

COMPETENT AUTHORITY PORTAL (‘CAP’)

INDUSTRY USER GUIDANCE

DESIGN NOTIFICATION

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1.INTRODUCTION

The UK Energy Portal is a secure e-commerce system that will allow Duty Holders to make relevant submissions and notifications online to obtain the necessary regulatory authorisations to operate on the UKCS.

The guidance will provide information on the basic functions for Industry users in relation to Safety Case and any associated submissions.

Basic Portal Controls

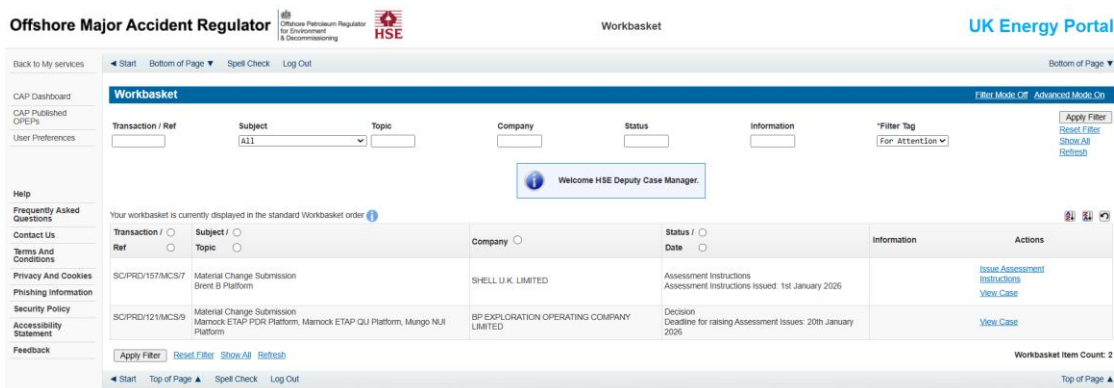
Once logged in to the Competent Authority Portal (CAP) it is important that when navigating through the system, the user should use the links and tabs provided in the screen. Please do **NOT** use the browser 'Back' & 'Forward' buttons as this may result in the user losing the Portal session.

Registration

To utilise the CAP for such submissions you require to register here : [Register here for access rights to CAP](#)

Please ensure you also familiarise yourself with the respective Privacy Policy Statement and the terms and conditions associated with use of the Energy Portal/CAP there is a link to this information at point of registration request.

When you log onto the portal you will be directed to your workbasket page. This screen displays all outstanding actions that may require action. With access to available portal applications displayed in the left-hand side menu of the workbasket (Figure 1)



The screenshot shows the 'Workbasket' page of the UK Energy Portal. It features a navigation menu on the left, a search and filter bar at the top, and a table of pending actions. A welcome message from the HSE Deputy Case Manager is displayed above the table.

Transaction / Ref	Subject	Topic	Company	Status	Information	Actions
SCIPRD157/MCS7	Material Change Submission	Brent B Platform	SHELL U.K. LIMITED	Assessment Instructions	Assessment Instructions Issued: 1st January 2026	Issue Assessment Instructions View Case
SCIPRD121/MCS9	Material Change Submission	Marmock ETAP PDR Platform, Marmock ETAP OUI Platform, Mungo NUI Platform	BP EXPLORATION OPERATING COMPANY LIMITED	Decision	Deadline for raising Assessment Issues: 20th January 2026	View Case

Figure 1

Registration

New Duty holder

If a duty holder does not have a CAP account, an authorised Company representative will need to e-mail details to the Energy Portal Service Desk mailbox ukop@nstauthority.co.uk who will then arrange for the duty holder to be added to the CAP.

If a new company requires access, then the company details as registered at Companies House will need to be supplied to UKOP via email to ukop@nstauthority.co.uk. For companies that are registered overseas, the company number and name of the Parent Registry will need to be supplied.

Installation not listed on Portal

If you undertake a search for the installation and this is not available on the portal, you should e-mail details to the Energy Portal Service Desk mailbox ukop@nstauthority.co.uk and the helpdesk personnel will then arrange for the installation to be added to the CA Portal (if applicable).

Managing Team & User Access

For each Operating Company holding a CA Portal account there are distinct access privileges which can be allocated to individual users. The Team Co-ordinator will be able to set access levels.

Role of the Team Co-ordinator

The designated Team Co-ordinator(s) within each Organisation can add new users to the CA Portal Team roles, or remove users as and when required, they will require to be registered to use the portal. To add new users the Team Co-ordinator should select 'CAP Dashboard' from the left-hand side menu of the Workbasket screen (Figure 1.3).

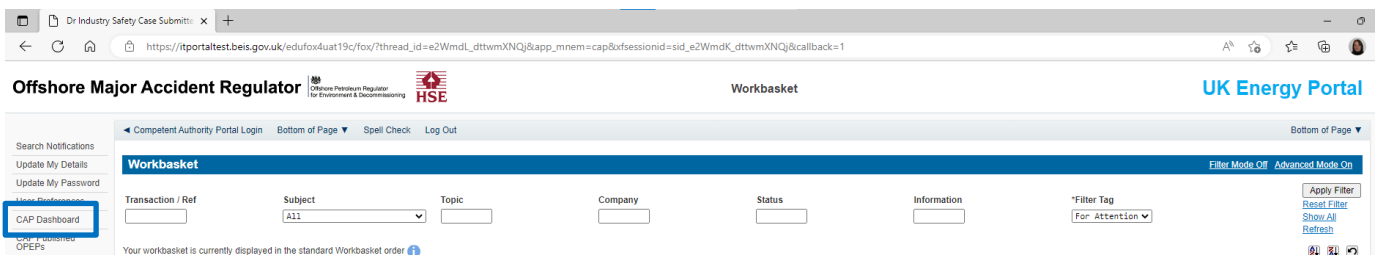


Figure 1.3

The user will then be directed to the CAP Dashboard and should then select 'Manage CAP Teams' (Figure 1.4).

