


Step	Indicative Maximum Completion Window	Activity by Responsible Person	Lead Inspectors				Topic Specialists			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	
Supplementary guidance on how HSE Inspectors should prepare and conduct offshore inspections is available in the <a href="#">ED Offshore Intervention Manual</a> . Supplementary guidance for DECC Inspectors on dealing with Duty Holders, Well Operators and Licenced Operators during the transitional period is available in the following document:										
 DECC Supplementary Guidance for Offshore										
1		Identify exact dates for inspection, including onshore pre-meetings and wash-up.			Responsible			Informed		All planned HSE inspection dates to be fixed, and calendar invites sent to inspectors, by end February of each year.
2		Identify Lead Inspector for the inspection.			Responsible		Informed			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 BEIS only inspections, but the Lead Inspector may also be a Topic Specialist. If a 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) or Licenced Operator (LO)	Informed		Responsible			Informed		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. BEIS inspector to notify Well Operators of dates of NPI Inspections. Pre transition, BEIS inspectors to notify Licensed Operator of dates of PI inspection.
4		Prepare detailed inspection agenda.			Responsible			Informed		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 <a href="#">Community</a> .
5		Send agenda to DH , WO or LO. Copy to workforce representatives.	Informed	Administered by	Responsible			Informed		Agenda for inspection to be sent to Duty Holder, and also 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. BEIS inspector to send Well Operators agenda for NPI Inspections. Pre transition, BEIS inspectors to send Licensed Operator PI inspection agendas.
6		Undertake onshore inspection / pre-inspection meeting (if required)	Informed		Responsible			Responsible		
7		Undertake offshore inspection, including feedback to offshore management and workforce representatives	Informed		Responsible			Responsible	Informed	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)	Informed		Responsible			Responsible		
9	3 days before deadline for issuing letter	Identify items for inclusion in letter or other enforcement and send to Lead Inspector.  Send letter items in sufficient time to enable Lead Inspector to compile the letter within the timescales defined in step 10.  (continued on next page)						Responsible	APP	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.

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			Duty Holder	IMT or EOC Admin	IMT or EOC Focal point Inspector	IMT/EOC TL Team leader	TSA Topic Specialist Administrator	TS Topic Specialist		
10	4 weeks after offshore inspection or 2 weeks after completion of inspection if continued onshore	<p>Create inspection letter and other enforcement action, and send to duty holder. Copy letter to all inspection team members, and elected safety reps.</p> <p>Close service order lines.</p> <p>Create issues – target date for completion set initially to 56 days (28 days for Duty Holder, Well Operator or Licenced Operator to respond and a further 28 days for inspectors to assess responses).</p> <p>Add ratings against inspection guides (HSE only).</p>	(i)	AD	█	APP				<p>Inspection letter templates located on <a href="#">Community</a>.</p> <p>Lead inspector to inform Admin of allocation of issues to inspectors, issue type, 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 BEIS OSDR issues will be entered on COIN. Enforcement notices are tracked separately. BEIS letter items will use the 'Environment' issue type.</p> <p>Letters to be filed on COIN Case, and copied to other OSDR partner for information. For sharing with BEIS use: <a href="mailto:cubs@beis.gov.uk">cubs@beis.gov.uk</a> For sharing with HSE use: <a href="mailto:ED-Offshore.Intervention-Responses@hse.gov.uk">ED-Offshore.Intervention-Responses@hse.gov.uk</a></p> <p>COIN Service Order lines to be closed once an enforcement decision has been made.</p> <p>BEIS inspector to send letter re non SCR2015 related matters to Well Operators post NPI Inspection. Pre transition, BEIS inspectors to send letter re non SCR2015 related matters to Licensed Operator post PI inspection.</p>
11	6 weeks after offshore inspection or 1 month after completion of inspection if continued onshore	Complete inspection report.		AD	█	APP	AD	█	APP	<p><a href="#">HSE ED Inspection Report template</a> &lt;hyperlink to DECC Inspection Report template&gt;</p> <p>Reports to be filed on COIN Case and copied to OSDR partner for information.</p>
12		Update Intervention Plan and Overview and Strategy documents		AD	█					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.
13	28 days after letter issued	Duty Holder, WO or LO responds to inspection letter	█	AD	(i)			(i)		<p>Admin forwards responses to all relevant inspectors.</p> <p>Responses from Well Operators concerning NPI Inspection and Licensed Operators concerning PI inspection pre transition should be sent directly to BEIS.</p>
14	56 days after letter issued	<p>Review responses from duty holder when received.</p> <p>Close issue if satisfactory response received.</p> <p>Edit issue if further intervention/monitoring is required, and modify date for closure of the issue.</p> <p>Monitor progress of resolving issue until closed.</p>		AD	█		AD	█		<p>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.</p> <p>Inspectors should not close out an issue based on a plan provided by the duty holder to address an issue.</p> <p>The responsibility for closing out an issue is the inspector that has been assigned the issue.</p>
15	6 months	Open issues reviewed every 6 months by issue owner			█	(i)		█	(i)	Consider further enforcement options if Duty Holder's actions are inadequate. Review should be recorded in Issue comments box on COIN.
16	Qtrly	Open issues reviewed every quarter by Operational Management Team						█		Standing agenda item at quarterly OMT meeting. The review will be at a high level, but will focus on trends for the number of open and overdue issues, as well as any long-standing (older than 6 months) issues.