



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 Focal Point Inspector	EOC Team Leader/Manager	
			F	C				i	APP	AD	
Intervention Plans to be produced for Duty Holders and Well Operators working in the UK and scheduled for inspection.											
1	(1) 31/07/2019 (2) 31/07/2019	(1) Identify installations planning to work in UK in UKCS. (2) Identify well operators planning to work in UK in UKCS.									Attempt to identify installations which are likely to be operating in the UK in 2020/21. Duty holders should also be consulted to determine any proposed shutdowns which may influence intervention plans.
2	31/07/2019	Specialist Topic Strategies reviewed and revised.									Topic Specialist Band 2 & 3 Output – Review topic strategies and revise as required. Topic strategies located in CM9 folder 4.6.1711.
3	31/08/2018	Produce duty holder strategy documents.									IMT Band 2 / 3 Output Produce DH Strategy document and store in CM9 folder 1.1.2.640. Strategy document to identify topic specialists required, and potential HSE/OPRED joint visits. Strategy to be produced by IMT B3, and topic specialists shall be consulted during the production of the strategy. Strategy document available on Community. Normal maximum of 3 active HSE inspectors, including IMT, for each inspection, to allow space for OPRED joint visits, and other joint visits (e.g. training, Line Management visits, CPD visits).
4	30/09/2019	Collate outputs from Duty Holder strategies into planning spreadsheet.									IMT Admin Output - IMT admin to create planning spreadsheet including installations identified for inspection for 2020/21, and specialists required. Spreadsheet stored in CM9 folder 1.1.2.640, and a copy held on the OSDR Community.
5	31/10/2019	Identify potential resource constraints, amend DH strategy documents where required, and amend planning spreadsheet.									Topic Specialist Band 2 (Including IMT) Output 1 – Identify resource constraints, and recommend amendments to DH strategy to IMT. IMT Band 2 / 3 Output 2 – Amend DH strategy document taking account of specialist resource constraints. IMT Admin Output 3 – Amend planning spreadsheet.
6	31/10/2019	Identify potential joint visits required (e.g. OPRED, ODM, Management Visits, CPD visits, to include in intervention plans).									IMT Band 2 / 3 Output – Ensure requirement for joint visits are captured in DH IPs.



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			Legend: F Facilitator C Consulted █ Responsible i Informed APP Approved by AD Administered by								
Intervention Plans to be produced for Duty Holders and Well Operators working in the UK and scheduled for inspection.											
7	30/11/2019	Produce 2020/21 DH Intervention Plans, approved by team leaders.	█	█	█				C	█	IMT Band 2 / 3 Output 1 – Complete DH Intervention plans. OPRED to provide details of all inspections required to be included in DH plans to IMT focal point. IMT Band 2 & OPRED Team Leaders Output 2 – Approve finalised DH Intervention Plans. IMT Admin Output 3 – Save plans to CM9 folder 1.1.2.640. Intervention Plan template available on the OSDR Community.
8	15/12/2019	Issue Intervention Plans to Duty Holder (ED Admin)	█								IMT Admin Output 1 – Issue plans to Duty Holders and save a copy to the COIN HQ Case. Copy to OPRED. Output 2 – Finalise intervention planning spreadsheet to reflect issued plans.
9	15/01/2020	Names of inspectors for inspections identified and added to planning spreadsheet.	█	█	█		█			█	OPRED, Specialist and IMT Team Leaders Output 1 – Assign inspectors to inspections. IMT Admin Output 2 – Update planning spreadsheet with names of inspectors, and any management joint visits, assigned to inspections.
10	31/01/2020	COIN Service Orders and Activity lines created, where required.	█							█	IMT Admin Output 1 – Activity Lines set as either “Open” or “Not Relevant”, and assigned to relevant inspectors. Lead Inspector for specialist led inspections should be assigned to the lead specialist. BEIS Output 2 – Well Operator plans to be filed on BEIS Shares system and copied to HSE IMT and wells focal point inspectors.
11	31/1/2020	Send calendar invites to all inspection team members.		█		█					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.