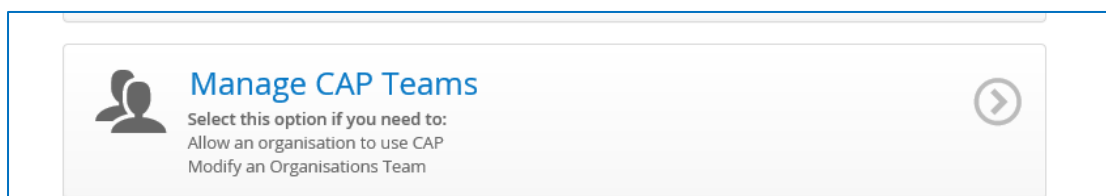


Figure 1.4

Once selected the Team Co-ordinator will be directed to the 'CAP Teams' screen. To access the team management screen the user should begin to type the name of the Organisation that requires updating and select from the options displayed. Once the Organisation Group has been identified the user should select 'Manage Team' (Figure 1.5).

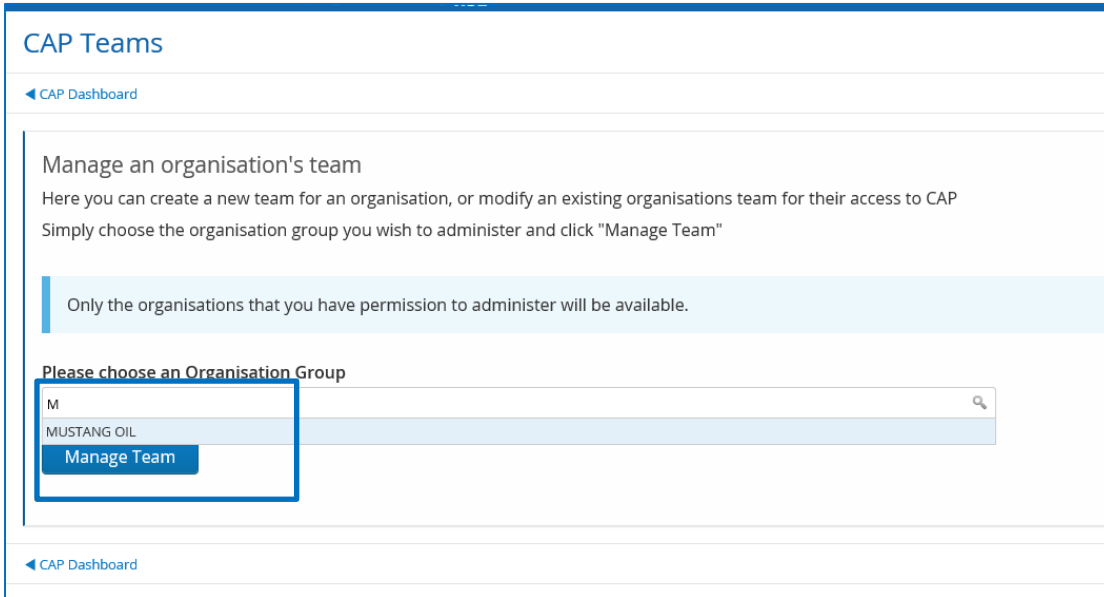


Figure 1.5

You will be directed to the team management screen where there is a list of users and allocated privileges. The screenshot below shows an example of only one person. To add new users to the CAP Team, select 'Add someone to this team' (Figure 1.6).

Note: the ⓘ explains the allocated functions for the roles identified. Design notifications are available via the Safety Case Submitter route.

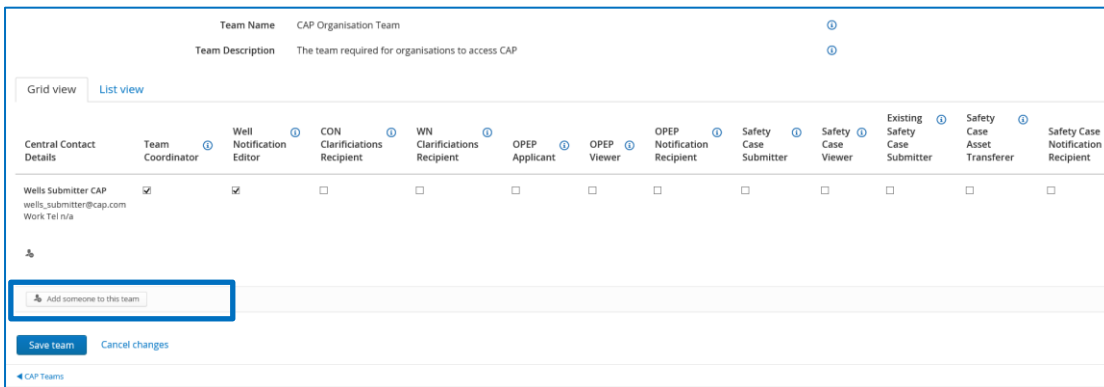


Figure 1.6

You will then be directed to the screen to add the user details. It is important that the exact e-mail address of the user is added as this is utilised as the primary identifier of the user. Once the above details have been added then you should select 'Add Person' then Save (Figure 1.7).

Figure 1.7

If the user does not have a Portal account a yellow 'warning triangle' will be displayed. Hovering over this icon will display the warning message 'Contact does not yet have a login account.' You should advise the user to self-register or as Team Co-ordinator you can also register the user, and an email will be sent to the user to activate access the CAP access rights.

You will be able to allocate permissions and save the changes with the warning triangle displayed. The individual roles are described more fully hovering over the ⓘ icon. (Figure 1.8).

Team Name	CAP Organisation Team ⓘ												
Team Description	The team required for organisations to access CAP ⓘ												
	Central Contact Details	Team Coordinator ⓘ	Well Notification Editor ⓘ	Well Notifications Recipient ⓘ	WN Clarifications Recipient ⓘ	OPEP Applicant ⓘ	OPEP Viewer ⓘ	OPEP Notification Recipient ⓘ	Safety Case Submitter ⓘ	Safety Case Viewer ⓘ	Existing Safety Case Submitter ⓘ	Safety Case Asset Transferer ⓘ	Safety Case Notification Recipient ⓘ
Jo Bloggs jo.bloggs@mustag.co.uk Mustag +44 (0)203 028 1111 ⓘ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wells Submitter CAP wells_submitter@cap.com Work Tel n/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 1.8

To remove a User from the CAP Team you can click on the minus icon just below their name then 'Save team.' It is important that the team coordinator removes the access rights for your respective organisation for personnel who have left the organisation (Figure 1.9).

