

ACRONYMS

- R - Responsible
- I - Informed
- AP -Approved by
- A - Administered
- CAP - Competent Authority Portal
- DH - Duty Holder
- TRS - Thorough Review Summary
- IMT - Inspection Management Team
- DHOS – Duty Holder Overview & Strategy
- IP - Intervention Plan

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 Thorough Review Templates for Industry [OMAR - Offshore Major Accident Regulator - Thorough Review - All Documents](#)

Step	Completion Window (Day Numbers)	Activity by Responsible Person	Submission	Inspection Management			Technical Inspection			Notes <i>(Time recording category: Inspection)</i>
			Duty Holder (Operator / Owner)	IMT Admin IMT Administrator	IMT Focal Point Inspector	IMT TL Team leader	TSA Topic Specialist Administrator	TS Topic Specialist	TTL Topic Team Leader	
1	0	Submit Thorough Review Summary (TRS) for inspection	R							Submit via Competent Authority Portal (CAP) OMAR CAP
2	1	Assign Roles		R	I	I	R*			For reassign of roles inspector should send email to scr2005@hse.gov.uk and advise the respective IMT Administrator of changes. *OPRED Business Support will handle this for OPRED
3	2 - 15	Undertake initial review, and submit Inspection Instructions to all Topic Specialists. Prepare Inspection Instructions and submit via the portal.			R	AP		I	I	
4	16-26	Confirm if inspection will be undertaken .			R	I	I	R		Topics may be in the position where they find limited information in the TRS to warrant an in-depth inspection or resource may be directed to higher priority workstreams– in these circumstances the relevant option is to be recorded on the CAP The Topic Inspection Report is available on the OMAR SharePoint site.
5	16 - 65	Undertake the inspection. By exception – identify if further information is required to enable the inspection to be completed. IMT to contact the dutyholder as necessary Complete TRS-Inspection Report			R	AP	AP	R		TR Summary is issued to all Topic Specialist teams in line with the Offshore inspection Guide – Inspection of Thorough Review Process and Summaries. Upload the Topic Inspection Report (TIR) to the CAP. CRITICAL - The TIR needs to clearly specify what, if any, inspection activity needs to be carried forward onto the intervention plan
6	16 - 50	Respond to any requests for further information as necessary	R							
7	65-70	Prepare a draft Inspection Close Out Report. Include the TIR(s) recommendation(s) for inclusion in the Intervention Plan		R		I				Forward this to the respective IMT Focal Point using the CAP Communications facility

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8	71 - 84	Compile TRS- Inspection Close Out Report.			R	AP				Upload TRS-Inspection Close Out Report to the CAP. Advise the IMT Admin via the SCR2005 email account that the Close out Report is now available on the CAP and if the intervention plan is to be updated. Thorough Review Inspection Close our Report is available via the OMAR Sharepoint site with a link within the CAP to the respective folder.
9	71-84	If applicable arrange for the update of the Intervention Plan (IP) and the Duty Holder Overview & Strategy (DHOS).		A	R					
10	84+	Revise Safety Case to reflect any changes identified. If advised submit a material change where the regulator has deemed this necessary	R							If applicable upload revised Safety Case to the CAP. IMT Administrators to advise relevant focal point when email notification arrives advising revision uploaded