

**REGULATIONS RELATING TO MATERIAL AND
INFORMATION IN THE PETROLEUM ACTIVITIES
(THE INFORMATION DUTY REGULATIONS)**

**Petroleum Safety Authority Norway (PSA)
Norwegian Pollution Control Authority (SFT)
Norwegian Social and Health Directorate (NSHD)**

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Regulations relating to material and information in the petroleum activities (The information duty regulations).

Issued by the Norwegian Petroleum Directorate 3 September 2001 pursuant to Act 29 November 1996 No. 72 relating to petroleum activities Section 10-18, Act 4 February 1977 No. 4 relating to worker protection and working environment etc., Section 2 subsection 3 first to fourth paragraphs inclusive and Section 80 subsection 2, and Regulations 31 August 2001 relating to health, environment and safety in the petroleum activities, Section 21, Section 23, Section 25 and Section 57 first paragraph litera b. Issued by the Norwegian Pollution Control Authority 3 September 2001 pursuant to Act 13 March 1981 No. 6 relating to protection against pollution and relating to waste Sections 9, 39 third paragraph and 40, and Regulations 31 August 2001 relating to health, environment and safety in the petroleum activities, Section 57 first paragraph litera b. Issued by the Norwegian Board of Health 3 September 2001 pursuant to Act 2 July 1999 No. 64 relating to health personnel Section 16 second paragraph and Section 76 last paragraph, Act 5 August 1994 No. 55 relating to control of communicable diseases Section 1-2 third paragraph and Section 8-4, and Regulations 31 August 2001 relating to health, environment and safety in the petroleum activities Section 57 first paragraph litera b. Amended 16 December 2002. Amended 17 December 2003. Amended 21 December 2004. Amended 22 December 2005. Amended 19 June 2006. Amended 30 June 2006. Amended 12 February 2007. Amended 1 October 2009. Last amended 29 April 2010.

**CHAPTER 1
MATERIAL AND INFORMATION**

**Section 1
Preparation of material and information**

Information as mentioned in the [Framework Regulations Section 17](#) on general requirements to material and information, first paragraph, shall as a rule be made available to the supervisory authorities in the form of documents and in a document format which the supervisory authorities can use. A document shall be

- a) a delimited and coherent amount of information,
- b) produced for a specific purpose,
- c) produced in a recognised storage medium,
- d) suitable to subsequent reading, listening, presentation, transfer or other reproduction.

With regard to documents in their final version, a recognised document format shall be used which ensures that the presentation is not significantly altered by reading, storage or printout.

Documents that are made available to the supervisory authorities shall clearly show

- a) the person issuing the document and the unit approving it in the organisation producing the document,
- b) the time of approval,
- c) whether it is a final or a provisional version.

Material and information shall be handled with a view to common solutions and subsequent use.

**Section 2
Directly available information**

Information to be submitted to the supervisory authorities on request may alternatively be made directly available in electronic format in consultation with these authorities. The extent of directly available information shall be delimited in relation to the request.

**Section 3
Publicly available information**

Reported environmental data as mentioned in the [Facilities Regulations Section 16](#) on instrumentation for monitoring and recording, which are of significance to safety when conducting petroleum activities, shall be publicly available.

The party responsible for the measurements shall make important results from full-scale measurements of loadbearing structures publicly available, at the latest four years after the measurements have been carried out.

**Section 4
Retention period and discarding**

Material and information according to [Section 1](#) on preparation of material and information shall be retained as long as is necessary in the interest of prudent petroleum activities. In particular

- a) everyone carrying out underwater contractor activities shall retain the operation log from manned underwater operations for a period of 40 years from the last entry,
- b) the operator or the contractor responsible for the operation of a facility shall retain meteorological and oceanographic data until they have been handed over to the Norwegian Meteorological Institute,
- c) the operator shall retain material and information on permanent plugging of wells,
- d) the operator shall retain material and information on facilities and waste temporarily left on the sea bed,
- e) the operator shall retain material and information on acute pollution and actions against acute pollution with associated subsequent examination,
- f) the operator shall retain material and information on environment monitoring,
- g) the operator shall retain material and information on discharge of oil and on consumption and discharge of chemicals,
- h) the party responsible shall retain material and information on situations of hazard and accident, as well as every serious case of near miss of such situations of hazard and accident,
- i) the operator and the employer shall retain mapping results showing to what extent employees have been exposed to possible health hazardous working environment factors. The period of retention shall be in proportion to the assumed health hazardous long-term effects of the exposure.

At the time of expiration or surrender of the production licence and specific licence to install and to operate facilities according to the [Petroleum Act Section 4-3](#), the person with a duty to carry out the decision relating to disposal according to the [Petroleum Act Section 5-3](#) shall be responsible for the retention of material and information as mentioned in the first paragraph.