You should also notify the NSTA helpdesk that the person no longer requires access to the CAP for your organisation.

Figure 1.9

2. SUBMIT A DESIGN NOTIFICATION

If you are submitting a design notification for an installation which does not already have a Safety Case, you should select the CAP Dashboard from your workbasket (Figure 2.1).

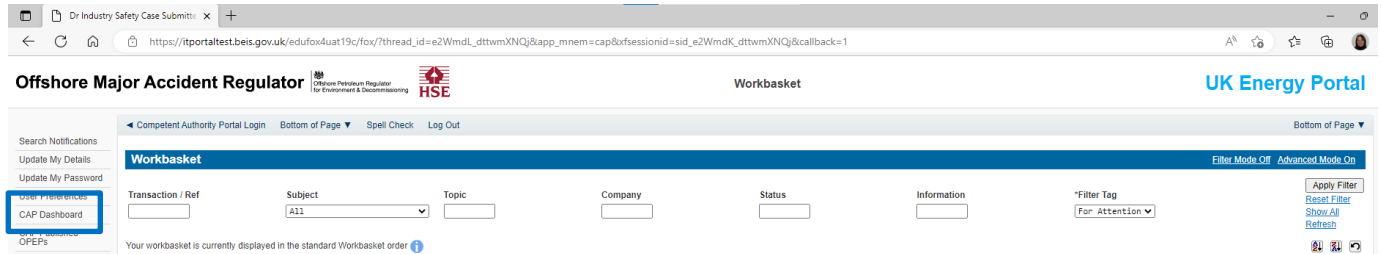


Figure 2.1

From the CAP Dashboard you should select 'Start a new Design Notification' (Figure 2.2).

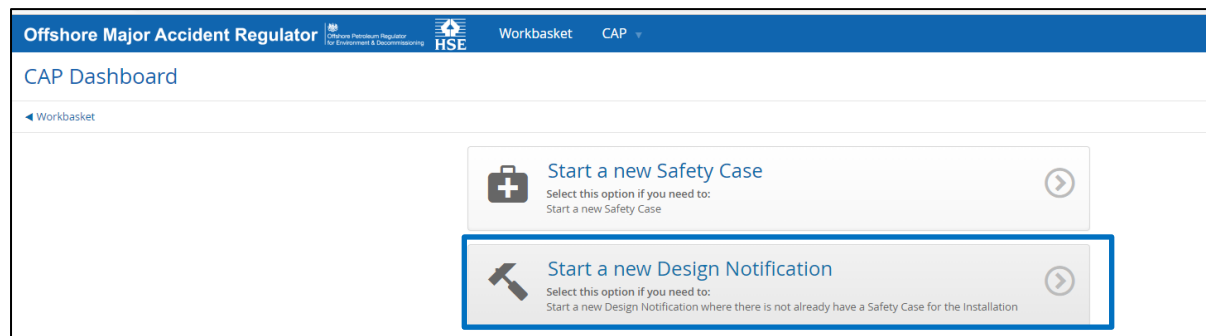


Figure 2.2

You are directed to a screen where you are asked if you have a Safety Case submitted for this installation.

If you do not have a Safety Case already on the system for this installation, you select 'No.' You will be taken to a screen which requires you to select the appointed Installation Operator or Owner and then submit by clicking on the 'Prepare Design Notification' (Figure 2.3).

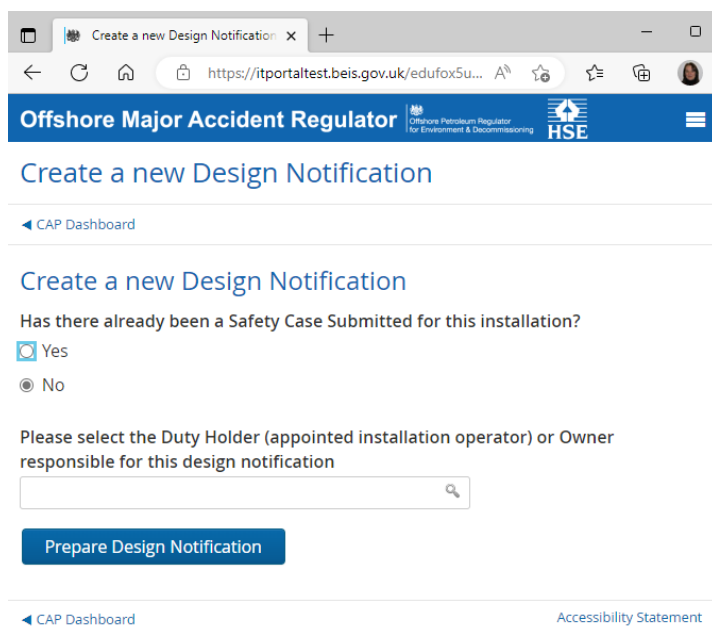


Figure 2.3

You then select the relevant regulation and progress via the Notification Form tab (Figure 2.4).

