

Guidelines

for

**Acceptance and operation of mobile
facilities holding, or in the application
process for, an Acknowledgement of
Compliance (AoC)**



NORWEGIAN
SHIPOWNERS' ASSOCIATION

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PREFACE

This AoC guideline is a result of a joint industry process. The objective was to ensure a better and common understanding and practice in using the AoC.

The document is a result of constructive and active participation from the authorities, unions, rigowners and operators..

Authorities:

Petroleum Safety Authority (PSA), The Norwegian Maritime Directorate (NMD), Norwegian Board of Health in Rogaland County.

Classification society:

Det norske Veritas (DnV)

Unions:

De samarbeidende Organisasjoner (DSO), Lederne, LO Industri, NOPEF and OFS.

Norwegian Shipowners Association:

Dolphin AS, Maersk Contractors Norge AS, Ocean Rig AS, Odfjell Drilling AS, Smedvig Offshore and Prosafe.

OLF:

Drilling Managers Forum (DMF) and Operators Technical Forum (Drilling) (OTF(D))
Eni Norge, BP, ConocoPhillips, Norsk Hydro, Shell, Statoil and Total.

The document is issued in Norwegian and this represents an unofficial English translation.

OLF will maintain the document and ensure revisions based on experience and practice as well as changes in regulatory requirements.

1. OBJECTIVES

This document provides guidelines for acceptance and operation of a mobile facility holding, or being in the application process for an Acknowledgement of Compliance (AoC), on the Norwegian Continental Shelf.

The objective is to optimise and standardise the use of an AoC to document compliance with the Petroleum legislation. Further, the objective is to define contractor's responsibilities and operator's "see to duty" and the extent of verification activities.

The document shall make roles and responsibilities between authorities, contractors and operators visible.

2. DISTRIBUTION

Open.

3. DEFINITIONS

- “AoC” – an acknowledgement from the Petroleum Safety Directorate (PSA) to the effect that a mobile facility’s technical condition and the applicant’s organisation and management system are assessed to be in conformity with relevant requirements of Norwegian petroleum regulations.
- “Contractor” is in this context the organizational unit being responsible for the operation of the mobile facility.
- “Employees’ representatives” are those representatives being appointed by the workforce through election or in other ways, to look after the workforce interests, eg. safety delegates and trade union representatives and the like, - reference is made to the guidelines of the framework regulations §6.
- "Exemption" denotes the authorities' decision to accept a non-conformity relative to regulatory requirements.
- “Facility” is a mobile unit which is registered in a national ship register (flying a flag) and is used as:
 - Drilling facilities
 - Flotels
 - Facilities for production, storage, and offloading (FPSO)
 - Facilities for drilling, production, storage and offloading (FPDSO)
 - Well intervention facilities

For detailed description of facility vs. unit, ref. PSA’s guidelines to the Framework regulations §3 and PSA’s “Guidelines for application for AoC”

- “Long term exemption” – Exemption without a defined due date.
- “Non-conformity” denotes in this context a discrepancy between chosen solutions and regulatory requirements.
- “Operator” is in this context the organizational unit being responsible for the planned/ongoing petroleum activity.
- “Temporary non-conformity/exemption” – Non-conformity/exemption with a defined due date.
- “3.party” – a supplier of equipment and/or services to the operator and/or the contractor.

“3. party equipment” and/or services include both "permanent" installed equipment (e.g. cementing unit, process equipment and temporary equipment). For definition of temporary equipment reference is made to NORSOK D-015 - Temporary Equipment.

4. RESPONSIBILITY

4.1 Operator

The following describes the operator's responsibility, tasks and authority in connection with the use of a mobile facility holding an AoC:

- Follow - up of own/internal plans for the activity.
- Adhere to the operator's internal governing documentation.
- Ensure agreement between operator's requirements and the contractor's/supplier's governing documentation, confined to planned activities and related operation.
- Identification and follow-up of operational specific non-conformities/exemptions.
- The operator is responsible for evaluation of all non-conformities/exemptions, conditions and assumptions with respect to the planned petroleum activity.
- The operator shall make sure that non-conformities are evaluated with respect to the planned operations, and that compensating measures are described and followed, and that the non-conformities are corrected according to plans.
- The operator shall evaluate if a revised due date is of importance for the ongoing or planned petroleum activity, and confirm this in writing to the PSA.
- Further develop HSE-culture, competence and risk-evaluation.
- Notification/reporting and follow up on incidents and accidents.
- Other reporting to the authorities.
- Verify that the rig's design criteria takes care of location- and well specific conditions
- Operator is responsible for treatment of its own 3. party equipment. The operator shall inform the contractor of exemptions/non-conformities. (See attachment D).
- Operator is responsible for the service company's operation, maintenance and testing of 3. party equipment.
- All exemptions/non-conformities and related correspondence for 3. party equipment shall be sent the contractor for registration.
- It is the responsibility of the operator to ensure that given due dates for closing exemptions related to 3. party equipment are observed/kept.
Lacking follow-up is the operator's responsibility.
- The operator shall also, with the 3. party supplier, clarify ownership and responsibility for follow-up and closing exemptions related to 3. party equipment.
- The operator is to verify that the contractor has maintained the AoC as per PSA's provisions and conditions given for the actual facility.
- The operator shall verify the employee's participation in the processes of preparing and maintaining the AoC.

