

Document Identification:	CAP - User guidance for Safety Cases
Publication Date:	23/12/2025 (Rev 3)
Revision History	Update to the registration arrangements
Review Due:	December 2028
Target Audience:	All Stakeholders
Internal Reference:	CM9: 2023/159682
Document Owner:	OMAR Working Group

COMPETENT AUTHORITY PORTAL ('CAP')

INDUSTRY USER GUIDANCE FOR SAFETY CASES

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1. Background & Registration

COMPETENT AUTHORITY PORTAL (CAP)

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.

If a Company (Duty Holder) does not have an account, an authorized Company representative will need to e-mail details of the Duty Holder (Operator or Owner) to the Energy Portal Service Desk mailbox ukop@nstauthority.co.uk

If a new company account is required, then the company details as registered at Companies House will need to be supplied to NSTA. For companies that are registered overseas, the company number and name of the Parent Registry will need to be supplied.

When you do register for an account, you should also advise the helpdesk to create the installation/site name for the case(s) you will wish to submit.

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)

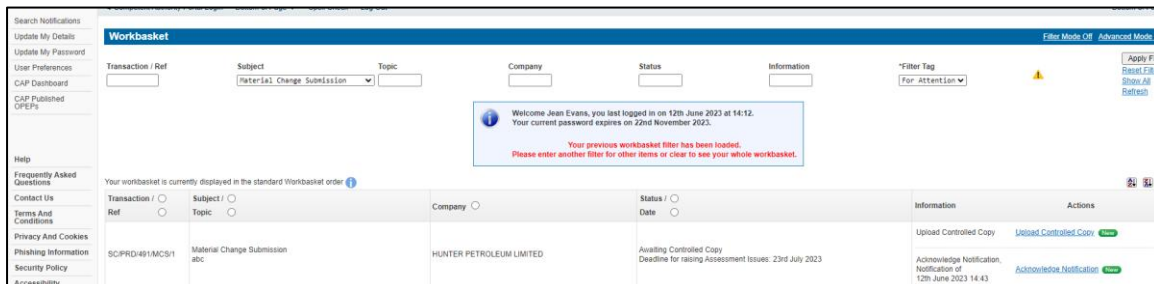


Figure 1

2. Managing an Organisations functions on CAP

The CAP requires designated Team Co-Ordinator(s). Team Co-ordinators can add and remove users to the Duty holder account.

To add users, you require to select 'CAP Dashboard' from the left-hand side menu of the Workbasket screen (Figure 2)

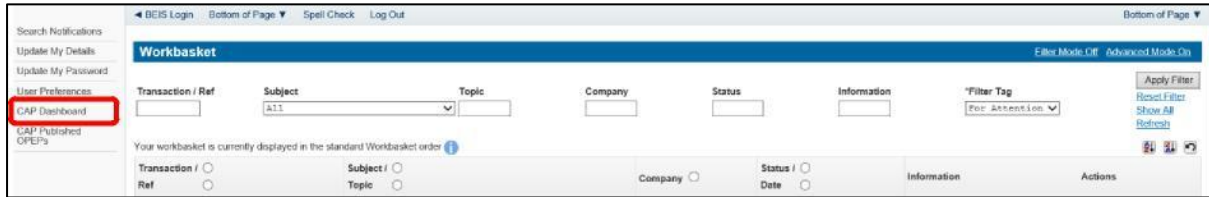


Figure 2

You will then be directed to the CAP Dashboard you require to select 'Manage CAP Teams' (Figure 2.1)

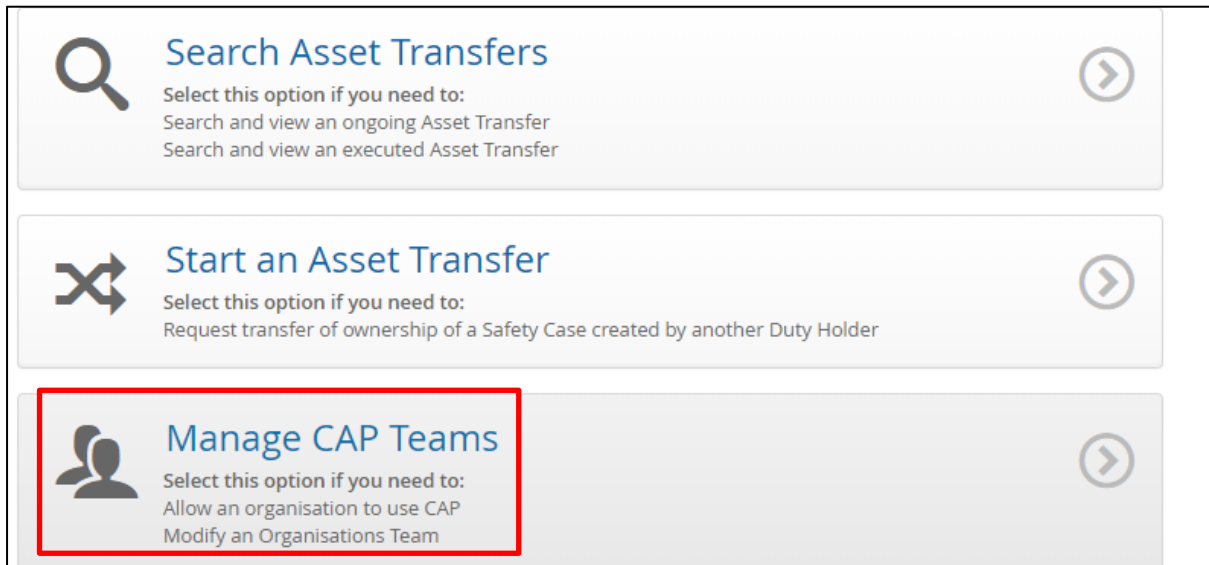


Figure 2.1

Once selected you require to enter the relevant duty holder and click on Manage Team (Figure 2.2).

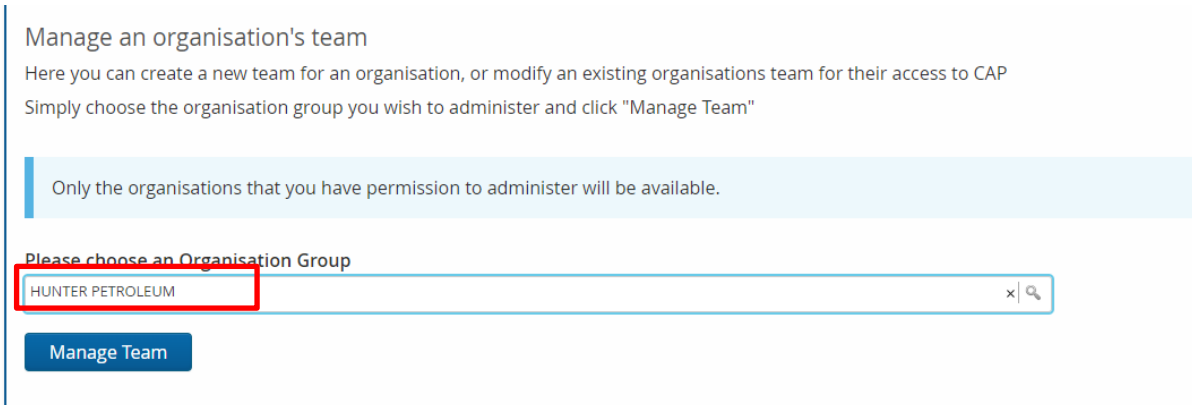



Figure 2.2

This takes you to the team management screen and you will see a list of users. Along the top row is a range of allocated roles with the  providing an explanation as to the function of each of the roles

To add someone, you should select the Add someone to this team. (Figure 2.3).

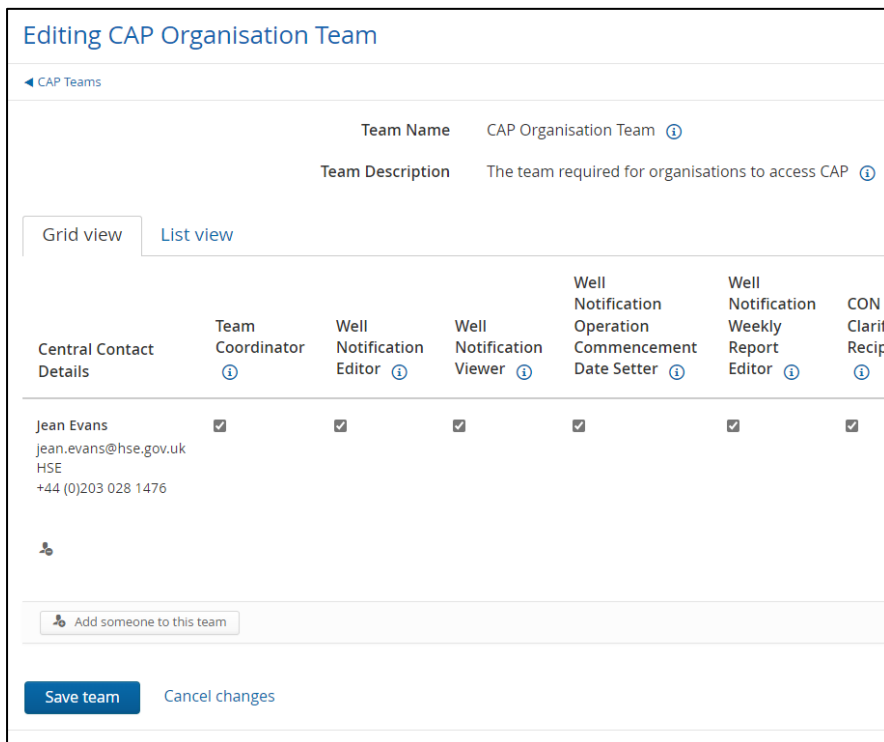


Figure 2.3

A further pop-up box appears for you to enter the detail. It is important that the exact e-mail address of the user to be added is correct as this is the primary identifier for the user. When detail has been added select Add Person then Save Team. A yellow warning triangle will be displayed if the user does not yet have an account set up. You should request the user to register by following the

detail as described previously. To add a new user select Add someone to this team tick the relevant roles required then click on Save team (Figure 2.4).