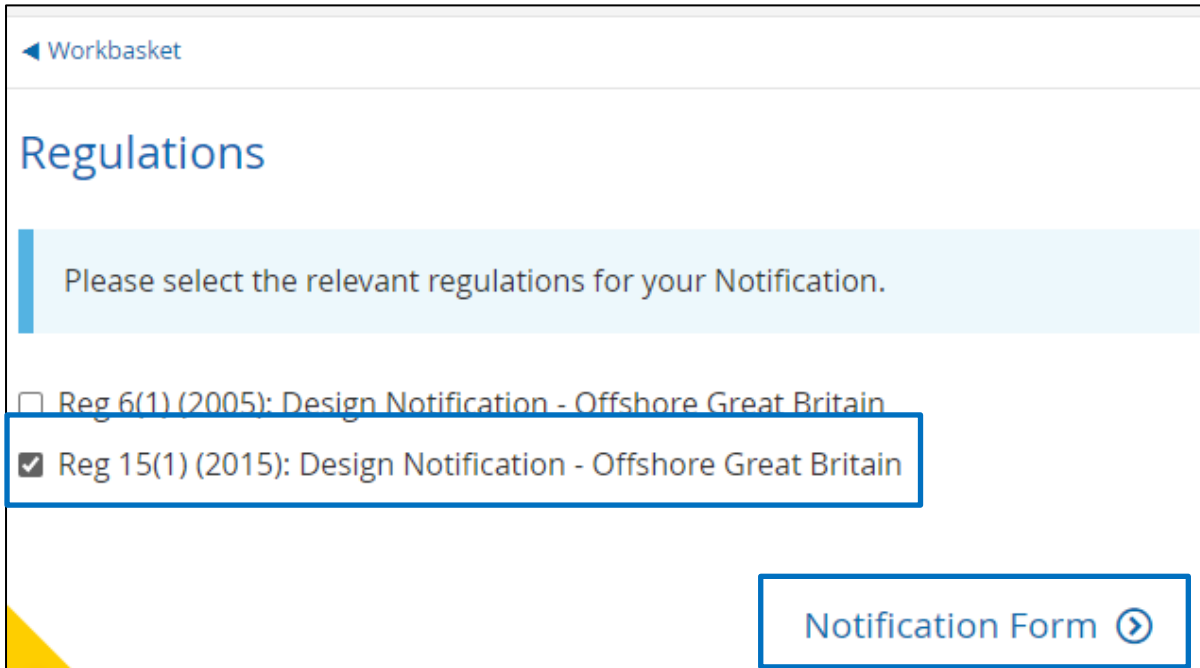


Figure 2.4

On the Notification Form screen, you will note that the Company House Address is already populated. You require to input your local contact details (Figure 2.5).

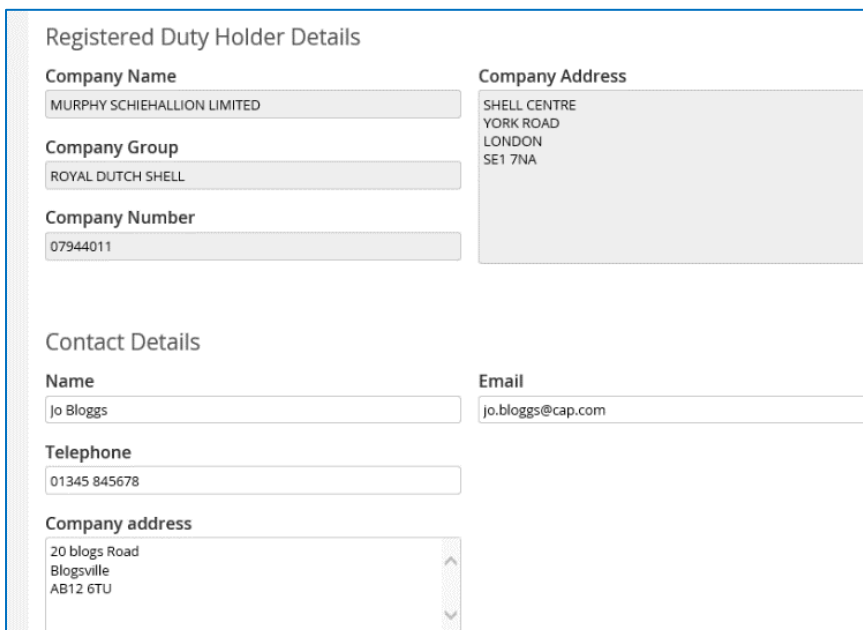
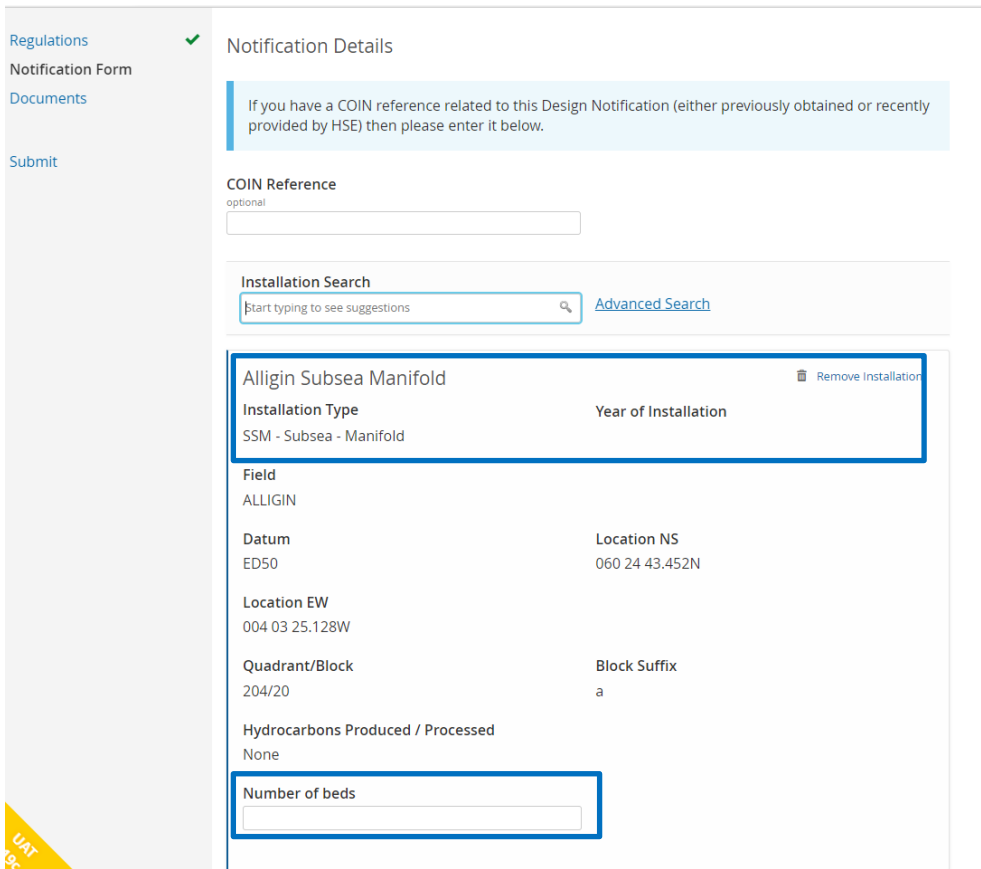


Figure 2.5

On the same Screen, you require to select the relevant installation and include detail of Number of beds (Figure 2.6).



