

# **Regulations relating to management and the duty to provide information in the petroleum activities and at certain onshore facilities (the management regulations)**

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Regulations relating to management and the duty to provide information in the petroleum activities and at certain onshore facilities).

Stipulated by the Petroleum Safety Authority Norway on 29 April 2010 in pursuance of Section 10-18 of the Act of 29 November 1996 No. 72 relating to the petroleum activities, Sections 1-3 and 3-1, 5-2, 18-5 of the Act of 17 June 2005 No. 62 relating to working environment, working hours and job protection, etc. (the Working Environment Act), Sections 5, 6, 8, 20-25, 28, and 43 of the Act of 14 June 2002 No. 20 relating to protection against fire, explosion and accidents with dangerous substances and relating to the fire department's rescue tasks (the Fire and Explosion Protection Act), Section 4 of the Act of 11 June 1976 No. 79 relating to the control of products and consumer services (the Product Control Act), Sections 2, 10 and 12 of the Act of 24 May 1929 No. 4 relating to supervision of electrical installations and electrical equipment (the Electrical Supervision Act) and Sections 29, 32, 46 and 68, first subsection litera a, of the Regulations of 12 February 2010 No. 158 relating to health, safety and the environment in the petroleum activities, etc. (the Framework Regulations).

Stipulated by the Climate and Pollution Agency on 29 April 2010 in pursuance of Sections 9, 39, third subsection, 40 and 52b of the Act of 13 March 1981 No. 6 relating to protection against pollution and relating to waste (the Pollution Control Act), Section 8, final subsection of Act of 11 June 1976 No. 79 relating to the control of products and consumer services (the Product Control Act) and Section 68, first subsection, litera a of the Regulations of 12 February 2010 No. 158 relating to health, safety and the environment in the petroleum activities, etc.

Stipulated by the Norwegian Social and Health Directorate on 29 April 2010 in pursuance of Sections 16, second subsection and 76, final subsection of the Act of 2 July 1999 No. 64 relating to health personnel (the Health Personnel Act), Sections 1-2, third subsection and 8-4 of the Act of 5 August 1994 No. 55 relating to protection against contagious illnesses and Section 68, first subsection, litera a of the Regulations of 12 February 2010 No. 158 relating to health, safety and the environment in the petroleum activities, etc. Amended 20 December 2012.

## CHAPTER I INTRODUCTORY PROVISIONS

### Section 1 Scope

The regulations apply to activities as mentioned in [Section 2 of the Framework Regulations](#), with exceptions as mentioned in [Section 4 of the Framework Regulations](#).

*Guidelines*      *Interpretations*

### Section 2 Responsibilities

[Section 7 of the Framework Regulations](#) applies correspondingly to these regulations.

*Guidelines*      *Interpretations*

### Section 3 Definitions

Definitions as mentioned in [Section 6 of the Framework Regulations](#) apply correspondingly to these regulations.

*Guidelines*      *Interpretations*

## **CHAPTER II RISK MANAGEMENT**

### **Section 4 Risk reduction**

In reducing risk as mentioned in [Section 11 of the Framework Regulations](#), the responsible party shall select technical, operational and organisational solutions that reduce the probability that harm, errors and hazard and accident situations occur.

Furthermore, barriers as mentioned in [Section 5](#) shall be established.

The solutions and barriers that have the greatest risk-reducing effect shall be chosen based on an individual as well as an overall evaluation. Collective protective measures shall be preferred over protective measures aimed at individuals.

*Guidelines*      *Interpretations*

### **Section 5 Barriers**

Barriers shall be established that:

- a) reduce the probability of failures and hazard and accident situations developing,
- b) limit possible harm and disadvantages.

Where more than one barrier is necessary, there shall be sufficient independence between barriers.

The operator or the party responsible for operation of an offshore or onshore facility, shall stipulate the strategies and principles that form the basis for design, use and maintenance of barriers, so that the barriers' function is safeguarded throughout the offshore or onshore facility's life.