4.1.1 See to duty in general

The Operator shall see to that:

- the contractor follows and further develops his management system.
- Non-conformities/exemptions essential for the HSE level (refer also 4.1.2) are closed within given due date.
- activities/operations being critical for safety are considered.
- the contractor's plan relative to plans for the activity is coherent.
- plans for and performance of maintenance of safety critical equipment are followed.
- HSE work is given priority.
- handling non-conformities/exemptions and incidents are carried out in accordance with approved procedures.

The operator can decide on the level of see to duty based on the type of activity, knowledge of confidence to and experience with the facility/contractor.

Attachment E is an example for a generic check-list which may be applied when performing an audit of the contractor's follow-up and maintenance of the AoC. The list may be used onshore as well as onboard the facility.

4.1.2 See to duty with respect to non-conformities/exemptions.

The operator shall follow up the contractor's treatment/discussion of AoC related non-conformities, however, only on a superior level, and only for non-conformities being essential for the HSE level. The follow-up should focus on the contractor's efforts to take care of actions and due dates.

The following criteria and assumptions may form the basis when defining which non-conformities are essential for the HSE level:

Criteria:

1. If a temporary non-conformity/exemption of importance for the main safety function (reference the facility regulations section 6) is given, this shall be considered a non-conformity/exemption essential for the HSE level.

Typical examples in this connection can be:

- Non-conformities/exemptions related to escape routes: blocking, anti-skid, marking, emergency lights.
- Non-conformities/exemptions related to the facility's safe areas: passive fire protection, gas- and smoke penetration, emergency lights.
- Non-conformities/exemptions related to the strength of main structural members: damaged stability, fatigue life, fire protection, anchoring.
- Non-conformities/exemptions related to the protection of rooms/areas of importance for fighting/controlling accidents: fire protection of control room.

- Non-conformities/exemption related to prevention of escalation of accidents: fire- and explosion protection, fire-walls, anchoring.
2. Other non-conformities/exemptions where the operator and contractor mutually agree that specific follow-up arrangements are required. This could be due to specific operational conditions, or be defined as being essential for the HSE level.

Assumptions:

- 1) The operator and contractor must *prior to* commencement of the activity, decide which exemptions and any other conditions/circumstances are essential for the HSE level.
- 2) The above mentioned criteria only apply to facility specific non-conformities (both technical and managerial) of a temporary character. The facility's non-conformities of long term character, and the operator's well- and location- specific non-conformities are not covered.
- 3) It is the contractor's responsibility to initiate measures as described in the individual non-conformity application, and ensure that due dates are met. For non-conformities where it is considered no real risk for loss of the above mentioned safety functions, the operator shall only adhere to the contractor's AoC plan and correspondence between PSA and the contractor.
- 4) The operator has ensured that non-conformities/exemptions being evaluated/accepted by the PSA through the AoC process (both during the application period and through operations) have been considered acceptable for the applicable activity, and that this is confirmed to the PSA in the application for consent.
- 5) Any new non-conformities of temporary character being identified after the submittal of the application of consent, shall be subject to evaluation against the above mentioned criteria and assumptions in item 4.

4.2 Contractor

4.2.1 Contractor's general responsibility

- Updating and active use of internal governing documentation.
- Take care of changes in requirements from authorities and operator.
- Look after the technical condition through the maintenance system.
- Maintain status on conditions and non-conformities/exemptions, including milestones and due dates.
- Further develop HSE-culture, competence and risk-evaluation.
- Verification activities.
- Take care of duty as "principal enterprise" where this has been agreed.

- Responsible for operation, maintenance and testing of his 3. party equipment.
- Investigate and follow up incidents.
- Report and follow up on any changes in the conditions for AoC with regard to technical conditions and/or governing documents.

4.2.2 Responsibility relative to the AoC

The contractor shall at all times maintain the AoC and ensure that the facility, his own HSE management system and organisation complies with applicable authority requirements. The holder of the AoC shall inform the PSA if the conditions for the AoC change.

The contractor is responsible at all times to maintain the AoC documentation and actual technical condition/governing documents even if the facility should leave the Norwegian Continental Shelf or being laid up.