Regulations ✓
 Notification Form
 Documents
 Submit

Notification Details

If you have a COIN reference related to this Design Notification (either previously obtained or recently provided by HSE) then please enter it below.

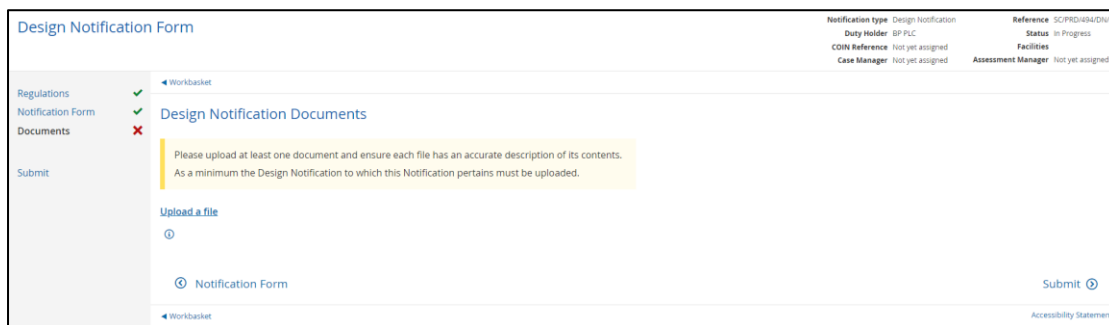
COIN Reference
 optional

Installation Search

Alligin Subsea Manifold <input type="button" value="Remove Installation"/>	
Installation Type	Year of Installation
SSM - Subsea - Manifold	
Field	
ALLIGIN	
Datum	Location NS
ED50	060 24 43.452N
Location EW	
004 03 25.128W	
Quadrant/Block	Block Suffix
204/20	a
Hydrocarbons Produced / Processed	
None	
Number of beds	
<input type="text"/>	

Figure 2.6

Upload the Design Notification and add a description then 'Submit' (Figure 2.7)



Design Notification Form

Regulations ✓
 Notification Form ✓
 Documents ✗
 Submit

Workbasket

Design Notification Documents

Please upload at least one document and ensure each file has an accurate description of its contents. As a minimum the Design Notification to which this Notification pertains must be uploaded.

Upload a file

Notification Form

Workbasket

Accessibility Statement

Notification type: Design Notification
 Reference: SCPRD4942H/1
 Duty Holder: BP PLC
 Status: In Progress
 COIN Reference: Not yet assigned
 Facilities
 Case Manager: Not yet assigned
 Assessment Manager: Not yet assigned

Figure 2.7

You require to tick a declaration and 'Submit' (Figure 2.8)

Design Notification Form Notification
Duty Hc
COIN Refer
Case Man

Regulations ✓
Notification Form ✓
Documents ✓

Submit

◀ Workbasket

Submit your Design Notification

Notification is valid
Your Notification has passed validation checks and is ready for submission.

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 notification 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 notification and could constitute an offence.

I agree with the above declaration

Agreed by: Dr Industry Safety Case Submitter
21-FEB-2023 8:21:25

Submit

📄 Documents

Figure 2.8

A screen will pop up advising the notification has been sent to OMAR (Figure 2.9)

Design Notification Form

Regulations
Notification Form
Documents

Submitted

◀ Workbasket

Notification Reference: SC/PRD/494/DN/1
Your Notification has been submitted and has been sent to the Offshore Major Accident Regulator (OMAR) admin team for consideration.

Return to Workbasket

📄 Documents

◀ Workbasket

Figure 2.9

Existing Case on CAP

If you have an existing case on the CAP and you select Yes (as requested at Figure 2.3) you will be directed to select the relevant Installation and click on Start Design Notification. In this example there is only one to select but for your respective organisation there will be the list of all the available installations. On selection of Start Design Notification a further pop-up box appears seeking confirmation that this is the action you want to take. (Figure 2.10).

Please submit this Design Notification against the existing Safety Case
All Safety Cases for which you can submit this notification on are listed below

Reference	Duty Holder	Installations	Status
SC/NPV21	HUNTER PETROLEUM LIMITED	Transocean Leader	Active

Start Design Notification

Figure 2.10

You require to select the respective legislation (Figure 2.11)

Regulations

Please select the relevant regulations for your Notification.

- Reg 9(1) (2005): Design Notification for Conversion to Production Safety Case
- Reg 19(1) (2015): Design Notification for Conversion to Production Safety Case

Figure 2.11

BEYOND THIS POINT YOU WILL FOLLOW THE SAME PROCESS AS DESCRIBED AT FIGURE 2.5 ONWARDS`

3. RETURN OF A NOTIFICATION FROM THE REGULATOR

If the notification is returned, you will receive an email alert. The returned notification will be in your workbasket (Figure 3).

