



COMPETENT AUTHORITY PORTAL ('CAP')
INDUSTRY USER GUIDANCE
ASSET TRANSFER

OFFSHORE MAJOR ACCIDENT REGULATOR



Offshore Petroleum Regulator
for Environment & Decommissioning



CONTENT

1. **Submit Asset Transfer**
2. **Agreeing to Asset Transfer**
3. **Receipt of dutyholder response and submission of Material Change**

IMPORANT NOTE

- Asset Transfer submission via the CAP should be at least three months ahead of the transfer. If, however, you consider the circumstances do not warrant this timeline eg if still the same organisation but a name change you should discuss the timeline with your respective Inspection Management Team Focal Point Inspector.
- The incoming dutyholder initiates the Asset Transfer request via the CAP. The current dutyholder must however ensure that the current controlled copy of the Safety Case is already on the CAP. The incoming dutyholder is responsible for the submission of the Material Change as required by Regulation 24 of The Offshore Installations (Offshore Safety Directive) (Safety Case etc.) Regulations 2015.

If you are not registered on the Competent Authority Portal this can be undertaken by request via this link [Register here for access rights to CAP](#)

OFFSHORE MAJOR ACCIDENT REGULATOR



Offshore Petroleum Regulator
for Environment & Decommissioning



1. SUBMIT ASSET TRANSFER REQUEST

The incoming dutyholder should access the Asset Transfer via the CAP Dashboard. From your workbasket this can be accessed via the left-hand column (Figure 1.1).

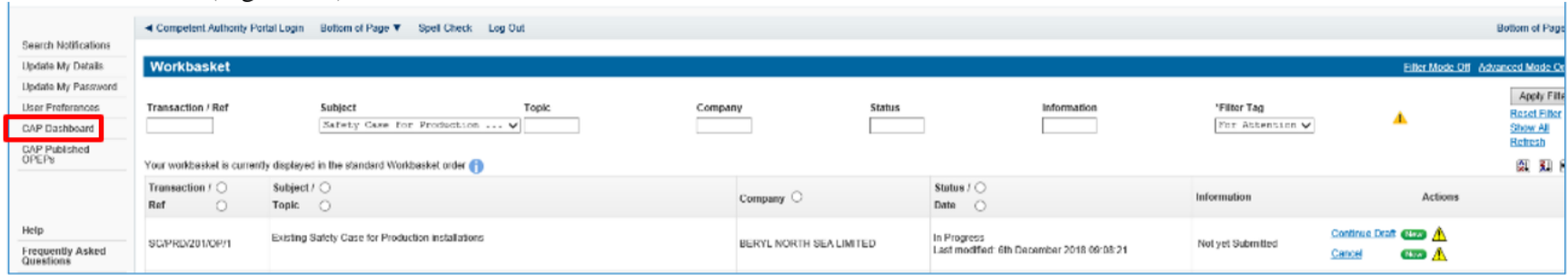


Figure 1.1

Select Start an Asset Transfer (Figure 1.2)