Personnel shall be aware of what barriers have been established and which function they are intended to fulfil, as well as what performance requirements have been defined in respect of the technical, operational or organisational elements necessary for the individual barrier to be effective.

Personnel shall be aware of which barriers are not functioning or have been impaired.

The responsible party shall implement the necessary measures to remedy or compensate for missing or impaired barriers.

*Guidelines*      *Interpretations*

### **Section 6 Management of health, safety and the environment**

The responsible party shall ensure that the management of health, safety and the environment comprises the activities, resources, processes and organisation necessary to ensure prudent activities and continuous improvement, cf. [Section 17 of the Framework Regulations](#).

Responsibility and authority shall be unambiguously defined and coordinated at all times.

The necessary governing documents shall be prepared, and the necessary reporting lines shall be established.

*Guidelines*      *Interpretations*

## **CHAPTER III OBJECTIVES, INTERNAL REQUIREMENTS AND THE BASIS FOR MAKING DECISIONS**

### **Section 7 Objectives and strategies**

The responsible party shall stipulate and further develop objectives and strategies to improve health, safety and the environment.

The operator shall ensure agreement between short-term and long-term objectives in various areas, at various levels and between various participants in the activities.

The objectives shall be expressed so that the degree of achievement can be assessed.

*Guidelines*      *Interpretations*

## **Section 8**

### **Internal requirements**

The responsible party shall set internal requirements that put regulatory requirements in concrete terms, and that contribute to achieving the objectives for health, safety and the environment, cf. [Section 7](#) regarding objectives and strategies. If the internal requirements are expressed as functional requirements, achievement criteria shall be set.

The operator shall ensure agreement between its own requirements and between its own and other participants' requirements.

*Guidelines*      *Interpretations*

## **Section 9**

### **Acceptance criteria for major accident risk and environmental risk**

The operator shall set acceptance criteria for major accident risk and environmental risk.

Acceptance criteria shall be set for:

- a) the personnel on the offshore or onshore facility as a whole, and for personnel groups exposed to particular risk,
- b) loss of main safety functions as mentioned in [Section 7 of the Facilities Regulations](#) for offshore petroleum activities,
- c) acute pollution from the offshore or onshore facility,
- d) damage to third party.

The acceptance criteria shall be used when assessing results from risk analyses, cf. [Section 17](#). Cf. also [Section 11 of the Framework Regulations](#).

*Guidelines*      *Interpretations*

## **Section 10**

### **Measurement parameters and indicators**

The responsible party shall establish measurement parameters to monitor factors of significance to health, safety and the environment, including the degree of achievement, cf. [Sections 7 and 8](#).

The operator or the party responsible for operation of an offshore or onshore facility shall establish indicators to monitor changes and trends in the major accident risk and environmental risk.

*Guidelines*      *Interpretations*

## **Section 11**

### **Basis for making decisions and decision criteria**

Before decisions are made, the responsible party shall ensure that issues relating to health, safety and the environment have been comprehensively and adequately considered.

The decision criteria shall be based on the stipulated objectives, strategies and requirements for health, safety and the environment and shall be available prior to making decisions.

Necessary coordination of decisions at various levels and in different areas shall be ensured so that no unintended effects arise.

Assumptions that form the basis for a decision, shall be expressed so they can be followed up.

*Guidelines*      *Interpretations*

## **CHAPTER IV RESOURCES AND PROCESSES**

### **Section 12 Planning**

The responsible party shall plan the enterprise's activities in accordance with the stipulated objectives, strategies and requirements so that the plans give due consideration to health, safety and the environment.

The resources necessary to carry out the planned activities shall be made available to project and operational organisations.

The operator or the party responsible for operating an offshore or onshore facility shall ensure coordination of plans of significance to health, safety and the environment, cf. [Section 11](#).

*Guidelines*      *Interpretations*

### **Section 13 Work processes**

The responsible party shall ensure that the work processes and the resulting products fulfil the requirements related to health, safety and the environment.

The interaction between human, technological and organisational factors shall be safeguarded in the work processes.

Work processes and associated interfaces of significance to health, safety and the environment shall be described. The level of detail in the description shall be adapted to the importance of the process for health, safety and the environment.