In the decommissioning plan the licensee shall account for the material and the information that the operator is required to retain subsequent to the decision relating to disposal having been implemented.

When the petroleum activities are terminated, the supervisory authorities may order that material and information as mentioned in the first paragraph, are handed over to them.

Material and information that are not to be retained or handed over according to the first to the fourth paragraphs inclusive, may be discarded and scrapped.

**CHAPTER II
REQUIREMENTS AND APPLICATIONS IN CONNECTION WITH CONSENT TO
CERTAIN PETROLEUM ACTIVITIES**

**Section 5
Requirement on consent to certain petroleum activities**

The operator must obtain consent

- a) prior to implementation of exploration activities which entail drilling to a depth exceeding 200 meters below the sea bed,
- b) prior to implementation of exploration drilling,
- c) prior to implementation of manned underwater operations,
- d) prior to putting into service a facility or parts thereof,
- e) prior to carrying out major rebuilding or change in the purpose for use unless these are covered in the approved plan for development and operation (PDO),
- f) prior to use of a facility exceeding the life span and the assumptions on which approval of the plan for development and operation of petroleum deposits and the plan to install and to operate facilities for transport and utilisation of petroleum is based,
- g) prior to disposal of a facility, although a decision relating to disposal according to [Section 5-3 of the Petroleum Act](#) has been made,
- h) prior to removal or change of use of a facility that has a significant safety related function in the petroleum activities, and that is not comprised by a decision relating to disposal according to [Section 5-3 of the Petroleum Act](#),
- i) prior to removal or change of use of a vessel that has a significant safety related function in the petroleum activities.

If the basis for consents granted in accordance with the first paragraph of this section is significantly changed, the supervisory authorities may require the operator to obtain a new consent before the activities are continued.

Section 6

Contents of application for consent

Sufficient time in advance of planned commencement the operator must submit an application to the Petroleum Safety Authority. Application for consent according to [Section 5](#) on requirement on consent to certain petroleum activities litera f must be submitted one year before the planned life span is exceeded. Application for consent according to [Section 5](#) on requirement on consent to certain petroleum activities shall contain:

- a) information on which activities are intended to be carried out,
- b) a description of the activities comprised by the application, and the progress plan for these activities,
- c) a programme for the first well if the application comprises drilling and well activities in respect of one or more wells, *cf. also* [Section 7](#) on drilling and well activities,
- d) an overview of steering documents in respect of the activities comprised by the application,
- e) a description of the management systems for the activities comprised by the application, *cf. also* the [Management Regulations Section 3](#) on management of health, environment and safety,
- f) an overview of exemptions granted according to the health, environment and safety legislation,
- g) information stating whether agreements have been concluded with contractors, and if so who is to be regarded as the principal enterprise in connection with such agreements, *cf. also* the [Framework Regulations Section 44](#) on several employers at the same workplace, principal enterprise,
- h) a description of the analyses and evaluations made in relation to health, environment and safety aspects with regard to the activities and facilities comprised by the application, and the results of and the measures to be implemented in consequence of these evaluations,
- i) a summary of the results from the environmentally oriented risk and emergency preparedness analyses, together with a description of how the planned emergency preparedness against acute pollution has been provided for, *cf. the* [Management Regulations Section 16](#) on environmentally oriented risk and emergency preparedness analyses, and the [Activities Regulations Section 64](#) on establishing emergency preparedness,
- j) a description of the results of the internal and external follow-up, *cf. the* [Management Regulations Section 21](#) on follow-up and the [Framework Regulations Section 15](#) on verifications, and a description of the planned follow-up of the activities comprised by the application,

- k) general drawings of the facility,
- l) a statement about the application from the elected representatives of the employees, cf. also the [Framework Regulations Section 6](#) on arrangements for employee contribution.
- m) an Acknowledgement of Compliance, where applicable.

In the case of application for use of pipeline systems in [Section 5](#) first paragraph litera d, the application shall also contain the pipeline system's co-ordinates.

In the case of application for rebuilding in [Section 5](#) first paragraph litera e, the operator shall state how simultaneous activities are planned to be conducted, cf. the [Activities Regulations Section 26](#) on simultaneous activities.

In those cases where the activities for which application for consent has been submitted according to [Section 5](#) on requirement on consent to certain petroleum activities may result in pollution or danger of pollution, application for permission according to the [Activities Regulations Sections 55, 57, 59, 60, 63 and 64](#) shall be included in the application for consent.

