

Framework Diagram – Well Notification (WN) Inspection

| Step | Completion Window (Day Numbers) | Activity by Responsible Person | Responsible (█) Informed (i) APP (APP) Approved by (AD) Administered by | | | | | | | | | | Notes | | | |
|------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-----------|---------------------------|-----------------|-------------|------------------|-------------------|-------------|-------------------|-------------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| | | | Submission | | | | IMT | | | Wells | | | | OPRED | | |
| | | | Well Operator | IMT Admin | IMT Focal point Inspector | IMT Team leader | Wells Admin | Wells Specialist | Wells Team Leader | OPRED Admin | Topic Specialists | Team Leader | | | | |
| 1 | 0 | <p>Well Operator submits WN for inspection.</p> <p>If Well Operator has not already submitted its CMAPP and an adequate description of SEMS specific to Well Operations, this also needs to be sent. See additional steps 10-14 on page 2.</p> <p>A Temporary Operations OPEP for the well operation may also need to be submitted to OPRED for approval.</p> | █ | | | | | | | | | | | <p>Submit electronic copies of documents to OSDR via the Competent Authority Portal (CAP)</p> <p>OPRED OPEP Guidance specifies when a Temporary Operations OPEP will be required. Temporary Operation OPEPs should be sent to OPRED via the CAP</p> | | |
| 2 | 1 | <p>Assign Wells Inspector and CUBS in CAP. Distribute Well file if an existing well. IMT focal point inspector only informed if WN also covers the requirements of a CON.</p> | | | i | | █ | | i | | i | i | | <p>Create COIN Case for Well Operator if required. Create Wells Database record.</p> | | |
| 3 | 2 – 21 (Pipework / construction 2 – 10) | <p>Read and inspect WN. Consider whether information required by SCR Schedule 9 is present and adequate.</p> <p>If any deficiencies are noted that should prevent the well operation commencing, create an Objection letter, and send to the Well Operator via the CAP, and wait for further information in step 4, otherwise proceed to step 6. All Objections shall be discussed between the Wells and Environment TSs before issue. Clarifications on minor matters shall be raised with the well operator directly by topic specialists via the CAP. The Wells and OPRED TSs should liaise (if available) before such communications, but unavailability of inspectors should not slow down the process.</p> | | | | | | | █ | | APP | █ | | <p>3 levels of inspection may be undertaken by Wells TS. Level of inspection decided by Wells TS, and summarised in a Notification Inspection Summary (NIS) form.</p> <p>Inspection shall be recorded on inspection templates: Wells Schedule 9 WN Inspection Template EI Inspection Template EOC Inspection Template</p> <p>Objections will prohibit the whole Well Operation described in the WN from commencing, using the Reg 26 Power to Prohibit Operations. Objection to be created by the relevant TS, and approved by Wells Team Leader.</p> <p>All objections to be issued and approved by the Wells Team Leader via the CAP</p> | | |
| 4 | 2 – 21 (Pipework / construction 2 – 10) | <p>Objections raised via CAP: Note Objection and refrain from commencing Well Operations. Respond to requests for further information.</p> | █ | | | | | | | | | | | | | |
| 5 | 2 – 21 (Pipework / construction 2 – 10) | <p>Review Well Operator response. Lift Objection by creating and sending an 'Objection Lifted' letter via the CAP once satisfactory resolution reached.</p> | | | | | | | █ | | | █ | | <p>Wells Team Leader will issue objection lifted letter via the CAP.</p> | | |
| 6 | 21 (Pipework / construction 10) | <p>All completed templates to be uploaded to the CAP. Update Installation Intervention Plan if additional inspection is proposed.</p> | | | i | | | | █ | | APP | █ | | <p>Confirmation of Temp. Ops. OPEP approval to be included in completed Environmental Operational Control template.</p> <p>Completed templates to be uploaded to the CAP.</p> <p>Intervention plan updates shall follow the approved process for revising intervention plans.</p> | | |
| 7 | 21+ (Pipework / construction 10+) | <p>Where NO Objection is received, Well Operations are able to proceed.</p> <p>Where Objections have been raised confirm satisfactory resolution / receipt of Objection Lifted Letter before commencing Well Operations.</p> | █ | | | | | | | | | | | | | |