*Guidelines*      *Interpretations*

### **Section 14 Manning and competence**

The responsible party shall ensure sufficient manning and competence in all phases of the activities, cf. [Section 12 of the Framework Regulations](#).

Minimum requirements will be established for manning and competence to safeguard functions

- a) where mistakes may have serious consequences for health, safety or the environment,
- b) that reduce the probability of mistakes and hazard and accident situations developing, cf. [Sections 4 and 13](#).

The manning of the various work tasks shall ensure that the personnel are not assigned incompatible tasks.

The assumptions that form the basis for manning and competence shall be followed up.

In the event of manning changes, potential consequences for health, safety and the environment shall be reviewed.

This section's requirements for manning apply to the onshore facilities insofar as they are covered by the scope of the [Petroleum Act](#).

*Guidelines*      *Interpretations*

### **Section 15 Information**

The responsible party shall identify the information necessary to plan and carry out the activities and improve health, safety and the environment.

It shall be ensured that the necessary information is acquired, processed and communicated to relevant users at the right time.

Information and communication systems shall be established that safeguard the need for acquiring, processing and communicating data and information.

*Guidelines*      *Interpretations*

## CHAPTER V ANALYSES

### Section 16

#### General requirements for analyses

The responsible party shall ensure that analyses are carried out that provide the necessary basis for making decisions to safeguard health, safety and the environment. Recognised and suitable models, methods and data shall be used when conducting and updating the analyses.

The purpose of each risk analysis shall be clear, as well as the conditions, premises and limitations that form its basis.

The individual analysis shall be presented such that the target groups receive a balanced and comprehensive presentation of the analysis and the results.

Criteria shall be set for carrying out new analyses and/or updating existing analyses as regards changes in conditions, assumptions, knowledge and definitions that, individually or collectively, influence the risk associated with the activities.

The operator or the party responsible for operating an offshore or onshore facility shall maintain a comprehensive overview of the analyses that have been carried out and are underway. Necessary consistency shall be ensured between analyses that complement or expand upon each other.

*Guidelines*

*Interpretations*

### Section 17

#### Risk analyses and emergency preparedness assessments

The responsible party shall carry out risk analyses that provide a balanced and most comprehensive possible picture of the risk associated with the activities. The analyses shall be appropriate as regards providing support for decisions related to the upcoming operation or phase. Risk analyses shall be carried out to identify and assess contributions to major accident and environmental risk, as well as ascertain the effects various operations and modifications will have on major accident and environmental risk.

Necessary assessments shall be carried out of sensitivity and uncertainty.

The risk analyses shall

- a) identify hazard and accident situations,
- b) identify initiating incidents and ascertain the causes of such incidents,
- c) analyse accident sequences and potential consequences, and
- d) identify and analyse risk-reducing measures.

Risk analyses shall be carried out and form part of the basis for making decisions when e.g.:

- a) classifying areas, systems and equipment,
- b) demonstrating that the main safety functions are safeguarded,
- c) identifying and stipulating design accidental loads,
- d) establishing requirements for barriers,
- e) stipulating operational conditions and restrictions,
- f) selecting defined hazard and accident situations.

Emergency preparedness analyses shall be carried out and be part of the basis for making decisions when e.g.

- a) defining hazard and accident situations,
- b) stipulating performance requirements for the emergency preparedness,
- c) selecting and dimensioning emergency preparedness measures.

*Guidelines*

*Interpretations*

**Section 18**  
**Working environment analysis**

The responsible party shall carry out necessary analyses to ensure a sound working environment and provide support in the choice of technical, operational and organisational solutions. The analyses shall e.g. contribute to improving the employees' health, welfare and safety and to prevent personal injuries, fatalities and work-related illness as a result of

- a) mistakes that can result in hazard and accident situations,
- b) exposure and physical or psychological effects.