CHAPTER III MATERIAL AND INFORMATION TO BE SUBMITTED

Section 7

Drilling and well activities

The operator shall ensure that the drilling and well activities programme as mentioned in the [Activities Regulations Section 72](#) on well programme and [Section 73](#) on well location and well path is submitted according to time-limits stipulated by the Petroleum Safety Authority.

Section 8

Well programme in the event of industrial conflict

If an industrial conflict is probable, the operator shall submit to the Petroleum Safety Authority a résumé of the well programme for ongoing activities no later than seven days after the time of the notification of the collective dismissal. The operator shall submit to the Petroleum Safety Authority a programme for plug back of the relevant wells, cf. also the [Activities Regulations Section 79](#) on securing of wells. The Petroleum Safety Authority shall have received the plug back programme within four days of the notification of the collective resignation.

In the event of industrial conflicts, the activity plans which have been discussed with the elected representatives of the employees, shall be submitted to the Petroleum Safety Authority.

Section 9

Information on monitoring, discharge and risk of pollution

The operator shall submit the following material and information to the Norwegian Pollution Control Authority:

- a) results from monitoring of the external environment as mentioned in the [Activities Regulations Chapter X-I](#) on monitoring of the external environment. The results from monitoring as mentioned in the [Activities Regulations Section 51](#) on baseline surveys, second paragraph, [Section 52a](#) on monitoring of sea bed habitats first paragraph and [Section 52b](#) on environmental monitoring of the water column first paragraph, cf. [Section 52c](#) on reporting of monitoring results, shall be submitted according to Guidelines for environmental monitoring of the petroleum activities on the Norwegian continental shelf. Other results from monitoring shall be submitted as soon as they are available,
- b) information on changes in the risk of pollution. The information shall include the reasons for the changes and state what corrective measures have been taken,
- c) report on annual discharges according to the Norwegian Pollution Control Authority's Guidelines on reporting from offshore petroleum activities. Reporting shall be done by means of

“Environment Web” (EW). The report and the supporting data shall be submitted (loaded up into EW) before 1 March the following year,

- d) results from the environmentally oriented risk and emergency preparedness analyses as mentioned in the [activities regulations section 64](#) on establishing emergency preparedness , together with a description, based on the environmentally oriented risk and emergency preparedness analyses, of how the planned preparedness against acute pollution has been provided for.

Section 10

Material and information to be sent to other institutions

The operator shall ensure, within the time limits that may have been stipulated, that

- a) results from pre surveys (track surveys) as mentioned in the [Activities Regulations Section 13](#) on pre-surveys are offered to the Norwegian Mapping Authority Sea (*Statens kartverk Sjø*),
- b) samples from pre surveys as mentioned in the [Activities Regulations Section 13](#) on pre-surveys , showing the nature of the sea bed, are offered to the Geological Survey of Norway (*Norges geologiske undersøkelse*) when the laboratory work with these samples has been completed,
- c) information on location of permanently placed and mobile facilities as mentioned in the [Framework Regulations Section 26](#) on placing of facilities, choice of routes, as well as temporarily secured and abandoned wells as mentioned in the [Activities Regulations Section 79](#) on securing of wells, is given to the publication 'Notifications to Seafarers' (*'Etterretninger for Sjøfarende'*) and to the publications of the fishery, and that a copy is sent to the Petroleum Safety Authority,
- d) placing at sea and removal of navigation marks is announced beforehand in 'Notifications to Seafarers' (*'Etterretninger for Sjøfarende'*)
- e) establishment of safety zones and their revocation as mentioned in the [Framework Regulations Chapter VII](#) on safety zones is announced in 'Notifications to Seafarers' (*'Etterretninger for Sjøfarende'*) and in the publications of the fishery,
- f) meteorological and oceanographic data with reports on data quality as mentioned in the [Facilities Regulations Section 16](#) on instrumentation for monitoring and recording, and annual reports on data acquisition are sent to the Norwegian Meteorological Institute (*DNMI*), and that such reports on oceanographic data are sent to the Institute of Marine Research (*Havforskningsinstituttet*),
- g) seismological data as mentioned in the [Facilities Regulations Section 16](#) on instrumentation for monitoring and recording are sent to the Institute of Solid Earth Physics (*Institutt for den faste jords fysikk*) or NORSAR,
- h) information on marking of facilities as mentioned in the [Facilities Regulations Section 72](#) on marking of facilities is sent to the Norwegian Coast Directorate,
- i) plan for implementation of action against acute pollution is sent to the Norwegian Coastal Administration.

CHAPTER IV

ALERT, NOTIFICATION AND REPORTING

Section 11

Alert and notification to the supervisory authorities of situations of hazard and accident

The operator shall ensure co-ordinated and immediate telephonic alert to the Petroleum Safety Authority of situations of hazard and accident which have led to or which, under insignificantly altered circumstances, might have led to

- a) severe and acute injury,
- b) acute life-threatening illness,

- c) severe impairment or loss of safety functions or other barriers that endanger the integrity of the facility,
- d) acute pollution.