The contractor is responsible for filing an application, minimum 20 working days prior to expiration, to the authorities with copy to the operator, if for any reason it proves necessary to apply for an extension to the given due dates. Such applications shall describe the reason for not achieving the original plan, and include a new plan for closing the applicable non-conformity/exemption.

Such application to be filed at least 20 working days prior to given due dates, with description as to why postponement is applied for, and committing confirmation that the non-conformity/exemption will be closed prior to new petroleum activity is initiated.

The AoC is the property of the applicant and is valid for the applicant and specified facility. The AoC can not be assigned to others in case of sale of the unit. New owner/management company will have to submit new AoC application. Required documentation is recommended arranged with PSA.

The "AoC Handbook" issued by NR and OLF expresses an acceptable way to achieve this, and it is recommended that IADC's NWE HSE case is used as template when preparing AoC applications.

The contractor is responsible for discussion/treatment of his own rented 3. party equipment (ref. attachment D)

The contractor shall ensure the employees' participation in the process with preparation and maintenance of the AoC.

5. WORK PROCESS

The petroleum legislation

Mobile facilities shall fulfil the requirements of the petroleum legislation. For mobile facilities registered in a national register of shipping, and which follow a maritime operational concept, maritime legislation can be used, as described in the framework regulations §3 with guidelines and interpretations.

The AoC arrangement became compulsory for mobile drilling facilities as of January 1st. 2004. The AoC arrangement will be compulsory for other mobile facilities as of January 1st 2007 with interim arrangement until January 1st. 2008. The framework regulations Section 17 requires that "The acknowledgement of compliance shall be part of the documentation basis related to the use of a mobile facility, cf. Section 21 on application for consent".

All facilities to be used after January 1st 2008 under an existing consent or under a consent given prior to January 1st 2007 shall have an AoC by January 1st 2008.

Application for consent

It is sufficient that, for the facility specific part of the application for consent, is referred to the filed AoC application, or AoC issued for the facility. The operator shall, in the application for consent include an evaluation of all registered non-conformities/exemptions, conditions and assumptions against the planned petroleum activity. (Refer the information duty regulations section 6 and the facility regulations section 83).

The application for consent shall include a summary of given exemptions which are acceptable by the operator for applicable activity.

The application for consent shall define which of the temporary non-conformities is to be included for the operator's particular follow up responsibility (reference the "see to duty" and item 4.1.2). These non-conformities shall be defined in co-operation between the operator and contractor and shall be essential to the facility's safety or working environment and/or the planned petroleum activity.

The operator shall use the contractor's numbering system for non-conformities when communicating with PSA.

Risk evaluation related to non-conformities

The contractor shall ensure that sufficient risk evaluations of all identified non-conformities are performed.

The operator shall evaluate and accept conditions for and conclusion of performed risk evaluations of all non-conformities being part of the AoC documentation. (Refer item 4.1.2).

The operator may, based on own operational experience, carry out further risk evaluations.

The operator may base its verification activities on documentation from the non-conformities documentation.

5.1 Facilities in the application process for an AoC

The handling of non-conformities for facilities in an application process for AoC shall be in accordance with the diagram in Attachment B. The following conditions apply for facilities being in an application process.

The conditions also apply for the operator's preparation and follow up of the application for consent.

General

The operator shall evaluate and accept the status of the facility with its non-conformities relative to existing regulations and appropriate guidelines versus the planned petroleum activity and location.

The operator shall, through the process of application for consent, apply PSA for exemption for all identified non-conformities relative to existing regulations and express that these have been evaluated as acceptable for the planned activity by reference to the contractor's facility specific list of non-conformities in the AoC application. This also applies for non-conformities that are identified or cause changes to status after the time for submitting the AoC application.

The operator is responsible for relevant comments, sent PSA in connection with non-conformities, are sent to the contractor to secure traceability.

Non-conformities identified during the AoC application period.

The contractor shall consecutive apply PSA, with copy to the operator, for accept of non-conformities identified during the AoC application period. The contractor does not require operator's acceptance of the non-conformity application before submittal to the PSA. When replying to the contractor, PSA is to copy the operator.

The operator shall apply to PSA, copying the contractor, on exemptions being acceptable for the planned activity when applying for consent. When replying to the operator, PSA is to copy the contractor.

5.2 Facilities having an AoC.

Processing non-conformities for facilities having an AoC shall be as described in the diagram in Attachment A. Further, the following guidelines apply:

General

The operator shall evaluate if it is justifiable to operate with existing non-conformities/exemptions, as well as new non-conformities established after the AoC being issued, versus the planned petroleum activity and location.

The operator will not necessarily, following evaluation of the facility with respect to the planned activity, accept non-conformities/exemptions. In such situations, the operator will have to treat the matter in accordance with the contract.