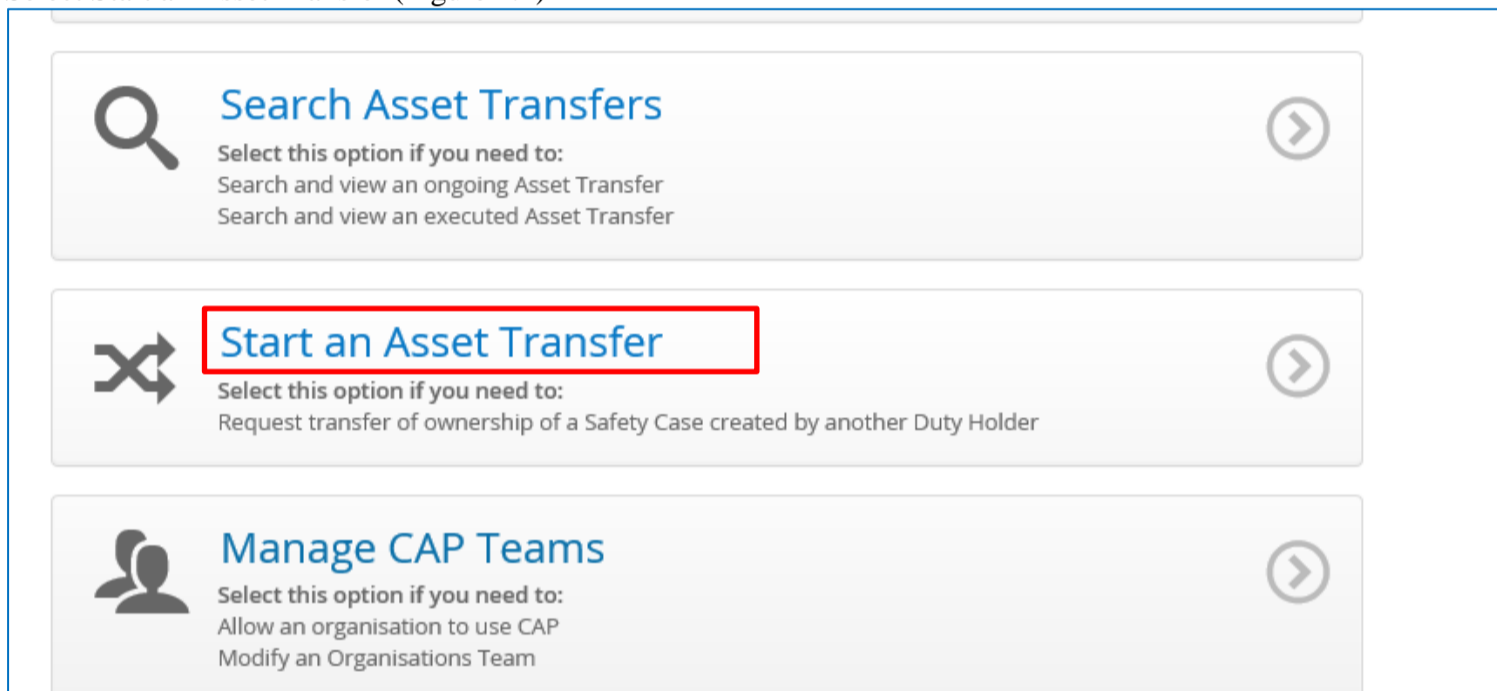


Figure 1.2

Populate the name of the current dutyholder and the name of the installation or search just under dutyholder and select the relevant installation from the installations listed. Then select Search (Figure 1.3).

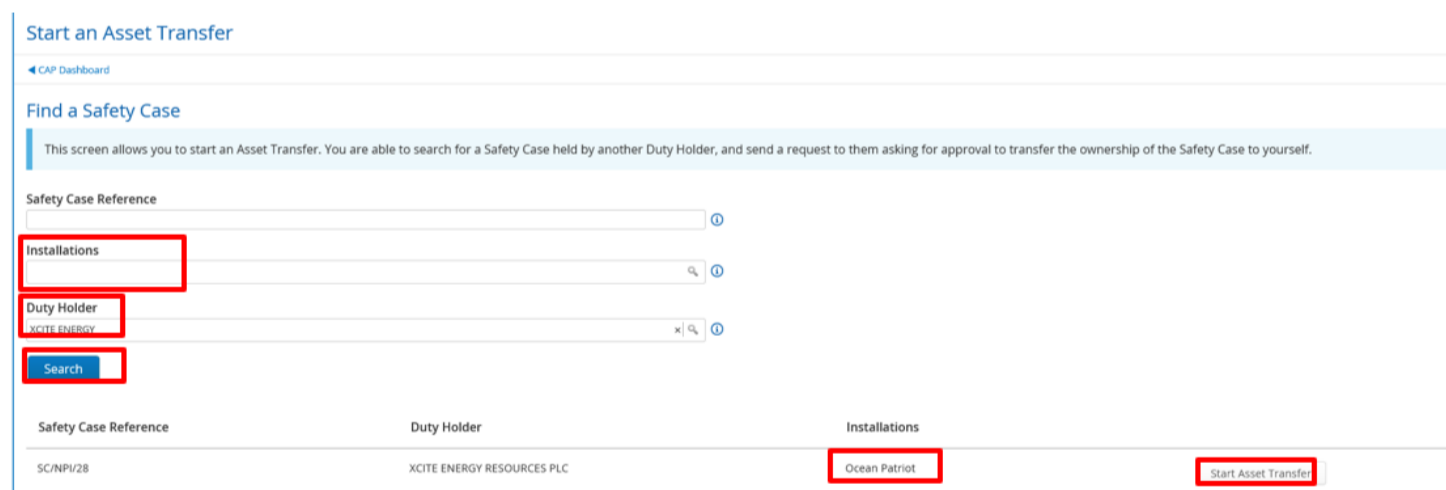


Figure 1.3

A further screen pops up with the details associated with the current dutyholder. Select Start Asset Transfer (Figure 1.4)



Figure 1.4

This takes you to the screen where you require to populate the proposed dutyholder, the anticipated execution date and upload of any documents of relevance. Select 'Submit Asset Transfer Request' (Figure 1.5).

