

Framework Diagram – Consideration of a Request for Exemption to Relevant Offshore Statutory Provisions

IMT – Inspection Management Team											
Step	Completion Window (Day Numbers)	Activity by Responsible Person	Submission	Assessment Management			Technical Assessment			Approval	Notes <i>(Time recording category: Assessment)</i>
			Operator	IMT Admin IMT Administrator	IMT Focal Point Inspector	IMT TL Team leader	TSA Topic Specialist Administrator	TS Topic Specialist	TTL Topic Team Leader	OSDR OM OSDR Operations Manager	
1	0	Submit letter requesting an Exemption containing the required information. Exemption requests must be made at least 4 weeks before the activity is due to begin and, where the exemption is requested from a number of Regulations or whether the situation is complex, at least 6 weeks before.	█								Submit electronic copy to: SCR05@hse.gov.uk Paper copies / discs to: Lord Cullen House, Fraser Place, Aberdeen AB25 3UB Any request for an Exemption should include the following information: 1. the name of the installation; 2. the name(s) of any other linked installation(s) or attendant vessels, eg. flotel, drilling rigs or crane barges; 3. the name and SI number of the regulation(s) or name of the Act; 4. the provisions within those Regulations or Act from which an exclusion or exemption is sought; 5. the reasons why the Regulations or Act cannot be complied with; 6. the alternative safety regime that it is proposed to put into place which should, at least, be equivalent to the intent of the Regulations or Act from which an exemption or exclusion is sought; 7. the dates between which the exemption or exclusion should run; 8. details of consultation carried out with the workforce and the outcome of those consultations; 9. the name of the contact who can discuss the request with CA
2	1	Receive & acknowledge Exemption request, add to relevant COIN Case and distribute documentation	█	█	○	○					Send receipt letter and add to COIN Inform relevant personnel
3	2 - 15	Review the application confirming the legal basis for the application and identify relevant Topic Specialists to be involved in assessment		◇	█		○	○	○		Exemption requests are usually handled by the IMT, additional disciplines are involved where the specific circumstances demand it, the decision being based on professional judgement. Inform relevant personnel Attach correspondence to COIN
4	16 - 37	Read and assess the application Consider whether application supplies sufficient information to allow a decision to be made By exception – identify if further information is required to enable a conclusion to be reached. IMT to contact Operator as necessary		◇	█		◇	█			
5	17 - 37	Respond to any requests for further information as necessary	█	◇							
6	16 - 37	Summarise the recommendation relating to the request in a report to the relevant Operations Manager. Prepare rejection / acceptance letter and Exemption Certificate(s), where appropriate.		◇	█	APP					Attach documentation to COIN Add to Register of Exemptions
7	38 - 42	Take decision on whether to grant Exemption(s)							█		OSDR Operations Manager to consult Operational Management Group as appropriate
8	42+	Conduct operations in accordance with the decision	█								