*Guidelines*            *Interpretations*

**CHAPTER VI**  
**FOLLOW-UP AND IMPROVEMENT**

**Section 19**  
**Collection, processing and use of data**

The responsible party shall ensure that data of significance to health, safety and the environment are collected, processed and used for

- a) monitoring and checking technical, operational and organisational factors,
- b) preparing measurement parameters, indicators and statistics,
- c) carrying out and following up analyses during various phases of the activities,
- d) building generic databases,
- e) implementing remedial and preventive measures, including improvement of systems and equipment.

Requirements shall be set as regards the quality and validity of the data, based on the relevant need.

*Guidelines*            *Interpretations*

**Section 20**  
**Registration, review and investigation of hazard and accident situations**

The responsible party shall ensure that hazard and accident situations that have occurred and that may lead to or have led to acute pollution or other harm, are recorded and examined in order to prevent recurrence.

Situations that occur frequently or that have great actual or potential consequences, shall be investigated.

Criteria shall be set for which situations that must be registered, examined and investigated, and requirements shall be set for scope and organisation.

The operator shall have a comprehensive overview of hazard and accident situations that have occurred.

*Guidelines*            *Interpretations*

**Section 21**  
**Follow-up**

The responsible party shall follow up to ensure that all elements in its own and other participants' management systems have been established and function as intended, and that a prudent level exists for health, safety and the environment.

This follow-up shall contribute to identify technical, operational or organisational weaknesses, failures and deficiencies.

The methods, frequency and scope of the follow-up, and the degree of independence in conducting it, shall be adapted to elements of significance to health, safety and the environment.

*Guidelines*            *Interpretations*



## **Section 22**

### **Handling of nonconformities**

The responsible party shall register and follow up nonconformities in relation to requirements in the health, safety and environment legislation, including nonconformities in relation to internal requirements, which are of significance for compliance with requirements in the health, safety and environment legislation. The nonconformities' impact on health, safety and the environment shall be considered, both individually and in relation to other nonconformities.

Nonconformities shall be corrected, the causes shall be identified, and remedial measures shall be implemented to prevent the nonconformity from recurring. The measures shall be followed up and the effects evaluated.

Until nonconformities have been corrected, necessary compensating measures shall be implemented to maintain a prudent level as regards health, safety and the environment.

Necessary preventive measures shall be implemented to prevent further potential nonconformities.

The responsible party shall maintain an overview of the status of nonconformities in its own activities. The operator or the party responsible for operating an offshore or onshore facility shall maintain a comprehensive overview.

*Guidelines*

*Interpretations*

## **Section 23**

### **Continuous improvement**

The responsible party shall continuously improve health, safety and the environment by identifying the processes, activities and products in need of improvement, and implementing necessary improvement measures. The measures shall be followed up and the effects evaluated.

The individual employee shall be encouraged to actively identify weaknesses and suggest solutions, cf. [Section 15 of the Framework Regulations](#).

Applying experience from own and others' activities shall be facilitated in the improvement work.

*Guidelines*

*Interpretations*

## **CHAPTER VII**

### **MATERIAL AND INFORMATION**

## **Section 24**

### **Organisation of material and information**

Information as mentioned in [Section 23, first subsection of the Framework Regulations](#), shall be provided in the form decided by the supervisory authorities. The scope of directly available information shall be defined in relation to the request. The document shall be

- a) a limited and coherent amount of information,
- b) prepared for a specific purpose,
- c) created in a recognised storage media,
- d) suitable for later use, including reading, playback, display, transmission or other reproduction.

For documents in their final version, a recognised document format shall be used that does not significantly change when reading, saving or printing.

Documents made available to the supervisory authorities shall clearly show

- a) document issuer and approving unit in the organisation providing the document,
- b) time of approval,
- c) whether it is a final or preliminary version.

Material and information shall be managed with a view towards joint solutions and later use.

*Guidelines*

*Interpretations*

## Section 25

### Consent requirements for certain activities

The operator shall, well before the scheduled start of activities, submit an application for consent to the Petroleum Safety Authority Norway. The application for consent can cover several activities that are naturally related.

If the assumptions for the consents given in pursuance of this section change significantly, the Petroleum Safety Authority Norway can require the operator to obtain a new consent before proceeding with activities.

