

Required Submission of Material and Information

This is a survey in alphabetical order of material and information to be submitted to the Petroleum Safety Authority (PSA). The survey is meant to be a help and may not be complete at all times. It also comprises information required by other authorities/institutions according to our regulations. Please note that some of the information/documents mentioned in the survey, e.g. PDO/PIO, must also be submitted to the Ministry of Petroleum and Energy/the Norwegian Petroleum Directorate (NPD). See a similar survey on NDP's website.

[The regulations relating to electronic communication with and in the public administration](#) (in Norwegian) accept electronic submission, cf. section 3 which says that any enquiry to a public administration body can be in electronic form when the enquiry is put forward in the manner and to the electronic address specified by the public body for this type of enquiry.

If the regulations say nothing about method of submission, we recommend using "Authority Communication" in Collabor8 L2S. L2S is a secure way of communicating electronically. Documents are regarded as officially submitted to the Authorities when they are routed from "Authority Communication" in L2S to the main address.

We also refer you to the management regulations [section 24 on organization of material and information with guidelines](#)

The regulations referred to in the survey, are available on our website: <http://www.psa.no/regulations/category873.html>

Description	Legal basis	Submit to	Deadline (if applicable)	Comments
Accidents Reporting when involving death or injury	Management regulations section 31	PSA NAV	As soon as possible, at the latest within one year of the accident. (Ref. NAV)	Offshore: NAV form 13-06.05 (part E2) Land facilities: NAV form 13-07.05 (part A2) To be sent to the PSA via ordinary mail delivery See also "Hazard and accident situations", below

Description	Legal basis	Submit to	Deadline (if applicable)	Comments
Acknowledgement of compliance (AoC) Application	Framework regulations section 25	PSA		Mobile facilities
Cessation of operations at onshore facilities Information	Framework regulations section 31	PSA The Norwegian Environment Agency	Well in advance of cessation.	Applies to operations outside the scope of the Petroleum Act
Cessation plan	Act relating to petroleum activities section 5-1 Regulations to Act relating to petroleum activities section 43 Framework regulations section 30	Ministry of Petroleum and Energy (MPE) Copy PSA	At the earliest five years, but at the latest two years prior to the time when the use of a facility is expected to be terminated permanently. A corresponding time limit shall apply when a licence granted pursuant to Sections 3-3 and 4-3 expires, provided the licence expires before the use of the facility is expected to be terminated permanently.	The Ministry of Petroleum and Energy may consent to or decide a different deadline.
Consent Application for consent	Management regulations section 25	PSA	Well before the scheduled start of activities, normally at least nine weeks.	“Well before the scheduled start” means the necessary time for the authorities to process applications and, if applicable, appeals, before the planned start-up date for the petroleum activity. Normal processing time is nine weeks. Other deadlines should be clarified with the supervisory authorities in each individual case. If the deadlines are not observed, one cannot expect that the application will be processed by the desired date.
Develop new onshore activity Application for permission	Framework regulations section 28	PSA	As early as possible before the planned construction start.	

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Diving operations In connection with onshore facilities, notification and reporting	Management regulations section 33	PSA	The written notification, at least three weeks prior to start-up of the diving operation. The activity report, no later than 14 days after the end of each half-year	The PSA may decide a different deadline regarding the written notification prior to start-up.
Drilling and well activities Drilling programme	Management regulations section 37, cf. guidelines litera b	PSA	To be submitted with the application for consent.	
Drilling and well activities Main plan	Management regulations section 37	PSA	To be submitted with PDO or application for exemption from such a plan.	
Drilling and well activities Final report on experiences drilling technical and HSE	Management regulations section 37, cf. guidelines litera e	PSA	No later than three months after the activity ends.	Shall be made available at the company's premises.
Drilling and well activities General plans for drilling and well activities	Management regulations section 37, cf. guidelines litera c	PSA	Monthly submission.	
Drilling and well activities Information about plans for drilling activities that require more than one (1) relief well.	Management regulations section 37, cf. guidelines litera f	PSA	No later than three months before planned start-up of the activity.	Cf. Section 86, second subsection, of the Activities Regulations.
Drilling and well activities Reporting of drilling and well activities	Management regulations section 38	PSA	In accordance with the deadlines etc. provided in the user guidelines for the DDRS database.	