Select Person

Please enter an Email Address, Forename and Surname of the person you want to add then click Add Person
 The values entered must all match those of the person you would like to add. If a match cannot be found, the best suggestion will be presented, at which point you may accept the suggestion, or create a new record with your entered values.

Email Address

Forename

Surname

Organisation ⓘ

Telephone Number

- OR -

You may select yourself as the person

Figure 2.4

You then need to select the Save Team Tab otherwise the detail will not save (Figure 2.5)


Team Name CAP Organisation Team ⓘ

Team Description The team required for organisations to access CAP ⓘ

Grid view [List view](#)

Central Contact Details	Team Coordinator ⓘ	Well Notification Editor ⓘ	Well Notification Viewer ⓘ	Well Notification Operation Commencement Date Setter ⓘ	Well Notification Weekly Report Editor ⓘ	CON Clarifications Recipient ⓘ	WN Clarifications Recipient ⓘ	OPEP Applica ⓘ
Jean Evans jean.evans@hse.gov.uk HSE +44 (0)203 028 1476	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Gary Third gary.third@hse.gov.uk OPERATIONAL SUPPORT ADMINISTRATOR HSE DWP +44 (0)203 028 1454	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 2.5

You require to ensure you remove individuals from the CAP when they no longer work for your organization. To remove a User from the CAP, click on the icon  and select Save Team. You should also notify the helpdesk that this person no longer requires access rights for the relevant organization.

3. CREATING A NEW SAFETY CASE

It should be noted that the 'new' Safety Case function should only be selected for an installation that does not have an accepted operational safety case.

Preparing a New Safety Case Submission

To start a new Safety Case submission the user should select 'CAP Dashboard' from the left-hand side menu of the Workbasket screen (Figure 3).

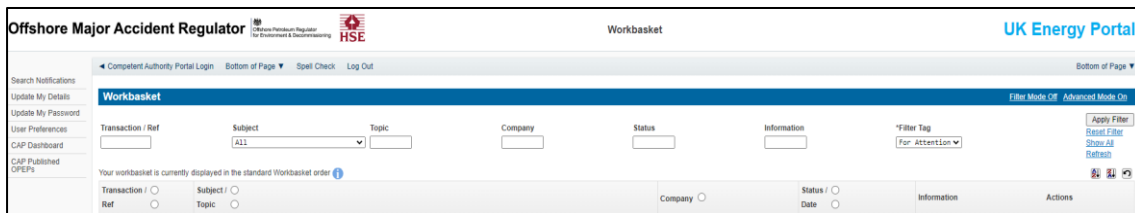


Figure 3

From the list of options select Start a new Safety Case (Figure 3.1).

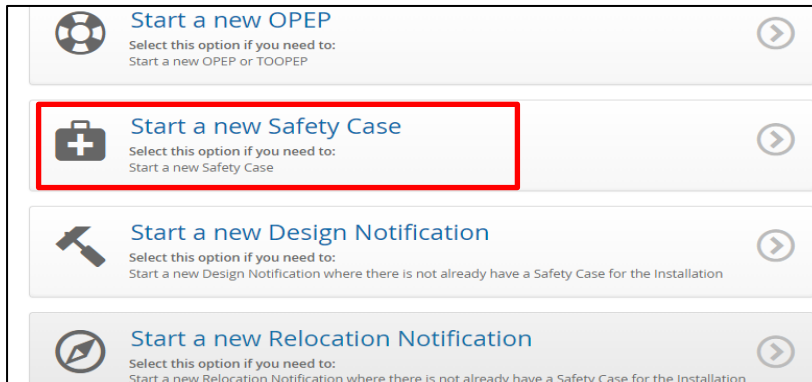


Figure 3.1

If you have submitted a Design or Relocation Notification via the portal, you will be able to commence submission of the safety case via the design/relocation link when you select the yes tab (Figure 3.2).

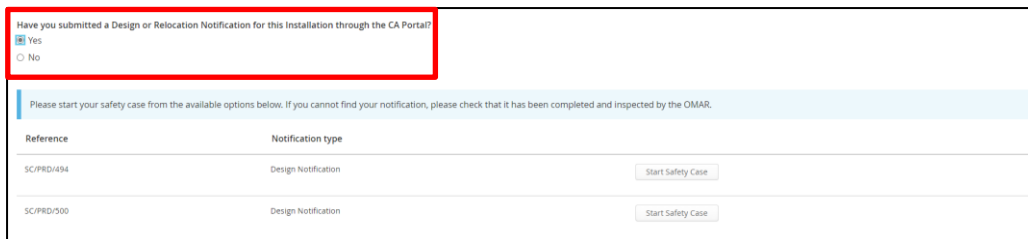


Figure 3.2

If you have not submitted a Design or Relocation Notification select No and complete the relevant details to proceed, then select the Prepare Safety Case tab (Figure 3.3)

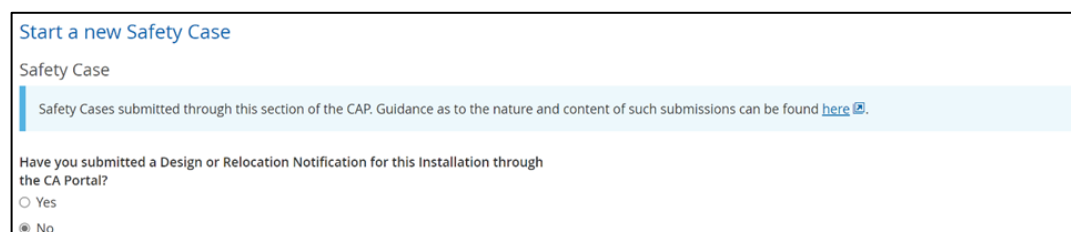
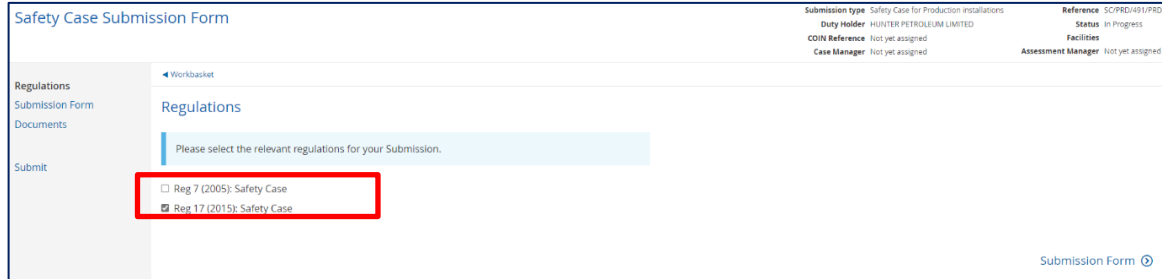


Figure 3.3

You complete the next screen by selection of the relevant regulation under which the case is being made. After selection of the specific regulation click on the Submission Form tab (Figure 3.4).

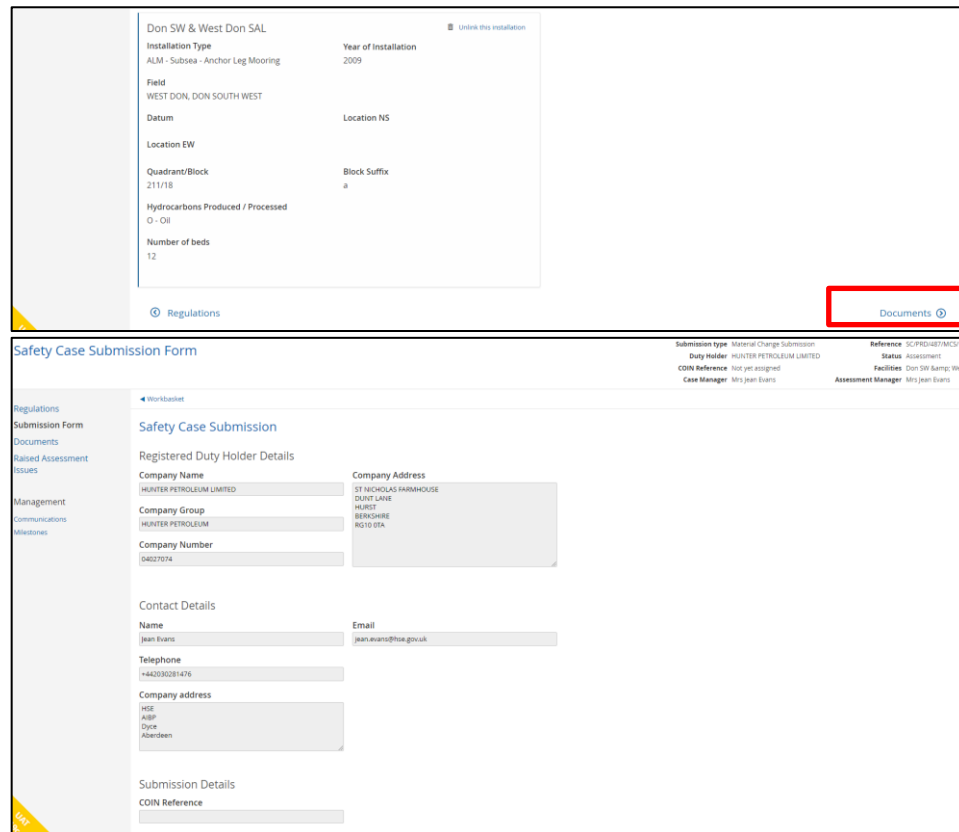


The screenshot shows the 'Safety Case Submission Form' interface. At the top right, there is a header with the following information: Submission type: Safety Case for Production Installations; Reference: SC/PRD/491/PRD/...; Duty Holder: HUNTER PETROLEUM LIMITED; Status: In Progress; COIN Reference: Not yet assigned; Facilities: ...; Case Manager: Not yet assigned; Assessment Manager: Not yet assigned. On the left, there is a navigation menu with 'Regulations' selected. The main content area is titled 'Regulations' and contains the instruction 'Please select the relevant regulations for your Submission.' Below this, there are two radio button options: 'Reg 7 (2005): Safety Case' (unselected) and 'Reg 17 (2015): Safety Case' (selected). A red box highlights the 'Reg 17 (2015): Safety Case' option. At the bottom right, there is a 'Submission Form' link.

