

COMPETENT AUTHORITY PORTAL ('CAP')

INDUSTRY USER GUIDANCE

RELOCATION 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)

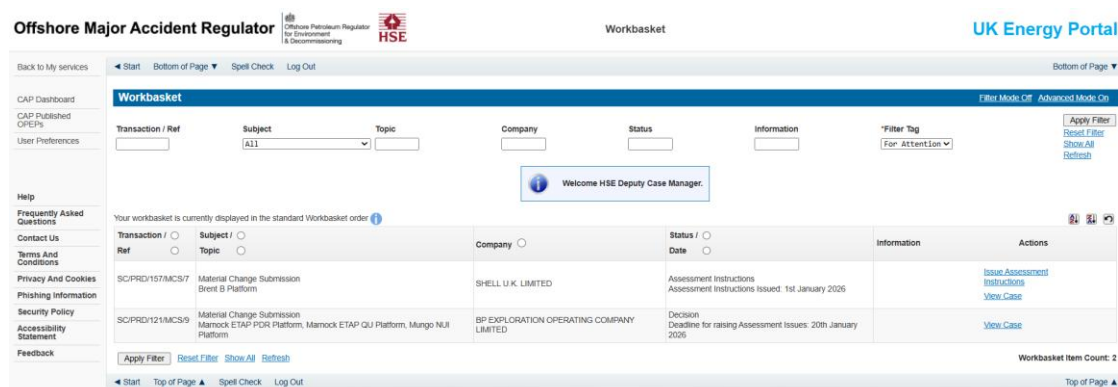


Figure 1

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@ogauthority.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).

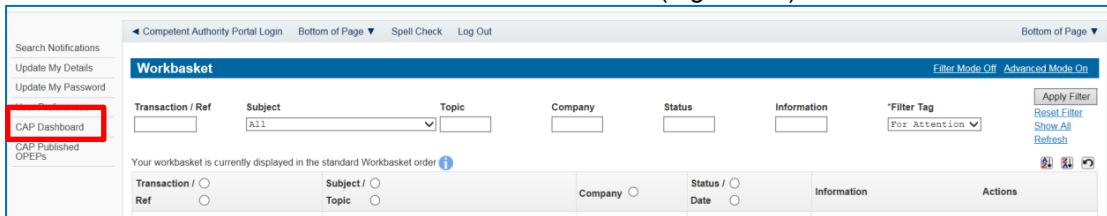


Figure 1.3

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

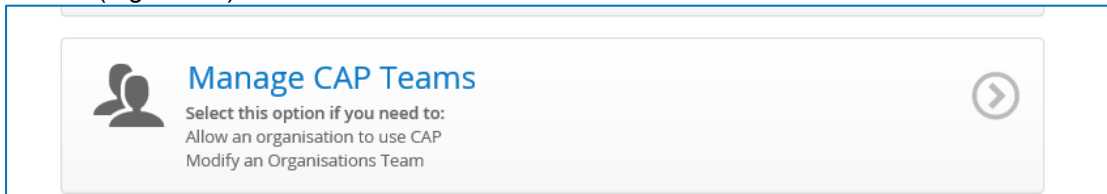


Figure 1.4

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).

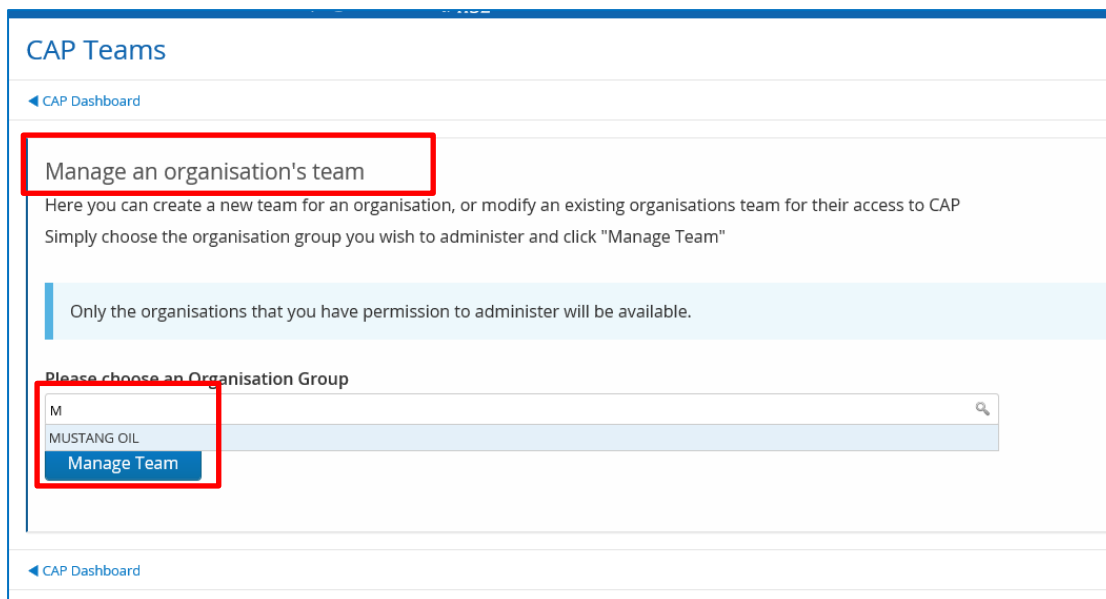


Figure 1.5

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.

