

**COMPETENT AUTHORITY
PORTAL ('CAP')**

INDUSTRY USER GUIDANCE

**WELL NOTIFICATIONS &
WEEKLY WELL OPERATIONS
REPORTS**

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1 INTRODUCTION

Energy Portal

The UK Energy Portal is a secure e-commerce system that will allow Duty Holders to make relevant submissions and notifications online.

Competent Authority Portal (CAP)

The Competent Authority ('CA') undertake functions such as accepting and/or assessing relevant submissions and inspecting relevant notifications. The CA functions are delivered by the Health and Safety Executive ('HSE') and the Offshore Petroleum Regulator for Environment and Decommissioning ('OPRED') working in partnership. The partnership formed for this purpose by HSE and OPRED is formally known as the Offshore Major Accident Regulator ('OMAR').

The CAP will be used for the processing of notifications as required by the Borehole Sites and Operations Regulations 1995 and The Offshore Installations (Safety Case) Regulations 2005. Well Notifications will be submitted via the CAP but the regulatory obligation rests with HSE and not the CA.

The guidance will provide information on the basic functions for Industry users in relation to Well Notifications.

Basic Portal Controls

Once logged in to the CAP it is important that when navigating through the system, the user should use the links and tabs provided in the screen. Please do **NOT** use the browser 'Back' & 'Forward' buttons as this may result in the user losing the CAP session.

Access to the CAP is available through the following link:

[CAP - Log In \(beis.gov.uk\)](https://beis.gov.uk) You will require to provide your Login Id and Password. If you do not have access to the Energy Portal, you should set this up via the self-registration on the portal. You should also arrange for your Team Coordinator to set up relevant access rights (See Role of Team Co-ordinator also) Figure 1.1

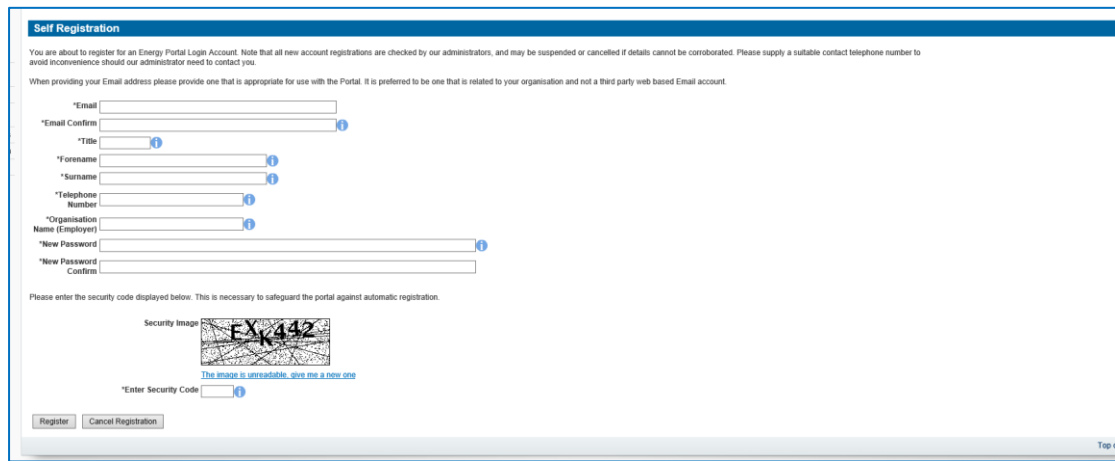
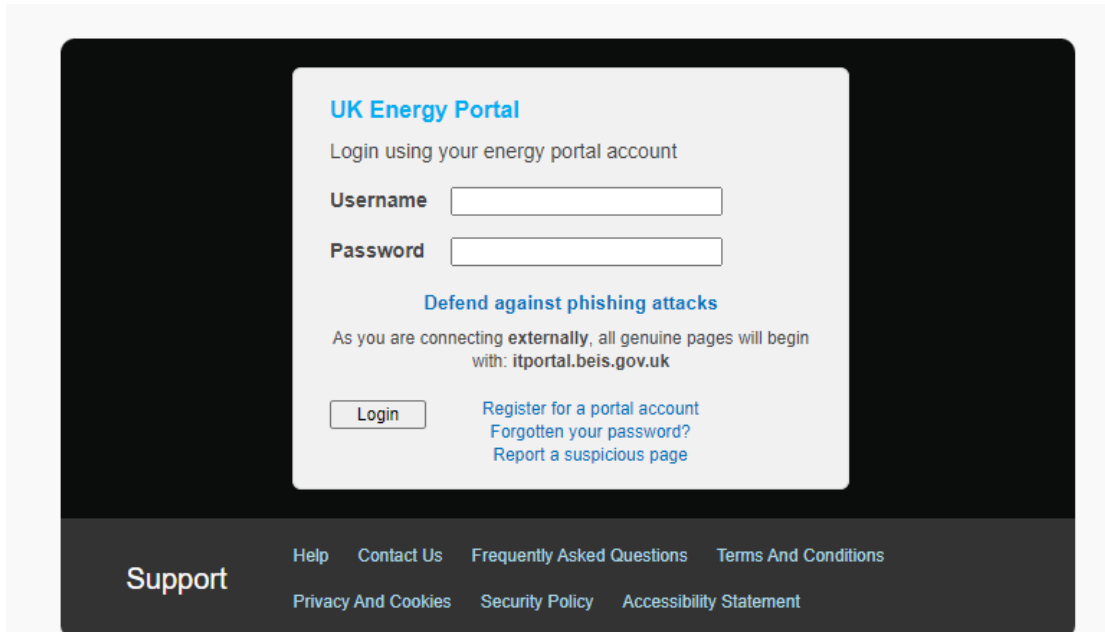


Figure 1.1

When logging into the CAP the user will be automatically directed to the Workbasket screen. This screen displays all outstanding actions that are relevant to the user and that may require action (Figure 1.2).

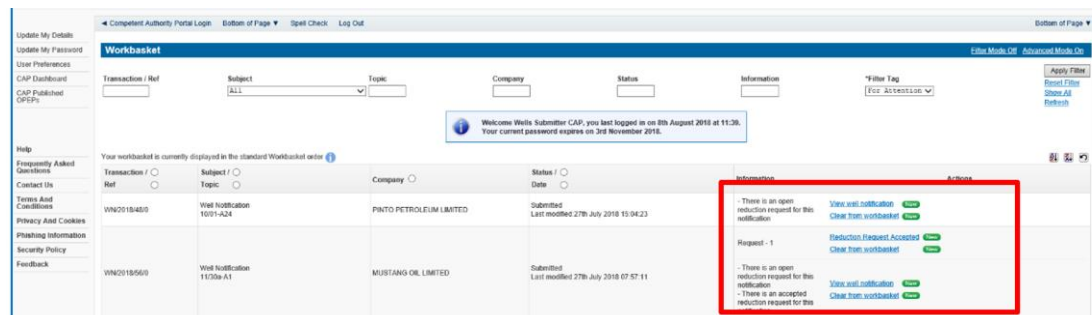


Figure 1.2



Access to available CAP applications is displayed in the left-hand side menu of the Workbasket screen (Figure 1.3)

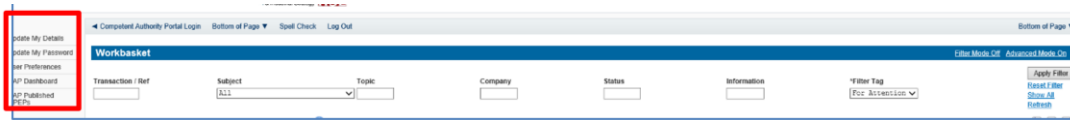


Figure 1.3

REGISTRATION

New Well Operators

If a new Well Operator company is required then the company details as registered at Companies House will need to be supplied to UKOP via the helpdesk ukop@nstauthority.co.uk. For companies that are registered overseas, the company number and name of the Parent Registry will need to be supplied.

Managing Team & User Access

For each Operating Company holding a CAP account there are distinct access privileges which can be allocated to individual users. The Team Co-ordinator will be able to set the relevant access levels.

ROLE OF THE TEAM CO-ORDINATOR

The designated Team Co-ordinator(s) within each Organisation can add new users to the CAP Team or remove users as and when required. To add new users the Team Co-ordinator should select 'CAP Dashboard' from the left-hand side menu of the Workbasket screen (Figure 2.1).

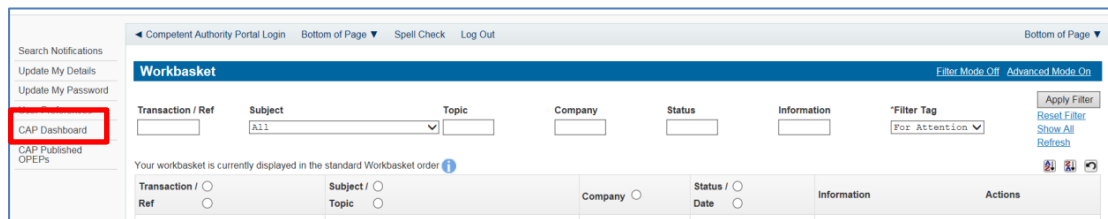


Figure 2.1

The user will then be directed to the CAP Dashboard and should then select 'Manage CAP Teams' (Figure 2.2).