Figure 3.4

You then input relevant contact details; a few are **mandatory**. The system automatically populates the company registration number and the company house registration address.

The system allows a global search using Installation Search function, and it is your responsibility to ensure the correct installation(s) is selected. You can select multiple installations covered by the same safety case by using the Installation Search function. Once an installation is selected for a safety case, it will not be available to select again. On completion of detail proceed by selection of the Documents tab (Figure 3.5)



The screenshot shows the 'Safety Case Submission Form' interface with two parts. The top part displays installation details for 'Don SW & West Don SAL'. The details include: Installation Type: ALM - Subsea - Anchor Leg Mooring; Year of Installation: 2009; Field: WEST DON, DON SOUTH WEST; Datum: Location NS; Location EW; Quadrant/Block: 211/1B; Block Suffix: a; Hydrocarbons Produced / Processed: O - Oil; Number of beds: 12. A red box highlights the 'Documents' tab in the bottom right corner. The bottom part of the screenshot shows the 'Registered Duty Holder Details' section. It includes fields for Company Name (HUNTER PETROLEUM LIMITED), Company Address (ST NICHOLAS BARRACKHOUSE, DUNNET LAIVE, HURST, BRIDGEMERE, RG10 0TA), Company Group (HUNTER PETROLEUM), Company Number (04827974), Contact Details (Name: Jean Evans, Email: jean.evans@hse.gov.uk, Telephone: +44203081476), Company address (HSE, ABIP, Dyce, Aberdeen), and Submission Details (COIN Reference). A red box highlights the 'Documents' tab in the bottom right corner.

(Figure 3.5)

Selecting the Documents tab will take you to the Safety Case Submission Form screen where you will be able to upload the safety case and add a description. Failure to add a description will prevent you from moving on in the process. There is the option to upload multiple documents as required. To progress the case, select the Submit tab (Figure 3.6).

It is important that you title the documents in line with OMAR common document identifiers as example given below.

Single document

- Installation name – Safety Case

Multiple documents:

- Installation Name – Safety Case – Covering letter.
- Installation Name – Safety Case – Part 1 – Introduction
- Installation Name – Safety Case – Part 2 – XXXX XXXXXX
- Installation Name – Safety Case – Part 3 – XXXX XXXXXXXX and so on

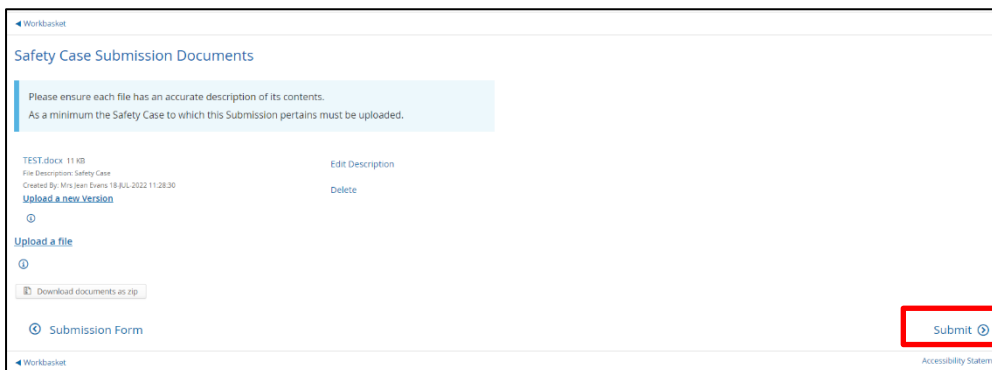


Figure 3.6

You require to agree to a declaration and then select the submit tab (Figure 3.7)

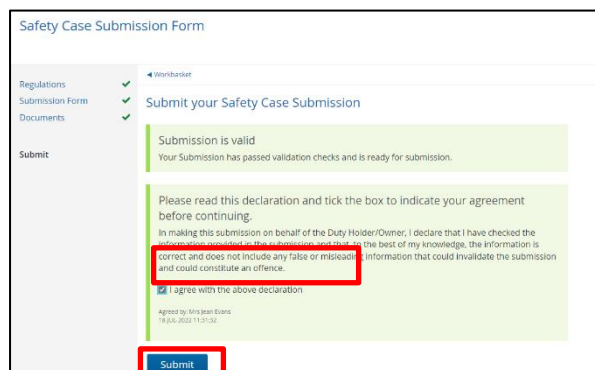


Figure 3.7

You receive a confirmation alert that the case has been submitted to the OMAR admin team. (Figure 3.8)

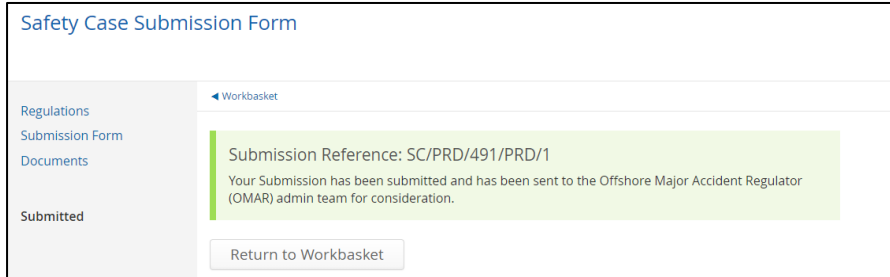


Figure 3.8

The case is available to view from your workbasket (Figure 3.9).

Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Actions
SC/PRD/491/PRD/1	Safety Case for Production installations etc	HUNTER PETROLEUM LIMITED	Received Last modified: 18th July 2022 17:43:30	Submitted	View Submission Withdraw Submission

Figure 3.9

WITHDRAW SAFETY CASE

Should you require to withdraw the submission select the Withdraw Submission tab from your Workbasket. This action is normally initiated following discussion with the OMAR IMT focal point inspector (Figure 3.10).

Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Actions
SC/PRD/491/PRD/1	Safety Case for Production installations etc	HUNTER PETROLEUM LIMITED	Received Last modified: 18th July 2022 17:43:30	Submitted	View Submission Withdraw Submission

Figure 3.10

Triggering the Withdraw Submission will require you to provide reason for withdrawal of the case (Figure 3.11).

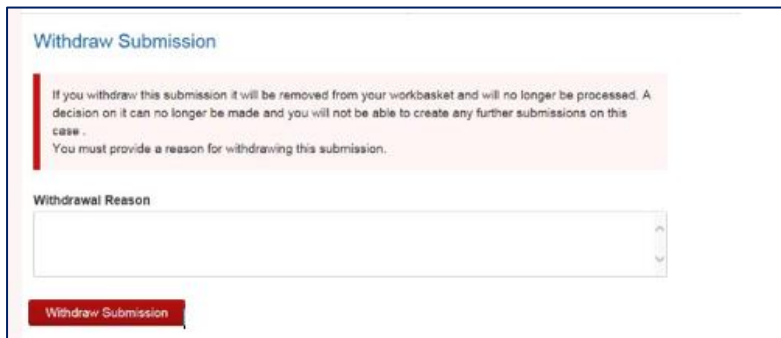


Figure 3.11

You also need to reconfirm that you wish to withdraw the submission (Figure 3.12). Selecting the 'OK' tab will remove the safety case from the workbasket and will no longer be processed. You have the option to cancel the action if you wish to retain the submission.

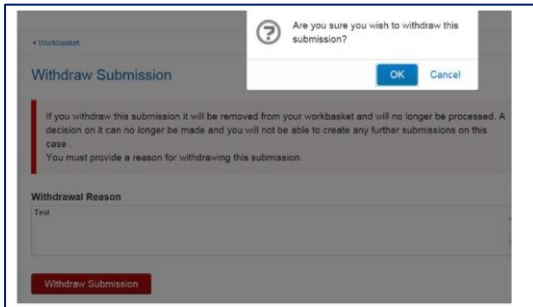


Figure 3.12

SAFETY CASE RETURNED TO DUTYHOLDER BY OMAR

OMAR may, after undertaking an initial review, decide to return the safety case to the Duty Holder. If the case is returned, you should receive a system generated e-mail indicating there is an action outstanding. Log into the CAP to address the action. By selecting Continue draft then Submission form you will be able to view the reason the case was returned. You have the option to resubmit or cancel the submission from your workbasket (Figure 3.13a & b).



Figure 3.13a

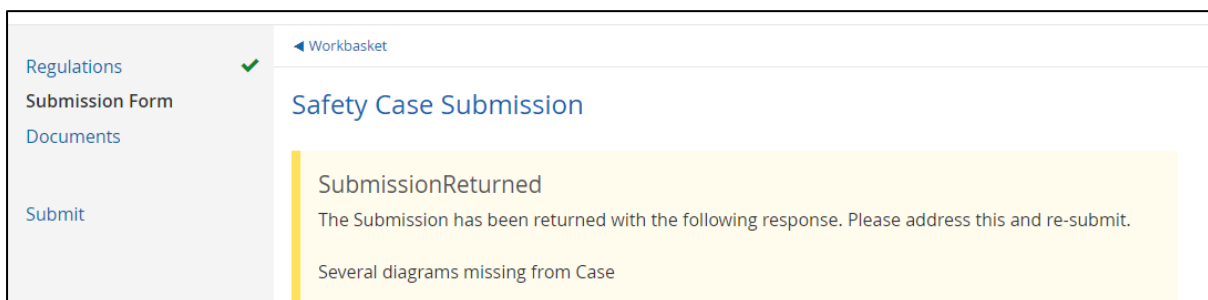


Figure 3.13b

MANAGING ASSESSMENT ISSUES (AI)

Where the information presented is lacking (be it entirely absent, inadequate to satisfactorily address the issue or there are inaccuracies noted in the detail) and there may be a risk gap in the measures to prevent or mitigate the risk of a major accident hazard, or potentially other risks of regulatory significance, the Competent Authority will seek resolution of these Issues and may become a prerequisite for 'acceptance' of the Safety Case. In most circumstances this would be resolved prior to acceptance using the Assessment Issues tracking systems contained within the Competent Authority Portal (CAP).