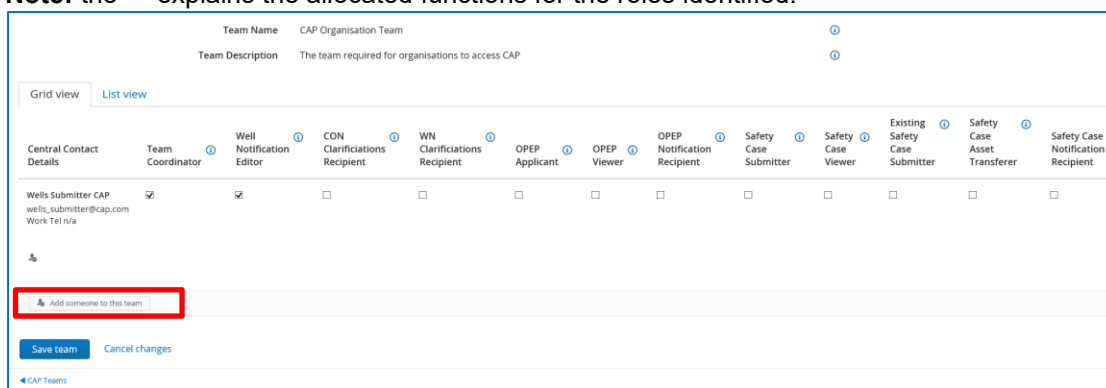


Figure 1.6

You will then be directed to the user input screen and you will need to input details of the user to be added. 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).

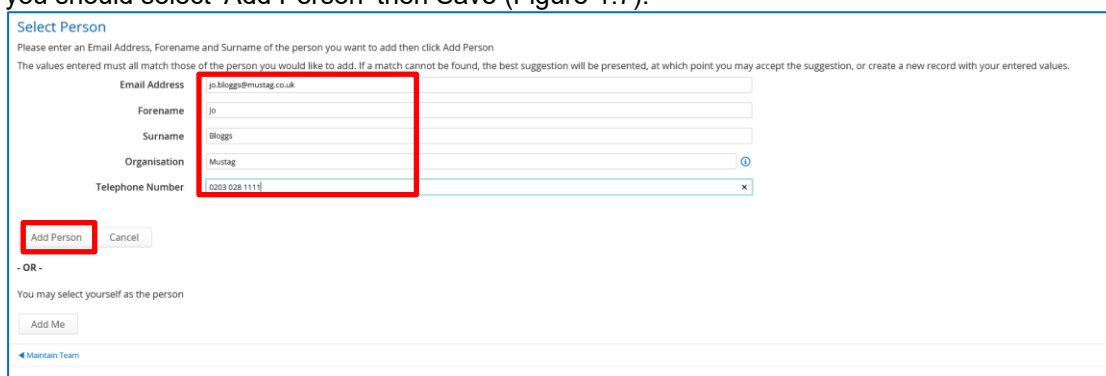



Figure 1.7

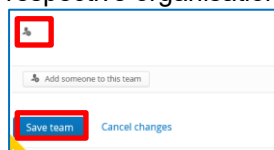
If the user selected does not have a Portal account a yellow 'warning triangle' will be displayed. Hovering over this icon will display the warning message 'Contact does not yet have a login account'. You should advise the user to self-register or as Team Co-ordinator you can also register the user and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

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

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	CON Clarifications 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"/>		
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"/>		

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.



2. RELOCATION NOTIFICATION

From your workbasket you should go to the CAP Dashboard to start a new relocation notification (Figure 2.1)

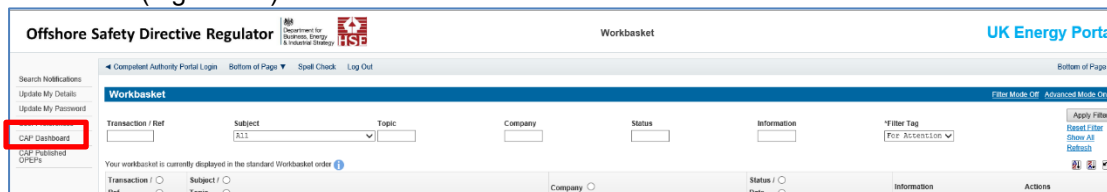


Figure 2.1

You should access the relevant Relocation Notification tab (Figure 2.2)