Description	Legal basis	Submit to	Deadline (if applicable)	Comments
<p>Drilling and well activities</p> <p>Well programme in the event of a labour dispute:.</p> <p>An overview of ongoing and planned drilling and well activities</p> <p>Programme for plugback of the relevant wells</p> <p>An overview of consequences of the well-securing work</p>	<p>Management regulations section 39, cf. guidelines and guidelines to section 37, litera d.</p>	<p>PSA</p>	<p>An overview of ongoing and planned drilling and well activities: no later than seven days after a notice of collective work stoppage is given.</p> <p>Programmes for temporary or permanent plugback of wells: within four days after notice of the final extent of the collective work stoppage is given.</p> <p>An overview of consequences of the well-securing work: within four days after notice of the final extent of the collective work stoppage is given.</p>	<p>Applies in the event of labour disputes.</p>
<p>Early phase</p> <p>Information on start-up of planning etc.</p>	<p>Act relating to petroleum activities sections 9-6 Framework regulations section 26.</p>	<p>PSA</p>	<p>When a decision has been made to start planning an exploration drilling activity and when a decision has been made to prepare plans with a view toward approval or consent pursuant to Sections 4-2 and 4-3 of the Petroleum Act, the PSA shall be informed of when this planning starts.</p>	<p>Documentation of the plans shall be available for submission to the PSA as needed.</p>

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Hazard and accident situations Immediate notification via telephone, confirmation of notification and reporting	Management regulations section 29	PSA	See Management regulations section 29.	Written confirmation and reports to be submitted via PSA web-page: https://www.ptil.no/en/contact-us/notify-us/ For acute pollution or risk thereof on or from onshore facilities, and acute radioactive pollution or danger thereof: see additional requirements ref. management regulations section 29, subsections three and four.
Hazard and accident situations Information on follow-up of hazard and accident situations	Management regulations section 30	PSA and other relevant authorities, see Management regulations section 30	See Management regulations section 29.	
Impact assessment Programme prior to Plan for development and operation	Regulations to Act relating to petroleum activities section 22	MPE PSA	Well in advance of submission of a PDO.	Proposed programme for impact assessment to be prepared prior to the PDO.
Impact assessment Part of the Plan for development and operation	Regulations to Act relating to petroleum activities sections 20, 22a, 22b and 22c	MPE PSA	Impact assessment to be submitted as part of the PDO.	
Load-bearing structures and pipeline systems Reporting of damage	Management regulations section 36	PSA		Reported in CODAM in accordance with the criteria and the format provided in the database.
Manned underwater operations Reporting of manned underwater operations from facilities or vessels	Management regulations section 35	PSA	Activity report: no later than 14 days after the end of every half year. Experience report: at the end of each calendar year or at the completion of a manned underwater operation.	

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Material and information to be sent to other institutions – miscellaneous	Management regulations section 40 literas a, b and d – h.	Miscellaneous authorities/institutions, cf. section 40	See Management regulations section 40 and guideline.	
Material and information to be sent to other institutions – information on location of facilities and of temporarily secured and abandoned wells	Management regulations section 40 litera c	The Norwegian Notices to Mariners (“Etterretninger for sjøfarende”) The Norwegian fishery publications PSA	30 days before implementing the measures to which the information applies.	Copy to the PSA, with the exception of information about the positioning of mobile facilities.
Offshore periods Application for extension	Framework regulations section 42	PSA		
Plan for development and operation of petroleum deposits - PDO	Act relating to petroleum activities section 4-2 Regulations to Act relating to petroleum activities section 20 Framework regulations section 27	MPE Copy PSA		
Plan for installation and operation of facilities when right to install and operate does not follow from approved PDO - PIO	Act relating to petroleum activities section 4-3 Regulations to Act relating to petroleum activities section 28 Framework regulations section 27	MPE Copy PSA		
Safety zones Alerting and notification relating to entry into	Framework regulations section 58	(The vessel in question/party responsible for object) PSA Joint Rescue Coordination Centre Appropriate police Authority	As soon as possible.	See also Management regulations section 40 litera e, on the announcing of establishment/cancellation of safety zones.
Working hours Reporting of working hours	Management regulations section 27	PSA	No later than 14 days after the end of every half year.	

Description	Legal basis	Submit to	Deadline (if applicable)	Comments
Work-related illness Notification of possible work-related illness	Management regulations Section 32	PSA NAV (Norwegian Labour and Welfare Administration)	No later than one month after the illness became evident.	Norwegian Labour Inspection Authority form AT- 0154b. Part 1 to be submitted to the PSA via ordinary mail delivery

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