

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 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	Deadline (if applicable)	Comments
<p style="text-align: center;">Accidents Reporting when involving death or injury</p>	Management regulations section 31	PSA NAV	As soon as possible, at the latest within one year of the accident. (Ref. NAV)	<p style="text-align: center;">Offshore: NAV form 13-06.05 (part E2) Land facilities: NAV form 13-07.05 (part A2)</p> <p style="text-align: center;">To be sent to the PSA via ordinary mail delivery</p>
<p style="text-align: center;">Acknowledgement of compliance (AoC) Application</p>	Framework regulations section 25	PSA		Mobile facilities

Description	Legal basis	Submit to	Deadline (if applicable)	Comments
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 Labour and Social Affairs 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.	
Diving operations In connection with onshore facilities, notification	Management regulations section 33	PSA	At least three weeks prior to start-up of the diving operation.	The PSA may decide a different deadline.
Drilling and well activities Drilling programme	Management regulations section 37, cf. guidelines litera b	PSA	To be submitted with the application for consent.	

Description	Legal basis	Submit to	Deadline (if applicable)	Comments
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.	
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	An overview of ongoing and planned drilling and well activities: no later than seven days after a notice of collective work stoppage is given. Programmes for temporary or permanent plugback of wells: within four days after notice of the final extent of the collective work stoppage is given. 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.	Applies in the event of labour disputes.

Description	Legal basis	Submit to	Deadline (if applicable)	Comments
<p>Early phase 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>
<p>Hazard and accident situations Confirmation of notification and reporting</p>	<p>Management regulations section 29</p>	<p>PSA</p>	<p>See Management regulations section 29.</p>	<p>Written confirmation and reports to be submitted to varsling@ptil.no</p> <p>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.</p>
<p>Hazard and accident situations Information on follow-up of hazard and accident situations</p>	<p>Management regulations section 30</p>	<p>PSA and other relevant authorities, see Management regulations section 30</p>	<p>See Management regulations section 29.</p>	
<p>Impact assessment Programme prior to Plan for development and operation</p>	<p>Regulations to Act relating to petroleum activities section 22</p>	<p>Ministry of Labour and Social Affairs PSA</p>	<p>Well in advance of submission of a PDO.</p>	<p>Proposed programme for impact assessment to be prepared prior to the PDO.</p>
<p>Impact assessment Part of the Plan for development and operation</p>	<p>Regulations to Act relating to petroleum activities sections 20, 22a, 22b and 22c</p>	<p>Ministry of Labour and Social Affairs PSA</p>	<p>Impact assessment to be submitted as part of the PDO.</p>	

Description	Legal basis	Submit to	Deadline (if applicable)	Comments
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.	
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	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	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		

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<p>Safety zones Notification relating to entry into</p>	<p>Framework regulations section 58</p>	<p>PSA Joint Rescue Coordination Centre Appropriate police Authority</p>	<p>As soon as possible.</p>	
<p>Working hours Reporting of working hours</p>	<p>Management regulations section 27</p>	<p>PSA</p>	<p>No later than 14 days after the end of every half year.</p>	
<p>Work-related illness Notification of possible work-related illness</p>	<p>Management regulations Section 32</p>	<p>PSA NAV (Norwegian Labour and Welfare Administration)</p>	<p>No later than one month after the illness became evident.</p>	<p>Norwegian Labour Inspection Authority form AT-0154b. Part 1 to be submitted to the PSA via ordinary mail delivery</p>

Updated: 18.05.2021



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/licenses in L2S and asking them to sign the “L2S Authorities Policy Document”.

Recommendation

We recommend that all operating companies/licenses 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,

Inger Lise Strømme (sign.)
Inger Lise Strømme
Director of administration
Norwegian Petroleum Directorate

Gerd Randi Kaland (sign.)
Gerd Randi Kaland
Director for operational support
Petroleum Safety Authority Norway

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