

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: (lenke).

[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 License2Share (L2S). L2S is a secure way of communicating electronically, cf. [NPD's/PSA's circular letter 17 Feb. 2012 to operators and licensees](#). 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 | Comments |
|---|---|---|---|
| Accidents Reporting when involving death or injury | Management regulations section 31 | PSA 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 |
| 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 | 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 of Framework regulations section 30 | Ministry of Labour and Social Affairs Copy PSA | |
| Consent Application for consent | Management regulations section 25 | PSA | |
| Develop new onshore activity Application for permission | Framework regulations section 28 | PSA | |

| Description | Legal basis | Submit to | Comments |
|---|---|--|--|
| Diving operations In connection with onshore facilities, notification | Management regulations section 33 | PSA | |
| Drilling and well activities Drilling programme | Management regulations section 37, cf. guidelines litera b | PSA | Application for consent with drilling programme enclosed |
| Drilling and well activities Main plan | Management regulations section 37 | PSA | 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 | 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 on permanent plugback | Management regulations section 25 fourth sub-section litera b | PSA | NB! Only in/by application for consent |
| Drilling and well activities Reporting of drilling and well activities | Management regulations section 38 | PSA | Reported daily in CDRS |
| Drilling and well activities Well programme in the event of a labour dispute: An overview of ongoing and planned drilling and well activities Programme for plugback of the relevant wells An overview of consequences of the well-securing work | Management regulations section 39, cf. guidelines and guidelines to section 37, litera d. | PSA | Applies in the event of labour disputes. |
| Early phase Documentation | Act relating to petroleum activities sections 9-6 Framework regulations section 26. | Ministry of Labour and Social Affairs PSA | |
| Hazard and accident situations Confirmation of notification and reporting | Management regulations section 29 | PSA | Written confirmation and reports to be submitted to varsling@ptil.no |
| Impact assessment Programme prior to Plan for development and operation | Regulations to Act relating to petroleum activities section 22 | Ministry of Labour and Social Affairs PSA | 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 | Ministry of Labour and Social Affairs PSA | Impact assessment to be submitted together with the PDO |
| | | | |
| Load-bearing structures and pipeline systems Reporting of damage | Management regulations section 36 | PSA | Reported in CODAM |
| Manned underwater operations Reporting of manned underwater operations from facilities or vessels | Management regulations section 35 | PSA | |
| Material and information to be sent to other institutions – miscellaneous | Management regulations section 40 literas a, b and d – f. | Miscellaneous authorities/institutions, cf. section 40 | |

| Description | Legal basis | Submit to | Comments |
|---|--|--|---|
| Material and information to be sent to other institutions – information on location of facilities | Management regulations section 40 litera c | The Norwegian Notices to Mariners ("Etterretninger for sjøfarende") The Norwegian fishery publications PSA | 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 | Ministry of Labour and Social Affairs 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 | Ministry of Labour and Social Affairs Copy PSA | |
| Safety zones Notification relating to entry into | Framework regulations section 58 | PSA Joint Rescue Coordination Centre Appropriate police Authority | |
| Working hours Reporting of working hours | Management regulations section 27 | PSA | |
| Work-related illness Notification of possible work-related illness | Management regulations Section 32 | PSA NAV (Norwegian Labour and Welfare Administration) | Norwegian Labour Inspection Authority form AT-0154b. Part 1 to be submitted to the PSA via ordinary mail delivery |

Updated: 18.12.2018

Unofficial translation of letter from NPD and PSA



Circular letter to:
Operating companies and Licensees

Your ref.

Our ref. (please quote in correspondence)
OD11/371 Ptil12/200 /ILS/GRK/ELSV

Date
17 February 2012

Use of “Authorities” for authority correspondence in License2Share (L2S)

Background

AuthorityWeb started in 2004 as a solution related to formal authority correspondence between the petroleum industry and the authorities. These authorities include the Norwegian Petroleum Directorate (NPD), the Petroleum Safety Authority Norway (PSA) and the Ministry of Petroleum and Energy (MPE). In February 2011, this solution was continued in License2Share (L2S) where the authority correspondence is administered in a separate Joint Venture (JV), which has been named “Authorities”. EPIM (Exploration & Production Information Management Association) www.epim.no manages the solution.

L2S solution

“Authorities” in L2S is a secure transport channel for exchanging formal electronic correspondence between the operating companies/licensees and the authorities. It was designed with a high degree of security so only the sender and recipient can read the content. The solution is facilitated with folders for correspondence between each company and the NPD, PSA and MPE. The authorities will always route/send to company-defined groups which should contain the company’s official e-mail address. The solution provides complete traceability of all documents that are exchanged.

The NPD, PSA and MPE are now encouraging all operating companies/licensees in L2S to use “Authorities” to send in formal authority correspondence. All companies that want to use L2S as a transport channel vis-à-vis the authorities, and that have signed the “L2S Authorities Policy Document”, will automatically gain access to relevant folders in “Authorities”.

Circular letters issued by the authorities

A common area called “Common” has been established in “Authorities”, and this area is open to all companies that have access to “Authorities”. This common area is **only** to be used for official circular letters that are addressed from the authorities to multiple recipients.

From 1 June 2012, the NPD and PSA will utilise the “Common” area to send (route) official circular letters to all operating companies/licensees that have signed the “L2S Authorities Policy Document”. The companies will also be notified automatically by e-mail that the routing has been carried out. In this way we will achieve the goal of extensive digital collaboration using L2S instead of ordinary mail, e-mail and Drop zone.

Section 8 of the Regulations relating to electronic communication with and in the public administration states: “(1) Information regarding individual decisions can take place using electronic communication if the party has expressly accepted this and provided the electronic address to be used by the public administration body.” According to the regulations, the authorities therefore have to secure acceptance from each company before the function of sending outgoing letters can be utilised.

This will be safeguarded by EPIM sending a request to the operating companies/licensees in L2S and asking them to sign the “L2S Authorities Policy Document”.

Recommendation

We recommend that all operating companies/licensees that use the L2S solution, sign the “L2S Authorities Policy Document” and utilise “Authorities” for electronic communication.

This recommendation will be followed up by EPIM with information about how this can be utilised in practice. Questions regarding this can be sent to mail@epim.no

Yours sincerely,

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Director of administration
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