When an AI is raised you will receive a system generated e-mail indicating there is an action outstanding. The AI's raised will be in your Workbasket and you require to respond via the portal. Each AI will have its own reference number e.g., SC/PRD/491/MCS/1/AI/1, SC/PRD/491/MCS/1/AI/2 etc. (Figure 3.14).

Note: The OMAR internal approval process for issue of AI may mean that an AI initiated does not always end up with the duty holder. For example, it is possible that there may be similar AI raised and the Assessment Manager will stop a duplicate AI being issued. AIs rejected internally by OMAR will still retain the original reference number but will not be visible to the duty holder, this means there is the potential for 'missing' sequential numbered AIs.

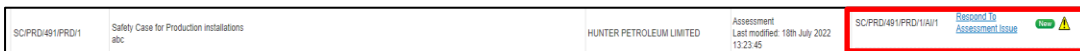


Figure 3.14

You will be taken to the screen which provides the detail of the AI. By selection of the Respond tab, you will be able to provide a return to OMAR. You have the option to provide a comment or provide a comment and upload documents if necessary (Figure 3.15).

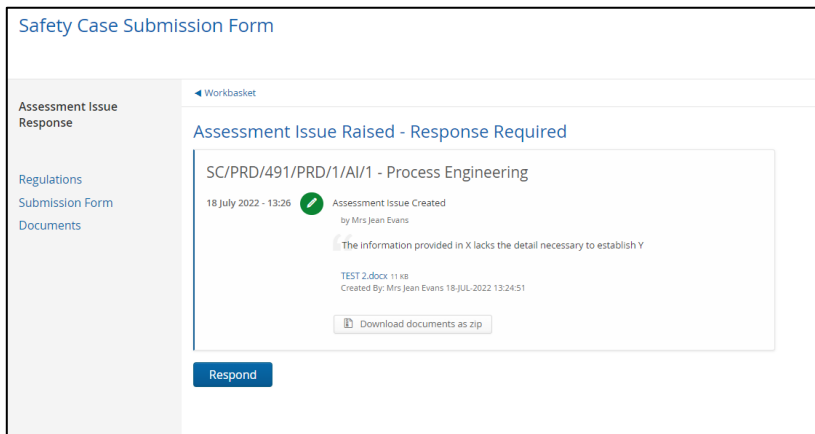


Figure 3.15

When you have submitted your response, the AI clears from your workbasket. The AIs are independently managed, and the response should be in relation to the AI, you should not submit a document against one AI in response to additional raised AIs, each AI raised will require a separate response. If the inspector who raised the AI is not satisfied with your response this may be reissued (Figure 3.16).

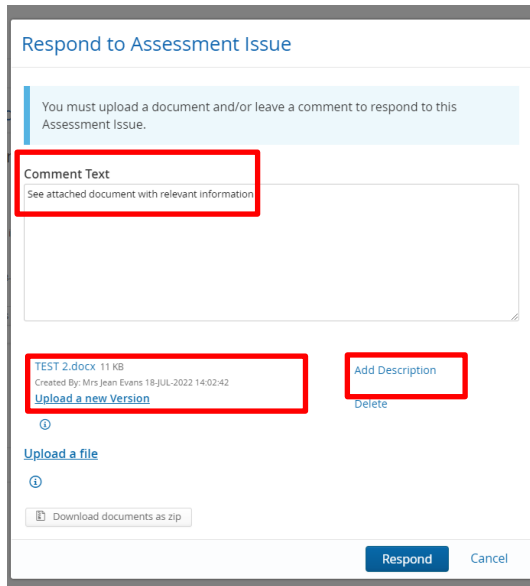


Figure 3.16

COMMUNICATIONS/CLARIFICATIONS

Typically created as a means for the duty holder, on request from the regulator, to respond to an Inspector seeking clarification of their interpretation of the information in a safety case. Clarifications are a routine part of assessment work and should be raised with a duty holder promptly and recorded on the portal using the communications tab.

Communications can also be used if e.g., the Inspector requires additional documents. The duty holder can upload these via the Communications tab. If appropriate the OMAR Administrator can link these to the initial uploaded documents.

If a communication is raised, you will receive an email alert. You access the communication via your workbasket. Select View Submission then on the following screen select Communications from the left-hand column Figure 3.17a and 3.17b

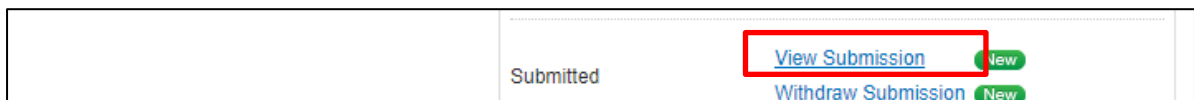


Figure 3.17a

Figure 3.17b

The next screen will provide the detail of the communication and if this requires a response you should select the respond tab which when selected allows for you to comment and or add additional documents as required. Figure 3.18

An email alert will be sent to the person who raised the communication.

Figure 3.18

OMAR Assessment Decision

When the safety case submission has been assessed you will receive an email alert to advise of OMAR’s decision on the Safety Case assessment. Access this via your workbasket and select acknowledge notification (Figure 3.19).



Figure 3.19

The next screen will allow you to access the correspondence issued (Figure 3.20)

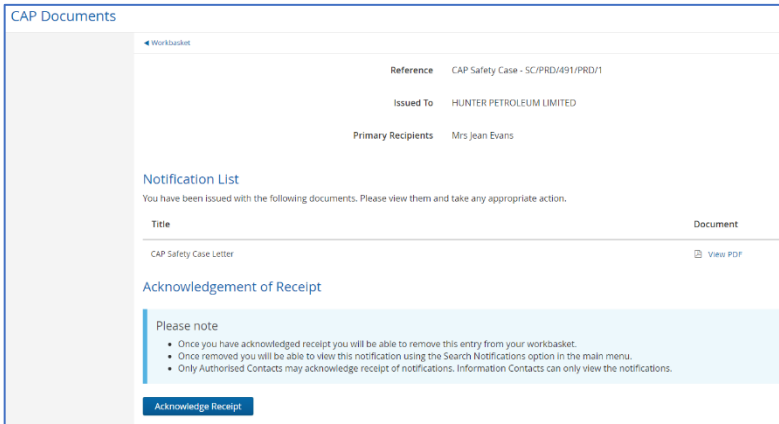


Figure 3.20

Upload Controlled Copy

On receipt of a Safety Case assessment decision, the Duty Holder will be required to upload a controlled copy of the case incorporating the committed amendments, if any, to the Safety Case. The controlled copy can be uploaded by using the ‘Upload Controlled Copy’ tab in your Workbasket (Figure 3.21).

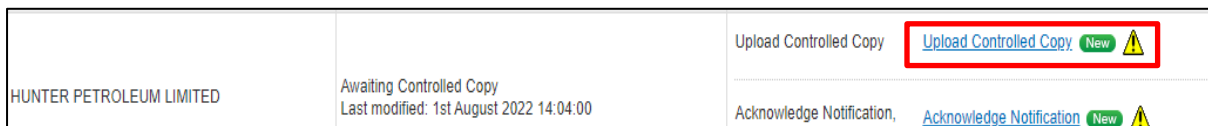


Figure 3.21

A further screen opens to allow you to upload the document (Figure 3.22).

Important – even if no amendments are made to the case you are required to upload the controlled copy to close out the process on the CAP.

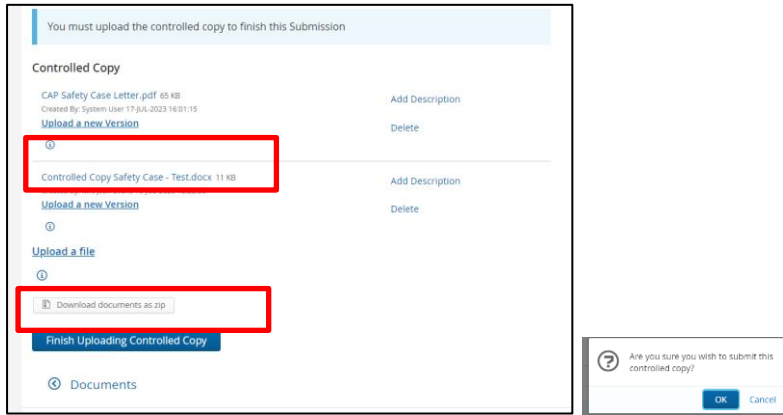


Figure 3.22

When you have acknowledged the notification and uploaded the controlled copy you can clear the case from your workbasket.