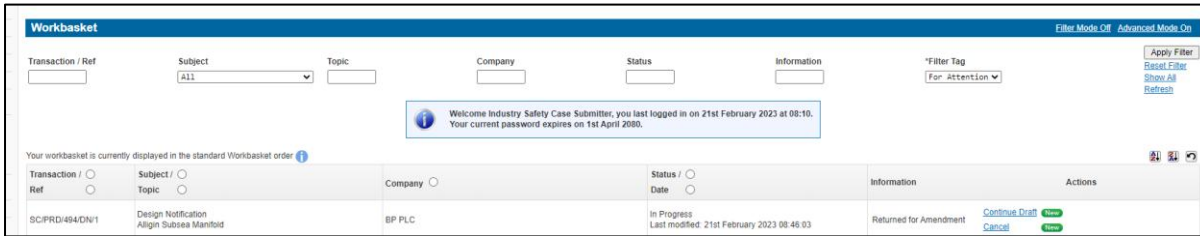


Figure 3

The next screen will provide you with a reason as to why the notification has been returned (Figure 3.1)

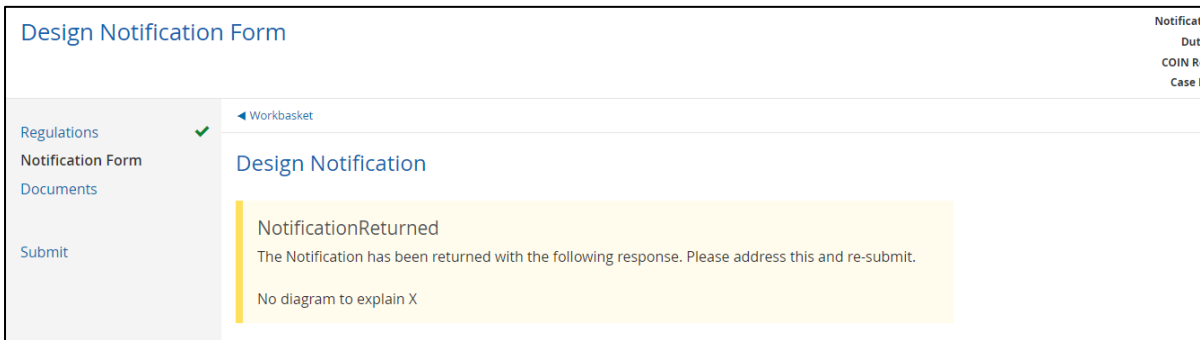


Figure 3.1

You have the option to either cancel the submission from your workbasket or e.g., upload any additional documentation requested (Figure 3.2)

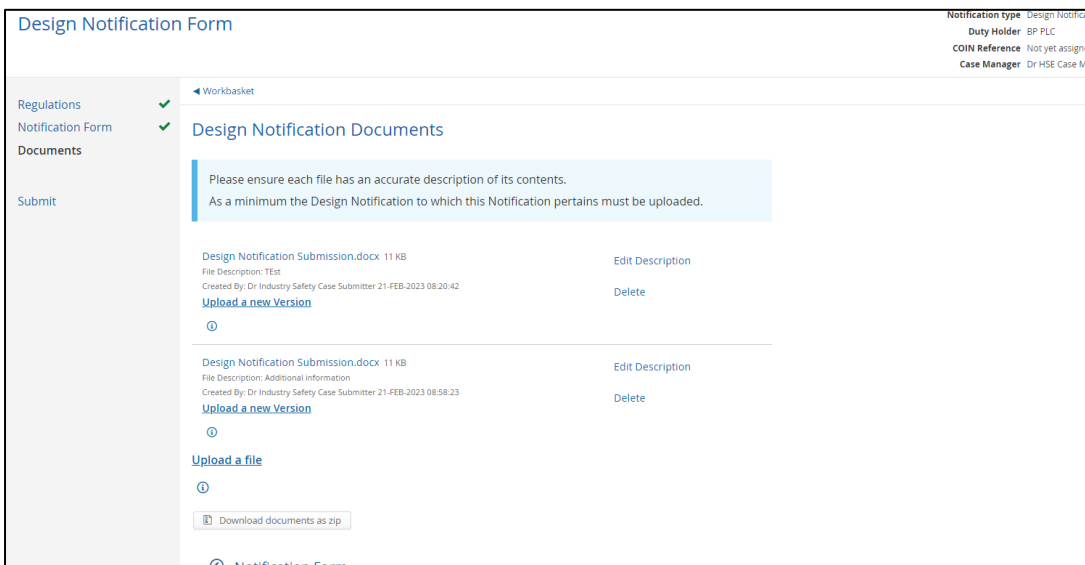


Figure 3.2

The steps beyond this point are as detailed above.

4. COMMUNICATIONS

The regulator may send you a communication via the CAP. If a communication is sent you will be advised by email. You should access the communication via selection of View Notification from your workbasket (Figure 4)

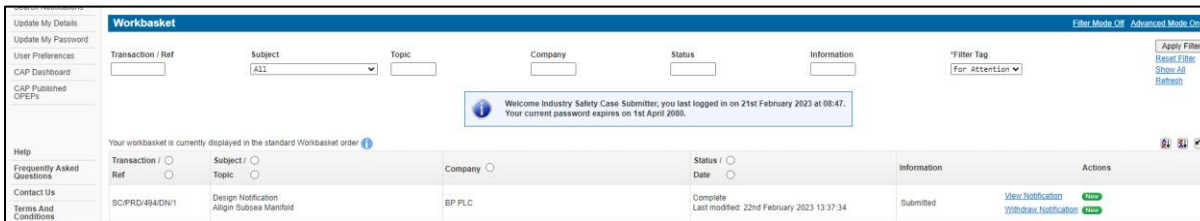


Figure 4

You should then select Communications on the left-hand column of screen (Figure 4.1)