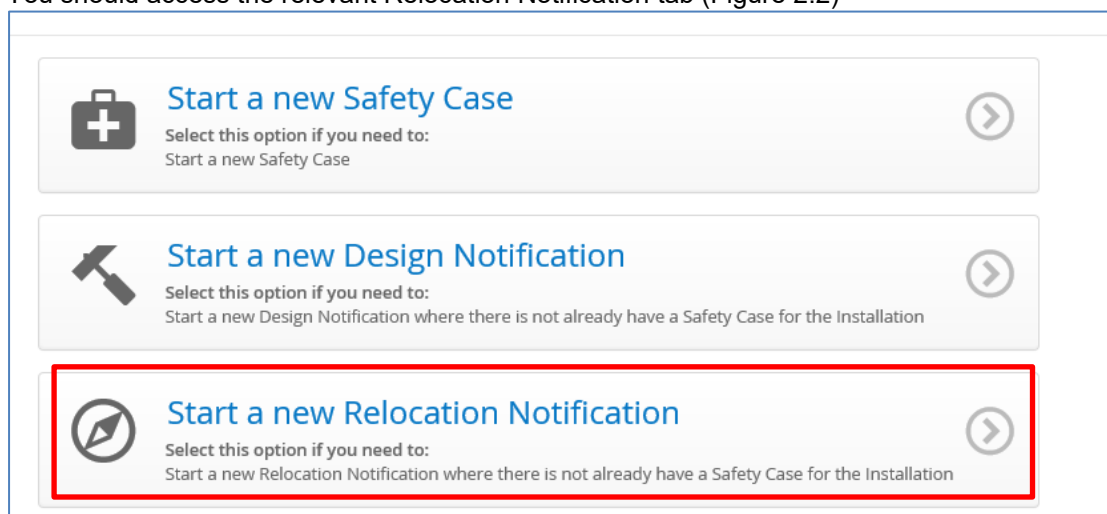


Figure 2.2

You will then be asked to confirm if there is an existing Safety Case (Figure 2.3)

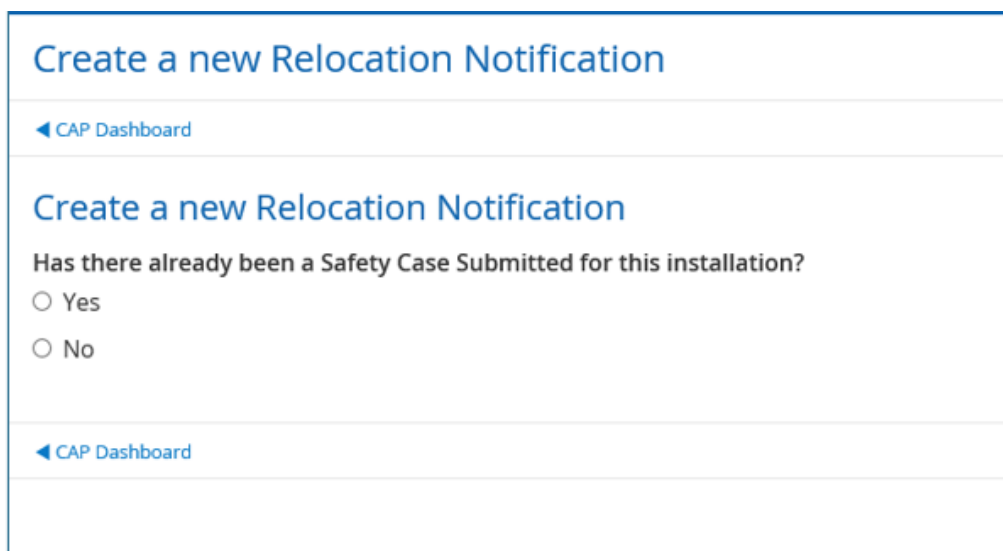


Figure 2.3

If there is an existing current Safety Case and on entering Yes (Figure 1.3) this will provide the list of the installations against your duty holder that you can select. You pick the relevant installation and click on Start Relocation Notification (Figure 2.4)

SC/PRD/6	CORSAIR PETROLEUM (NORTHERN NORTH SEA) LIMITED	Ensko 80 Ensko 92	Active	Start Relocation Notification
SC/PRD/9	CORSAIR PETROLEUM (NORTHERN NORTH SEA) LIMITED	Alma Production Drill Centre	Active	Start Relocation Notification
SC/PRD/10	CORSAIR PETROLEUM (NORTHERN NORTH SEA) LIMITED	Alba Northern Platform	Active	Start Relocation Notification



 Are you sure you wish to create a Relocation Notification for SC/PRD/6

Figure 2.4

You tick the relevant legislation then move to the next stage by via the Notification Form tab (Figure 2.5)

Notification type: Relocation Notification Reference: SC/PRD/RELOC1
 Duty Holder: CORSAIR PETROLEUM (NORTHERN NORTH SEA) LIMITED Status: In Progress
 CON Reference: Not yet assigned

Regulations

Notification Form

Documents

Submit


← Workbasket

Regulations

Please select the relevant regulations for your Notification.

Reg 6(2)(a) (2005): Relocation Notification - Offshore Great Britain

Reg 15(3) (2015): Relocation Notification - Offshore Great Britain

Notification Form 

← Workbasket

Figure 2.5

The next screen has certain details pre-populated, but you will require to enter the expected date of the relocation and your contact details. You then move on to the next stage by clicking on the documents tab and upload the relocation notification and add a description then progress to Submit (Figure 2.6).