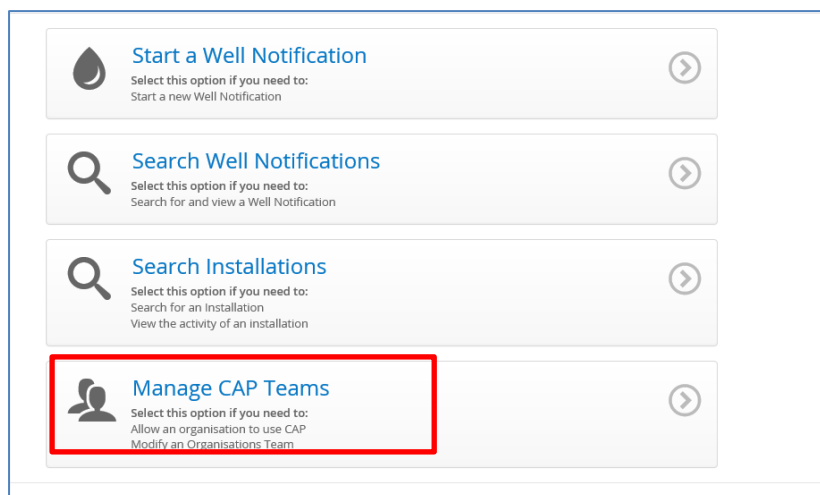


Figure 2.2

Once selected the Team Co-ordinator will be directed to the 'CAP Teams' screen. To access the team management screen the user should begin to type the name of the Organisation that requires updating and select from the options displayed. Once the Organisation Group has been identified the user should select 'Manage Team' (Figure 2.3).

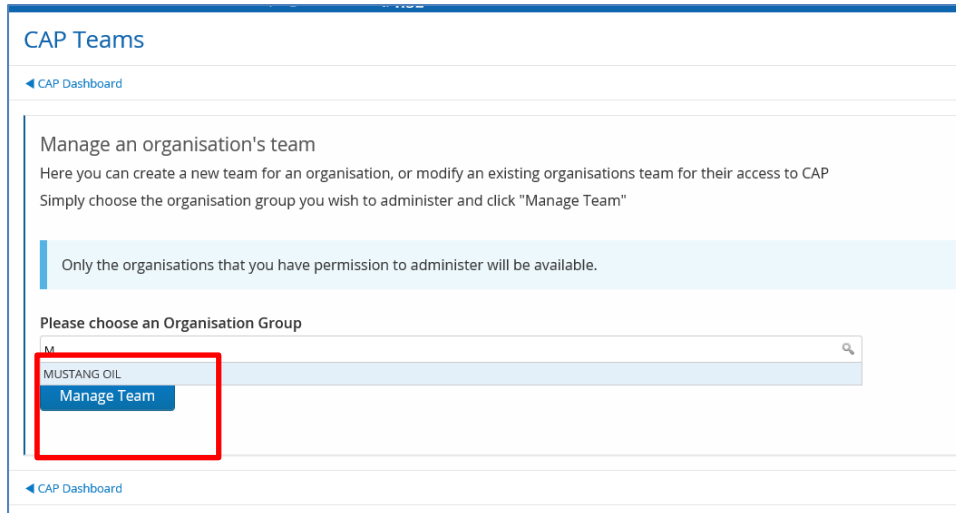


Figure 2.3

The Team Co-ordinator will be directed to the team management screen and will see a list of users and allocated privileges. In the screenshot below there is currently only one person. To add new users to the CAP Team, select 'Add someone to this team' (Figure 2.4).

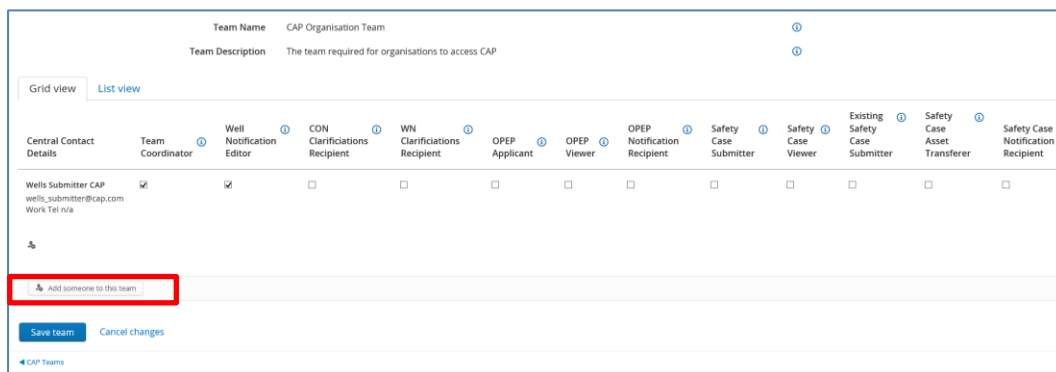


Figure 2.4

The Team Co-ordinator will then be directed to the user input screen and needs to input details of the person. It is important that the exact e-mail address of the user is added as this is used as the primary identifier.

When the details have been added the Team Co-ordinator should select 'Add Person' (Figure 2.5).

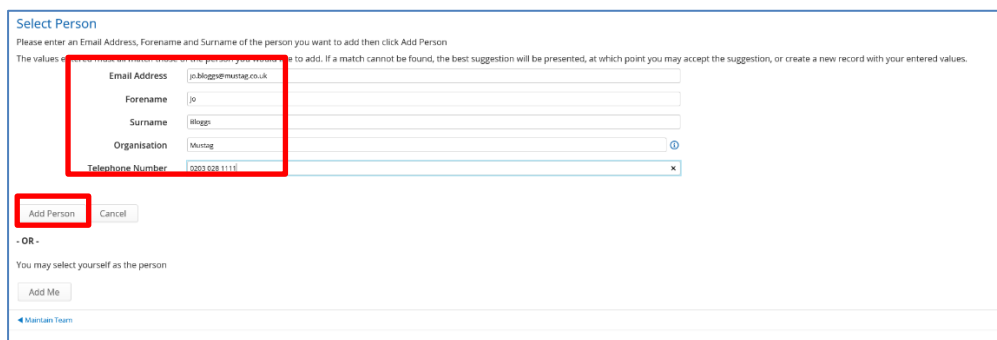


Figure 2.5

3. PREPARING A WELL NOTIFICATION SUBMISSION

To start a new Well Notification the user should select 'CAP Dashboard' from the left-hand side menu of the Workbasket screen (Figure 3.1).

Note: we will in time require the Weekly Drilling Report to be submitted via the portal. The functionality to allow for this is not complete. Until notified otherwise you should use the current arrangement.

When this facility becomes available: If you are submitting a Weekly Drilling Report for a Notification (including one off wireline notifications) which have been submitted pre-portal you will require to upload the relevant Well Notification to the CAP. The same will apply if you are submitting a Material Change which relates to a Well Notification submitted pre-portal. You should upload the existing Well Notification in the normal manner as described in Section 3. You should include the details of when the Well Notification was submitted in the comments box – see Figure 3.7b 'Please give an overview of the Well Notification.'

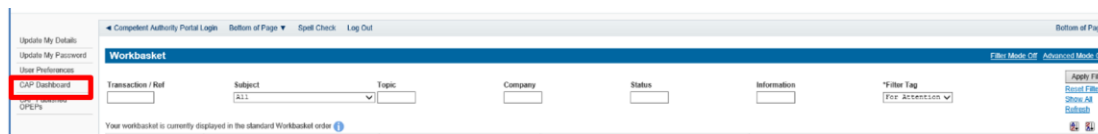


Figure 3.1

The user will then be directed to the CAP Dashboard. From here the user will be able to select 'Start a Well Notification' to create the new submission (Figure 3.2).

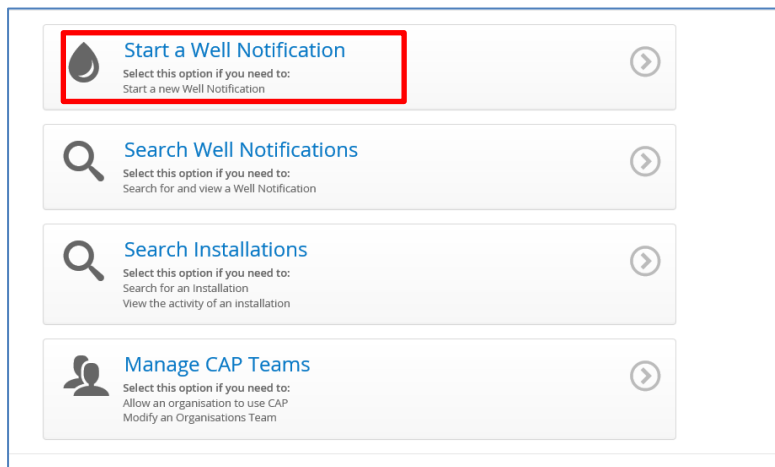



Figure 3.2

The user will then be directed to select the operator and click on Start Well Notification. Note the icon  which advises that if you cannot find your company from the appointed well operator contact ukop@nstauthority.co.uk or the Support Line on 0300 067 1682 to request this be added.(Figure 3.3)

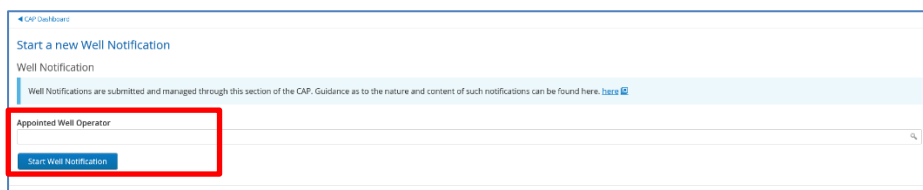


Figure 3.3

You will be taken to a new page to select the regulations under which the well notification is being made (Figure 3.4).

