


Framework Diagram – Major Hazard Management Review

IMT – Inspection Management Team; EOC – Environmental Operational Control; EI – Environmental Information.											
Step	Maximum Timeframe (Weeks)	Activity by Responsible Person	Duty Holder (Operator/Owner)	Any OSDR Inspector	HSE Team* or BEIS Team*			All OSDR Specialist Teams		OSDR Operational Manager	Notes <i>(Time recording category: Inspection)</i>
					Administration Team	MHMR Lead Inspector	Team Leader	Topic Specialist Inspectors	Topic Specialists' Team Leaders		
A Major Hazard Management Review (MHMR) is an opportunity for the Competent Authority to discuss a Duty Holder's performance regarding managing major hazards with their senior management team. They may be arranged at any time and for any reason but they are arranged by exception and in addition to planned interventions and normal regulatory activity. Examples of when a MHMR may be held include where particular concerns in performance are identified or where there is a significant change in organisational arrangements.											
1	0	Advise relevant TL of a request to conduct a Major Hazard Management Review with a Duty Holder.									MHMRs may be sought by any OSDR inspector and passed to the relevant Team Leader. If in agreement, the Team Leader will identify a Focal Point Inspector to lead the process: * HSE – Inspector's should advise the relevant IMT Team Leader. * BEIS – Inspector's should advise their own TL as MHMRs may be led by either of the BEIS specialist disciplines (EI / EOC).
1	0	Identify a lead inspector to co-ordinate the MHMR.									
2	2 weeks	Inform all topic disciplines (BEIS & HSE) and invite input as appropriate.									Both arms of the Competent Authority MUST be advised if a MHMR is proposed.
3	4 weeks	Issue invitation and draft agenda to DH, agree date and venue.									[Link to Invitation & draft Agenda] Attendees on behalf of OSDR would expect to include: <ul style="list-style-type: none"> OSDR Operational Manager IMT Team Leader IMT Focal Point Inspector(s) BEIS Focal Point Inspector and/or BEIS Environmental Manager Attendance by Topic Specialist Inspector(s) where relevant to items on the agenda. Attendees on behalf of the DH should include: <ul style="list-style-type: none"> Managing Director / CEO Members of the Senior Management Team Representatives from the workforce (e.g. elected safety reps. and environmental reps.) Consideration should be given to the inclusion of senior managers from major contractor(s), representative(s) from relevant verification bodies and other regulators. The DH should be advised of the areas under discussion. DHs are not expected to present their own material but should be prepared to enter into an informed dialogue.
4	6 weeks	Hold internal pre-meeting to agree the objectives and the approach to be taken with the DH. Finalise Agenda									Consideration should be given to the findings of all OSDR interventions over a defined period. Input will be required from all disciplines relevant to the significant issues identified.

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					Administration Team	MHMR Lead Inspector	Team Leader	Topic Specialist Inspectors	Topic Specialists' Team Leaders		
					Responsible						
5	10 weeks	Finalise OSDR content									Topic specialists may be required to supply content for the meeting and should be prepared to support as required.
6	12 weeks	Conduct MHMR Meeting									
7	13 weeks	Complete a record of the meeting									A record of the MHMR must be entered on COIN. HSE: all relevant material including presentations, minutes and correspondence should be filed in the relevant COIN case. BEIS: a record of the meeting must be made on the COIN case which should, as a minimum, include a BEIS contact and file reference for further information.
8	+12 weeks	Where relevant - fulfil any agreed commitments									