

**Framework Diagram – Offshore Installations Intervention Planning  
2024/25**

ACRONYMS												
<b>R = Responsible</b> <b>AP = Approved by</b> <b>A = Administered</b> <b>I = Informed</b> <b>C = Consulted</b> LINK TO OMAR SharePoint site : <a href="https://sharepoint.com">OMAR - Offshore Major Accident Regulator - Intervention Planning - All Documents (sharepoint.com)</a>												
Intervention Plans to be produced for Duty Holders and Well Operators working in the UK and scheduled for inspection.												
Step	Completion Date	Activity by Responsible Person	HSE					OPRED			Notes	
			IMT Admin	IMT Focal point Inspector	IMT TL Team leader	Topic Specialist	TS Team Leader	Operations Manager	EOC Admin	EOC Focal Point Inspector		EOC Team Leader/Manager
1	31/08/2023	(1) Identify installations planning to work in UKCS.  (2) Identify well operators planning to work in UKCS.	A	R						R		Attempt to identify installations which are likely to be operating in during 2024/25.  This may include activities of Installation Operators, Well Operators, Pipeline Operators, NPI Owners etc.  Duty Holders (DHs) should also be consulted to determine any proposed shutdowns which may influence intervention plans.  <b>Output</b> Information obtained to be fed to IMT Admin and used to populate the Planning Spreadsheet.
2	31/08/2023	HSE and EOC Topic Specialists:  Populate Topic Specialist tabs in the 'Planning Spreadsheet' with opinions on DH performance, requests for inspections and prioritisations.				R	R			R	R	<b>Topic Specialist Band 2 &amp; 3</b>  <b>Output</b> Populated TS tabs in Planning Spreadsheet located on the OMAR SharePoint site.  EOC are only required to complete the Planning Spreadsheet for proposed HSE/OPRED joint inspections.
3	30/09/2023	Update Duty Holder Overview & Strategy documents (DHOSs), approved by Team leaders.	A	R	AP	C	C			C	C	<b>IMT Band 2 / 3</b>  <b>Output</b> Updated DHOSs to be stored in CM9 folder 1.1.2.669 and also on OMAR SharePoint site.  DHOSs to be updated by IMT B3 by using information contained in the Planning Spreadsheet and by consulting Topic Specialists.



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												<b>Output 3</b> – Amend Planning Spreadsheet.	
6	31/10/2023	Confirm potential joint visits required (e.g. OPRED, ODM, Management Visits, CPD visits).		R	R	R	R				R	R	<b>IMT Band 2 / 3 Output</b> – Requirements for joint visits to be captured on the Intervention Request tab of the Planning Spreadsheet.  <b>Note:</b> these should be included in DH Intervention Plans once drafted
7	30/11/2023	Produce 2024/25 DH Intervention Plans, approved by team leaders and upload to the OMAR SharePoint site	A	R	AP					A	R	AP	<b>IMT Band 2 / 3 &amp; EOC Focal Point Inspector / EOC Admin Output 1</b> – Complete DH Intervention Plans.  <b>IMT Admin Output 2</b> – Save plans to OMAR SharePoint site.  <b>IMT Band 2 &amp; OPRED Team Leaders Output 3</b> – Approve finalised DH Intervention Plans.
8	15/12/2023	Issue Intervention Plans to Duty Holder (ED Admin)	R										<b>IMT Admin Output 1</b> – Issue plans to Duty Holders and save a copy to the COIN HQ Case. Copy to OPRED.
9	31/01/2024	COIN Cases, Service Orders and Activity Lines created, where required.	R				R					R	<b>IMT Admin Output 1</b> – Activity Lines set as either “Open” or “Not Relevant” and assigned to relevant inspectors. Unless advised otherwise, ADMIN will allocate COIN Service Orders to the relevant topic inspector identified on the Installation List. Team Leaders should ensure this List remains accurate and advise ADMIN if an alternative inspector is to take on the inspection activity. Lead Inspector for specialist

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												led inspections should be assigned to the lead specialist.  <b>Output 2</b> – Well Operator plans to be filed on OMAR SharePoint (Wells Team)
10	31/01/2024	For all HSE inspections and JVs - send calendar invites to all inspection team members.		R		R					R	Lead inspector is responsible for sending calendar invites to all inspectors. For specialist led inspectors, the specialist is responsible for the calendar invite.  Include ED Offshore Site Visit email account for HSE offshore inspections.