OFFSHORE MAJOR ACCIDENT REGULATOR



Offshore Petroleum Regulator
for Environment & Decommissioning



Figure 1.5

Your workbasket will show the request has been sent and an email alert will be sent to the current dutyholder advising that a response is required. (Figure 1.6).

Transaction / Ref	Subject	Topic	Company	Status	Information	*Filter Tag	Actions
SCNPIQ28/AST/1	Safety Case Asset Transfer Request				Requesting Duty Holder: MURPHY SCHEHALLION LIMITED Current Duty Holder: XCITE ENERGY RESOURCES PLC	For Attention	View Request

Figure 1.6

OFFSHORE MAJOR ACCIDENT REGULATOR



Offshore Petroleum Regulator
for Environment & Decommissioning



2. AGREEING TO ASSET TRANSFER

The current dutyholder will receive an email alert advising that there is an asset transfer request. Details will be available via the workbasket (Figure 2.1)

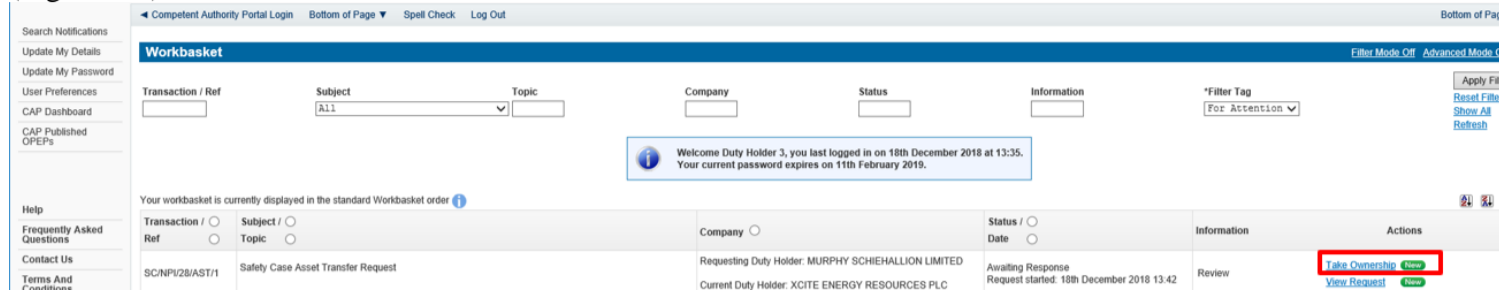


Figure 2.1

On selection of 'Take Ownership' you will be taken to the screen where you can view the details and any uploaded documentation. You progress via the Submit transfer response (Figure 2.2).