Regulations

Please select the relevant regulation for your notification.

Regulations

- Reg 21(1)(a) (2015): Well Notification - External Waters - Production Installation
Notification Period: 10 days. Well notifications to be conducted from a production installation that involve the insertion of a hollow pipe in the well; or altering the construction of the well.
- Reg 21(2) (2015): Well Notification - External Waters - Non-production Installation / Vessel
Notification Period: 21 days. All well operations to be conducted from a non-production installation or vessel.
- Reg 21(1)(b) (2015): Well Notification - External waters - Production Installation
Notification Period: 21 days. Well notifications to be conducted from a production installation that involve drilling of the well, or any activity that does not involve the insertion of a hollow pipe in the well; or altering the construction of the well. Select this regulation for one-off wireline notifications.
- Reg 17(2)(a) (2005): Well Notification - Internal Waters - Production Installation
Notification Period: 10 days. Well notifications to be conducted from a production installation that involve the insertion of a hollow pipe in the well; or altering the construction of the well.
- Reg 17(1) (2005): Well Notification - Internal Waters - Non-production Installation / Vessel
Notification Period: 21 days. All well operations to be conducted from a non-production installation or vessel.
- Reg 17(2)(b) (2005): Well Notification - Internal waters - Production Installation
Notification Period: 21 days. Well notifications to be conducted from a production installation that involve drilling of the well.
- BSOR Reg 6(1): Borehole Notification - Onshore Great Britain - Petroleum Well Operations
Notification Period: 21 days. All well operations to be conducted from a borehole site onshore Great Britain.

Figure 3.4

On selecting the relevant regulation, the user will be able to progress to the next screen to upload the notification by selecting the 'Submission Form' (Figure 3.5a and Figure 3.5b).

Regulations

- Reg 21(1)(a) (2015): Well Notification - External Waters - Production Installation
Notification Period: 10 days. Well notifications to be conducted from a production installation that involve the insertion of a hollow pipe in the well; or altering the construction of the well.
- Reg 21(2) (2015): Well Notification - External Waters - Non-production Installation / Vessel
Notification Period: 21 days. All well operations to be conducted from a non-production installation or vessel.
- Reg 21(1)(b) (2015): Well Notification - External waters - Production Installation
Notification Period: 21 days. Well notifications to be conducted from a production installation that involve drilling of the well, or any activity that does not involve the insertion of a hollow pipe in the well; or altering the construction of the well. Select this regulation for one-off wireline notifications.
- Reg 17(2)(a) (2005): Well Notification - Internal Waters - Production Installation
Notification Period: 10 days. Well notifications to be conducted from a production installation that involve the insertion of a hollow pipe in the well; or altering the construction of the well.
- Reg 17(1) (2005): Well Notification - Internal Waters - Non-production Installation / Vessel
Notification Period: 21 days. All well operations to be conducted from a non-production installation or vessel.
- Reg 17(2)(b) (2005): Well Notification - Internal waters - Production Installation
Notification Period: 21 days. Well notifications to be conducted from a production installation that involve drilling of the well.
- BSOR Reg 6(1): Borehole Notification - Onshore Great Britain - Petroleum Well Operations
Notification Period: 21 days. All well operations to be conducted from a borehole site onshore Great Britain.

[Submission Form](#)

Figure 3.5a

Note: if Regulation 21(1)(b) is required you will also be asked if this is a one-off wireline notification for the installation and will therefore allow for multiple wells to be included in the well notification. If any other regulations are selected, then only one well will be able to be included in the well notification.

i All wireline work in external waters is now notifiable. To avoid sending a separate well notification each time a routine, relatively low risk wireline well operation is to be carried out, it is acceptable to submit a one-off well notification covering exclusively all such anticipated routine wireline work from the installation

Reg 21(1)(b) (2015): Well Notification - External waters - Production Installation
Notification Period: 21 days. Well notifications to be conducted from a production installation that involve drilling of the well, or any activity that does not involve the insertion of a hollow pipe in the well; or altering the construction of the well. Select this regulation for one-off wireline notifications.

Reg 17(2)(a) (2005): Well Notification - Internal Waters - Production Installation
Notification Period: 10 days. Well notifications to be conducted from a production installation that involve the insertion of a hollow pipe in the well; or altering the construction of the well.

Reg 17(1) (2005): Well Notification - Internal Waters - Non-production Installation / Vessel
Notification Period: 21 days. All well operations to be conducted from a non-production installation or vessel.

Reg 17(2)(b) (2005): Well Notification - Internal waters - Production Installation
Notification Period: 21 days. Well notifications to be conducted from a production installation that involve drilling of the well.

BSOR Reg 6(1): Borehole Notification - Onshore Great Britain - Petroleum Well Operations
Notification Period: 21 days. All well operations to be conducted from a borehole site onshore Great Britain.

Is this a one-off wireline well notification for a production installation?

Yes ?

No

Wells

You must add **all** wells for this installation in order for them to be included in this wireline notification.

Figure 3.5b

Selecting the 'Submission Form' will take the user to the Well Notification page where the user will be able to input **mandatory** details for the notification (Figure 3.6).

- i) if the well notification is for a new well i.e., an exploration/appraisal well, or a completely new well from a production installation it will not appear on the wells search. The Licence Operator will require to obtain a pre-spud reference for the well via a WONS application prior to being able to submit the well notification. The first point of contact for any well numbering issues is the WONS Team which can be contacted at wons@ogauthority.co.uk.
- ii) If the Well Operator cannot find the installation from which the well operation will be conducted from in the installation search, then please contact ukop@nstauthority.co.uk or the support line on 0300 067 1682 to request to be registered on DEVUK

Expected commencement date
 27-AUG-2018

Please give an overview of the Well Notification
 Well Notification

Installation from which the well operation will be conducted

Type of installation
 Production
 Non-production
 Light well intervention vessel
 Other vessel

Installation
 Ten Platform

Wells

Well name	Quad/Block	Platform letter	Well sequence	Well suffix	Well intent	
210/24-1A	210/24	C	1	A	Exploration	Remove Well

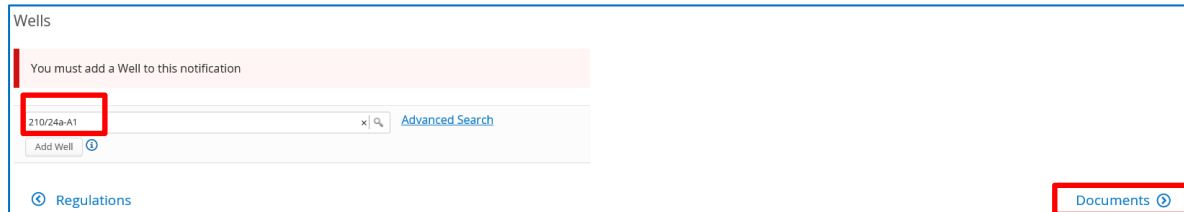
Replace Well [Advanced Search](#)

Figure 3.6

To add a well number commence typing in the well number search box until the well number you require is shown. You can also find the well by using the advanced search function. Please ensure that the correct well is selected especially if it has been side tracked and has a “z, x, y” designation.

After entering the well number, you require to click Add Well. Only one well requires to be added to the notification unless it is for the one-off wireline well notifications.

On completion of the mandatory detail the user will be able to progress to the next page to upload the well notification by selecting the ‘Documents’ tab (Figure 3.7a).



Wells

You must add a Well to this notification

210/24a-A1 x | [Advanced Search](#)

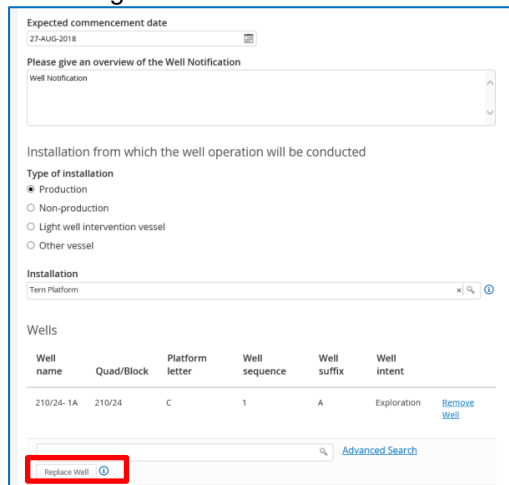
Add Well ⓘ

[Regulations](#)

[Documents](#)

Figure 3.7a

There is a replace well functionality if you choose the wrong well you can replace it without cancelling the well notification submission (Figure 3.7b).