The operator shall obtain consent

- a) before offshore and onshore facilities or parts of these are put into service,
- b) prior to carrying out major modifications or changes in the use if these are not covered in the approved Plan for Development and Operation (PDO),
- c) before significant changes in activities as a result of new requirements or permits from other authorities, and
- d) before use of offshore and onshore facilities beyond the lifetime and assumptions that form the basis for approval of the PDO, PIO or main application. Such application for consent shall be submitted one year before the planned lifetime expires.

For offshore petroleum activities, the operator shall also obtain consent

- a) prior to carrying out surveys where the drilling depth is more than 200 metres below the seabed,
- b) prior to carrying out exploration drilling,
- c) prior to carrying out manned underwater operations,
- d) prior to disposal of a facility, even if a disposal decision has been made pursuant to [Section 5-3 of the Petroleum Act](#),
- e) prior to removing or moving a facility that has a significant safety-related function, and that is not subject to a disposal decision pursuant to [Section 5-3 of the Petroleum Act](#),
- f) prior to removing or changing the use of a vessel that has a significant safety-related function in the petroleum activities.

*Guidelines*

*Interpretations*

## Section 26

### Contents of applications for consent

All applications for consent pursuant to [Section 25](#) shall contain

- a) information on which activities the applicant wants to carry out,
- b) a description of the activities covered by the application, and the progress plan for these activities,
- c) an overview of governing documents for the activities covered by the application,
- d) a description of the management systems for the activities covered by the application, cf. also [Section 6](#),
- e) an overview of exemptions granted according to the health, safety and environment legislation,
- f) information on whether agreements have been entered into with contractors, and possibly which enterprise is considered the principal undertaking in connection with these agreements, cf. also [Section 33 of the Framework Regulations](#),
- g) a description of the analyses and assessments that have been carried out as regards health, safety and the environment for the activities and offshore or onshore facilities covered by the application, and the results and measures that will be implemented as a result of these assessments,
- h) a description of the results from internal and external follow-up, cf. [Section 21](#) and [Section 19 of the Framework Regulations](#), and a description of planned follow-up of the activities covered by the application,
- i) general drawings of the offshore or onshore facility,
- j) a statement regarding the application from the employees' elected representatives, cf. also [Section 13 of the Framework Regulations](#),
- k) a summary of the results from the environmental risk and emergency preparedness analyses, cf. [Section 17](#), as well as a description of how the planned emergency preparedness against acute pollution will be safeguarded in the areas where the results are also of significance to health, safety and working environment, when this information has not already been submitted to the Petroleum Safety Authority Norway, and

l) an overview of which other permits for activities have been applied for and, if relevant, granted.

When applying for use of pipeline systems pursuant to [Section 25](#), the application shall also contain the pipeline system's coordinates.

When applying for modifications pursuant to [Section 25](#), the operator shall state how it plans to carry out simultaneous activities, cf. [Section 27 of the Activities Regulations](#) and [Section 45 of the Technical and Operational Regulations](#).

When applying for a lifetime extension pursuant to [Section 5](#), first subsection, litera f, the application shall also contain a summary of the results of an analysis of the facility's technical condition in relation to the applicable regulatory requirements, cf. [Section 82, No. 4 of the Facilities Regulations](#).

An application for consent for offshore petroleum activity shall also contain:

- a) a programme for the first well if the application includes drilling and well activities for one or more wells, cf. also [Section 37](#), and
- b) Acknowledgements of Compliance for facilities covered by this scheme, cf. [Section 25 of the Framework Regulations](#).

*Guidelines*

*Interpretations*

### **Section 27**

#### **Reporting working hours**

The operator shall ensure that the number of working hours for the work carried out on an offshore or onshore facility covered by the [Petroleum Act](#) is reported to the Petroleum Safety Authority Norway. The report shall be submitted no later than 14 days after the end of every half year.

The operator of other onshore facilities shall ensure that the number of working hours is made available to the Petroleum Safety Authority Norway upon request.