Name
jo Bloggs

Email
jo.bloggs@Corsair.co.uk

Telephone
01234 56789

Company address
Corsair House

Notification Details

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

COIN Reference
optional
224567

Planned Relocation Date
Day: 02, Month: 04, Year: 2019

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

Installation Type	Year of Installation	Remove Installation
MDRJ - Mobile Drilling Jackup		

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

Figure 2.6

You require to upload the relocation notification and add a description then submit (Figure 2.7)

Relocation Notification Form

Notification type: Relocation Notification
Duty Holder: CORSAIR PETROLEUM (NORTHERN NORTH SEA) LIMITED
Reference: SCPRD/RELOC1
Status: In Progress
COIN Reference: Not yet assigned

Regulations ✓
Notification Form ✓
Documents ✓

Submit

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

TEST.docx 11 KB
File Description: relocation
Created By: Dr Duty Holder 1 21.NOV.2018 11:03:37
Upload a new Version
Edit Description
Delete

Upload a file

Download documents as zip

Notification Form

Submit

Figure 2.7

A declaration screen will appear, and you require to tick that you agree with the declaration (Figure 2.8).

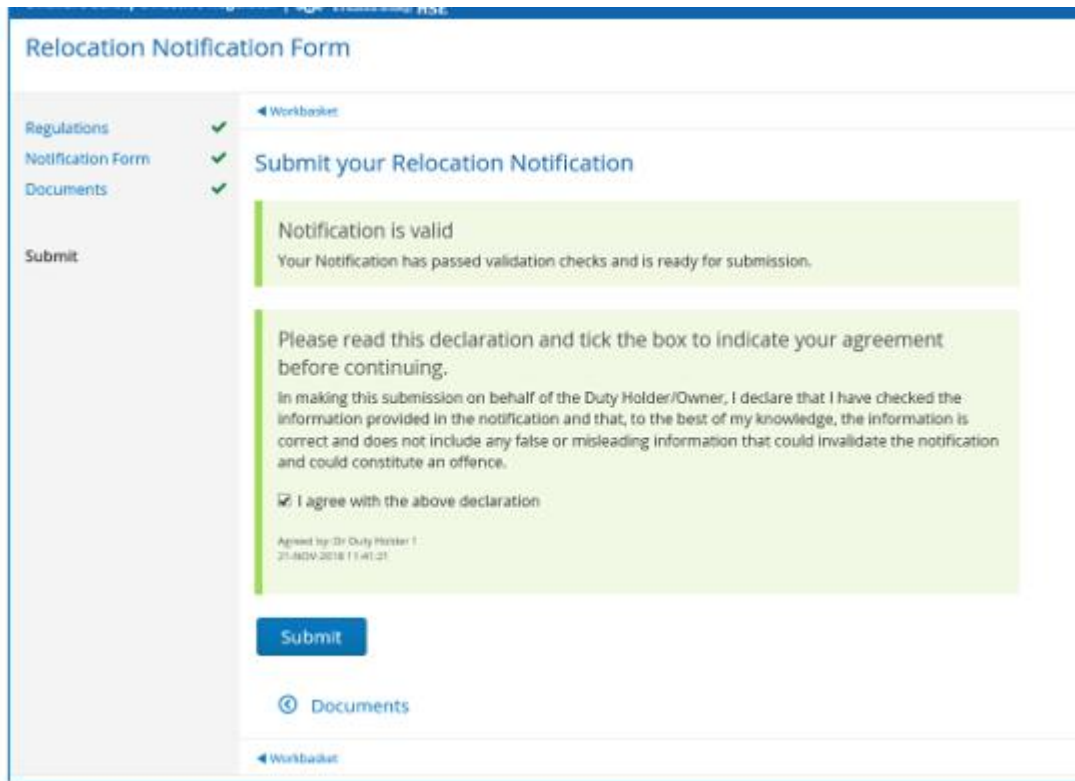
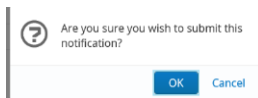



Figure 2.8

A further screen will appear advising notification submitted (Figure 2.9)