4. Material Change to a Safety Case

To make a material change to a safety case, the Duty Holder will require to already have a case created on the CAP for the relevant installation(s). To submit a Material Change you go to your CAP Dashboard which is available to access via the left-hand column of your workbasket (Figure 4)

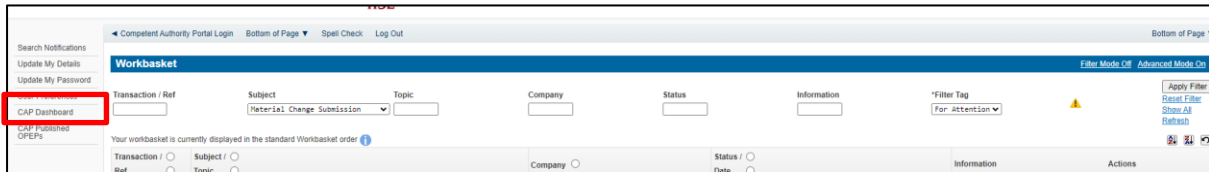


Figure 4

From the CAP Dashboard select Search Safety Cases (Figure 4.1)

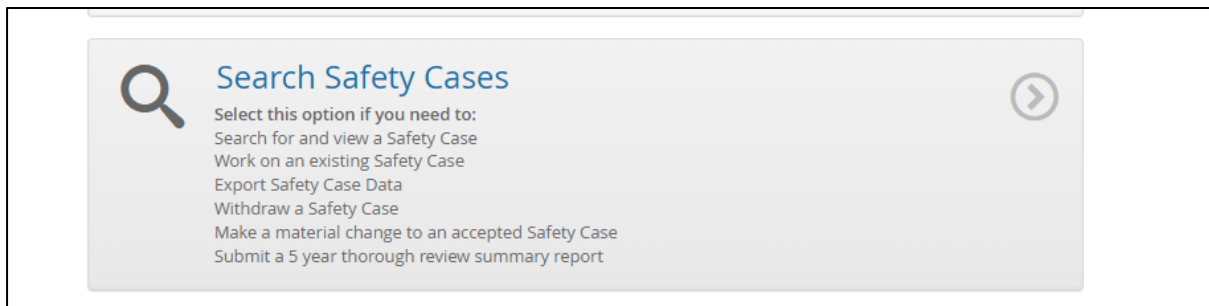


Figure 4.1

This opens a screen which allows for you to search for the case through several methods. Safety Case Reference, Duty Holder, name of the Installation etc. Select the Search tab to find the relevant case. (Figure 4.2)

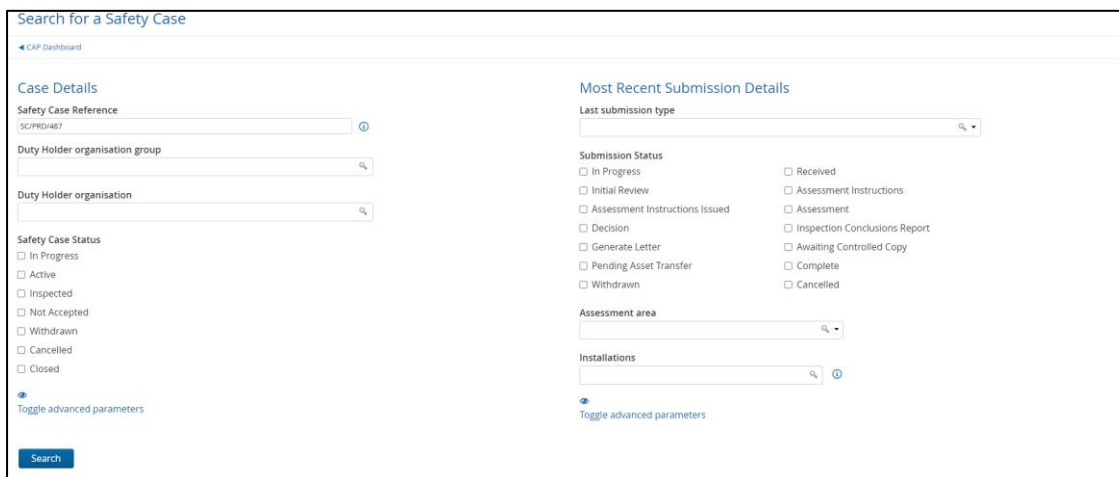


Figure 4.2

At the bottom of your screen the case detail will be visible, and you require to select Work on this Safety Case (Figure 4.3)

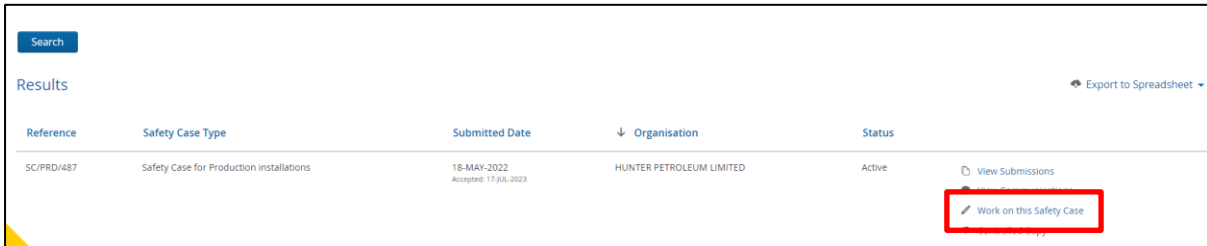


Figure 4.3

A further screen opens, and you can select Material Change Submission (Figure 4.4)



Figure 4.4

Tick the relevant regulation and then select the submission form (Figure 4.5)



Figure 4.5

You require to check the details of the submission form then select the Documents tab (Figure 4.6)

The screenshot shows a web interface for a 'Safety Case Submission'. On the left is a navigation menu with 'Regulations' (checked), 'Submission Form', 'Documents', and 'Submit'. The main content area is titled 'Safety Case Submission' and contains two sections: 'Registered Duty Holder Details' and 'Contact Details'. The 'Registered Duty Holder Details' section includes input fields for 'Company Name' (HUNTER PETROLEUM LIMITED), 'Company Group' (HUNTER PETROLEUM), and 'Company Number' (04027074). The 'Company Address' field contains: ST NICHOLAS FARMHOUSE, DUNT LANE, HURST, BERKSHIRE, RG10 0TA. The 'Contact Details' section includes 'Name' (Jean Evans), 'Email' (jean.evans@hse.gov.uk), 'Telephone' (+442030281476), and 'Company address' (HSE, AIBP, Dyce, Aberdeen).

Figure 4.6

Upload the Safety Case Material Change and include a description then select submit (Figure 4.7)

The screenshot shows the 'Safety Case Submission Documents' section. A navigation menu on the left has 'Regulations' (checked), 'Submission Form' (checked), and 'Documents'. The main content area has a blue box with instructions: '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.' Below this, a file entry is shown: 'Material Change - Safety Case - Test.docx 11 KB', with subtext 'File Description: Material Change to the Don' and 'Created By: Mrs Juan Evans 19 JUL 2023 12:50:12'. There are buttons for 'Upload a new Version', 'Edit Description', and 'Delete'. Below the file entry are links for 'Upload a file' and 'Download documents as zip'. At the bottom, there is a 'Submission Form' link. A red box highlights the 'Submit' button in the left navigation menu.

Figure 4.7

A declaration screen will appear, and you require to confirm you agree with the declaration (Figure 4. 8)

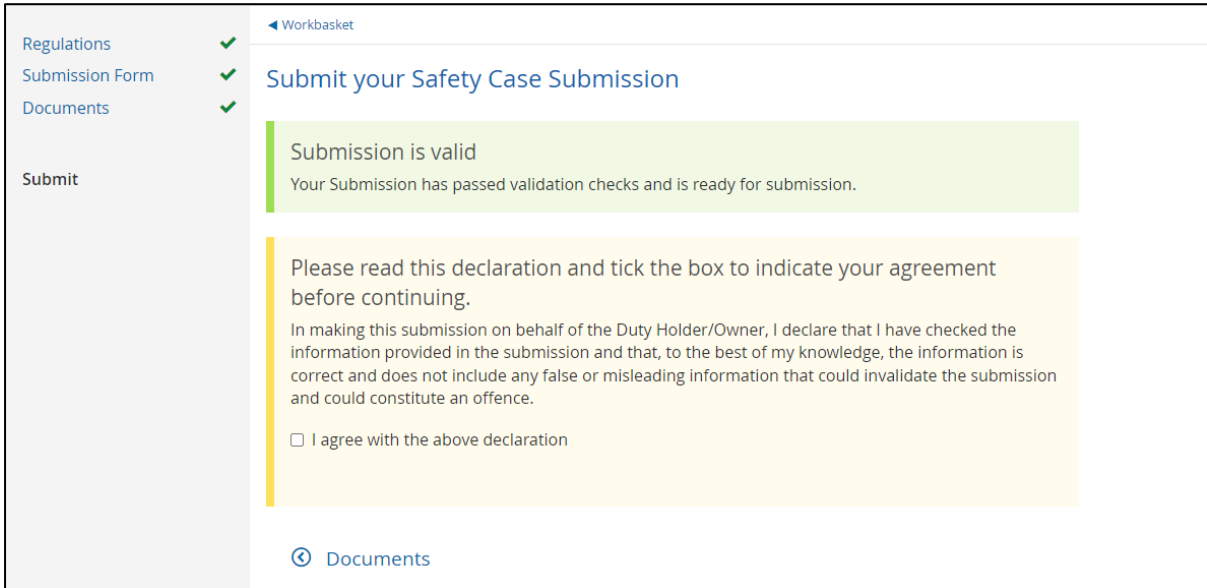


Figure 4.8

You can then return from this screen back to your workbooket Figure 4.9.

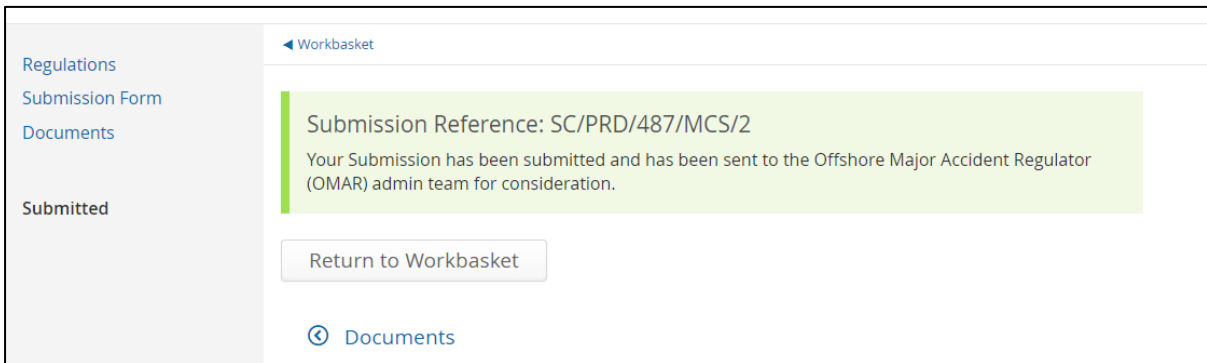


Figure 4.9

The material change will be visible in your basket until such time the assessment process is concluded (Figure 4.10)

Note: The steps following on beyond the submission of the material change are the same as outlined in Chapter 3

Your workbooket is currently displayed in the standard Workbooket order ⓘ

Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Actions
SC/PRD/487/MCS/2	Material Change Submission Don SW & West Don SAL	HUNTER PETROLEUM LIMITED	Received Assessment Instructions Issued: 3rd August 2023	Submitted	View Submission ⓘ Withdraw Submission ⓘ

Figure 4.10

5. Thorough Review

Unlike a Safety Case Assessment or Material Change the CAP does not generate an outcome letter. If you do not hear back from the inspector no further action will be required.