*Guidelines*

*Interpretations*

### **Section 28**

#### **Information to the general public relating to safety measures for onshore facilities**

The operator shall ensure that persons who could be affected by accidents associated with onshore facilities are provided with necessary information on safety measures and correct conduct in the event of an accident.

*Guidelines*

*Interpretations*

## **CHAPTER VIII**

### **NOTIFICATION AND REPORTING**

#### **Section 29**

##### **Notification and reporting of hazard and accident situations to the supervisory authorities**

The operator shall ensure coordinated and immediate notification via telephone to the Petroleum Safety Authority Norway in the event of hazard and accident situations that have led to, or under slightly altered circumstances could have led to

- a) death,
- b) serious and acute injury,
- c) acute life-threatening illness,
- d) serious impairment or discontinuance of safety related functions or barriers, so that the integrity of the offshore or onshore facility is threatened,
- e) acute pollution.

The notification shall be confirmed in writing.

Acute pollution or the risk of acute pollution on or from onshore facilities shall also be reported in accordance with [the Regulations of 9 July 1992 No. 1269 relating to notification of acute pollution, etc \(in Norwegian only\)](#).

In the event of hazard and accident situations as mentioned in the first subsection, litera b through e, but of a less serious or less acute nature, the operator shall submit individual [written notification to the Petroleum Safety Authority Norway](#) on the first workday after the situation took place or was discovered.

*Guidelines*      *Interpretations*

### **Section 30**

#### **Information on follow-up of hazard and accident situations**

Until situations as mentioned in [Section 29](#), first and third subsections regarding notification of serious or acute hazard and accident situations are normalised, the operator shall keep the supervisory authorities continuously updated on the development, and of the measures it plans to implement.

Before the normalisation is concluded following serious or acute hazard and accident situations, the supervisory authorities shall be notified.

The supervisory authorities shall be notified if, after the normalisation, information comes to light that shows that the hazard and accident situation was more serious than previously reported.

In the event of measures against acute pollution from facilities and offshore vessels, the operator shall ensure that the action plan as mentioned in [Section 79 of the Activities Regulations](#), is submitted to the Norwegian Coastal Administration.

*Guidelines*      *Interpretations*

### **Section 31**

#### **Reporting accidents involving death or injury**

In the event of accidents in the enterprise, the employer or the party representing the employer onsite, shall submit written notification to the Petroleum Safety Authority Norway on the specified NAV (The Norwegian Labour and Welfare Service) form for accidents that have resulted in

- a) death,
- b) serious personal injury,
- c) disability resulting in absence,
- d) medical treatment.

For persons under elevated atmospheric ambient pressure, written notification shall also be submitted for personal injuries requiring first aid.

The principal undertaking and the operator shall receive a copy of the notification the individual employer has submitted to the authorities.

*Guidelines*      *Interpretations*

### **Section 32**

#### **Notification of possible work-related illness**

Any physician who, in a professional capacity, acquires knowledge that an employee may be suffering from a work-related illness, shall notify the Petroleum Safety Authority Norway in writing, cf. [Section 5-3 of the Working Environment Act](#).

Employees who are of the opinion that they suffer from a work-related illness, shall notify their employer or the party representing their employer. If the employee consents, the employer shall further report such cases to health personnel in his/her own enterprise. The health personnel shall carry out a professional evaluation and, if relevant, notify the Petroleum Safety Authority Norway. The health personnel shall always report recurrence of the illness if the employee has been without the relevant symptoms for at least twelve months.

Notifications shall be provided of possible work-related illness as mentioned in the first and second subsections, regardless of whether the authorities have previously been notified of the matter, cf. [Section 29](#), first subsection.

*Guidelines*      *Interpretations*

### Section 33

#### Notification of diving operations in connection with onshore facilities

The operator or the party responsible for operating a land facility, shall submit written notification to the Petroleum Safety Authority Norway for all diving operations for which consent is not required. Notifications shall be submitted in accordance with the deadline stipulated by the Petroleum Safety Authority Norway and shall contain information on the diving site, players participating, the activity and the schedule for the operation.