The operator is responsible for relevant comments being sent to the PSA in connection with non-conformities/exemptions also are sent to the contractor to secure traceability.

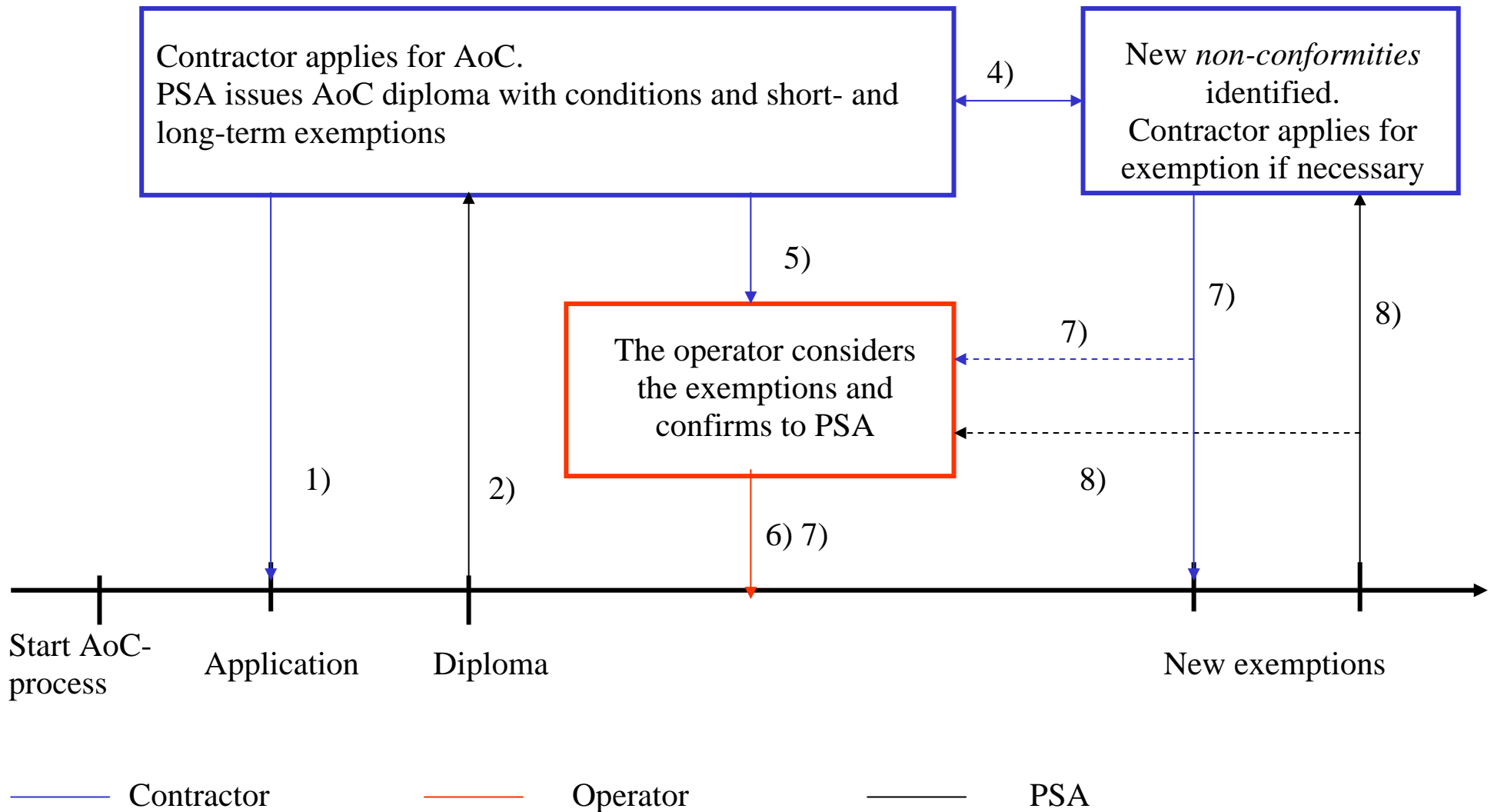
New identified AoC related non-conformities.

The contractor shall consecutive apply to PSA, copying the operator, for acceptance of newly identified non-conformities. When replying to the contractor, PSA is to copy the operator.

