

OTF (D) Guideline

Document title : Common template for Application for Consent (AfC) for mobile units

Doc. No.	OTF (D) - 003	Rev.	C	Valid
Area of complication	Norwegian Continental Shelf	Gradation	For comments	Distribution
Content (subject/keyword): This document describes a common guideline for an Application for Consent (AfC) for mobile units, in accordance with Information Duty Regulations, chapter 2 section 6.				

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1. PURPOSE

The purpose of this document is to describe a common template for “Applications for Consent” (AfC), in accordance with Information Duty Regulations chapter 2 section 6. The document is based on the said regulations.

2. ABBREVIATIONS

AfC	Application for Consent
AoC	Acknowledgement of Compliance
NCS	Norwegian Continental Shelf
FWR	Framework Regulations

3. AVAILABILITY/DISTRIBUTION

This document is available for all operators on the NCS.

4. VALIDITY

This document is valid from the day of publication.

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5. CONTENTS OF APPLICATION FOR CONSENT

5.1 INFORMATION DUTY REGULATIONS CHAPTER 2 SECTION 6

- 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 Regulation Section 6](#) on arrangements for employee contribution.

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m) an Acknowledgement of Compliance, where applicable

5.2 INTERPRETATION AND PROPOSED CONTENT

Part 1 - LOCATION AND ACTIVITY SPECIFIC CONDITIONS

1. INTRODUCTION

- **Short summary** (e.g. rig/units, activity, timeframe, expected start-up)
- **Purpose** (e.g. to drill exploration well(s) in blockor license.....)
- **Location** [e.g. block coordinates (UTM) and an area map (if not enclosed), distances]
- **Drilling Rig** [Name, statement that the operator has found the rig suitable for the planned activity, refer to previous relevant applications. Either a short description of the technical data or a reference to the AoC documentation (if in place)].
- **Regulations** (Reference to FWR section 3 on how maritime certificates will be used, and with reference to AoC documentation, confirmation of accordance).

2. DESCRIPTION OF ACTIVITIES

- **Prospect Summary** (well classification, target depth, short well summary,)
- **Progress Plan** (e.g. progress plan showing major milestones such as spud, duration, drilling/completion of more wells (if relevant), etc.).
- **Logistics**
- Description of any new technology/systems planned for use, if applicable.

3. DRILLING / WELL PROGRAM SUMMARY

NB! Reference to the drilling/well programme that should be attached to the application. However if time does not allow to have the final drilling / well programme attached a preliminary programme can be presented.

Drilling / well program summary will typically contain a 1-2 pages description of well design with highlights from each section, such as: Mud, pore-pressure and Temperature, Casing program, cementing program, formation evaluation program, lithology, contingency outline, relief well location, risk of shallow gas, etc.

Ref. attachment A. (Example of a short summary of well design)

4. MANAGEMENT SYSTEM AND ORGANISATION

- **Description of operator's Management System** (contractors system covered by AoC, else ref. chapter 13 in this document),
 - Overview of steering documents.
- **Organisation charts etc.** (Charts describing organisational structure, reporting and communication lines for the activity)
- **Competence and training**
- **Operator and Contractor Compliance** [a description of compliance between operator and contractor should be included (Ref. chapter 13 in this document if AoC not in place)].

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5. EXEMPTIONS AND DEVIATIONS

- Operator shall confirm that he has reviewed rig/unit contractors list of exemptions and accepted this against the planned activity (Ref. AoC guideline OLF/NR 082).
- For any other/new deviations relevant for the activity, not closed before start of operation and accepted by operator, exemption shall be applied for prior to start of operation. Deviation/Exemption matrix to be an attachment to the application.

6. PRINCIPAL ENTERPRISE

- Define who is the principal enterprise (either part of contract or OLF form)
- Listing of third party companies

7. HEALTH, SAFETY AND WORKING ENVIRONMENT

In general working environment is covered by the AoC (SUT) but location and operational specific issues should be addressed if relevant (e.g. arctic conditions, H₂S wells, etc.). Work force participation shall be addressed.

Summary of the results from the risk and emergency preparedness analyses:

- a) Review of the rig/unit risk and emergency preparedness analyses
- b) Area specific risk and emergency preparedness assessment, incl.
 - a. Traffic pattern
 - b. Collision evaluation
 - c. Pipeline interference
 - d. Drift / drive-off
 - e. Foundation integrity evaluations
 - f. Climatic conditions etc.
- c) Well specific risk evaluation

8. ENVIRONMENTAL RISK AND PREPAREDNESS ASSESSMENT

- Summary of the results from the environmentally oriented risk and emergency preparedness analyses.
- Reference to discharge application or current permit.

9. VERIFICATION

- Overview of performed and planned audits, inspections etc. ("påseplikt" - the duty to see to it)

10. RIG DRAWINGS

If AoC is in place, refer to AoC, else General Arrangement drawings etc. to be attached.

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11. STATEMENT FROM ELECTED REPRESENTATIVES of EMPLOYEES

- **Statement from the elected representatives of employees, confirming their participation in and acceptance of the AfC, to be enclosed.**

12. REFERENCE DOCUMENTATION

A list of all documents referred to in the application (one example in Attachment B).

Part 2 – RIG/UNIT AND CONTRACTOR SPECIFIC CONDITIONS

13. RIG/UNIT AND CONTRACTOR SPECIFIC CONDITIONS (IF AOC NOT IN PLACE)

Contractor's management system
Contractor's organisation
Contractors HSE program

Part 3 - ATTACHMENTS

14. LIST OF ATTACHMENTS

Location map (ref. chapter 1.)
Operator's organisation chart
Contractor's organisation chart
Statement from safety delegate
Statement from operator's responsible doctor (on health and hygiene conditions)
Deviation/exemption matrix (ref. chapter 5.)
Operators HSE program for the activity
Contractors HSE program

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6. ATTACHMENTS

ATTACHMENT A

Example of a short summary of well design.

ATTACHMENT B

Example of reference documentation

- Unit specific risk analysis
- Unit specific emergency preparedness analysis
- Area specific risk and emergency preparedness evaluation
- Bridging document (emergency preparedness)
- Drilling/well program