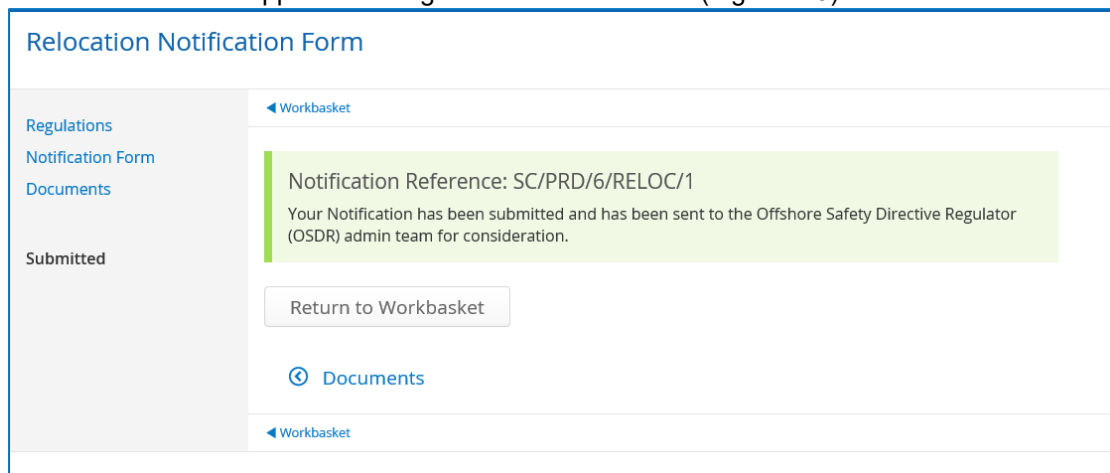


Figure 2.9

3. COMMUNICATION

OSDR may, via the CAP, seek points of clarification. An email alert will be sent to the notifier if such a communication is raised. You will be able to view the details via your workbasket (Figure 3.1)



Figure 3.1

On progression from your workbasket you will be taken to the relevant screen where you can access the detail by selection of the communication tab on the left-hand column (Figure 3.2)

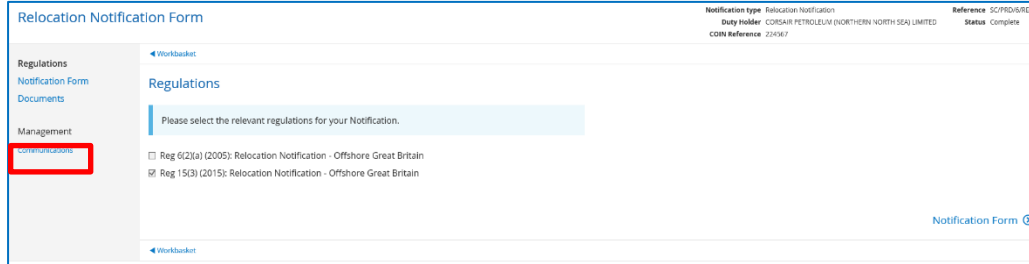


Figure 3.2

On progression this will take you to the screen where you can view the detail and provide you with the option to return a response (Figure 3.3).

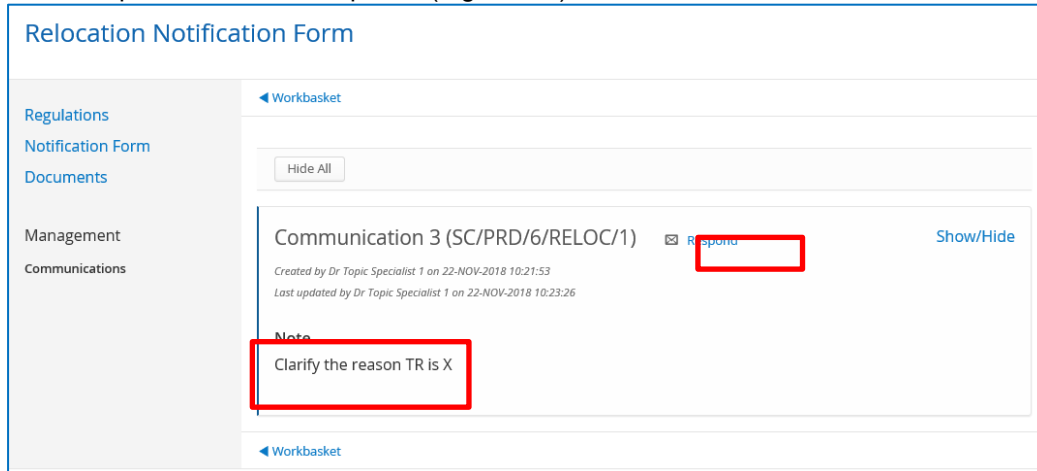


Figure 3.3

When you select the respond you will have the option to either input details into the notes box and or upload files then select send (Figure 3.4).

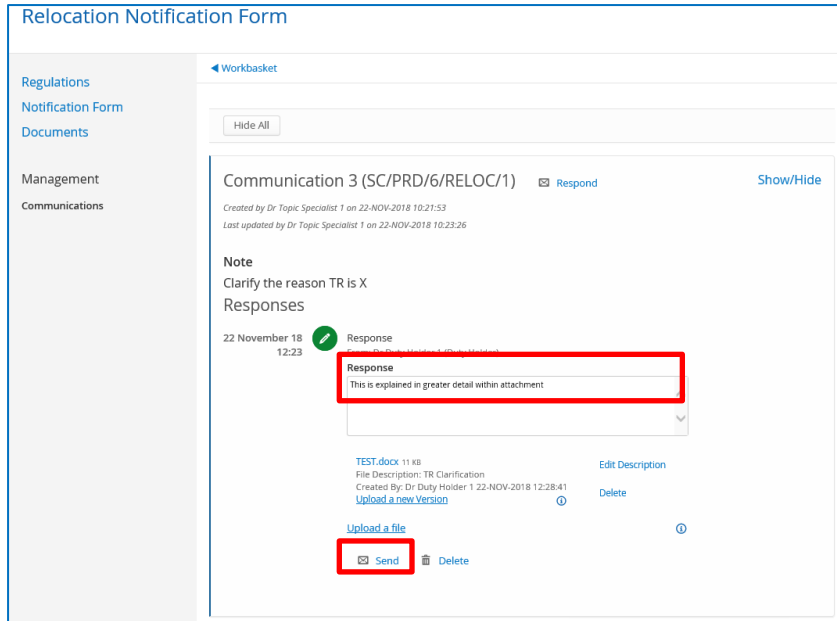


Figure 3.4

A summary screens
the detail (Figure 3.5)