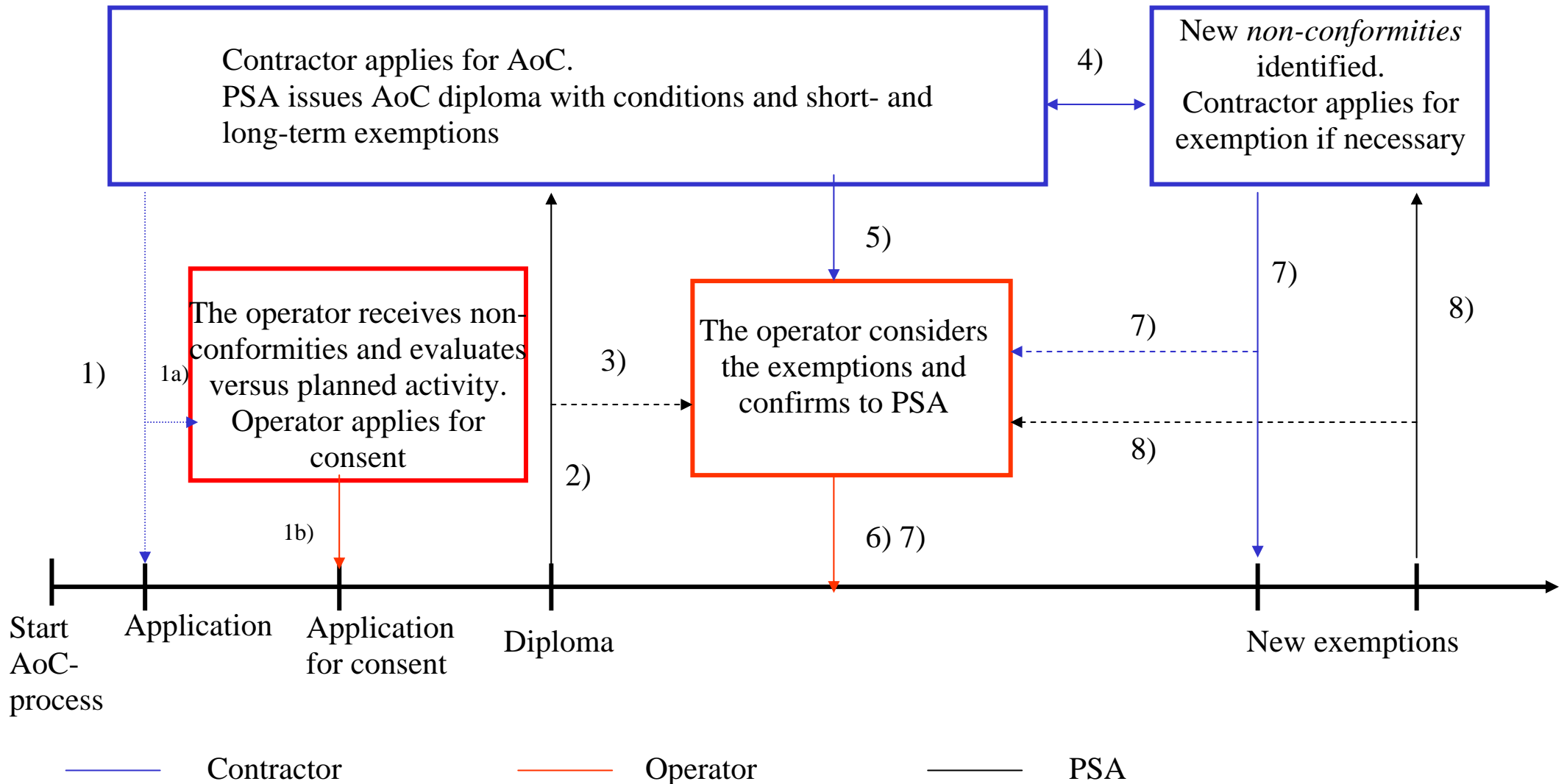
The operator shall evaluate the facility specific non-conformities for accept versus the planned petroleum activity and subsequently confirm to the NPD.

Non-conformities and exemptions not acceptable by the operator shall be processed in accordance with the contract.

Attachment A - Process for handling non-conformities for a mobile facility in operation on the Norwegian Continental Shelf and holding an AoC



Attachment B - Process for handling non-conformities for a facility having applied for an AoC

