






















DN - Design Notification RN – Relocation Notification IMT – Inspection Management Team  Responsible  Informed  APP  Approved by  Administered by											
Step	Completion Window (Day Numbers) DN/RN	Activity by Responsible Person	Submission	Inspection Management			Technical Inspection			Approval	Notes (Time recording category: Inspection)
			Duty Holder (Operator / Owner)	IMT Admin IMT Administrator	IMT Focal Point Inspector	IMT Team Leader	TSA Topic Specialist Administrator	TS Topic Specialist	TTL Topic Team Leader	OSDR OM OSDR Operations Manager	
1	0	Submit Notification to OSDR Design Notification for inspection should be (PRIOR to Field Development Plan)									Submit via the Competent Authority Portal (CAP)
2	1	Assign Roles									Assign Roles for OPRED assign to CUBS HSE to set up COIN Case for work recording purposes
3	2 - 15	Undertake Initial Review and prepare Inspection Instruction									Via CAP
4	16 - 68	Read and inspect as per Inspection Instruction Prepare Topic Inspection Report and identify any 'Potential Non Acceptance Issues' to be raised with the Duty Holder									Upload/Submission and Approval of TIR via CAP Reference, as necessary, APOSC and GASCET
5	43 - 50	Undertake Stocktaking Exercise									Review milestones/progress via CAP
6	69 - 83	Review Topic Inspection Reports and prepare Inspection Close Out Report									Inspection Close Out Report via CAP
7	84 - 90	Approve Inspection Close Out Report									Managed via the CAP
8		Prepare and submit Conclusions Letter with Potential Non Acceptance Issues									Submitted and Approved via CAP
9		Authorisation of Conclusion Letter									
10		Undertake the QA Check on Conclusion Letter prior to issue									Undertaken via CAP
11	90+	Take account of Potential Non Acceptance Issues and regulatory comments	