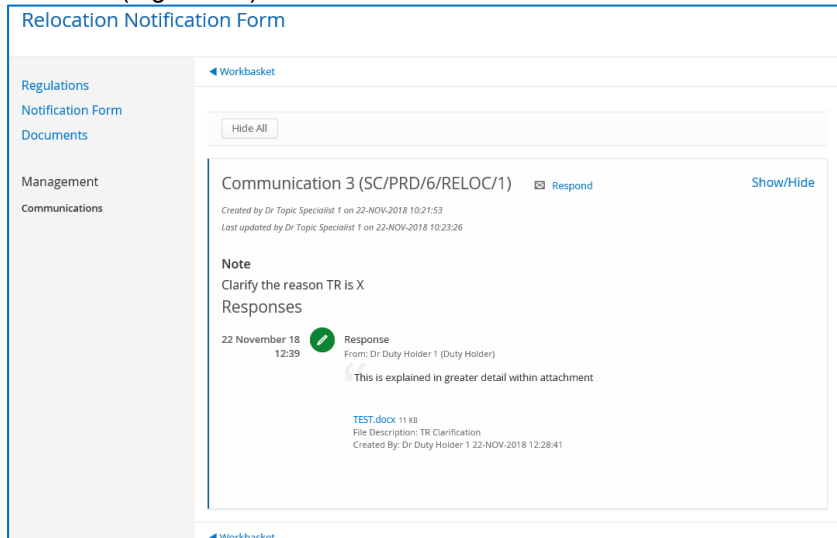


Figure 3.5

4. CONCLUSION INSPECTION LETTER

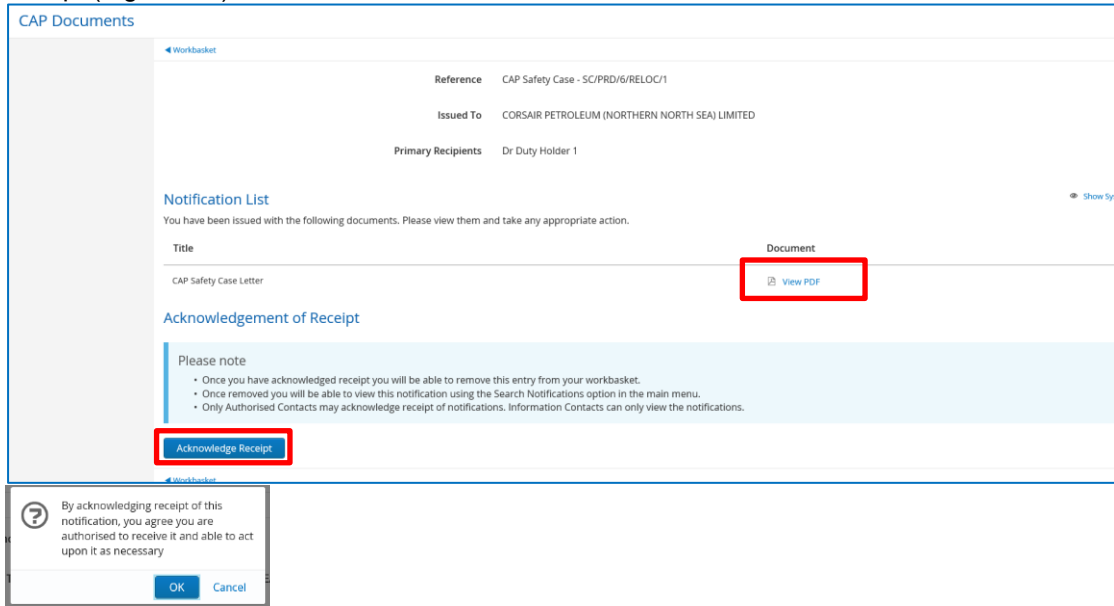
You will receive an email advising Conclusion Inspection Letter has been sent and that you can access this via the CAP (Figure 4.1)



asked	Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Actions
	SC/PRD/6/RELOC/1	Relocation Notification Ensoce 00, Ensoce 02	CORSAIR PETROLEUM (NORTHERN NORTH SEA) LIMITED	Complete Last modified 20th November 2018 16:20	Acknowledge Notification Notification of 20th November 2018 16:45	Acknowledge Notification <input type="button" value="Acknowledge"/>

Figure 4.1

On progression from your workbasket you will be able to view the letter and acknowledge receipt (Figure 4.2)



