of assessment by the topic specialists			█						Update tracking spreadsheet
10	0	Assessment of capacity of appointed operator during operational phase	█		AD		█	█		█	Relevant regulations: <ul style="list-style-type: none"> Regulation 7 of the <i>Offshore Petroleum Licensing (Offshore Safety Directive) Regulations 2015</i> Regulation 6 of the <i>Offshore Installations (Offshore Safety Directive) (Safety Case etc.) Regulations 2015</i>