Expected commencement date
27-AUG-2018

Please give an overview of the Well Notification
Well Notification

Installation from which the well operation will be conducted
Type of installation
 Production
 Non-production
 Light well intervention vessel
 Other vessel

Installation
Tern Platform

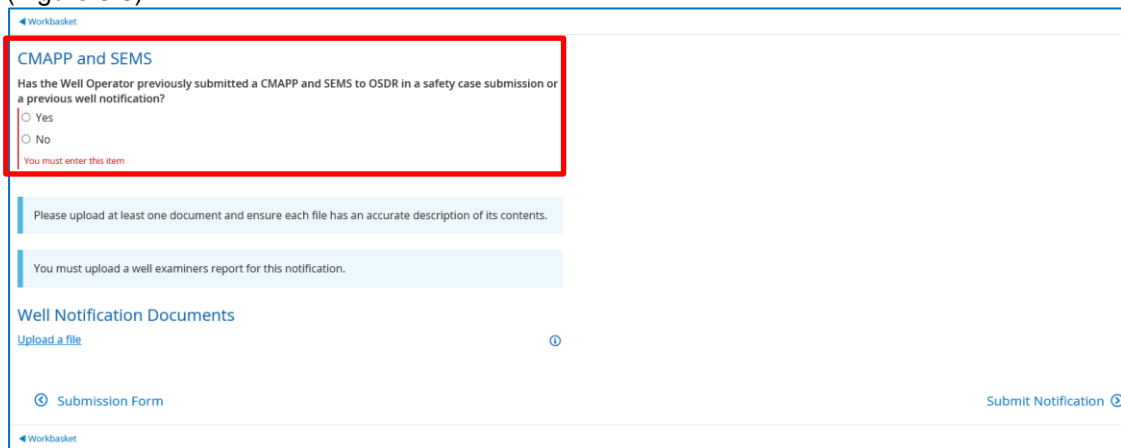
Well name	Quad/Block	Platform letter	Well sequence	Well suffix	Well intent	
210/24-1A	210/24	C	1	A	Exploration	Remove Well

[Advanced Search](#)

[Replace Well](#) ⓘ

Figure 3.7b

On clicking on the ‘Documents’ tab you will be taken to a further screen where there is a mandatory field to complete regarding the submission of CMAPP and SEMs. The request regarding CMAPP and SEMs will only be asked for in relation to the SCR2015 regulations (Figure 3.8).



Workbasket

CMAPP and SEMs

Has the Well Operator previously submitted a CMAPP and SEMs to OSDR in a safety case submission or a previous well notification?

Yes
 No

You must enter this item

Please upload at least one document and ensure each file has an accurate description of its contents.

You must upload a well examiners report for this notification.

Well Notification Documents

[Upload a file](#) ⓘ

[Submission Form](#)

[Submit Notification](#) ⓘ

Workbasket

Figure 3.8

If the Well Operator has previously submitted its CMAPP and SEMS by either including it in a safety case submission to the CA or via their first well notification submitted to the CA, just click yes and then proceed with the upload of the well notification. If you have not there is a requirement to upload the CMAPP and SEMS with this notification and confirm this has been undertaken. You require to upload the Well Notification and add a description to it on this same screen. In addition, under the SCR2015 regulation if you have not included your Well Examiners report within the Well Notification then you should upload here also (Figure 3.9).

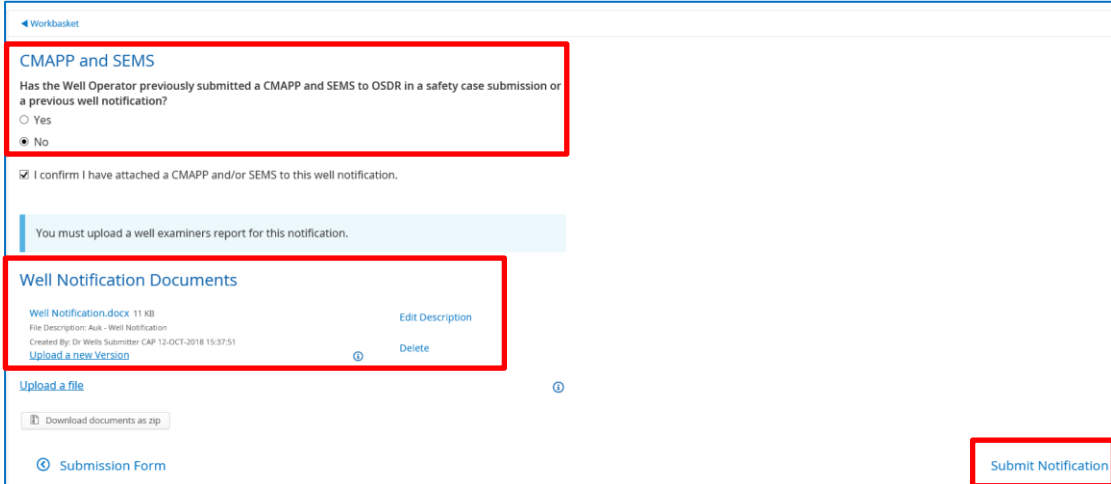


Figure 3.9

You will be taken to a screen which asks you to confirm that the well notification is valid. Tick on 'I agree with the above declaration' and this will then pull up the 'Submit Well Notification' box. (Figure 3.10).

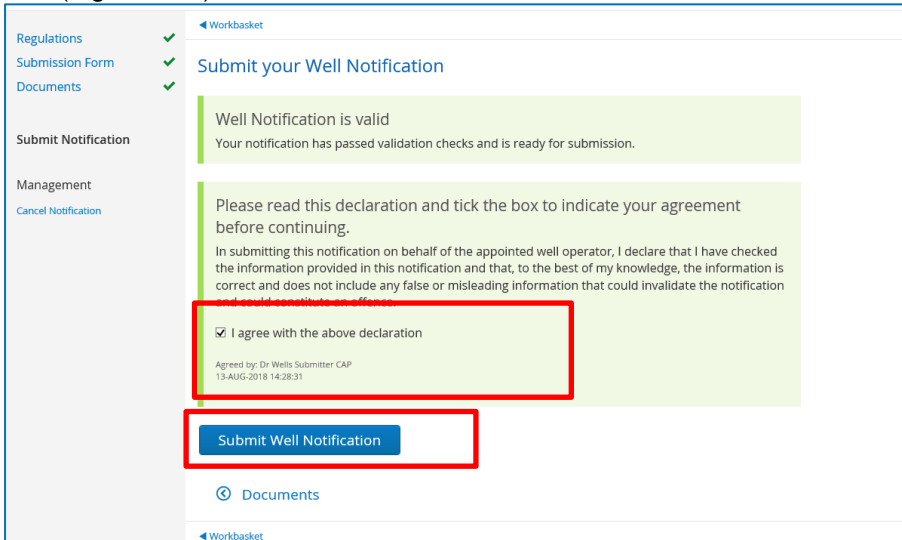


Figure 3.10

You will receive an alert that the notification has been submitted and the date you can commence well operations (Figure 3.11).

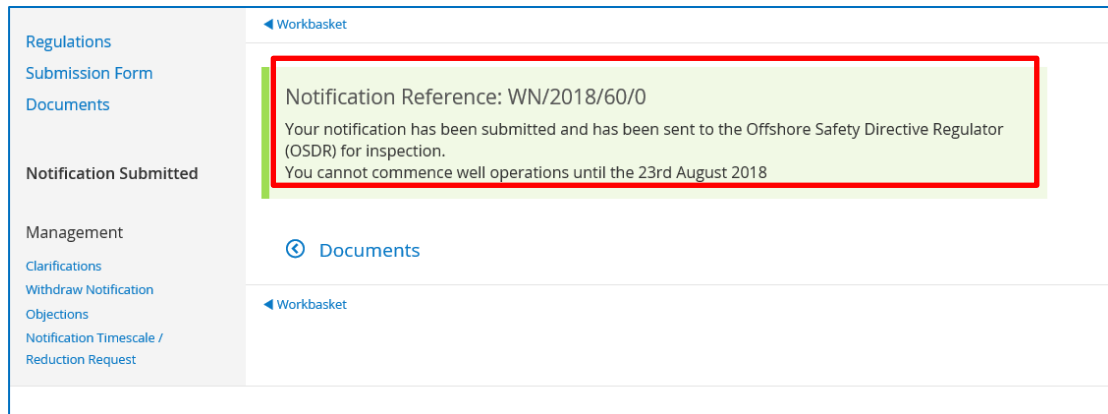


Figure 3.11

If you click back into your workbasket, you will note that the status has changed to view notification (Figure 3.12).

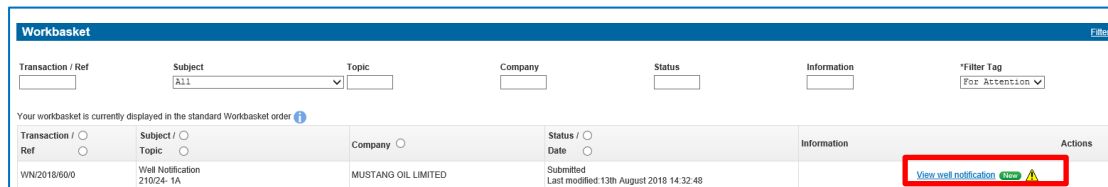


Figure 3.12

NOTE: Well operators will not receive consent from the CA to commence notified well operations. Well operators will only receive acknowledgement by the CA on the CAP when they have submitted the notification (Figure 3.11). Well operators may commence operations after the notification period has passed, provided it is safe to do so. The only time you will not be able to commence the operation at the specified time is if you receive an Objection which prohibits the operation.

SUBMISSION OF A BOREHOLE NOTIFICATION

To start a new Well Notification the user should select 'CAP Dashboard' from the left-hand side menu of the Workbasket screen (Figure 3.13).

Note: we will in time require the Weekly Drilling Report to be submitted via the portal however yet the functionality to allow for this is not complete you should therefore use the current arrangement until such time that we can arrange for this to be undertaken via the portal

When this facility becomes available: If you are submitting a Weekly Drilling Report for a Notification which has been submitted pre-portal you will require to upload the relevant Well Notification to the CAP. The same will apply if you are submitting a Material Change which relates to a Well Notification submitted pre-CAP.