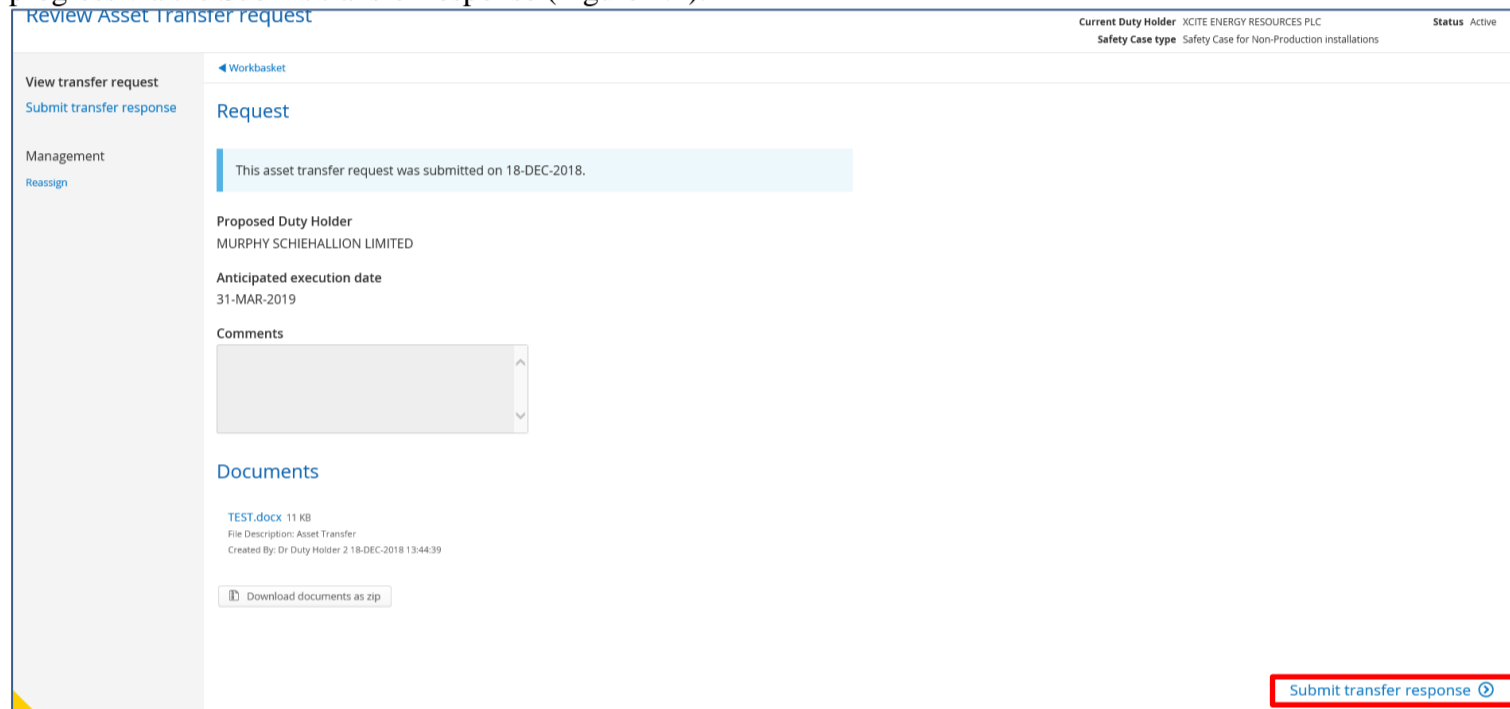


Figure 2.2

You require to either Accept or Reject the Transfer. If you are not the responsible person for this decision there is the option to Reassign the request to an alternative user via the Reassign tab on the left-hand column (Figure 2.3)

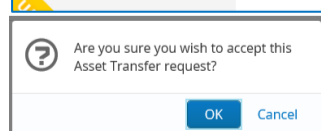
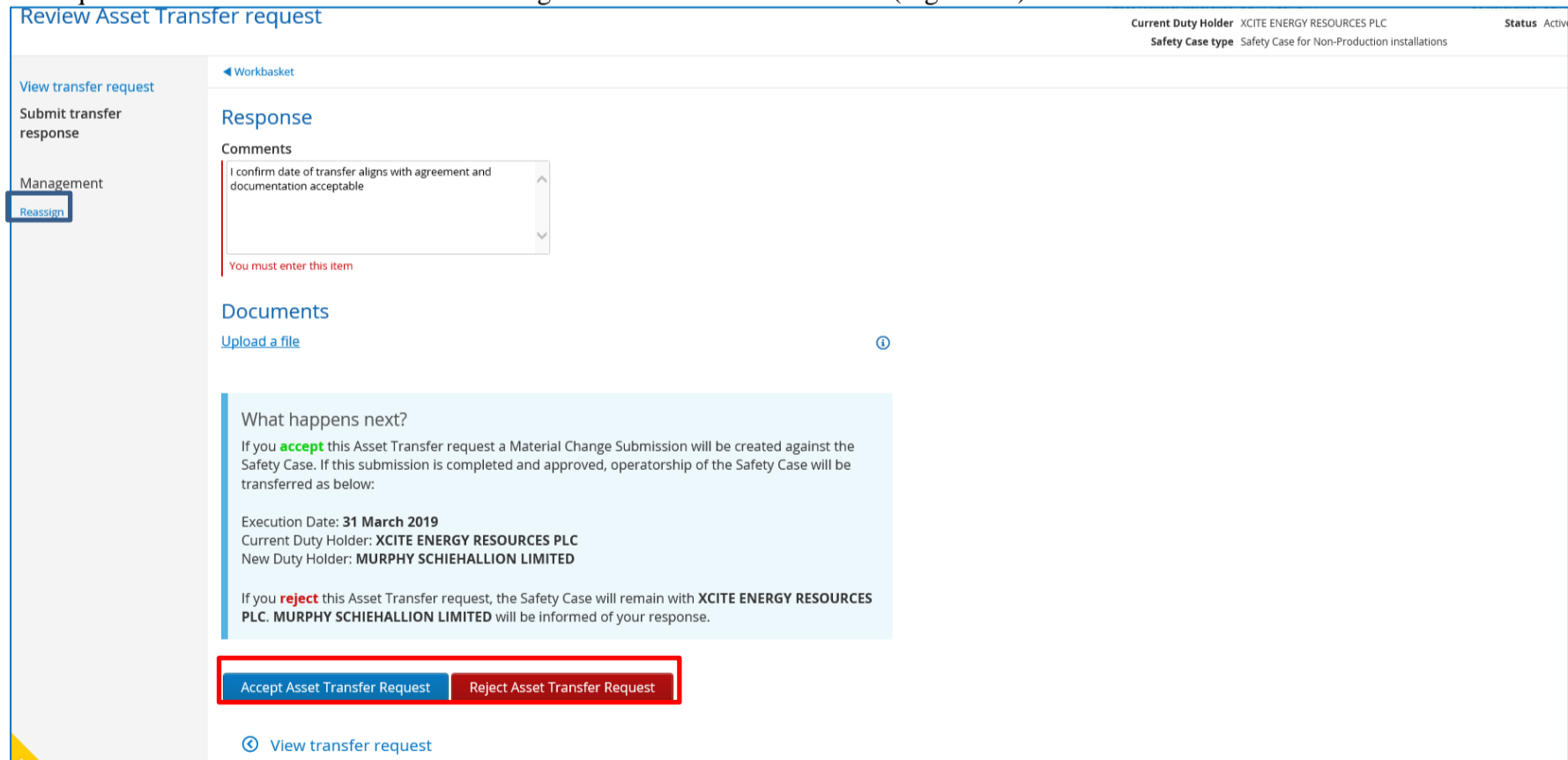