Framework Diagram – Well Notification (WN) Inspection

| Step | Completion Window (Day Numbers) | Activity by Responsible Person | Responsible (Shield), Informed (i), APP (APP), Approved by (AD), Administered by | | | | | | | | | | Notes |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-----------|---------------------------|-----------------|-------------|------------------|-------------------|-------------|-------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | Submission | IMT | | | Wells | | | OPRED | | | |
| | | | Well Operator | IMT Admin | IMT Focal point Inspector | IMT Team leader | Wells Admin | Wells Specialist | Wells Team Leader | OPRED Admin | Topic Specialists | Team Leader | |
| Additional steps to request a shorter notification time period: | | | | | | | | | | | | | |
| 8 | 1 | Well Operator requests permission to shorten WN timescales via the CAP. | Shield | | | | | | | | | | Requests to shorten the normal WN timescales are made via the CAP. |
| 9 | 2 – 21 (Pipework / construction 2 – 10) | Review request to shorten timescale. If agreed, provide written confirmation of authorisation to commence well operations in shorter timescale via the CAP. Letter is issued by the Wells team leader via the CAP. | | | | | | Shield | APP | | i | | Authorisation to proceed with a well operation in a shorter than usual timescale shall be agreed between the Wells and Environmental Topic Specialists, formally communicated to the Well Operator by letter via the CAP. An 'Exemption Shorten Form' shall be used to record authorisation for the shortened time. |
| Additional instructions for first receipt of a CMAPP and an adequate description of the SEMS from a Well Operator: | | | | | | | | | | | | | |
| The adequate description of the SEMS is only intended to be appropriate for well operations, rather than the full SEMS for all operations. However, in practice, many well operators may choose to send the full description of the SEMS as it might be written in a safety case. 2 nd and subsequent Well Notifications from the Well Operator will not require submission of these documents, unless there are material changes. Any Objections raised due to deficiencies in the CMAPP and SEMS, shall be limited to deficiencies that prevent the Well Operation commencing. Other deficiencies noted shall be addressed outside this process. | | | | | | | | | | | | | |
| 10 | 1 | Assign Wells Inspector, OPRED Inspectors and IMT to inspect the CMAPP and SEMS documents in the CAP. | | | i | | Shield | | i | | i | | CMAPP and SEMS documents are available in the CAP to the assigned Wells Inspector, IMT, and OPRED EOC inspectors. If an IMT focal point has not previously been identified, wells admin shall identify the most appropriate IMT team to review documents (e.g. by reference to any installations linked to the well operation). |
| 11 | 2-21 (Pipework / construction 2-10) | Inspect CMAPP and SEMS documents to confirm well operator CMAPP and SEMS (including the description of the well examination scheme) meets minimum requirements. If any deficiencies are noted, they shall be communicated to the wells topic specialist via the CAP, who will decide if the deficiency warrants raising an Objection to the well operation. An Objection shall only be raised via the CAP if the deficiencies noted in the CMAPP and SEMS pose significant risk that would prevent the well operation commencing. If an Objection is required, use steps 3 to 5 of this framework. Any deficiencies identified which do not warrant the raising of an objection, shall be communicated to the well operator as per steps 12 and 13. | | | | | Shield | | Shield | APP | Shield | | Whole SEMS Submitted Operators of offshore installations may choose to send the entire SEMS from an Installation Safety Case. In this scenario, inspectors shall inspect the CMAPP and SEMS documents with the same principles as would be required for Safety Case Assessment, using the templates for Safety Case Assessment. Limited SEMS Relating to Well Operations Submitted In the scenario where a limited description of the SEMS is submitted, relating only to well operations, a stripped-down CMAPP and Management Systems inspection template is available. Wells topic specialist shall use the Well Examination Scheme part of the template used for Safety Case assessment. All assessment/inspection templates to be uploaded to the CAP. |
| 12 | 22+ | Well Operator is NOT a duty holder for any installation: Wells Inspector reviews completed templates that have been uploaded to the CAP, identifies any deficiencies that may need to be addressed in future regulatory submissions, and communicates this to the well operator via the CAP. | | | | | | | | | | | Identification of deficiencies shall involve discussions with IMT, EOC or EI inspectors as required. Communication of any deficiencies noted to be via the CAP. |
| 13 | 22+ | Well Operator is also a duty holder for an installation: IMT Inspector reviews completed templates that have been uploaded to the CAP, identifies any deficiencies that would need to be addressed in future regulatory submissions (e.g. submission of Safety Cases), and communicates this to the Duty Holder via the CAP. | | | | | | | | | | | Identification of deficiencies shall involve discussions with Wells, EOC or EI inspectors as required. Communication of any deficiencies noted to be via the CAP. |
| 14 | 22+ | Well Operator considers deficiencies noted during inspection, and impact this might have on future regulatory submissions. | Shield | | | | | | | | | | |