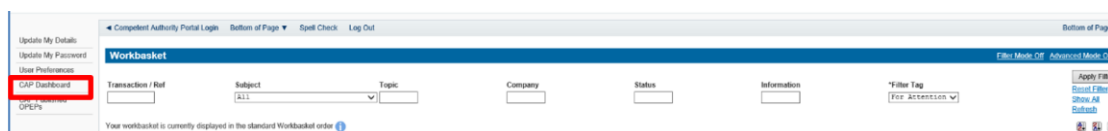


Figure 3.13

The user will then be directed to the CAP Dashboard (Figure 3.14). From here the user will be able to select 'Start a Well Notification' to create the new submission.

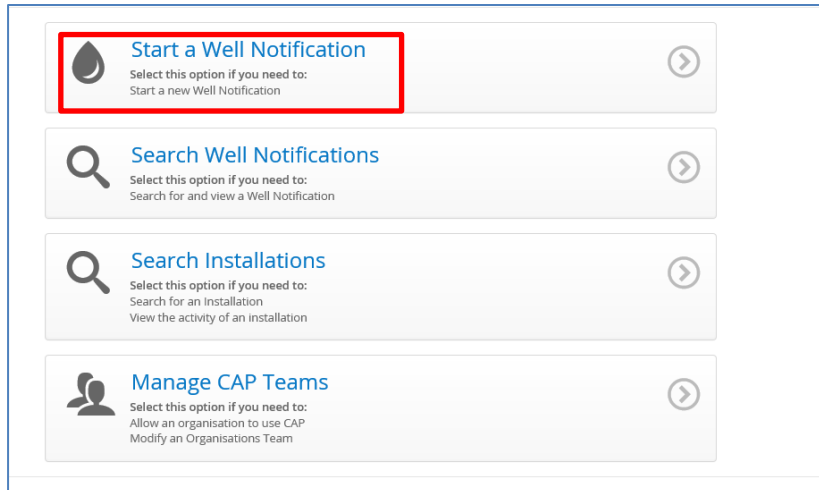


Figure 3.14

You will then be directed to select the operator and click on ‘Start Well Notification.’

Note: the icon  which advises that if you cannot find your company from the appointed well operator search then contact ukop@nstauthority.co.uk or the Support Line on 0300 067 1682 to request this be added.(Figure 3.15).

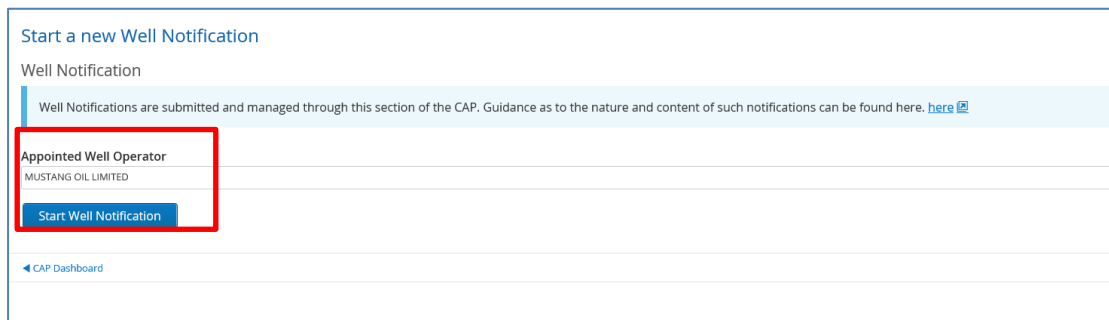


Figure 3.15

You will be taken to a new screen to select the regulations under which the well notification is being made. Select the ‘BSOR Reg 6(1)’. and then move forward onto the submission form (Figure 3.16).

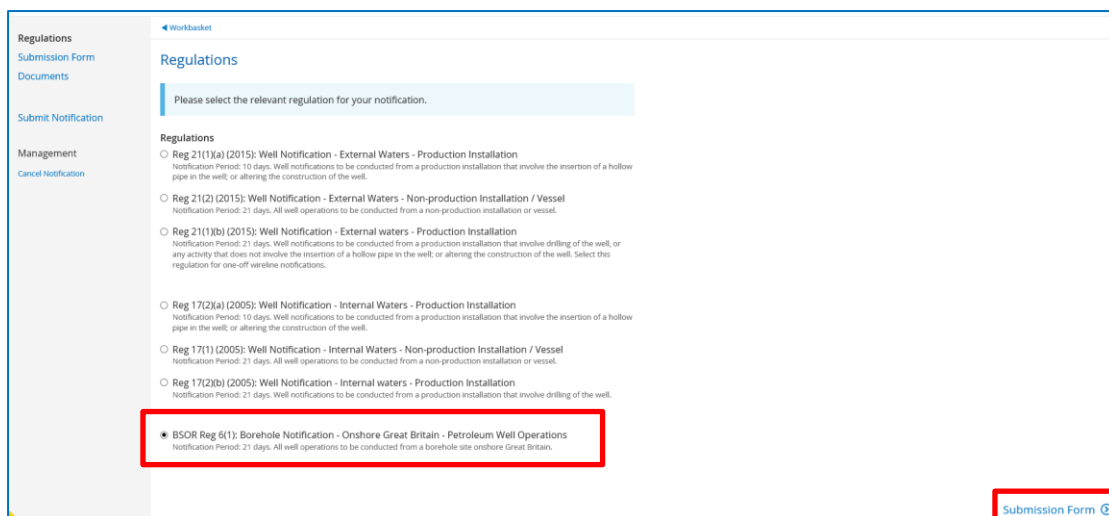
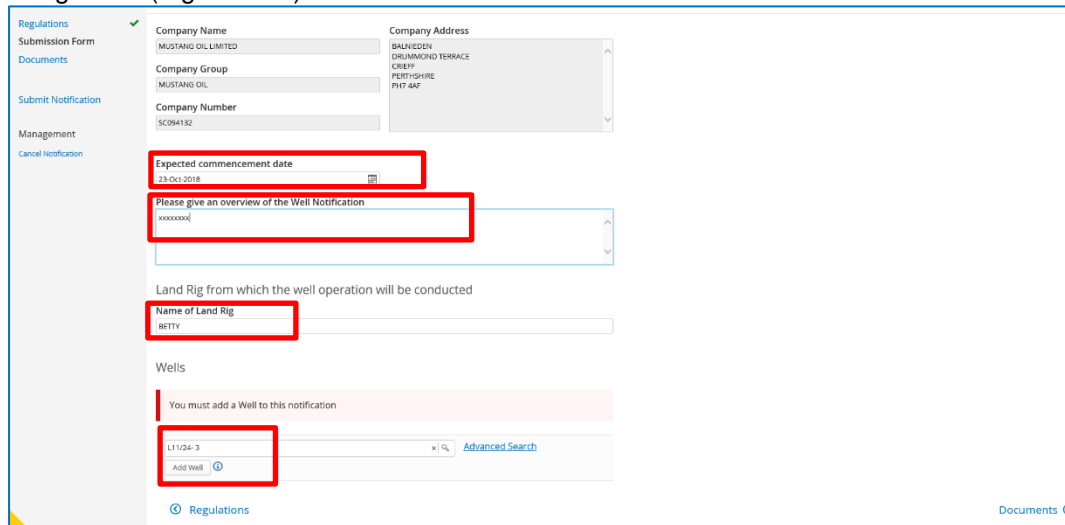


Figure 3.16

You will require to provide an overview of the Well Notification, Name of Rig, Well Number etc. To add a well number commence typing in the well number search box until the well number you require is shown. You can also find the well by using the advanced search function. Please ensure that the correct well is selected especially if it has been side tracked and has a “z, x, y” designation (Figure 3.17).

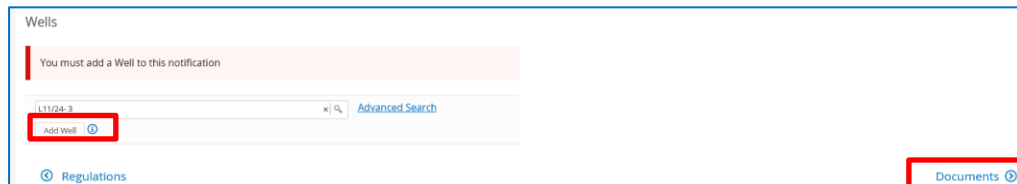


The screenshot shows a web form for submitting a well notification. On the left is a navigation menu with options: Regulations, Submission Form, Documents, Submit Notification, and Management. The main form area contains several sections:

- Company Information:** Fields for Company Name (MUSTANG OIL LIMITED), Company Address (DALMEIDEN DRUMMOND TERRACE, CREIFF, PERTSHIRE PH17 4AF), Company Group (MUSTANG OIL), and Company Number (SC094132).
- Expected commencement date:** A date field showing 23-Oct-2018.
- Well Notification Description:** A text area with the placeholder text "xxxxxxx".
- Land Rig:** A field for "Name of Land Rig" containing "BETTY".
- Wells:** A section with a message "You must add a Well to this notification" and a search box containing "L11/24-3" with an "Add Well" button.

