

**ACRONYMS**

R = Responsible  
AP = Approved

Useful Links

OMAR SharePoint site – Notification templates on this site [OMAR - Offshore Major Accident Regulator - Design Notification - All Documents \(sharepoint.com\)](#)

Step	Completion Window  DN/RN	Activity by	Submission  Duty Holder (Operator / Owner)	Notification			Technical			OMAR Decision Maker Operations Manager	Notes  (Time recording category: Inspection)
				Case Administrator	Assessment Manager	Case Manager	Topic Specialist Administrator	TS Topic Specialist	TTL Topic Team Leader		
1	0	Submit Notification to OMAR  Design Notification for inspection should be (PRIOR to Field Development Plan)	R								Submit via the Competent Authority Portal (CAP)
2	1	Assign Roles		R							Assign Roles as required via the CAP. For OPRED assign to BST  HSE to set up COIN Case for work recording purposes.
3	2 - 15	Undertake the Initial Review and Inspection Instruction			R	AP					The Case Manager approve the Inspection Instruction
4	16 - 68	Undertake inspect as detailed within the any Inspection Instruction  Prepare Topic Inspection Report and upload any 'Potential Assessment Issues'						R	AP		Upload onto the CAP your Topic Inspection Report for Approval by Topic Team Leader. Reference, as necessary, APOSC  <b>Potential Assessment Issues will require to be created within the CAP and approved by the Topic Team Leader</b>
5	43 - 50	Undertake Stocktaking Exercise			R						Review milestones/progress via CAP
6	69 - 83	Review Topic Inspection Reports and prepare and submit Inspection Close Out Report			R						Inspection Close Out Report via CAP
7	84 - 90	Approve Inspection Close Out Report				AP					Managed via the CAP
8		Prepare and submit Conclusions Letter with Potential Assessment Issues			R	AP					Submitted and Approved via CAP
9		Decision Maker							R		Review the letter which has been generated via the CAP and make decision to issue the letter or return to inspection process
10		Undertake the QA Check on Conclusion Letter prior to issue		R							Undertaken via CAP
11	90+	Take account of Potential Assessment Issues and regulatory comments	R								