Figure 2.3

On completion the Asset Transfer will then be removed from your workbasket

OFFSHORE MAJOR ACCIDENT REGULATOR



Offshore Petroleum Regulator
for Environment & Decommissioning



3. RECEIPT OF DUTYHOLDER RESPONSE AND SUBMISSION OF MATERIAL CHANGE

The Incoming dutyholder will receive an email alert that there is a response from the current dutyholder. This can be viewed via your workbasket. The system will generate an automated Material Change in your workbasket. You will be responsible for the submission of the Material Change (Figure 3.1)

Note: if the current dutyholder rejects the asset transfer you will be notified.

Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Filter Tag	Actions
SC/NPV/28/MCS/1	Material Change Submission Ocean Patrol	MURPHY SCHEHALLION LIMITED	In Progress Last modified: 18th December 2018 14:39:01	Not yet Submitted	For Attention	View Response, Cancel, Clear from Workbasket
SC/NPV/28/AST/1	Safety Case Asset Transfer Request	Requesting Duty Holder: MURPHY SCHEHALLION LIMITED Current Duty Holder: XCITE ENERGY RESOURCES PLC	Awaiting Material Change Approval Request started: 18th December 2018 13:42 Request approved: 18th December 2018 14:39	Response Received		View Response, Clear from Workbasket

Figure 3.1

To view the response, click on the View transfer response (Figure 3.2).

View Asset Transfer

Current Duty Holder: XCITE ENERGY RESOURCES PLC
Safety Case type: Safety Case for Non-Production installations

Request

This asset transfer request was submitted on 18-DEC-2018.

Proposed Duty Holder
MURPHY SCHEHALLION LIMITED

Anticipated execution date
31-MAR-2019

Comments

Documents

TEST.docx 11 KB
File Description: Asset Transfer
Created By: Dr Duty Holder 2:18-DEC-2018 13:44:39

Download documents as zip

View transfer response

This will then take you to the detailed return from the current dutyholder (Figure 3.3)

View Asset Transfer

Asset Transfer Reference: SC/NPV/28/AST/1
Current Duty Holder: XCITE ENERGY RESOURCES PLC
Safety Case type: Safety Case for Non-Production installations

Response

This Asset Transfer has been accepted by XCITE ENERGY RESOURCES PLC and will be complete upon approval of submission SC/NPV/28/MCS/1.

Comments

I confirm date of transfer aligns with agreement and documentation acceptable

View transfer request

Figure 3.3

OFFSHORE MAJOR ACCIDENT REGULATOR



Offshore Petroleum Regulator
for Environment & Decommissioning



MATERIAL CHANGE SUBMISSION

The system will automatically generate the basic detail for the submission of a Material Change (Figure 3.4)

The screenshot shows a 'Workbasket' interface with a table of submissions. The table has columns for Transaction / Ref, Subject, Topic, Company, Status, Information, and Filter Tag. A row is highlighted with a red box around the 'Continue Draft' button in the 'Actions' column.