CAP Documents

Workbasket

Reference: CAP Safety Case - SC/PRD/6/RELOC/1

Issued To: CORSAIR PETROLEUM (NORTHERN NORTH SEA) LIMITED

Primary Recipients: Dr Duty Holder 1

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

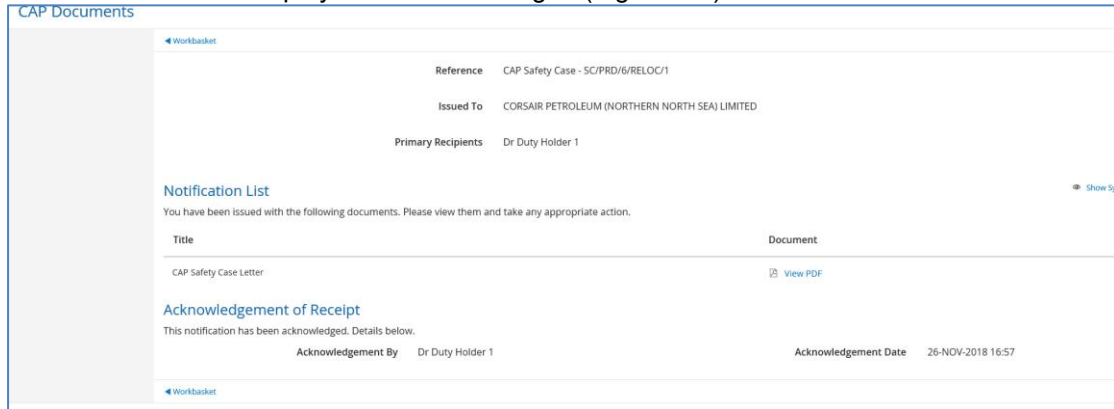
Please note

- 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.

By acknowledging receipt of this notification, you agree you are authorised to receive it and able to act upon it as necessary

Figure 4.2

The screen will then display letter acknowledged (Figure 4.3)



CAP Documents

Workbasket

Reference: CAP Safety Case - SC/PRD/6/RELOC/1

Issued To: CORSAIR PETROLEUM (NORTHERN NORTH SEA) LIMITED

Primary Recipients: Dr Duty Holder 1

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

This notification has been acknowledged. Details below.

Acknowledgement By	Acknowledgement Date
Dr Duty Holder 1	26-NOV-2018 16:57

Figure 4.3

5. SEARCH FACILITY

From your workbasket you should access the CAP Dashboard (Figure 5.1)

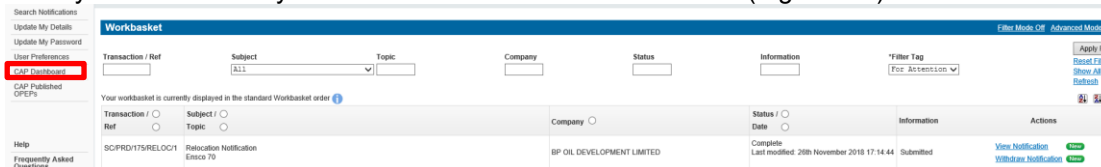


Figure 5.1

To search for a relocation notification, you should select Search Safety Case (Figure 5.2).

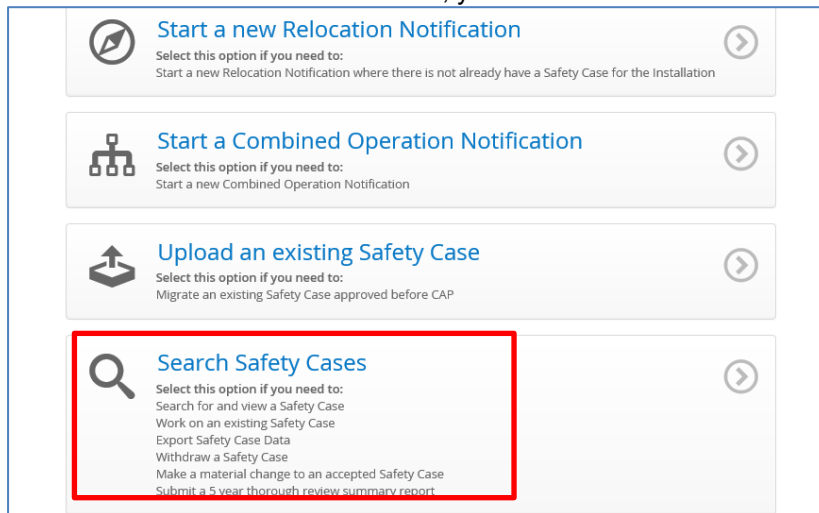
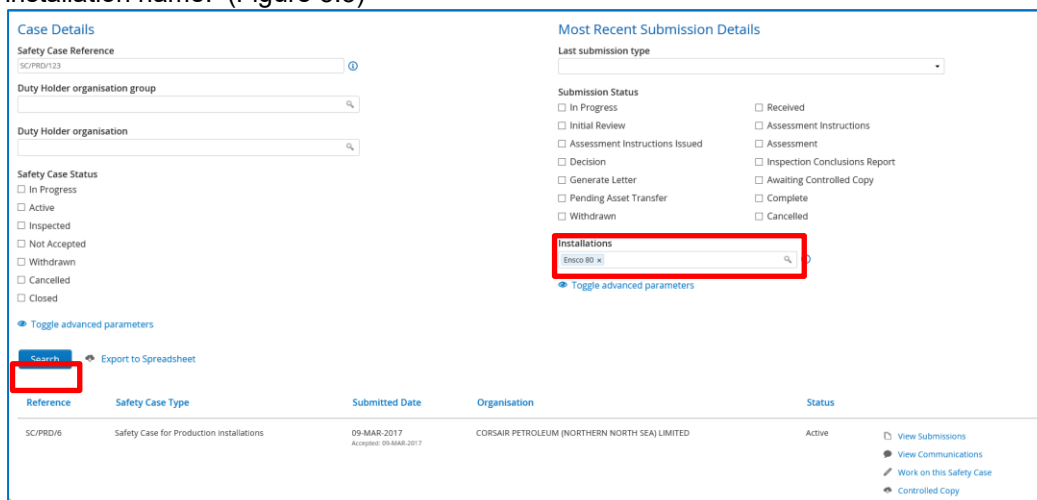


