

Acronyms											
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OMAR SharePoint: OMAR - Offshore Major Accident Regulator - Inspection - All Documents (sharepoint.com)											
Step	Indicative Maximum Completion Window	Activity by Responsible Person	Lead Inspectors				Topic Specialists			OM Operations Manager / Head of OEI	Notes
			Duty Holder	IMT or EOC Admin	IMT or EOC Focal point Inspector	IMT/EOC TL Team leader	TSA Topic Specialist Administrator	TS Topic Specialist	TTL Topic Team Leader		
Guidance on how HSE Inspectors should prepare and conduct offshore inspections is available in the ED Offshore Intervention Manual (CM9: 2021/116507).											
1		Identify exact dates for inspection, including onshore pre-meetings and wash-up.			R			I			All planned HSE inspection dates to be fixed, and calendar invites sent to inspectors, by end January of each year.
2		Identify Lead Inspector for the inspection.			R	I					Lead inspector for each inspection to be identified by the IMT or EOC focal point inspector, in conjunction with Team Leader. The Lead Inspector will normally be the IMT inspector, or EOC inspector for OPRED only inspections, but the Lead Inspector may also be a Topic Specialist. If a Topic Specialist is the Lead Inspector, they are responsible for all further focal point inspector responsibilities in this framework.
3	1 month before offshore inspection	Communicate dates for onshore and offshore inspections and wash-ups to Duty Holder (DH), Well Operator (WO)	I	I	R			I			Where possible, communicate dates for inspection, and onshore meetings, at least one month before the offshore inspection to assist Duty Holders in planning for bedspace / flights etc. EOC inspector to notify Well Operators of dates of relevant NPI Inspections.
4		Prepare detailed inspection agenda.			R			I			Topics to be inspected, and composition of the inspection team, to be obtained from the Intervention Plan. Lead inspector to prepare detailed inspection agenda, in co-operation with other inspection team members, with clear roles and inspection responsibilities for every inspector identified. Inspection Agenda template located on the OMAR SharePoint site OMAR Inspection Agenda Template.docx (sharepoint.com) .
5		Send agenda to Duty Holder/Well Operator Copy to workforce representatives.	I	A	R			I			Agenda for inspection to be sent to Duty Holder/Well Operator, and copied to workforce representatives (e.g., safety reps) for information. Agenda should be sent in sufficient time to enable any material and persons required to be available onshore and offshore. It is recommended that the agenda is issued 1 month before the offshore inspection, to enable all safety reps across shifts on an installation to see the agenda. Copy of agenda to be attached to COIN Inspection Case. OPRED EOC inspector to send Well Operators agenda for NPI Inspections.

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6		Undertake onshore inspection / pre-inspection meeting (if required)	I		R			R		
7		Undertake offshore inspection, including feedback to offshore management and workforce representatives.	I		R			R	I	Formal enforcement notices will be raised in a timely manner, as soon as a breach has been identified. Ops Manager / Head of Inspectorate to be informed of notices issued.
8	2 weeks after offshore inspection	Provide feedback to duty holder onshore management (if required)	I		R			R		
9	3 days before deadline for issuing letter	Identify items for inclusion in letter or other enforcement and send to Lead Inspector. Lead Inspector to compile the letter within the timescales defined in step 10.						R	AP	Letter items to be emailed to Lead Inspector, using the correct format as detailed in the letter template, in sufficient time for Lead Inspector to compile the letter to meet the timescales in Step 10. It is recommended that letter items are sent to the lead inspector at least 3 days before the deadline for issuing the letter as shown in step 10. Issue type to be identified for each letter item.
10	4 weeks after offshore inspection or 2 weeks after completion of inspection if continued onshore	Create inspection letter and other enforcement action and send to duty holder. Copy letter to all inspection team members, and elected safety reps. Close service order lines. Create issues – target date for completion set initially to 56 days (28 days for Duty Holder, Well Operator to respond and a further 28 days for inspectors to assess responses). Add ratings against inspection guides (HSE only).	I	A	R	AP				Inspection letter templates located on the OMAR SharePoint site OMAR - Offshore Major Accident Regulator - Inspection - All Documents (sharepoint.com) . Lead inspector to inform Admin of allocation of issues to inspectors, Issue Type/Inspection Guide (if applicable), ratings for inspection guides and IPSO lines to close. An issue is an important health, safety or environmental concern that has been raised via a letter. All HSE letter items will be tracked as issues. Only EOC issues relating to OMAR will be entered on COIN. Enforcement notices are tracked separately. OPRED letter items will use the 'Environment' issue type. Letters to be filed on COIN Case and copied to other OMAR partner for information. For sharing with OPRED use: opred@energysecurity.gov.uk For sharing with HSE use: ED-Offshore.Intervention-Responses@hse.gov.uk

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											COIN Service Order lines to be closed once an enforcement decision has been made. OPRED EOC inspector to send letter re non SCR2015 related matters to Well Operators post NPI Inspection. OPRED EOC Inspector to update or arrange for update of inspection logger
11	6 weeks after offshore inspection or 1 month after completion of inspection if continued onshore	Complete inspection report.			R	AP	A	R	AP		ED Inspection Report template 25 June 2019.docx (sharepoint.com) Relevant OPRED Platform, MODU or Atmospherics template to be completed. PLATFORM Inspection Report Jan 17.doc.docx DRILLING inspection proforma - September 2023.docx ATMOSPHERICS Inspection Report - Rev 1 - June 23.docx
				A							Reports to be filed on COIN Case and copied to OMAR partner for information.
12		Update Intervention Plan and Overview and Strategy documents			R						Update intervention plan to show completed activities, and any new interventions to be added to the plan. Update Overview and Strategy document with any changes to the strategy if required. OPRED inspector to update or arrange to update inspection logger.
13	28 days after letter issued	Duty Holder or Well Operator responds to inspection letter	R	A	I			I			Admin forwards responses to all relevant inspectors. Responses from Well Operators concerning NPI Inspection should be sent directly to OPRED. HSE Well Operator inspection responses sent to all relevant inspectors. OPRED Inspector to update Inspection Logger
14	56 days after letter issued	Review responses from duty holder when received. Close issue if satisfactory response received.		A	R		A	R			An issue should remain open until the inspector has sufficient evidence that the issue has been resolved. Evidence can come from follow up visits or written confirmation from the duty holder that they have taken sufficient action, in the judgement of the inspector, to resolve the issue.

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		<p>Edit issue if further intervention/monitoring is required and modify date for closure of the issue.</p>								<p>Inspectors should not close out an issue based on a plan provided by the duty holder to address an issue.</p> <p>OPRED Inspector to update or arrange to update Inspection Logger</p>
		<p>Monitor progress of resolving issue until closed.</p>			R	R				<p>The responsibility for closing out an issue is the inspector that has been assigned the issue.</p> <p>Progress with resolving an Issue should be recorded on the Major Hazards Issue template.</p>
15	6 months	<p>Open issues reviewed every 6 months by issue owner</p>			R	I		R	I	<p>Consider further enforcement options if Duty Holder's actions are inadequate. Review should be recorded using the Major Hazards Issues template.</p>
16	10 months	<p>An Issue(s) is reviewed by HSE at 10 month interval and is an agenda item at HSE EDSLTL. Should the need arise issues will be discussed at the Operational Management Team</p>							R	<p>OMAR OMT has Operational Issues as a standing agenda item, if the need arises specific issues can be discussed at the quarterly meeting</p>