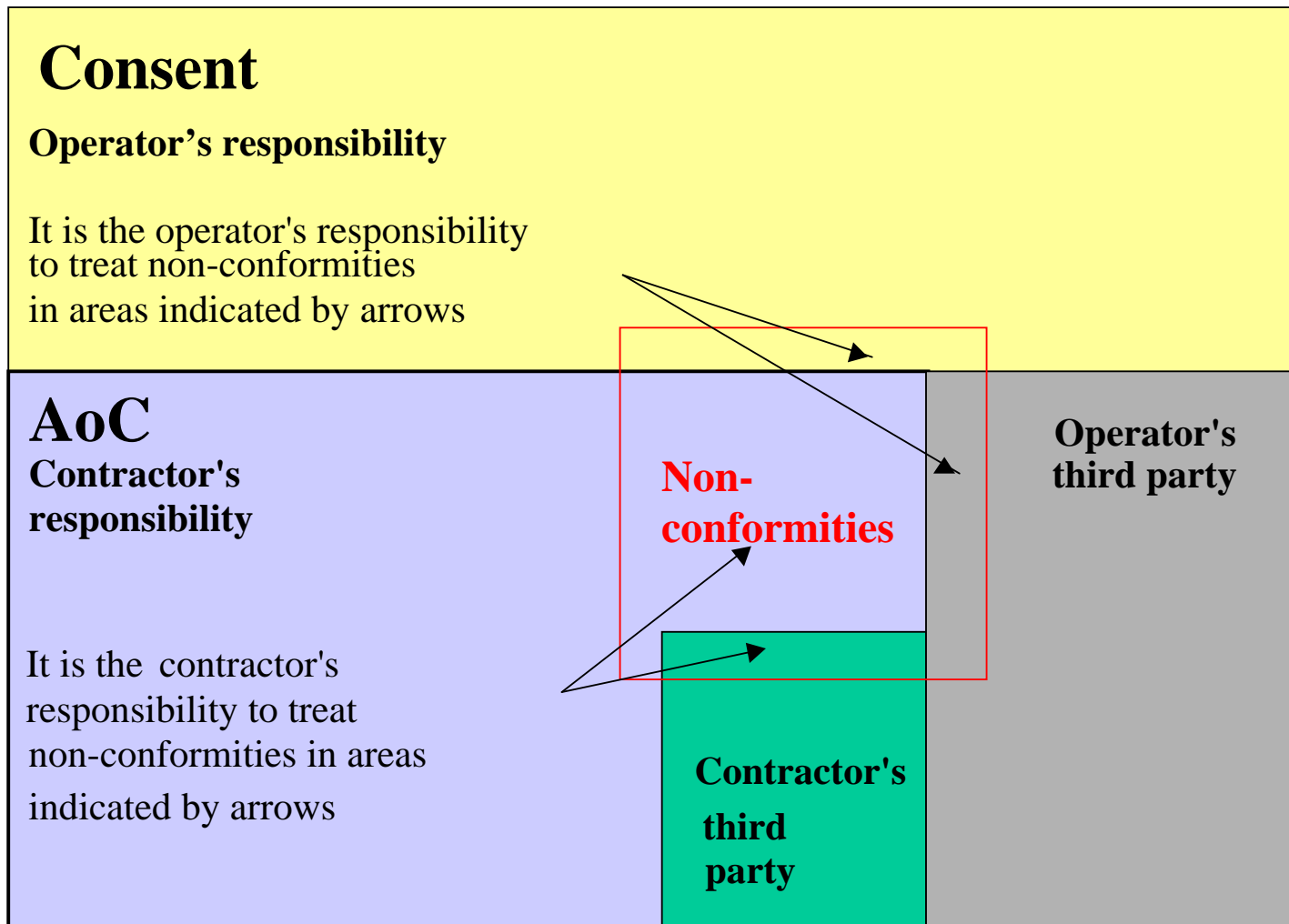


Attachment C - Guidelines for Attachment A and B

1. Contractor applies for AoC.
 - 1a) Documentation of non-conformities used with the application for the AoC, *shall* be used by the operator with the application for consent.
 - 1b) The operator reviews the list of non-conformities versus the planned activity, and reflects this in the application for consent.
2. PSA issues an AoC diploma with conditions and evaluation of short- and long-term exemptions. The exemptions may be related to both technical, organisational and management matters with the contractor.
3. Facility specific exemptions and associated conditions (e.g. milestones) are granted directly from PSA to the contractor with copy to the operator.
4. The contractor is at all times responsible to maintain the list of non-conformities/exemptions up to date, and to ensure that these are communicated to relevant parties.
5. The AoC constitutes basis for the application for consent. An up to date list of facility specific non-conformities is the responsibility of the contractor, and is to be sent to the operator.
6. The operator prepares an application for consent, which is to be sent to PSA 9 weeks prior to the planned start of the activity. Activity and location specific matters causing possible non-conformities are the responsibility of the operator. The operator considers and confirms to PSA if it is justifiable to operate with already granted facility specific exemptions for the planned activity.
7. The contractor applies for new facility specific exemptions. The application is sent to PSA with copy to the operator. The operator reviews/considers these with respect to the on-going operations, and confirms to PSA.

8. Facility specific exemptions and related conditions (e.g milestones), are granted directly from PSA to the contractor with copy to the operator.