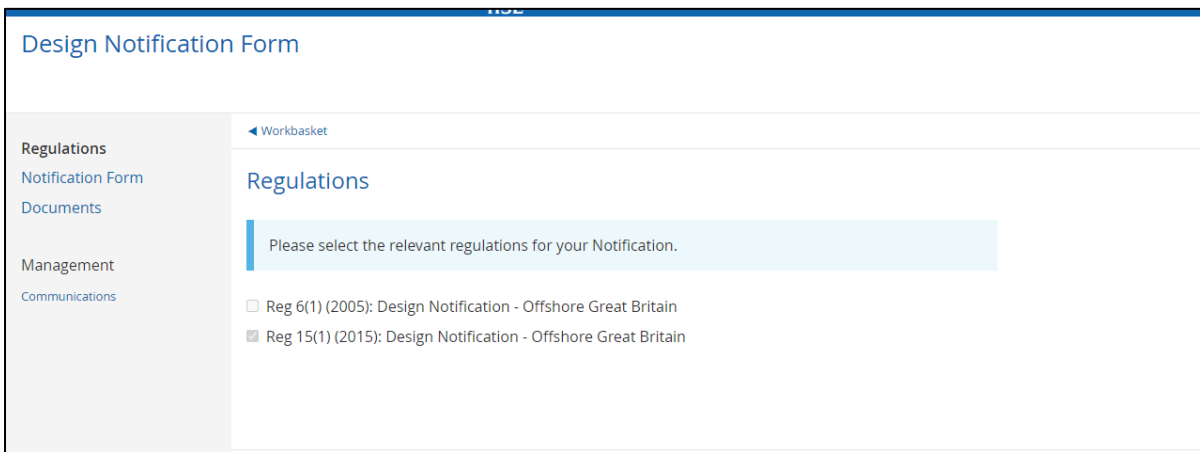


Figure 4.1

A further screen will appear with the detail of the Communication. If there is a response request, you select the Respond tab (Figure 4.2)

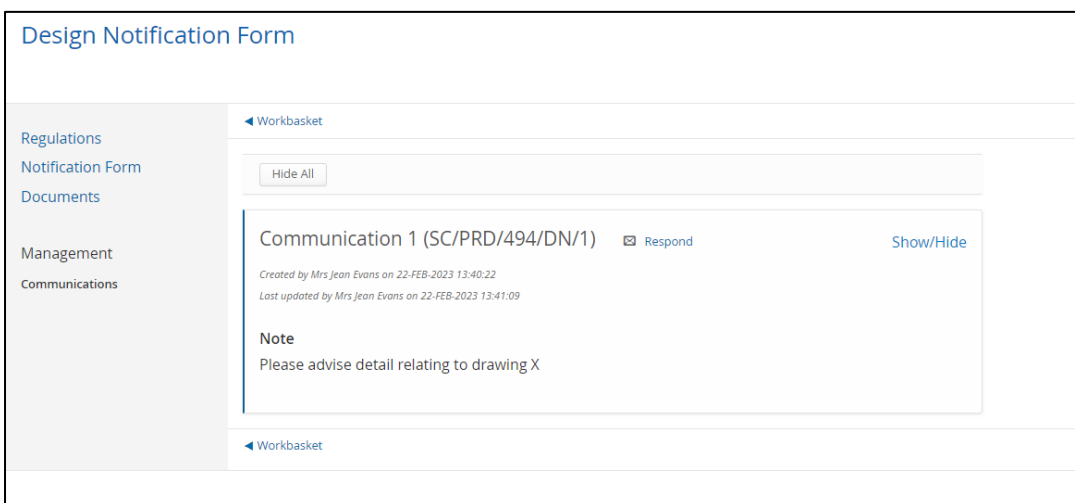


Figure 4.2

This then opens a further screen to allow you to either respond in the comment box and/or upload additional documents (Figure 4.3)

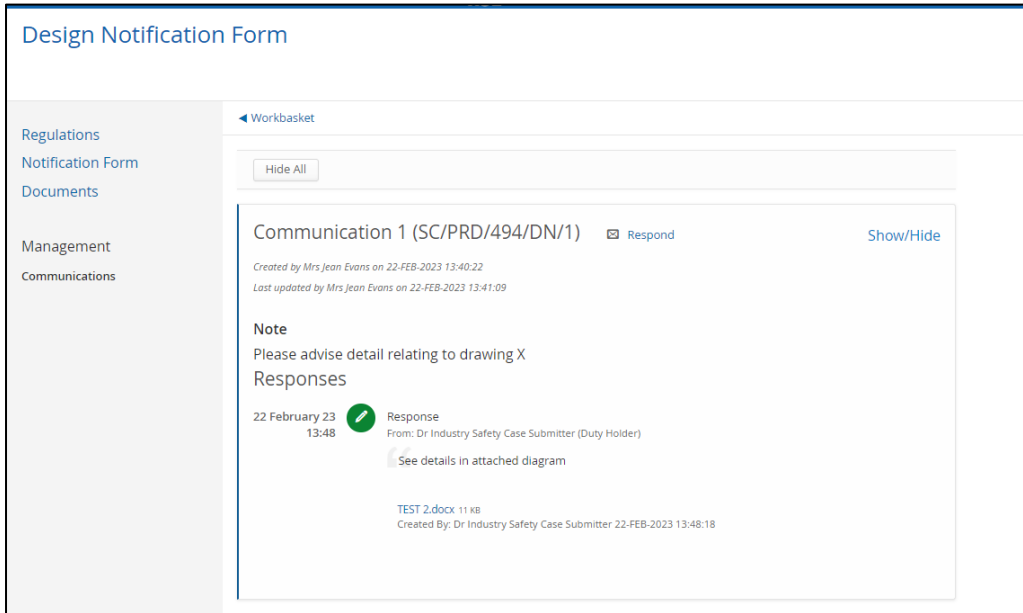


Figure 4.3

5. CONCLUSION LETTER

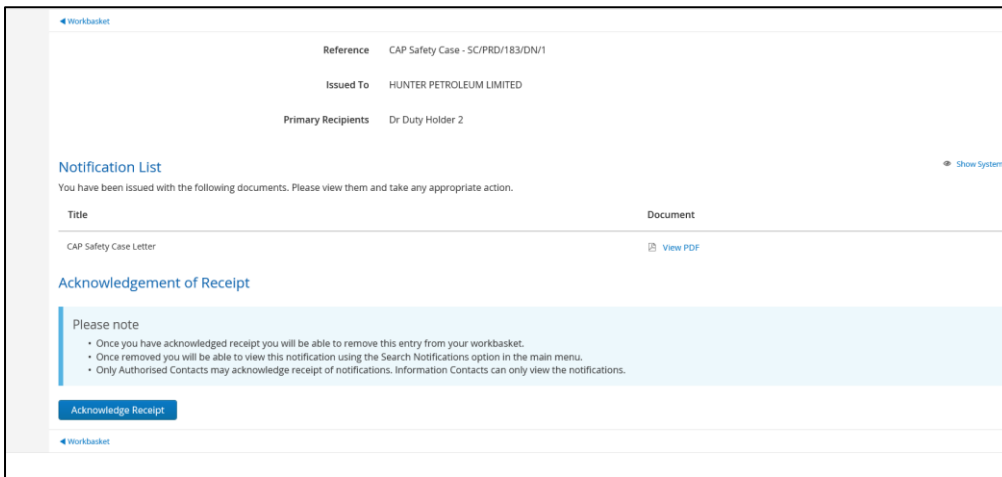
When OMAR has completed the inspection of the Design Notification you will receive an email alert advising that the detail of the inspection is in your workbasket. You should click on the Acknowledge Notification tab (Figure 5).