Thorough reviews can be initiated by using the CAP Dashboard which you access via the left-hand column in your workbasket (Figure 5).

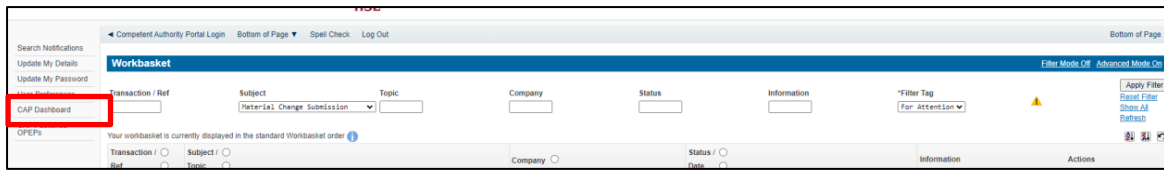


Figure 5

Select Search Safety Cases from the CAP Dashboard (Figure 5.1)

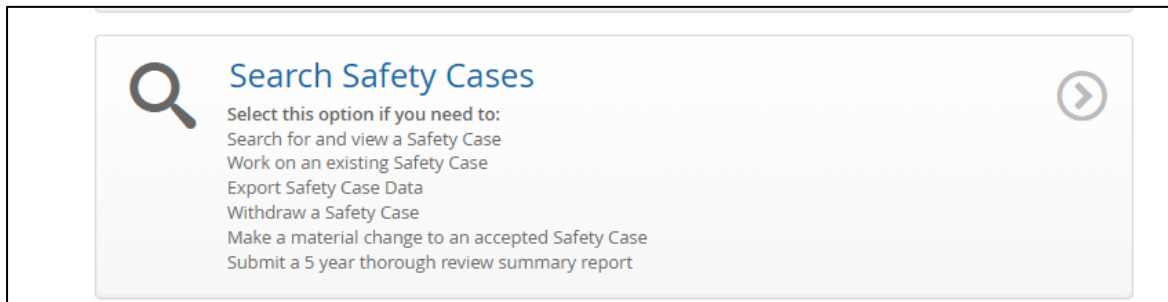


Figure 5.1

If you know the CAP Safety Case Reference number enter the detail. You can undertake a search via installation name, duty holder etc. (Figure 5.2).

Figure 5.2

On selection of the Search tab at the bottom of the screen the details of the Safety Case will be visible. You should select Work on this Safety Case (Figure 5.3)

Reference	Safety Case Type	Submitted Date	Organisation	Status	
SC/PRD/487	Safety Case for Production installations	18-MAY-2022 <small>Accepted: 17-JUL-2023</small>	HUNTER PETROLEUM LIMITED	Active	<ul style="list-style-type: none"> View Submissions View Communications Work on this safety case Controlled Copy

Figure 5.3

This then opens the screen to allow you to select Thorough Review of Safety Case (Figure 5.4)

Figure 5.4

You then require selecting the relevant Regulation then move on by selecting the Submission Form tab (Figure 5.5)

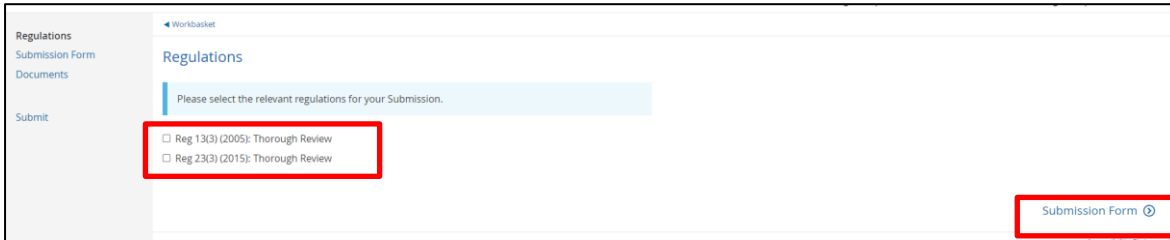


Figure 5.5

You require to check the details are still current and enter the date of the Thorough Review (Figure 5.6).

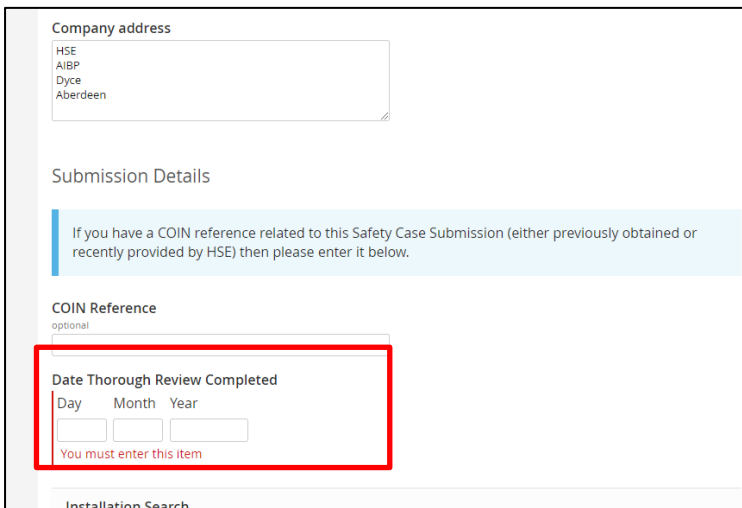


Figure 5.6

Move on to Documents, upload the Thorough Review submission, and add a description (Figure 5.7)

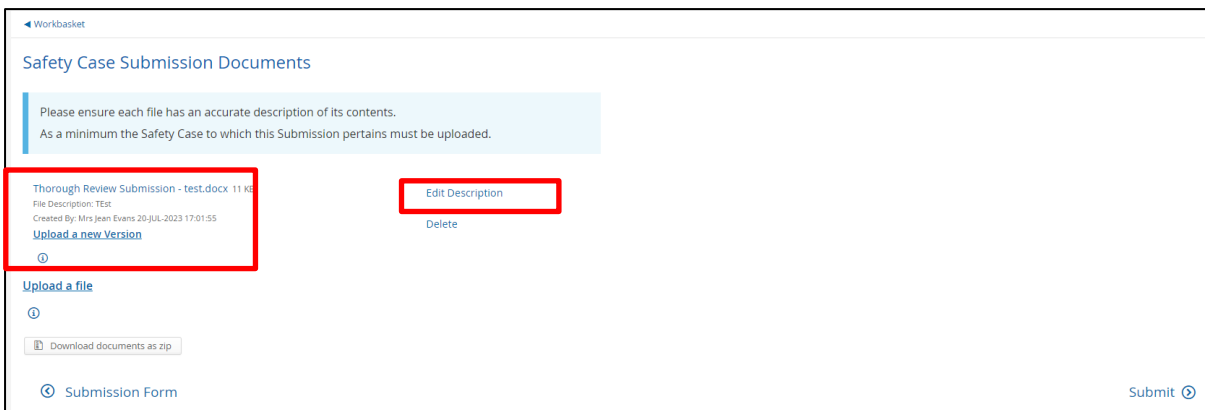


Figure 5.7

Select the submit tab and complete the declaration by ticking the I agree box then the submit tab (Figure 5.8).

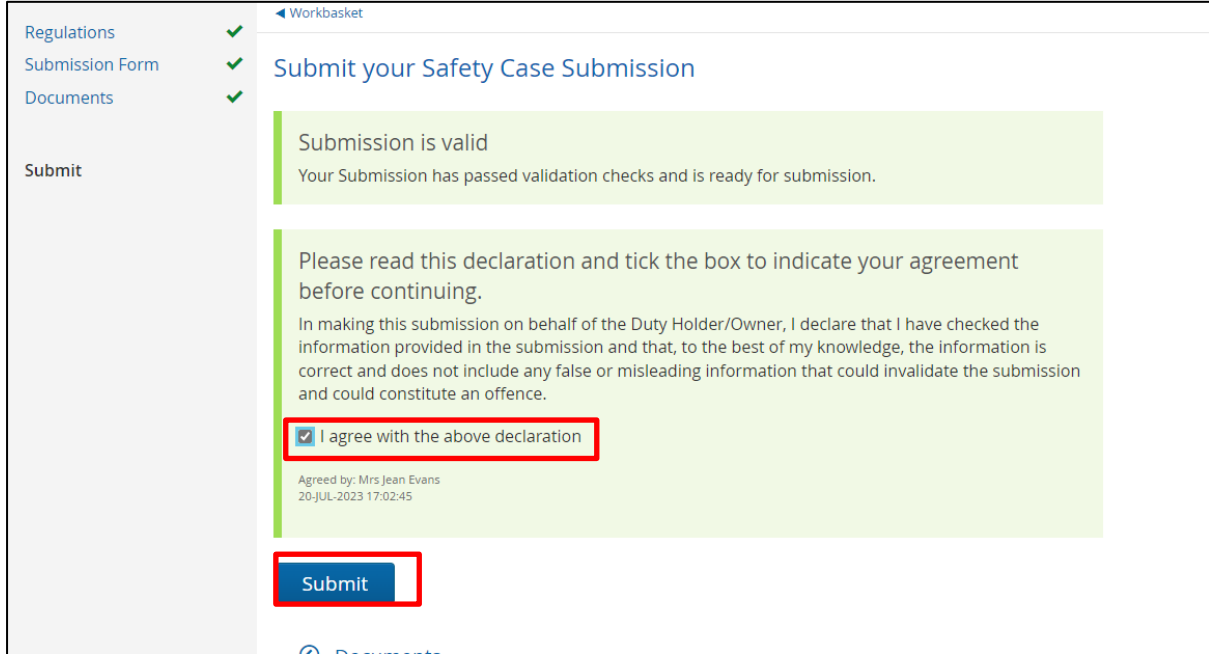


Figure 5.8

A notification will then appear advising the submission has been sent to OMAR (Figure 5.9)