Attachment D - Responsibility non-conformities third party equipment



Attachment E - Verification of facility holding an AoC

1.0	RESPONSIBILITY – OPERATOR (SEE TO DUTY)	AoC guidelines	Executor
1.1	<p>Are exemptions (temporary facility-specific non-conformities) essential for safety of the activity closed within due dates?</p> <ul style="list-style-type: none"> • Non-conformities/exemptions related to escape routes, blocking, anti-skid, marking, emergency lights) • Non-conformities/exemptions related to the facility’s safe areas (passive fire protection, gas- and smoke penetration, emergency lights) • Non-conformities/exemptions related to the strength of main structural members (damaged stability, fatigue life, fire protection, anchoring) • Non-conformities/exemptions related to protection of rooms/areas of importance for fighting/controlling accidents (fire protection of control room) • Non-conformities/exemptions related to prevention of escalation of accidents (fire- and explosion protection, fire walls, anchoring) 	<p>4.1.1 5 (consent)</p> <p>4.1.2</p>	<p>Contr. land/offsh.</p>
1.2	<p>Are new non-conformities essential for the safety of the activity identified and evaluated with respect to:</p> <ul style="list-style-type: none"> • Non-conformities related to escape routes, blocking, anti-skid, marking, emergency lights) • Non-conformities related to the facility’s safe areas (passive fire protection, gas- and smoke penetration, emergency lights) • Non-conformities related to the strength of main structural members (damaged stability, fatigue life, fire protection, anchoring) • Non-conformities related to protection of rooms/areas of importance for fighting/controlling accidents (fire protection of control room) • Non-conformities related to prevention of escalation of accidents (fire- and explosion protection, fire walls, anchoring) 	<p>4.1.2</p>	<p>Contr. land/offsh.</p>
1.3	<p>Has application been filed with PSA for accept of new non-conformities?</p>	<p>5.2 (New identified AoC related non-conformities)</p>	<p>Contr. land</p>
1.4	<p>Has copy been sent (of application to PSA) to operator with respect to accept for new non-conformities?</p>	<p>5.2 (New identified AoC related non-conformities)</p>	<p>Contr. land</p>
1.5	<p>Are possible safety critical activities/operations evaluated with respect to:</p> <ul style="list-style-type: none"> • Non-conformities/exemptions related to escape routes, blocking, anti-skid, marking, emergency lights) • Non-conformities/exemptions related to the facility’s safe areas (passive fire protection, gas- and smoke penetration, emergency lights) • Non-conformities/exemptions related to the strength of main structural members (damaged stability, fatigue life, fire protection, anchoring) • Non-conformities/exemptions related to protection of 	<p>4.1.1</p> <p>4.1.2</p>	<p>Contr. land/offsh.</p>

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	<p>rooms/areas of importance for fighting/controlling accidents (fire protection of control room)</p> <ul style="list-style-type: none"> • Non-conformities/exemptions related to prevention of escalation of accidents (fire- and explosion protection, fire walls, anchoring) 		
1.6	<p>Are sufficient risk evaluations of all identified non-conformities carried out?</p>	5	Contr. land/offsh.
1.7	<p>Are plans for maintenance and execution of same adhered to for safety critical equipment?</p> <ul style="list-style-type: none"> • How is this followed up and documented? 	4.1.1	Contr. land/offsh.
1.8	<p>Is HSE work given priority?</p> <ul style="list-style-type: none"> • How is this followed up and documented? 	4.1.1	Contr. land/offsh.
1.9	<p>Are non-conformities handled in accordance with approved procedures?</p> <ul style="list-style-type: none"> • Which procedures? • How is this followed up and documented? 	4.1.1	Contr. land/offsh.
1.10	<p>Are incidents handled in accordance with approved procedures?</p> <ul style="list-style-type: none"> • Which procedures? • How is this followed up and documented? 	4.1.1	Contr. land/offsh.

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2.0	RESPONSIBILITY – CONTRACTOR	AoC guidelines	Executor
2.1	How is internal governing documentation updated and used?	4.2.1	Contr. land/offsh.
2.2	How are changes in requirements from authorities and operator taken care of?	4.2.1	Contr. land/offsh.
2.3	How is technical condition taken care of through the maintenance system?	4.2.1	Contr. land/offsh.
2.4	How is status kept with regards to conditions and non-conformities (incl. due dates)? <ul style="list-style-type: none"> • For internal non-conformities • For AoC non-conformities/exemptions 	4.2.1	Contr. land/offsh.
2.5	How HSE is further developed. <ul style="list-style-type: none"> • Culture in general • Competence • Risk evaluation 	4.2.1	Contr. land/offsh.
2.6	How are verifications with regards to activities and systems taken care of? <ol style="list-style-type: none"> 1. Maintenance 2. Marine activities 3. Drilling 4. Electro/instrumentation 5. Technical safety 6. HSE/health 	4.2.1	Contr. land/offsh.
2.7	How is the duty as “principal enterprise” taken care of? (Where this has been agreed)	4.2.1	Contr. land/offsh.
2.8	How is follow up of 3. party performed? <ul style="list-style-type: none"> • Governing documentation • Maintenance of suppliers equipment • Are non-conformities registered for 3.party supplier 	4.2.1	Contr. land/offsh.
2.9	How is follow up of incidents carried out? <ul style="list-style-type: none"> • Recording in non-conformity system <ol style="list-style-type: none"> 1) Sequence of events 2) Carry out actions 3) Follow up due dates 	4.2.1	Contr. land/offsh.