The alert shall be confirmed in writing.

In the event of situations of hazard and accident as mentioned in the first paragraph literas a to d inclusive, but of less severe or less acute character, the operator shall give **written notification individually to the Petroleum Safety Authority** on the first working day after the situation occurred or was discovered.

The supervisory authorities stipulates detailed requirements to the format of the written alert as mentioned in the first paragraph, and to the notification as mentioned in the second paragraph.

Section 12 Follow-up

Until situations as mentioned in **Section 11** first and second paragraphs on alert and notification to the supervisory authorities of situations of hazard and accident have been normalised, the operator shall keep the supervisory authorities continuously informed about the development and measures that are planned to be implemented.

Before the operator brings to a close the normalisation following severe or acute situations of hazard and accident as mentioned in the **Activities Regulations Section 68** on handling of situations of hazard and accident litera e, notification shall be submitted to the supervisory authorities.

In the event of actions against acute pollution, the operator shall ensure that the plan for conducting the action as mentioned in the **Activities Regulations Section 70** on action against acute pollution is sent to the Norwegian Coastal Administration.

Section 13

Notification of an accident which has resulted in death or personal injury

The employer or the one representing the employer at the location shall submit written notification to the Petroleum Safety Authority and to the joint local office of the Public employment and welfare administration in Madla about accidents which have led to

- a) death,
- b) severe personal injury,
- c) work disability with absence,
- d) medical treatment.

As regards persons exposed to increased atmospheric ambient pressure, written notification shall also be given with regard to personal injury which has required first aid.

The notification as mentioned in the first paragraph, shall be given on the Public employment and welfare administration's form NAV 13-06.5.

The principal enterprise and the operator shall receive a copy of the notification sent to the authorities by the individual employer.

Section 14

Notification of possible work related disease

Any medical practitioner who through work acquires knowledge that an employee may suffer from a work related disease, shall notify the Petroleum Safety Authority in writing, cf. the **Working Environment Act Section 5-3**. The notification shall be given on the Petroleum Safety Authority and the Labour Inspectorate's Form 154 b, at the latest one month after the disease was discovered. The medical practitioner shall give notification of occupational diseases on the Public employment and welfare administration's form NAV 13-06.05.

Employees who think they are suffering from a work related disease, shall notify the employer or the one representing the employer. If the employee agrees, the employer shall further notify the health personnel in his own enterprise. The health personnel shall make a professional assessment and shall,

if deemed necessary, notify the Petroleum Safety Authority. The health personnel shall always report any recurrence of the disease if the employee has been without any problems from the disease for a period of at least twelve months.

Notification of possible work related disease as mentioned in the first and second paragraphs, shall be given irrespective of whether the authorities have been informed of the matter earlier, cf. [Section 11](#) first paragraph on alert in severe and acute situations of hazard and accident.

Section 15 Reporting of work hours

The operator shall ensure that the number of work hours is reported to the Petroleum Safety Authority with regard to the work carried out on a facility. The Petroleum Safety Authority shall be in receipt of the report at the latest 14 days after the end of each quarter.

The hours shall be reported on the form enclosed with the regulations or in the [electronic format](#) decided by the Petroleum Safety Authority.

Section 16 Reporting of manned underwater operations

The operator shall send to the Petroleum Safety Authority activity reports on manned underwater operations carried out from facilities or vessels. The Petroleum Safety Authority shall be in receipt of the report at the latest 14 days after the end of each quarter.

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

Section 17 Reporting of drilling and well activities

Drilling and well activities shall be reported to the Petroleum Safety Authority's data base Common Drilling Reporting System (CDRS) on a daily basis, and before 1200 noon on weekdays.

The reporting shall be done using the well and well path designation as well as the classification mentioned in [Regulations of 18 June 2001 No. 749 relating to resource management in the petroleum activities \(the Resource Management Regulations\) Section 10](#) on well and well path designation etc.

The reporting shall be according to the criteria and the format given in the [user's manual for the data base](#) mentioned in the first paragraph.

Section 18 Reporting of damage to loadbearing structures and pipeline systems

The operator shall report damage to and incidents in connection with loadbearing structures and pipeline systems to the Petroleum Safety Authority's data base Corrosion and Damage (CODAM).

The reporting shall be according to the criteria and the format given in the [user's manual for the data base](#) mentioned in the first paragraph.

CHAPTER V ENTRY INTO FORCE

Section 19 Entry into force

These regulations enter into force on 1 January 2002.