*Guidelines*      *Interpretations*

## CHAPTER IX

### REPORTING AND INFORMATION RELATING TO OFFSHORE PETROLEUM ACTIVITIES

### Section 34

#### Information on monitoring, emissions, discharges and risk of pollution

The operator shall submit the following material and information to the Climate and Pollution Agency:

- a) results from monitoring of the external environment as mentioned in [Chapter X of the Activities Regulations](#). The results from the monitoring as mentioned in [Section 54](#), second subsection and [Sections 55 and 56 of the Activities Regulations](#), shall be submitted in accordance with the Guidelines for environmental monitoring of the petroleum activities on the Norwegian continental shelf. Other monitoring results shall be submitted as soon as they become available,
- b) information on changes in the risk of pollution. The information shall include the reasons for the change and remedial measures implemented,
- c) report on annual emissions and discharges in accordance with the Climate and Pollution Agency's Guidelines for reporting from offshore petroleum activities. The reporting shall take place using "EnvironmentWeb" (EW). The report and the underlying data shall be entered in EW by 1 March of the following year,
- d) the results from the risk and emergency preparedness analyses as mentioned in [Section 73 of the Activities Regulations](#), as well as a description, based on the conducted environmental risk and emergency preparedness analyses, of how the planned emergency preparedness for acute pollution will be safeguarded.

*Guidelines*      *Interpretations*

### Section 35

#### Reporting from manned underwater operations

The operator shall submit an activity report regarding manned underwater operations from facilities or vessels to the Petroleum Safety Authority Norway. The report shall be submitted no later than 14 days after the end of every half year.

The operator shall also submit an experience report to the Petroleum Safety Authority Norway at the end of each calendar year or at the completion of a manned underwater operation.

*Guidelines*      *Interpretations*

### Section 36

#### Reporting damage to load-bearing structures and pipeline systems

The operator shall ensure that [damage to and incidents in connection with load-bearing structures and pipeline systems](#) are reported to the Petroleum Safety Authority Norway's Corrosion and Damage (CODAM) (in Norwegian only) database.

*Guidelines*      *Interpretations*

### **Section 37**

#### **Programme for and information on drilling and well activities**

The responsible party shall ensure that the programme for and information on drilling and well activities are submitted to the Petroleum Safety Authority Norway in accordance with deadlines stipulated by the Petroleum Safety Authority Norway.

*Guidelines*      *Interpretations*

### **Section 38**

#### **Reporting drilling and well activities**

The operator shall report drilling and well activities to the Petroleum Safety Authority Norway's and the Norwegian Petroleum Directorate's database.

The reporting shall use the well and wellbore terminology as well as the classification as mentioned in Section 10 of the [Regulations relating to resource management in the petroleum activities](#) (in Norwegian only).

*Guidelines*      *Interpretations*

### **Section 39**

#### **Well programme in the event of labour disputes**

The operator shall, no later than seven days after receiving a collective notice of termination of employment, submit to the Petroleum Safety Authority Norway an overview of ongoing and planned drilling and well activities that could be influenced by a labour dispute.

The operator shall have a programme available for plugback of the relevant wells, cf. also [Section 88 of the Activities Regulations](#), within four days of receiving the collective notice of termination of employment. The programme for plugback shall be discussed with the employees' elected representatives.

An overview of consequences of the well-securing work that may be implemented as a result of the labour dispute shall be submitted to the Petroleum Safety Authority Norway within four days of receiving the collective notice of termination of employment.