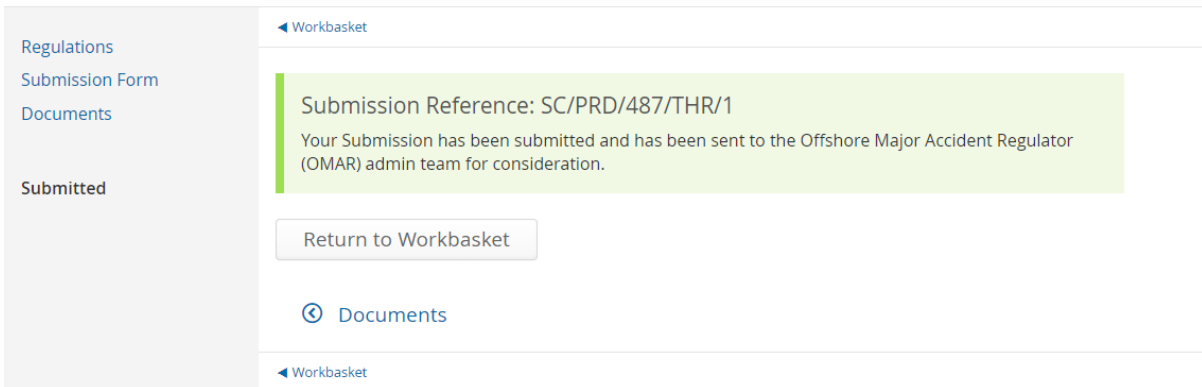


Figure 5.9

6. Upload an existing Safety Case

The upload of an existing Safety Case was initially available for the duty holder to upload their case to the CAP when the system was first launched. Now typically this is used when e.g., there has been a name change to the installation perhaps by merger of duty holders or asset transfer or in some instances when a current case on the CAP requires to be split due to aspects of decommissioning part and not all the existing site(s) submitted under the one case.

From your workbasket go to the CAP Dashboard (Figure 6)

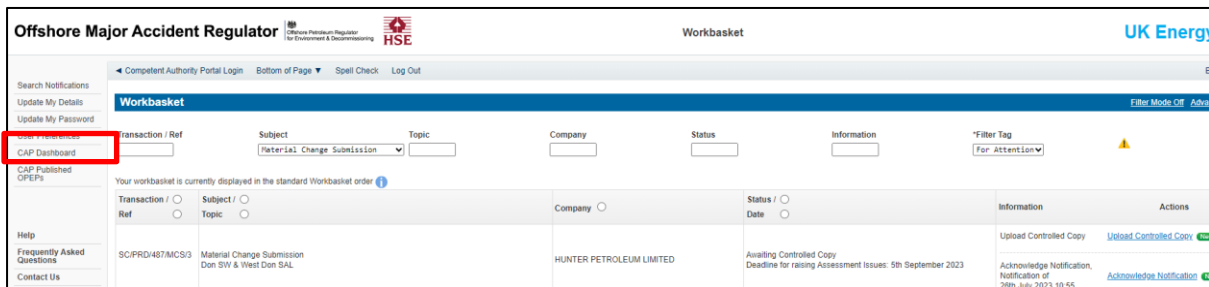


Figure 6

Select Upload an existing Safety Case (Figure 6.1)

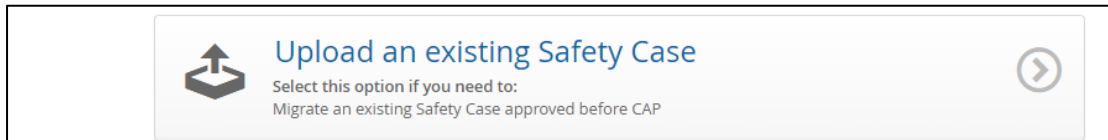


Figure 6.1

Select if Production/Non-Production installation then select the Prepare Safety Case tab (Figure 6.2)

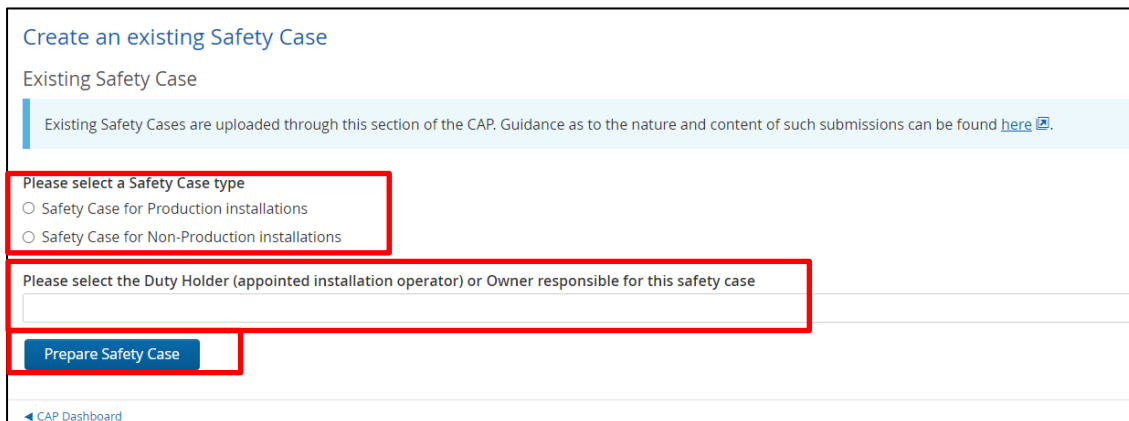


Figure 6.2

Tick the relevant regulation then select the Submission Form tab (Figure 6.3)

The screenshot shows the 'Safety Case Submission Form' interface. At the top right, there is a header with the following information: Submission type: Operational Safety Case; Reference: SC/NP/169/OP/1; Duty Holder: HUNTER PETROLEUM LIMITED; Status: In Progress; COIN Reference: Not yet assigned; Facilities: Not yet assigned; Case Manager: Not yet assigned; Assessment Manager: Not yet assigned. On the left side, there is a navigation menu with 'Regulations' selected. The main content area is titled 'Regulations' and contains the instruction: 'Please select the relevant regulations for your Submission.' Below this, there are two radio button options: Reg 8 (2005): Safety Case for Non-Production Installation and Reg 18 (2015): Safety Case for Non-Production Installation. A red box highlights these two options. At the bottom right, there is a 'Submission Form' button with a circular icon, also highlighted with a red box.

Figure 6.3

Enter your contact details (Figure 6.4).

The company name should already be pre-populated.

The screenshot shows the 'Safety Case Submission' form with a green checkmark in the top left corner. The form is divided into several sections. The 'Registered Duty Holder Details' section contains: Company Name (HUNTER PETROLEUM LIMITED), Company Group (HUNTER PETROLEUM), and Company Number (04027074). The 'Company Address' section contains: ST NICHOLAS FARMHOUSE, DUNT LANE, HURST, BERKSHIRE, RG10 0TA. The 'Contact Details' section, which is highlighted with a red box, contains: Name (Jean Evans), Email (jean.evans@hse.gov.uk), Telephone (07824 127804), and Company address (AIBP, Dyce, Aberdeen). Below this, the 'Submission Details' section is partially visible.

Figure 6.4

Lower down on the screen you will require to search for the installation to enter the detail of the site (Figure 6.5).

If you cannot find the installation within the search you require to check if the installation detail has been added to the portal. Either by seeking advice from the HSE Administrator(s) or the NSTA helpdesk.

Submission Details

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

COIN Reference
optional

Date Last Thorough Review Completed
optional
Day Month Year

Installation Search
 Start typing to see suggestions [Advanced Search](#)

You must have at least one installation attached to a Submission

Figure 6.5

You will require to check the detail and enter the number of beds then select the Documents tab (Figure 6.6).

Installation Type TERM - Terminal	Year of Installation
Field	
Datum	Location NS
Location EW	
Quadrant/Block	Block Suffix
Hydrocarbons Produced / Processed None	
Number of beds <input type="text"/>	

Installation Search
 Start typing to see suggestions [Advanced Search](#)

[Regulations](#) [Documents](#)

Figure 6.6

Upload the submission and add a description. Select the Submit tab (Figure 6.7)

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: test
Created By: Mrs Jean Evans 07-AUG-2023 10:58:45

Upload a new Version

Upload a file

Download documents as zip

Submission Form

Show Deleted Files

Edit Description

Delete

Submit

Figure 6.7

Tick the I agree box which opens the tab to Submit Existing Safety Case (Figure 6.8)

Submit your Safety Case Submission

Submission is valid
Your Submission 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 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.

I agree with the above declaration

Agreed by: Mrs Jean Evans
07-AUG-2023 11:01:38

Submit Existing Safety Case

Figure 6.8

You will then receive confirmation that the case has been submitted to OMAR (Figure 6.9)

Safety Case Submission Form

Regulations

Submission Form

Documents

Submitted

Workbasket

Submitted Safety Case Submission Reference: SC/NPI/169
Your Submission has been submitted and a notification sent to the HSE. No further action is required.