Transaction / Ref	Subject	Topic	Company	Status	Information	Filter Tag	Actions
SC/NP/28/MCS/1	Material Change Submission Ocean Patriot		MURPHY SCHIEHALLION LIMITED	In Progress Last modified: 10th December 2018 14:39:01		For Attention	Continue Draft Cancel

Figure 3.4

On progression from the workbasket you will be required to select the relevant regulation and then select the Submission Form Tab (Figure 3.5)

The screenshot shows the 'Safety Case Submission Form' with a 'Regulations' section. A list of regulations is displayed with checkboxes. The option 'Reg 24(2)(a)(i) (2015): Material Change' is highlighted with a red box. A 'Submission Form' button is also highlighted with a red box.

Regulations:

- Reg 14(2)(a)(i) (2005): Material Change
- Reg 14(b) (2005): Directed Material Change
- Reg 19(7) (2015): Conversion to Production Safety Case
- Reg 24(b) (2015): Directed Material Change
- Reg 39 (2005-2015): Transitional Material Change
- Reg 24(2)(a)(i) (2015): Material Change

Submission Form

Figure 3.5

The system will have self populated the detail which you should check for accuracy then select the Documents tab to progress (Figure 3.6)

The screenshot shows the 'Documents' tab of the 'Safety Case Submission Form'. It displays installation details for 'Ocean Patriot'. A 'Documents' button is highlighted with a red box.

Installation Search

Ocean Patriot

Installation Type: MDRSS - Mobile Drilling Semi Sub

Year of Installation:

Field:

Datum: Location NS

Location EW:

Quadrant/Block: Block Suffix

Hydrocarbons Produced / Processed: None

Number of beds: 100

Documents

Figure 3.6

You should then upload the material change (Figure 3.7)

The screenshot shows the 'Documents' tab of the 'Safety Case Submission Form'. It displays a list of uploaded documents. The document 'TEST.docx 11 KB' is highlighted with a red box. A 'Submit' button is also highlighted with a red box.

Safety Case Submission Documents

Please ensure each file has an accurate description of its contents.
As a minimum the Safety Case to which this Submission pertains must be uploaded.

TEST.docx 11 KB
File Description: Material Change
Created By: Dr Duty Holder 2 18-DEC-2018 15:27:45
Upload a new Version

Upload a file

Download documents as zip

Submit

Figure 3.7

OFFSHORE MAJOR ACCIDENT REGULATOR



Offshore Petroleum Regulator
for Environment & Decommissioning



Submit a declaration (Figure 3.8)

The screenshot shows the 'Safety Case Submission Form' interface. On the left, a navigation menu includes 'Regulations', 'Submission Form', 'Documents', and 'Submit'. The main content area displays a green message box stating 'Submission is valid' and 'Your Submission has passed validation checks and is ready for submission.' Below this, a declaration text is shown: 'Please read this declaration and tick the box to indicate your agreement before continuing. In making this submission on behalf of the Duty Holder/Owner, I declare that I have checked the information provided in the submission and that, to the best of my knowledge, the information is correct and does not include any false or misleading information that could invalidate the submission and could constitute an offence.' A checkbox labeled 'I agree with the above declaration' is checked and highlighted with a red box. Below the checkbox, it says 'Agreed by: Dr Duty Holder 2' and '18-DEC-2018 15:29:51'. A blue 'Submit' button is also highlighted with a red box. At the bottom, there is a 'Documents' link and a 'Workbasket' breadcrumb.

Figure 3.8

You then receive an alert that this has been sent to the regulator (Figure 3.9)

The screenshot shows the 'Safety Case Submission Form' interface after submission. The main content area displays a green message box stating 'Submission Reference: SC/NPI/28/MCS/1' and 'Your Submission has been submitted and has been sent to the Offshore Safety Directive Regulator (OSDR) admin team for consideration.' Below this, there is a 'Return to Workbasket' button. The left navigation menu now shows 'Submitted' instead of 'Submit'. At the top right, there is a table with submission details:

Submission type	Reference
Material Change Submission	SC/NPI/28
Duty Holder	Status
MURPHY SCHEHALLION LIMITED	Received
COIN Reference	Not yet assigned

Figure 3.9

The process beyond this will be that as described in the CAP Industry User Guidance for safety cases <http://www.hse.gov.uk/osdr/assets/docs/cap-industry-user-guidance.pdf>.