

# Framework Diagram – Licence Application OSDR Consultation



**Offshore Safety  
Directive Regulator**

		EMT – Environmental Management Team EI – Environmental Information EOC – Environmental Operational Control							Responsible  Informed  Administered by			
Step	Indicative Completion Window (Day Numbers)	Activity by Responsible Person	Consultation		Clarification					Notes		
			Licensing Authority (LA)	Licence Applicant	EMT Admin	EI Topic Specialist	EOC Topic Specialist	HSE Topic Specialist	EMT Team Leader			
1	0	LA consults OSDR									Relevant regulations – <i>The Offshore Petroleum Licensing (Offshore Safety Directive) Regulations 2015</i>  Licence applications sent by the LA to OSDR by e-mail	
2	1 - 4	New prospective licensee (a) Create tracking spreadsheet, record application details and distribute licence application through the online portal to EMT Team Lead  Existing licensee (a) Record application details and distribute licence application through the online portal to assigned topic specialist for review and comment									EMT admin to notify HSE by e-mail to <a href="mailto:DECCliaison@hse.gsi.gov.uk">DECCliaison@hse.gsi.gov.uk</a> , EOC by e-mail to <a href="mailto:Offshore.Inspectorate@decc.gsi.gov.uk">Offshore.Inspectorate@decc.gsi.gov.uk</a> and EI Topic Specialist, 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 <a href="http://www.hse.gov.uk/osdr/assets/docs/osd-licensing-operatorship-safety-environmental-aspects%20.pdf">http://www.hse.gov.uk/osdr/assets/docs/osd-licensing-operatorship-safety-environmental-aspects%20.pdf</a>  Topic Assessment Template <a href="http://www.hse.gov.uk/osdr/guidance/consultation.htm">http://www.hse.gov.uk/osdr/guidance/consultation.htm</a>  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 ( <a href="mailto:EMT@decc.gsi.gov.uk">EMT@decc.gsi.gov.uk</a> ). 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 the e-mail in the online portal alongside the application.	
5	5 - 40	Determine if the new prospective licensee needs to attend an interview  Following the meeting, complete step 7										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 new prospective licensee
6	35 - 40	Undertake stocktake exercise and send reminders to topic specialist if necessary										
7	41 - 54	Record the assessment through the online portal.  Where an <b>objection</b> is raised, record the details in the assessment record										Send the completed Topic Assessment Template to EMT admin ( <a href="mailto:EMT@decc.gsi.gov.uk">EMT@decc.gsi.gov.uk</a> ). Where an objection is raised, set out the reasons for the objection to allow the LA to take account of the objection reasons
8	55 - 59	Collate the response and record the OSDR consultation response										
9	60	Inform the LA through the portal following completion of assessment by the topic specialists										