Your workbasket is currently displayed in the standard Workbasket order ?

Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Actions
SC/PRD/494/DN/1	Design Notification Alligin Subsea Manifold	BP PLC	Complete Last modified: 27th March 2023 11:42:55	Acknowledge Notification, Notification of 27th March 2023 12:53	Acknowledge Notification New

Figure 5

On progression you will be taken to a screen where you will be able to view the Letter and any potential Assessment Issues. You click on the View PDF. You also require to acknowledge receipt of the letter (Figure 5.1)



The screenshot shows a 'workbasket' interface with the following details:

- Reference:** CAP Safety Case - SC/PRD/183/DN/1
- Issued To:** HUNTER PETROLEUM LIMITED
- Primary Recipients:** Dr Duty Holder 2

Notification List

You have been issued with the following documents. Please view them and take any appropriate action.

Title	Document
CAP Safety Case Letter	View PDF

Acknowledgement of Receipt

Please note

- Once you have acknowledged receipt you will be able to remove this entry from your workbasket.
- Once removed you will be able to view this notification using the Search Notifications option in the main menu.
- Only Authorised Contacts may acknowledge receipt of notifications. Information Contacts can only view the notifications.

[Acknowledge Receipt](#)

Figure 5.1

6. SEARCH FACILITY

Notifications can be viewed via the CAP Dashboard. You can access the CAP Dashboard from your workbasket (Figure 6).

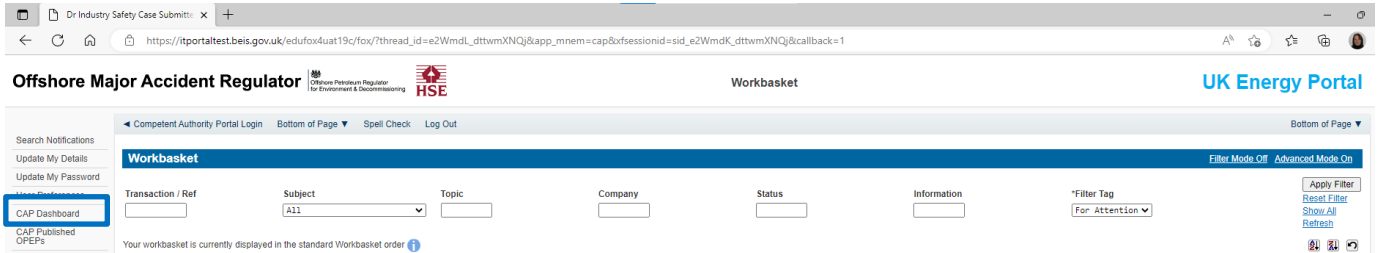


Figure 6

To search for a Design Notification, you should select the Search Safety Cases tab (Figure 6.1).

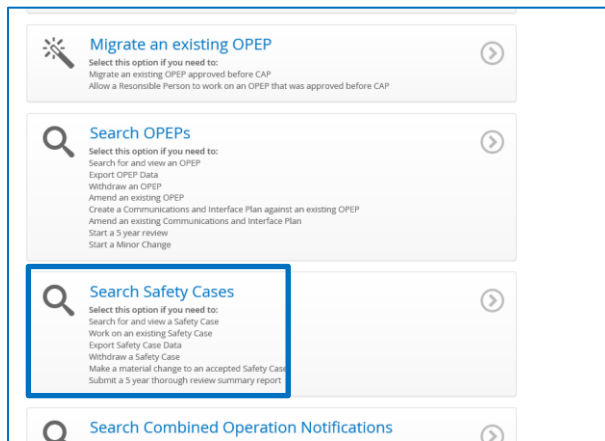


Figure 6.1

You will be taken to the screen where you can undertake a search by different options. In this instance the search was by installation. When you enter the details and undertake a search a further section of the screen then allows for you to view the submission (Figure 6.2).

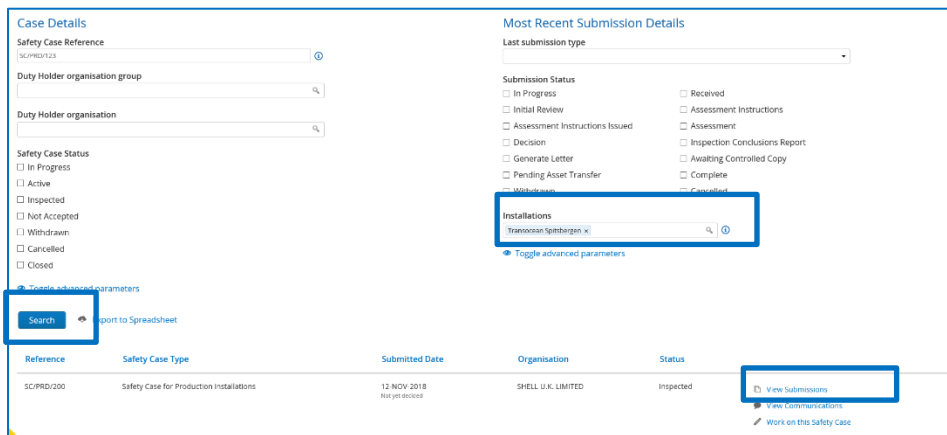


Figure 6.2

When you click onto the View Submissions a further pop-up screen appears which details any relevant submissions, and you can view the detail by clicking on the tab (Figure 6.3).



Figure 6.3