








Step	Activity	Responsible Person	Competent Authority Portal	OPRED OPEP Administrator	Allocated Reviewer	Notes
1	<ul style="list-style-type: none"> <li>Submit OPEP for assessment</li> </ul>					<ul style="list-style-type: none"> <li>Submit to OPRED via the Competent Authority Portal (the Portal): <a href="https://itportal.beis.gov.uk/eng/fox/cap/CAP_LOGIN/login">https://itportal.beis.gov.uk/eng/fox/cap/CAP_LOGIN/login</a></li> <li>The OPEP should be accompanied by a completed assessment template (available at: <a href="http://www.hse.gov.uk/osdr/guidance/oil-pollution.htm">http://www.hse.gov.uk/osdr/guidance/oil-pollution.htm</a>)</li> </ul>
2	<ul style="list-style-type: none"> <li>Assign OPEP reference number</li> <li>Acknowledge OPEP submission</li> </ul>					
3	<ul style="list-style-type: none"> <li>Assign OPEP to relevant Inspector / Lead OPEP Assessor</li> </ul>					
4	<ul style="list-style-type: none"> <li>Distribute documentation to consultees</li> <li>Review OPEP submission – consider if all information required by OPRC regulations and OPRED OPEP Guidance is present</li> <li>Send any NAIs and Clarifications to Responsible Person via the Portal</li> </ul>					If no NAIs are identified move to step 6
5	<ul style="list-style-type: none"> <li>Address any NAIs and clarifications</li> <li>Submit revised OPEP to OPRED via the Portal with all changes clearly highlighted or summarised</li> </ul>					
6	<ul style="list-style-type: none"> <li>Assess amended OPEP</li> <li>If any NAIs remain outstanding send further NAI letter to Responsible Person.</li> <li>If OPEP complies with OPRC regulations and OPRED Guidance Notes draft and issue approval letter to Responsible Person</li> </ul>					Any 'Standing Approval' for the use of in field dispersant will be included in the OPEP approval letter
7	<ul style="list-style-type: none"> <li>Responsible Person receives OPEP approval letter and distributes final controlled copies of OPEP</li> </ul>					<ul style="list-style-type: none"> <li>Final Controlled copies must be issued within 28 days of approval</li> <li>OPRED require a controlled copy to be submitted via the Portal</li> </ul>