3.0	RESPONSIBILITY – AoC RELATED	AoC guidelines	Executor
3.1	Maintenance of AoC.	4.2.2	
3.1.1	How is it ensured/secured that the facility is in accordance with existing authority requirements?	4.2.2	Contr. land
3.1.2	How is technical follow up (identification of new non-conformities) taken care of by the contractor? <ul style="list-style-type: none"> • By verifications • By inspections/audits 	4.2.2	Contr. land
3.1.3	How is it ensured that the HSE management system is in accordance with existing authority requirements?	4.2.2	Contr. land
3.1.4	How is the management system followed up and further developed?	4.1.1	Contr. land
3.1.5	How is it ensured that the organization is in accordance with existing authority requirements?	4.2.2	Contr. land
3.1.6	How is a possible change in the contractor's organization since the issue of the AoC taken care of?	4.2.2	Contr. land
3.1.7	How is transfer of experience carried out when there is a new: <ul style="list-style-type: none"> • Operations manager <ol style="list-style-type: none"> 1) HVO personnel 2) Other personnel associated with the AoC 	4.2.2	Contr. land/offsh.
3.1.8	How is PSA informed if assumptions on which the AoC are based, are changed?	4.2.2	Contr. land
3.1.9	How is possible changes followed up and taken care of?	4.2.2	Contr. land
3.2	AoC documentation	4.2.2	
3.2.1	How will maintenance of AoC documentation be performed if the facility is to leave the Norwegian Continental Shelf (NCS)?	4.2.2	Contr. land
3.2.2	How will maintenance of actual technical condition be performed in case the facility is to leave the NCS?	4.2.2	Contr. land
3.3	Contractor's non-conformities	4.2.2	
3.3.1	How is traceability for all relevant documentation taken care of for: <ul style="list-style-type: none"> • Recording • Follow up • Closing • Correspondence with the authorities • Correspondence with the operator 	4.2.2	Contr. land/offsh.
3.3.2	Contractor's 3.party equipment: <ul style="list-style-type: none"> • How is non-conformities registered • How is this followed up 	4.2.2	Contr. land/offsh.
3.4	Employees' participation as per the Working environment Act and Framework regulations Section 6.	4.2.2	
3.4.1	How is the employees' participation in the processes with maintenance of the AoC ensured by: <ul style="list-style-type: none"> • The onshore organization • The platform manager • Technical personnel • HVO 	4.2.2	Contr. land/offsh.
3.4.2	How are arrangements made for the HVO/VO to look after the interest of		Contr.

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	the employees? <ul style="list-style-type: none"> How does this work? 		land/offsh.
3.4.3	How is the HVO involved in the process with applications for exemptions with significance for safety and working environment? <ul style="list-style-type: none"> Participate with preparing the application Gets an opportunity to review the application after it has been prepared Gets an opportunity to prepare an independent comment/remark to the application 		Contr. land/offsh.
	Who decides if the non-conformity is of significance for safety and working environment?		
3.4.4	The employees have a right and duty to participate with respect to: <ul style="list-style-type: none"> Participation in organized protection- and environmental work Notification of faults and defects which may endanger life and health Participation to implement actions/instructions given by the employer How is this taken care of?		Contr. land/offsh.
3.4.5	The employees have a right and duty to participate when establishing, follow up and further developing the management system. <ul style="list-style-type: none"> How is this done? 	Framework Regulations section 13	Contr. land/offsh.
3.4.6	How are the employees rights taken care of with respect to: <ul style="list-style-type: none"> Be informed of relevant analysis Be informed of incidents reported by the authorities Participate with/be informed of audits by the authorities Given adequate time to perform their tasks Be involved in developing methods, procedures and instructions of importance for own working situation (SJA) Training in regulations 		Contr. land/offsh.
3.5	Extension of given due dates	4.2.2	
3.5.1	Is application sent the authorities at least 20 working days prior to due date? <ul style="list-style-type: none"> Who is doing this? 	4.2.2	Contr. land
3.5.2	Can it be demonstrated by example where due date for non-conformance has been extended?	4.2.2	Contr. land
3.5.3	Is copy sent the operator? <ul style="list-style-type: none"> Who is doing this? 	4.2.2	Contr. land
3.5.4	Is the application describing the following: <ul style="list-style-type: none"> Reason for not meeting the original due date New plan for closing the non-conformity/exemption 	4.2.2	Contr. land