Return to Workbasket

Documents

Workbasket

Figure 6.9

Revision of Safety Case

If you wish to upload revisions of the safety case, i.e., changes to the case which **does not warrant** a material change you can undertake this by following Figure 4.2 through to 4.5, then instead of selecting Material Change select Revision of Safety Case (Figure 6.10)

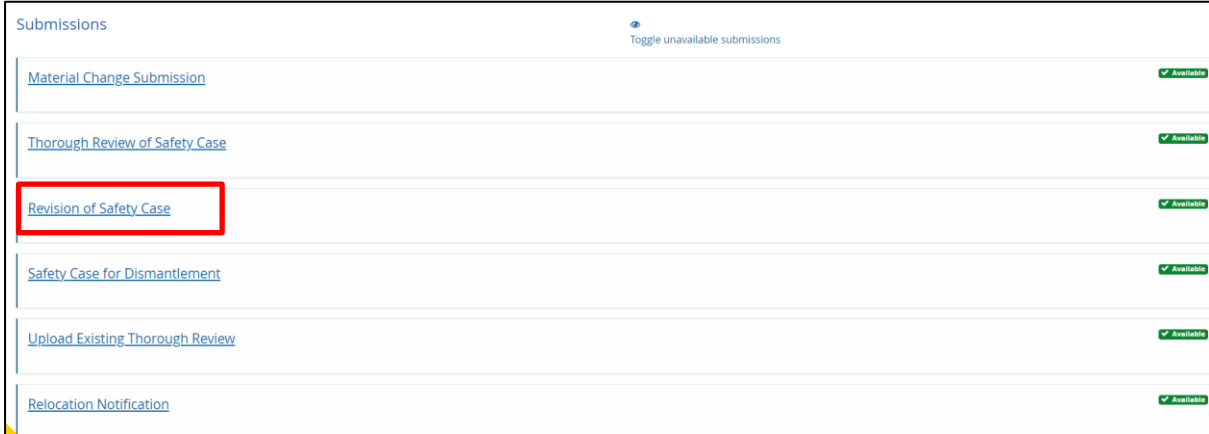


Figure 6.10

7. Search Facility

You can use the function 'Search Safety Cases' tab in the CAP Dashboard to search for individual cases or cases within the CAP submitted by the duty holder (Figure 7)

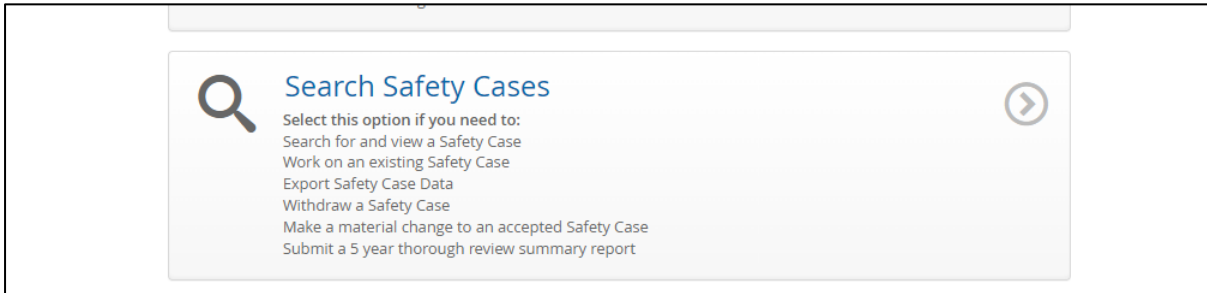


Figure 7

For individual cases/installation select the CAP safety case reference (if known) or by Installation name (Figure 7.1)

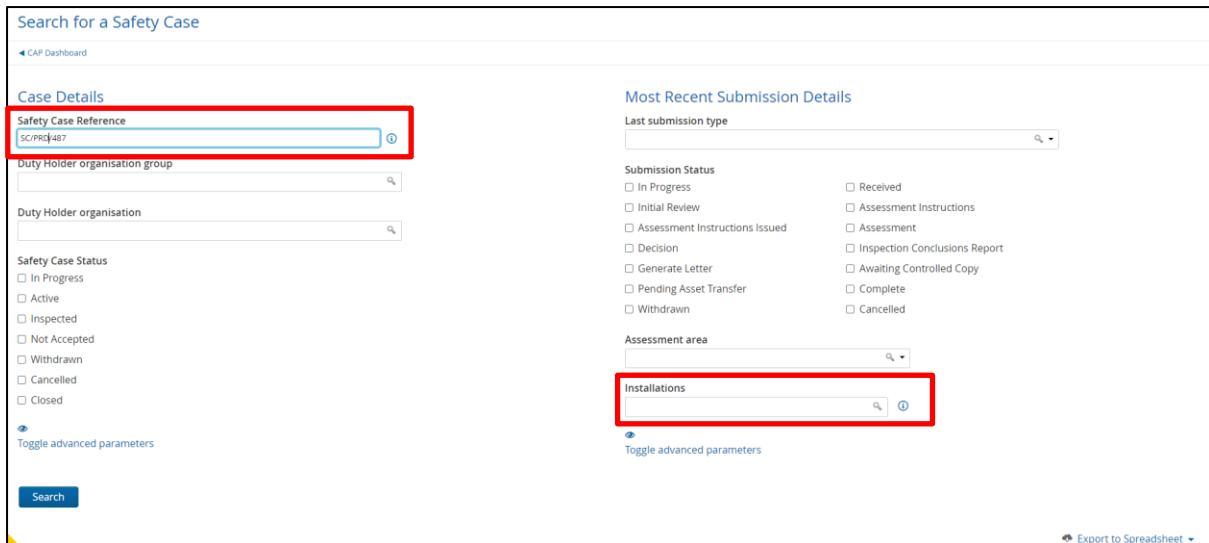


Figure 7.1

You select View submission (Figure 7.2).

Reference	Safety Case Type	Submitted Date	Organisation	Status	
SC/PRD/487	Safety Case for Production installations	18-MAY-2022 <small>Accepted: 26-JUL-2023</small>	HUNTER PETROLEUM LIMITED	Active	View Submissions View Communications Work on this Safety Case

Figure 7.2

This opens the detail of the history against this specific installation (Figure 7.3).

Safety Case Submissions - SC/PRD/487

- Submitted on 01 Aug 2022 13:57
Decided on 01 Aug 2022 14:03
✓ **SC/PRD/487/PRD/1** Awaiting Controlled Copy
Safety Case for Production installations
[View Submission](#)
[View Case](#)
- Submitted on 08 Nov 2022 12:04
Decided on 17 Jul 2023 15:57
✓ **SC/PRD/487/MCS/1** Complete
Material Change Submission
[View Submission](#)
[View Case](#)
- Submitted on 18 Jul 2023 12:51
Decided on 25 Jul 2023 15:28
✓ **SC/PRD/487/MCS/2** Complete
Material Change Submission
[View Submission](#)
[View Case](#)
- Submitted on 20 Jul 2023 17:03
✓ **SC/PRD/487/THR/1** Complete
Thorough Review of Safety Case
[View Submission](#)
[View Case](#)
- Submitted on 26 Jul 2023 07:44
Decided on 26 Jul 2023 10:53
✓ **SC/PRD/487/MCS/3** Awaiting Controlled Copy
Material Change Submission
[View Submission](#)
[View Case](#)

[Close](#)

Figure 7.3

If you want to search which installations are detailed on the CAP for your organization enter the Duty Holder details (Figure 7.4

← CAP Dashboard

Case Details

Safety Case Reference
SC/PRD/123 ⓘ

Duty Holder organisation group
🔍

Duty Holder organisation
HUNTER PETROLEUM LIMITED x 🔍

Safety Case Status

- In Progress
- Active
- Inspected
- Not Accepted
- Withdrawn
- Cancelled
- Closed

👁️ Toggle advanced parameters

[Search](#)

Figure 7.4

You will then be able to view the installations listed against the specific duty holder (Figure 7.5)

Reference	Safety Case Type	Submitted Date	Organisation	Status	
SC/NPI/165	Safety Case for Non-Production installations	01-DEC-2022 <small>Not yet decided</small>	HUNTER PETROLEUM LIMITED	Cancelled	View Submissions View Communications
SC/NPI/166	Safety Case for Non-Production installations	01-DEC-2022 <small>Operational Case</small>	HUNTER PETROLEUM LIMITED	Cancelled	View Submissions View Communications
SC/NPI/167	Safety Case for Non-Production installations	01-DEC-2022 <small>Not yet decided</small>	HUNTER PETROLEUM LIMITED	In Progress	View Submissions View Communications
SC/NPI/169	Safety Case for Non-Production installations	07-AUG-2023 <small>Operational Case</small>	HUNTER PETROLEUM LIMITED	Active	View Submissions View Communications Work on this Safety Case
SC/PRD/487	Safety Case for Production installations	18-MAY-2022 <small>Accepted: 26-JUL-2023</small>	HUNTER PETROLEUM LIMITED	Active	View Submissions View Communications Work on this Safety Case
SC/PRD/488	Safety Case for Production installations	29-JUN-2022 <small>Not yet decided</small>	HUNTER PETROLEUM LIMITED	Cancelled	View Submissions View Communications

Figure 7.5

8. Safety Case File Referencing

Safety Case for Production Installation

- New Safety Case SC/PRD/XXX/PRD/x
- Existing Operational Safety Case SC/PRD/ XXX/OP/x
- Material Change SC/PRD/ XXX/MCS/x
- Thorough Review SC/PRD/ XXX/THR/x
- Dismantlement Safety Case SC/PRD/ XXX/DIS/x
- Revision of Safety Case SC/PRD/ XXX/REV/x

SC/PRD/001 – signifies the unique CA Portal reference number for the production installation safety case. This unique reference number will be the same for the life of the safety case, unless situations such as asset transfer, name change etc. is implemented.

SC/PRD/001/MCS/1 – the later 'MCS/1' identifies the nature of the submission related to SC/PRD/001 (in this case a material change to SC/PRD/001). Any subsequent material change will be sequentially referenced e.g., SC/PRD/001/MCS/2.

Safety Case for Non-Production Installation

- New Safety Case SC/NPI/XXX/NPI/x
- Existing Operational Safety Case SC/NPI/ XXX/OP/x
- Material Change SC/NPI/ XXX/MCS/x
- Thorough Review SC/NPI/ XXX/THR/x
- Revision of Safety Case SC/NPI/ XXX/REV/x

SC/NPI/001 – signifies the unique CA Portal reference number for the non-production installation safety case. This unique reference number will be the same for the life of the safety case unless situations such as asset transfer, name change etc. is implemented.

SC/NPI/001/MCS/1 – the later 'MCS/1' identifies the nature of the submission related to SC/NPI/001 (in this case a material change to SC/NPI/001). Any subsequent material change will be sequentially referenced e.g., SC/NPI/001/MCS/2.