*Guidelines*      *Interpretations*

### **Section 40**

#### **Material and information to be sent to other institutions**

The operator shall ensure that

- a) results from preliminary surveys (route surveys) as mentioned in [Section 15 of the Activities Regulations](#) are submitted to the Norwegian Hydrographic Service,
- b) samples from preliminary surveys as mentioned in [Section 15 of the Activities Regulations](#), that show the condition of the seabed, are offered to the Geological Survey of Norway when the laboratory work on these samples is complete,
- c) information on the location of permanently placed and mobile facilities as mentioned in [Section 47 of the Framework Regulations](#), as well as temporarily secured and abandoned wells as mentioned in [Section 88 of the Activities Regulations](#), is submitted 'Notifications to Seafarers' ("Etterretninger for sjøfarende") and the fishery publications, and that a copy is sent to the Petroleum Safety Authority Norway,
- d) placing at sea and removal of navigation markers are announced beforehand in 'Notifications to Seafarers',
- e) establishment and cancellation of safety zones as mentioned in [Chapter VIII of the Framework Regulations](#), are announced in 'Notifications to Seafarers' and in the fishery publications,
- f) meteorological and oceanographic data with reports on the quality of data as mentioned in [Section 17 of the Facilities Regulations](#), as well as annual reports on data collection are submitted to the Norwegian Meteorological Institute, and that such reports on oceanographic data are submitted to the Institute of Marine Research,

- g) seismological data as mentioned in [Section 17 of the Facilities Regulations](#), are submitted to the Institute of Solid Earth Physics or NOR SAR,
- h) information on marking of facilities as mentioned in [Section 71 of the Facilities Regulations](#), is submitted to the Norwegian Coastal Administration,
- i) the plan for implementing acute pollution measures are submitted to the Norwegian Coastal Administration.

*Guidelines*            *Interpretations*

#### **Section 41**

##### **Publicly available information on oceanography, meteorology, earthquakes and full-scale measurements**

Reported oceanographic, meteorological and earthquake-related data as mentioned in [Section 17 of the Facilities Regulations](#), which are of significance to safety in carrying out the petroleum activities, shall be publicly available.

The party responsible for the measurements shall make important results from full-scale monitoring of load-bearing structures publicly available, no later than four years after the monitoring has been carried out.

*Guidelines*            *Interpretations*

#### **Section 42**

##### **Retention of material and information**

Material and information pursuant to [Section 24](#) shall be retained for as long as necessary in consideration of prudent operations. In particular,

- a) anyone carrying out underwater contractor activities, shall retain the operation log from manned underwater operations for 40 years from the last entry,
- b) the operator or the party responsible for operating a facility shall retain meteorological and oceanographic data until they have been submitted to the Norwegian Meteorological Institute,
- c) the operator shall retain material and information on permanent plugback of wells,
- d) the operator shall retain material and information on facilities and waste that have been temporarily abandoned on the seabed,
- e) the operator shall retain material and information on acute pollution and measures against acute pollution with associated follow-up study,
- f) the operator shall retain material and information on environmental monitoring,
- g) the operator shall retain material and information on discharges of oil and on consumption and discharges of chemicals,
- h) the responsible party shall retain material and information on hazard and accident situations, as well as any serious near misses,
- i) the operator and the employer shall retain mapping results that document to what extent employees have been exposed to potential hazardous working environment factors. The period of retention shall be in proportion to the assumed hazardous long-term effects of the exposure.

At the time of expiration or surrender of the production license and specific permission to install and operate facilities according to [Section 4-3 of the Petroleum Act](#), the party obligated to carry out the disposal decision according to [Section 5-3 of the Petroleum Act](#), is responsible for retaining material and information as mentioned in first subsection.

In the cessation plan, the licensee shall account for the material and information the operator shall retain after the disposal decision has been carried out.

When the petroleum activities are terminated, the supervisory authorities can order that material and information as mentioned in the first subsection, be handed over.

Material and information that are not to be retained or handed over according to the first through fourth subsections, may be discarded and destroyed.

*Guidelines*            *Interpretations*

## **CHAPTER X CONCLUDING PROVISIONS**

### **Section 43**

#### **Supervision, decisions, enforcement etc.**

Chapter IX of the Framework Regulations applies correspondingly to these regulations.

*Guidelines*

*Interpretations*

### **Section 44**

#### **Entry into force**

These regulations will enter into force on 1 January 2011. At this time, the Regulations relating to management in the petroleum activities of 3 September 2001 No. 1099 and the Regulations relating to material and information in the petroleum activities of 3 September 2001 No. 1107, will be repealed.

*Guidelines*

*Interpretations*