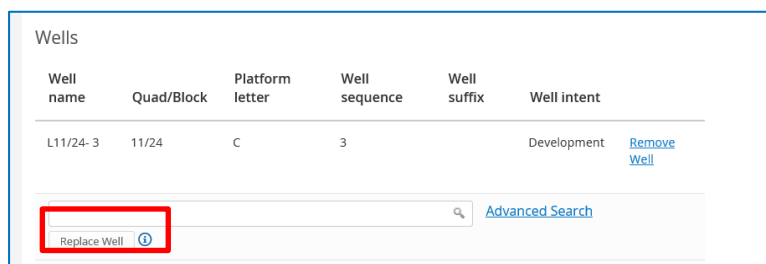
Figure 3.17

After entering the well number, you require to click Add Well. There is the facility to Replace the Well if e.g., you have entered the wrong number. On completing of the mandatory detail, the user will be able to progress to the next page to upload the well notification by selecting the ‘Documents’ tab. (Figure 3.18 a and b).



This close-up screenshot focuses on the "Wells" section of the form. It shows a message "You must add a Well to this notification" above a search box containing "L11/24-3" and an "Add Well" button. At the bottom right of the form area, the "Documents" tab is highlighted.

Figure 3.18a



This screenshot shows the "Wells" table with one entry. Below the table is a search box and a "Replace Well" button.

Well name	Quad/Block	Platform letter	Well sequence	Well suffix	Well intent
L11/24-3	11/24	C	3		Development

Figure 3.18b

The documents screen requires you to upload the Well Notification and add a description. When you upload the file, the screen will change to include ‘Add Description’ which is a mandatory requirement. You should then ‘Submit Notification’ (Figure 3.19).

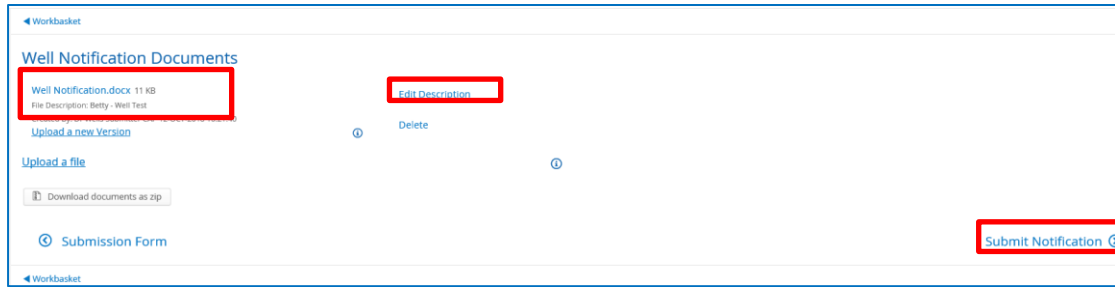


Figure 3.19

On the next screen you will tick the declaration and Submit the Well Notification (Figure 3.20).

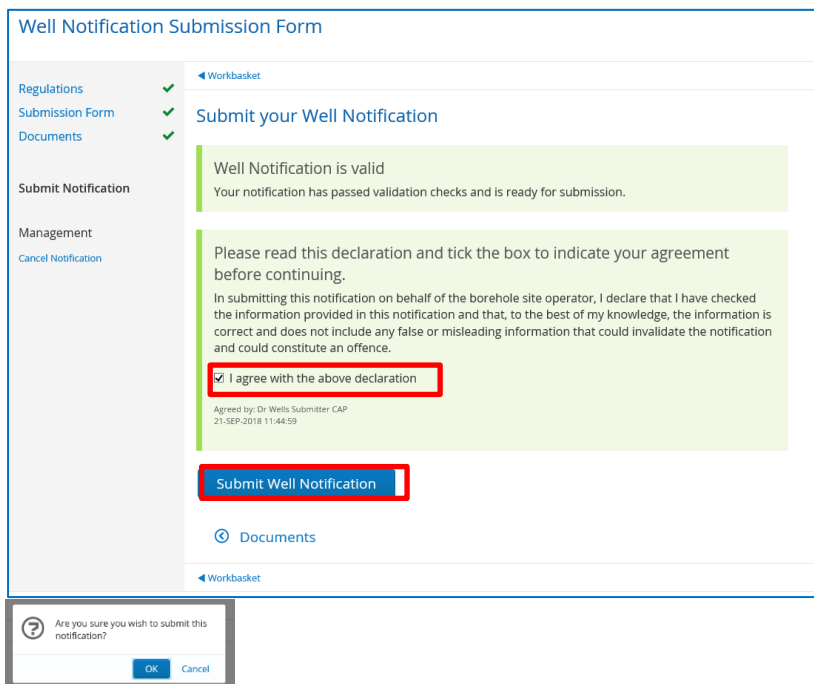


Figure 3.20

You will be taken to a screen which advises your notification has been submitted to the Health and Safety Executive and the date you can commence well operations (Figure 3.21).

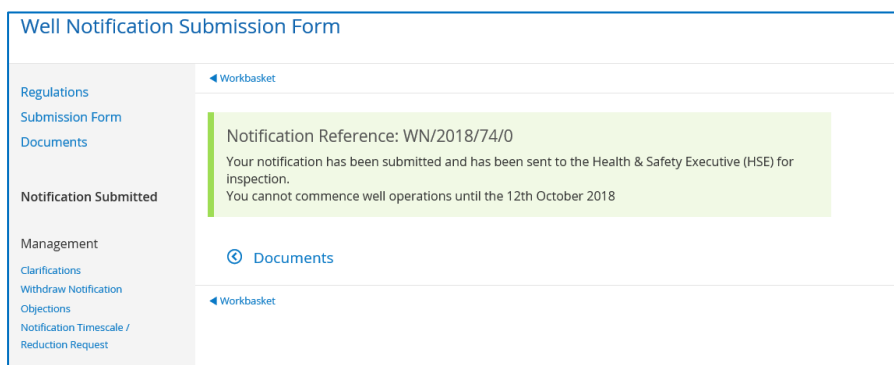


Figure 3.21

4. REDUCTION REQUEST

If you require to submit a reduction request, you should access the submitted notification via your workbasket and click on 'View well notification' (Figure 4.1).

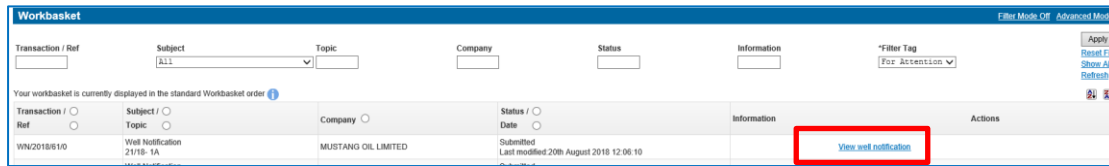


Figure 4.1

You will then be taken to a further screen where you can submit the reduction request by clicking on the 'Reduction Request' tab on the left-hand column (Figure 4.2).

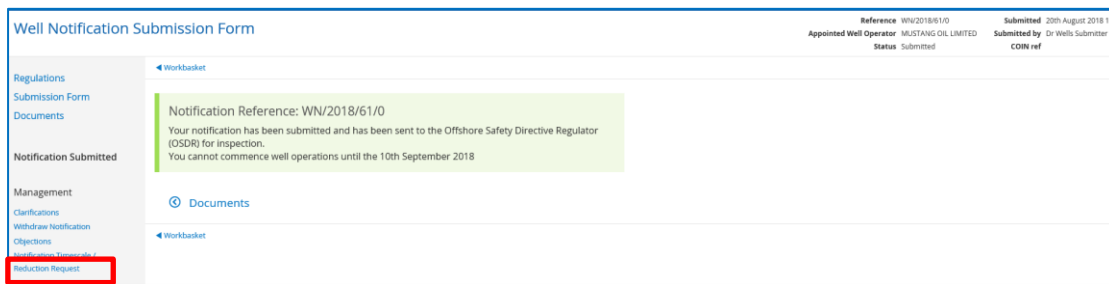


Figure 4.2

A further screen opens which provides the specified original permitted start date and there is a tab 'Request Reduction' which when clicked opens the screen for input of data (Figure 4.3).

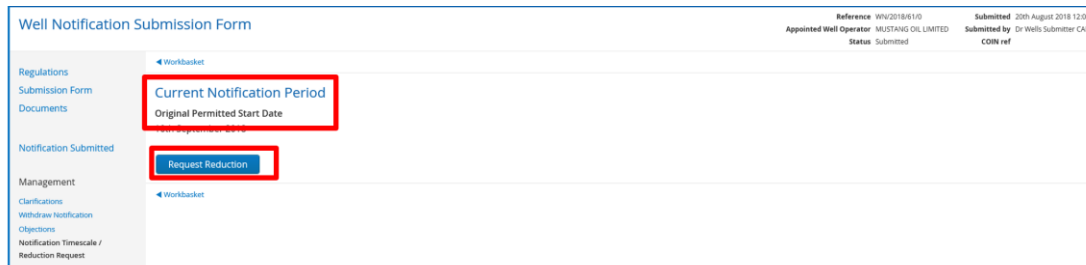


Figure 4.3

You will require to provide details of reduction date, reason for request and that the workforce have no over-riding concerns then click 'Submit Request' (Figure 4.4).

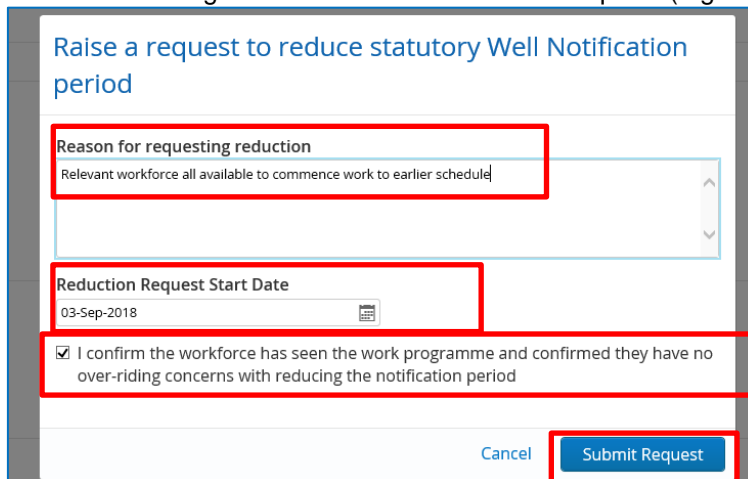


Figure 4.4

When you have submitted the request, a further screen will pop up and you will note detail for 'Awaiting decision' (Figure 4.5).