Figure 5.2

There are various means for undertaking of a search. In this instance we have selected the installation name. (Figure 5.3)



When you select search a further additional box appears below the search tab. To view the submissions against this installation you should select View submissions. You can also view all Communications (Figure 5.4).

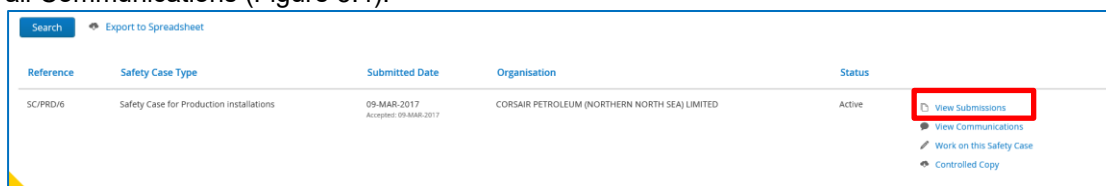
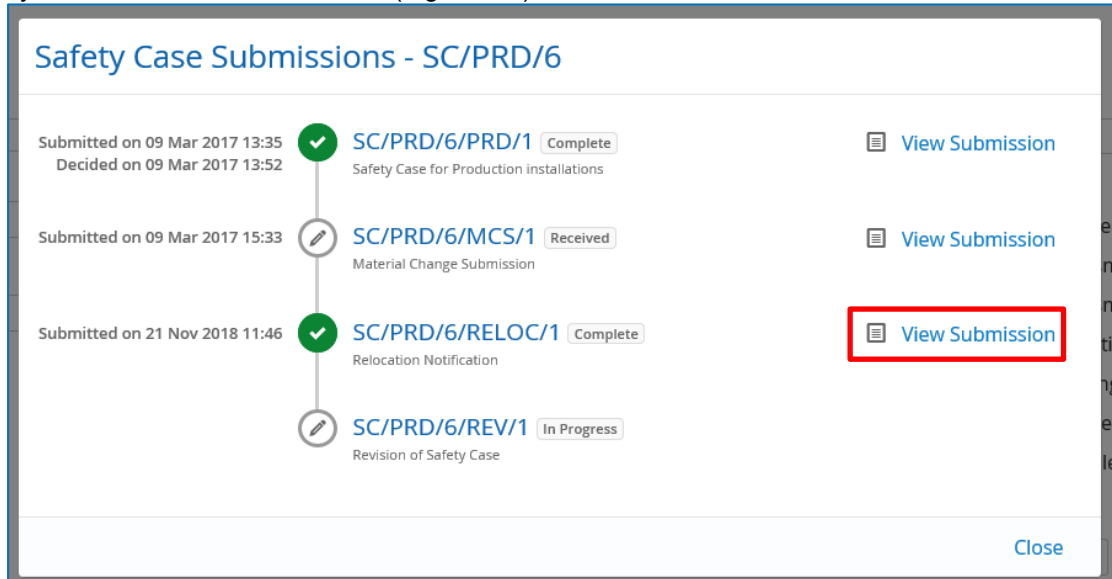


Figure 5.4

Figure 5.4

You will note that all activities undertaken from the CAP will display. You can view the detail by selection of View Submission (Figure 5.5).



The screenshot displays a web interface titled "Safety Case Submissions - SC/PRD/6". It features a vertical timeline of four submissions, each with a status icon, a submission ID, a status label, a description, and a "View Submission" link. The third submission, "SC/PRD/6/RELOC/1", is highlighted with a red box around its "View Submission" link. A "Close" button is located at the bottom right of the interface.

Submitted on	Decided on	Status	Submission ID	Description	Action
09 Mar 2017 13:35	09 Mar 2017 13:52	Complete	SC/PRD/6/PRD/1	Safety Case for Production installations	View Submission
09 Mar 2017 15:33		Received	SC/PRD/6/MCS/1	Material Change Submission	View Submission
21 Nov 2018 11:46		Complete	SC/PRD/6/RELOC/1	Relocation Notification	View Submission
		In Progress	SC/PRD/6/REV/1	Revision of Safety Case	

Figure 5.5