

ACRONYMS

CON – Combined Operation Notification  
 IMT – Inspection Management Team  
 R = Responsible  
 I = Informed  
 AP = Approved by  
 A = Administered  
 CAP – Competent Authority Portal  
 DH – Duty Holder

Relevant Links to additional documents

Link to OMAR SharePoint site for Regulator only [OMAR - Offshore Major Accident Regulator - Combined Operations - All Documents \(sharepoint.com\)](#)  
 Link to CON Templates for Industry [Combined Operations Notifications - Offshore Major Accident Regulator \(OMAR\)](#)

If a well notification adequately covers the requirements for Schedule 10 for a CON, particularly for remote subsea wells outside the 500m zone of a host installation, then a CON is not required. In this situation, the well operator submitting the well notification must make this clear in the submission of the well notification.

As of February 2017 BEIS, EOC topic specialists do not routinely inspect CON submissions. IMT to determine if EOC inspection required on a case-by-case basis.

Step	Completion Window (Day Numbers)	Activity by Responsible Person	Duty Holder (Operator / Owner)	IMT Admin	Inspection Management			Technical assessment			Notes
					IMT Focal point Inspectors	IMT TL Team leader	Operations Manager	TSA Topic Specialist Administrator	TS Topic Specialist	TTL Topic Team Leader	
1	0	Submit Combined Operations Notification for inspection. This includes any subsequent Material Change or Reduction Request	R								Upload Combined operations notification via the portal
2	1	Assign Roles via the portal and create a COIN case.		R	I	I					COIN case allocated to IMT focal point for DH submitting CON, and the IMT focal point for the DH will take the lead for the inspection of the CON. This activity includes assignment of subsequent material changes.  A COIN Case is only for work recording purposes only  If you require the role to be reassigned, send an email to <a href="mailto:scr05@hse.gov.uk">scr05@hse.gov.uk</a>
3	2-7	IMT to Inspect CON for Schedule 10 Compliance and sufficient information to describe the operation being proposed.			R						Follow work instructions laid out in the inspection instructions template. Return to DH if insufficient information provided in relation to Schedule 10.  Return to Duty Holder – <b>The clock does not restart.</b> You would probably only do this if there were just a minor adjustment needed.  Ask Duty Holder to Cancel – the Duty Holder is better placed to cancel the notification e.g., if you have significant concerns relating to the notification which could if not cancelled lead to Objection  Template available on the OMAR SharePoint site.
4	0 - >	Reduction Request			R	R			I	I	A reduction request goes directly to the IMT Inspector. The IMT Inspector will need to upload a reduction request form onto the CAP. The IMT Topic Team Leader will be responsible for consideration of approval of the request. A reduction request letter to the duty holder is generated from the CAP.
5	2-8	Identify any additional topic specialists required to inspect CON.			R				I	I	Use the specialist CON inspection decision matrix as a guide in deciding the specialist topics to be included in the inspection. The IMT Team Leader does not approve the CON Inspection Instruction  Inspection instructions will only be issued to topic specialists requested to inspect the CON. If a Material Change is submitted, you will require to consider if further specialist topics need to be assigned. If you do change who requires inspecting, you should revise and reissue the Inspection Instruction on the CAP. <b>It is important to note that the 21-day notification period does not reset if a Material Change is submitted.</b>  Decision Matrix on OMAR SharePoint site.



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6	2 - 17	Topic Specialist to read and inspect CON as per instructions from IMT. Either inspect or record why Inspection not required.			R	AP			R	AP	<p>Topic inspection shall be recorded using a topic inspection template. If a specific specialist template is not available, use the generic specialist template to record the results of the inspection.</p> <p>Templates available on the OMAR SharePoint site.</p> <p>All concerns shall be raised via the IMT focal point. Clarifications should seek a written response from the DH via the CAP. Additional documents should not normally be requested.</p> <p>If there is a decision not to inspect, provide detail as to why not required on the Inspection Not Required Template and submit via the CAP.</p>
7	2 - 21	<p>If there are significant concerns relating to the Combined Operation commencing, these should be raised at the earliest opportunity with the IMT and IMT team lead. The Objection should be approved at Band 1 level.</p> <p>Letter of Objection must be sent to the DH before 21 days.</p>		I	R	AP	I	I	I	<p>Objections will prohibit the whole Combined Operation from commencing, so the standard of evidence required would be the same as would be required for a Prohibition Notice.</p> <p>Letter to be issued by the IMT team leader, using supporting text provided from topic specialists where appropriate. The Operations Manager will require to be notified of the intent to raise an Objection. Confirmation that this has been undertaken is recorded on the CAP. The Objection Letter is generated via the CAP.</p> <p>Examples which may lead to a letter of objection include:                      a) significant information missing.                      b) significant concerns.                      c) unusual operations, operations that lead to increased risk, or novel risk reduction measures which are not adequately described, or risk assessed in the CON.</p> <p>Topic teams involved in the CON should be advised via the CAP Communication route. It is also essential to include OPRED in this communication. This should ideally be undertaken before an Objection is issued.</p>	
8	22 +	<p>Where NO objection is received Combined Operations can proceed. If Letter of Objection raised, note objection raised and refrain from commencing Combined Operations.</p> <p>Respond to the letter of objection via the portal</p>	R								
9	22 +	IMT Team Lead to review DH response and lift objection once satisfactory resolution resolved.			I	R	AP	I	I	I	Objection lifted letter to be prepared by IMT Team leader Via the CAP.
10	22+	Receive Objection Letter Lifted before commencing Combined Operations.	R								
11	2- ≥	Prepare CON inspection conclusions report.			R	AP					CON Inspection Conclusions report prepared by IMT Lead Inspector. The report should be completed, even if no inspection has taken place providing reasons as to why not inspected.
12	22 +	Update Installation Intervention Plan(s) if additional inspection is proposed.		A	R						Intervention plan updates shall follow the approved process for revising intervention plans for further inspections outside of CON.