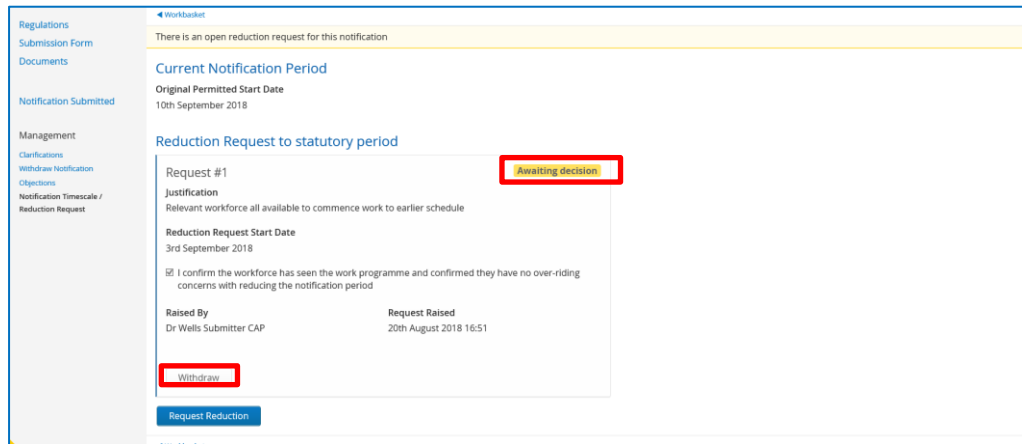


Figure 4.5

You can see that in your workbasket the detail advises that there is an open reduction request for the notification. The notification has been submitted to OMAR/HSE for consideration. If you no longer require the reduction request, then you can withdraw it. (Figure 4.6).

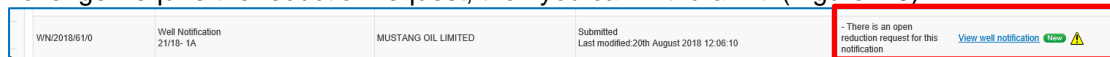


Figure 4.6

If the reduction request is accepted, you will receive an email alert and a reduction acceptance letter will be available via your workbasket you should view 'Reduction Request Accepted' (Figure 4.7).

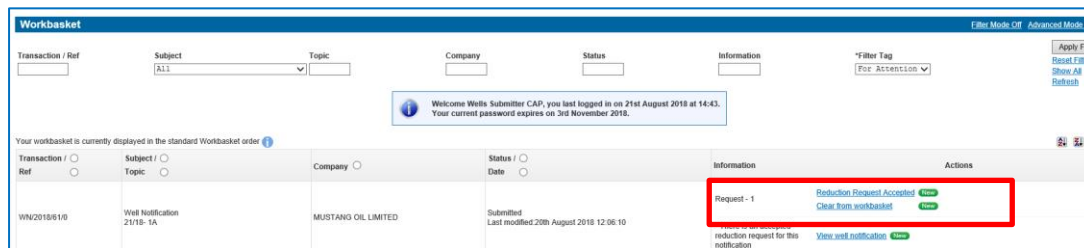


Figure 4.7

To view the correspondence, you can download/view the reduction request letter from OMAR / HSE (Figure 4.8).

Current Notification Period

Original Permitted Start Date: 10th September 2018
Reduction Request Start Date: 3rd September 2018

Reduction Request to statutory period

Request #1 Accepted

Justification
Relevant workforce all available to commence work to earlier schedule

Reduction Request Start Date
3rd September 2018

I confirm the workforce has seen the work programme and confirmed they have no over-riding concerns with reducing the notification period

Raised By
Dr Wells Submitter CAP

Request Raised
20th August 2018 16:51

Response sent
21st August 2018 14:03

File Description: Generated reduction request acceptance letter
Created By: System User 21/03/2018 14:03:31

Figure 4.8

IF REDUCTION REQUEST REJECTED

You will be alerted by email that the reduction request has been rejected. To view this, you will require to go into the notification via your workbasket (Figure 4.9).

Workbasket						
Transaction / Ref	Subject	Topic	Company	Status	Information	*Filter Tag
Your workbasket is currently displayed in the standard Workbasket order i						
Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Act	
WN2018/67/0	Well Notification 22/11-12	MUSTANG OIL LIMITED	Submitted Last modified: 13th September 2018 01:15:00	View well notification New	Clear from workbasket New	
WN2018/70/0	Well Notification 11/30-6	MUSTANG OIL LIMITED	Submitted Last modified: 4th September 2018 14:56:36	View well notification New		
WN2018/69/0	Well Notification 11/30-2	MUSTANG OIL LIMITED	Submitted Last modified: 4th September 2018 14:04:50	View well notification New		
WN2018/68/0	Well Notification 16/26-10	MUSTANG OIL LIMITED	Submitted Last modified: 4th September 2018 12:08:22	View well notification New	- There is an open reduction request for this View well notification	

Figure 4.9

This will then take you to the relevant screen where you can open the reduction request details from the left-hand column (Figure 4.10).

Well Notification Submission Form

[Regulations](#) | [Submission Form](#) | [Documents](#)

Notification Submitted

Management

[Clarifications](#)

[Withdraw Notification](#)

[Objections](#)

[Notification Timescale /](#)

Reduction Request

Notification Reference: WN/2018/68/0

Your notification has been submitted and has been sent to the Offshore Safety Directive Regulator (OSDR) for inspection.

You cannot commence well operations until the 25th September 2018

[Documents](#)

Figure 4.10

You will note that the reduction request has been rejected, and that the permitted start date will remain the same as that from the original 21/10 day well notification submission date. You can contact your assigned Well Engineering and Operations Inspector to get more information if required (Figure 4.11).

Current Notification Period

Original Permitted Start Date
25th September 2018

Reduction Request to statutory period

Request #1 Rejected

Justification
Possible weather restriction later date

Reduction Request Start Date
20th September 2018

I confirm the workforce has seen the work programme and confirmed they have no over-riding concerns with reducing the notification period

Raised By Dr Wells Submitter CAP	Request Raised 17th September 2018 11:35
-------------------------------------	---

Response sent
17th September 2018 11:58

Figure 4.11

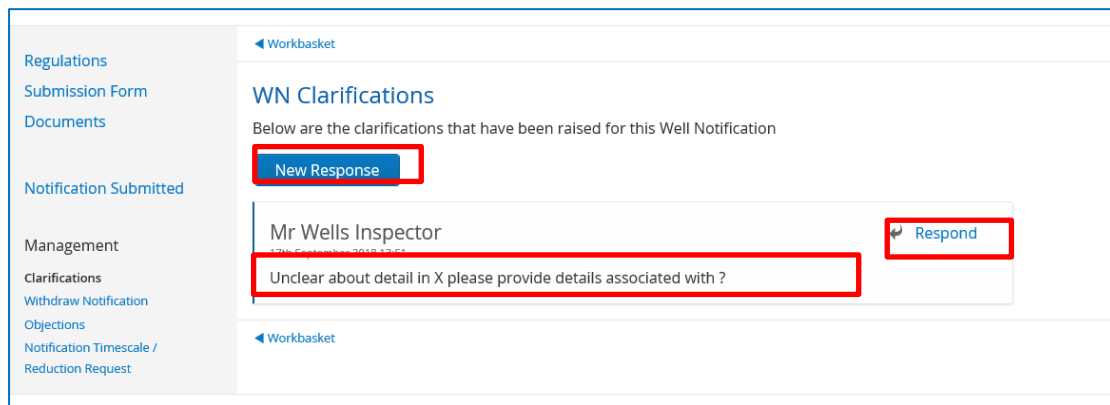
5. CLARIFICATIONS

The OMAR / HSE may seek clarification from you relating to your submitted well notification. You will receive an email alert if a clarification is raised, and the detail will be in your workbasket (Figure 5.1).

Transaction / Ref	Subject / Topic	Company	Status / Date	Information	Actions
WN2018/700	Well Notification 11/30-6	MUSTANG OIL LIMITED	Submitted Last modified: 4th September 2018 14:56:36	Clarification Received:	View Clarification <input type="button" value="Clear"/>

Figure 5.1

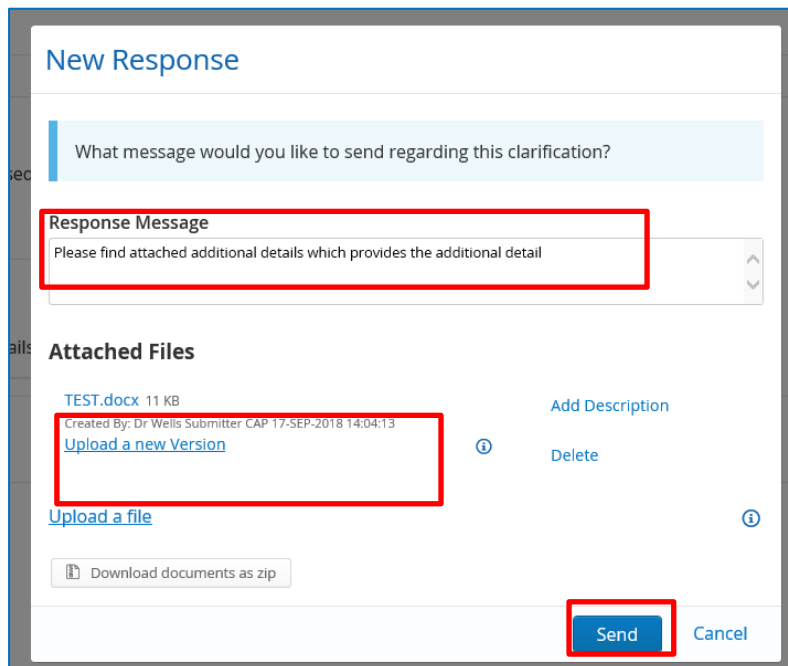
You will be able to view and respond to the clarification. There may be detail in the comments box and uploaded documents. You can respond back to the clarification through the same screen by clicking on the 'Respond' tab (Figure 5.2).



The screenshot shows a 'Workbasket' view with a sidebar on the left containing navigation links like 'Regulations', 'Submission Form', 'Documents', 'Notification Submitted', 'Management', 'Clarifications', 'Withdraw Notification', 'Objections', and 'Notification Timescale / Reduction Request'. The main area is titled 'WN Clarifications' and contains the text: 'Below are the clarifications that have been raised for this Well Notification'. A red box highlights a 'New Response' button. Below this, a clarification entry is shown for 'Mr Wells Inspector' with the message: 'Unclear about detail in X please provide details associated with ?'. A red box highlights a 'Respond' button next to this entry.

Figure 5.2

A further screen opens which allows for a response message and if necessary, the upload of files. You should then click on 'Send' (Figure 5.3).



The screenshot shows the 'New Response' form. At the top, it asks 'What message would you like to send regarding this clarification?'. Below this is a text area containing the message: 'Please find attached additional details which provides the additional detail'. Underneath the text area is the 'Attached Files' section, which shows a file named 'TEST.docx' (11 KB) with a creation date of 'Created By: Dr Wells Submitter CAP 17-SEP-2018 14:04:13'. A red box highlights the 'Upload a new Version' link. At the bottom of the form, there are 'Send' and 'Cancel' buttons, with 'Send' highlighted by a red box.

Figure 5.3

The Clarification Screen will populate to display the request and the response. (Figure 5.4).

WN Clarifications

Below are the clarifications that have been raised for this Well Notification

[New Response](#)

Mr Wells Inspector [Respond](#)

17th September 2018 13:51

Unclear about detail in X please provide details associated with ?

Dr Wells Submitter CAP [Respond](#)

17th September 2018 14:05

Please find attached additional details which provides the additional detail

Attached Files

[TEST.docx](#) 11 KB
Created By: Dr Wells Submitter CAP 17-SEP-2018 14:04:13

[Download documents as zip](#)

[Workbasket](#)

Figure 5.4

It is possible that OMAR / HSE will further respond to your reply and the same process will apply until no further clarification is sought.

6. OBJECTION TO NOTIFICATION RAISED

Note: it is not possible to raise an Objection against the Borehole Sites and Operations Regulations 1995 or The Offshore Installations (Safety Case) Regulations 2005. Raising of an Objection only applies to Well Notifications submitted under The Offshore Installations (Offshore Safety directive) (Safety Case etc.) Regulations 2015.

An objection is equivalent to a Prohibition Notice and is not taken lightly however if an objection has been raised you will not be able to commence the operation until such time that the objection is lifted.

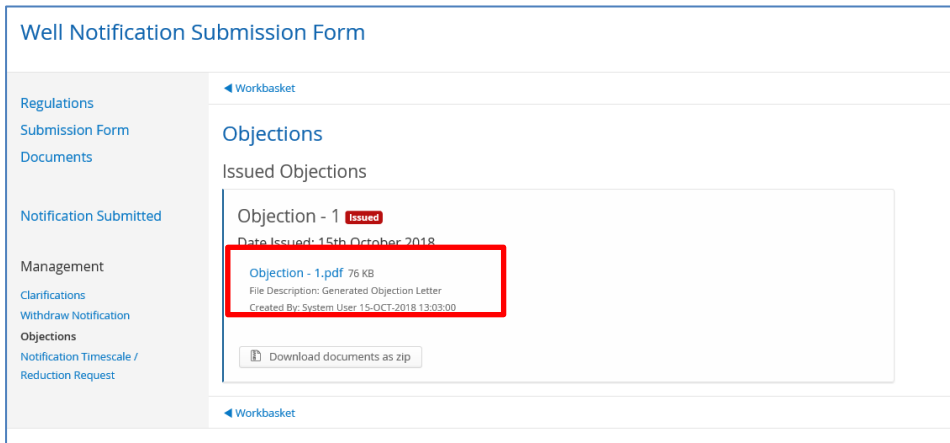
If an objection has been raised, you will receive an email alert. The objection letter with the reasons for objection will be available in your workbasket (Figure 6.1).



Transaction Ref	Subject / Topic	Company	Status / Date	Information	Actions
WN2018/020	Well Notification 15/17-10	MUSTANG OIL LIMITED	Submitted Last modified 15th October 2018 08:41:46	Objection - 1	View well notification View Objection

Figure 6.1

On selection of 'View Objection' you will be taken to the screen which gives you access to the objection letter (Figure 6.2).



Well Notification Submission Form

Regulations
Submission Form
Documents

Notification Submitted

Management
Clarifications
Withdraw Notification
Objections
Notification Timescale / Reduction Request

Workbasket

Objections

Issued Objections

Objection - 1 **Issued**

Date Issued: 15th October 2018

Objection - 1.pdf 76 KB
File Description: Generated Objection Letter
Created By: System User 15-OCT-2018 13:03:00

Download documents as zip

Workbasket

Figure 6.2

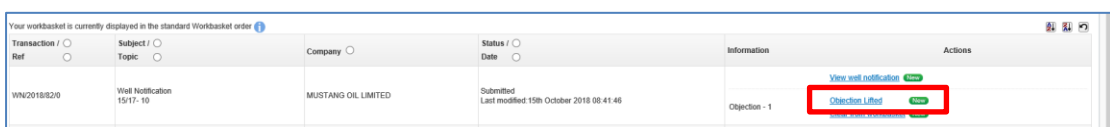
You may consider it necessary to withdraw the notification or resolve the issues as identified by the regulator. You will not be able to commence the operation unless you receive an objection lifted letter.

How to respond to an objection

The Well Operator will be able to respond to OMAR with information required to get the objection lifted, by replying to a clarification raised by OAMR in the CAP for this purpose. The Well Operator may also have to submit a material change to the well notification to reflect changes to the proposed well operation.

Objection Letter Lifted

An objection lifted letter is issued by OMAR. When, and if, an objection is lifted you will receive an email alert that the objection is lifted in your workbasket (Figure 6.3).



Transaction Ref	Subject / Topic	Company	Status / Date	Information	Actions
WN2018/020	Well Notification 15/17-10	MUSTANG OIL LIMITED	Submitted Last modified 15th October 2018 08:41:46	Objection - 1	View well notification Objection Lifted

Figure 6.3

When you access the detail, you will be able to view the original objection letter and the objection lifted letter (Figure 6.4).

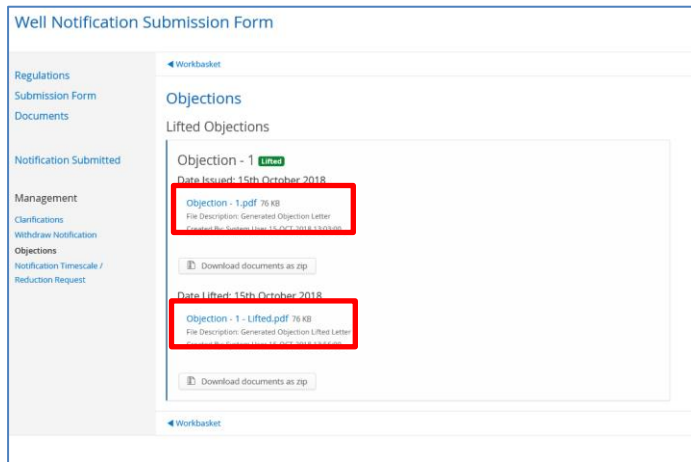


Figure 6.4

7. SUBMISSION OF A MATERIAL CHANGE

When you log on to the CAP you will be taken to your workbasket from there you should access the CAP Dashboard (Figure 7.1).

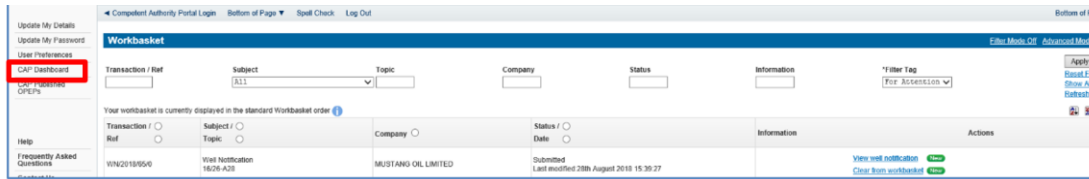


Figure 7.1

You will then require searching for the relevant Well Notification via the search facility (Figure 7.2).

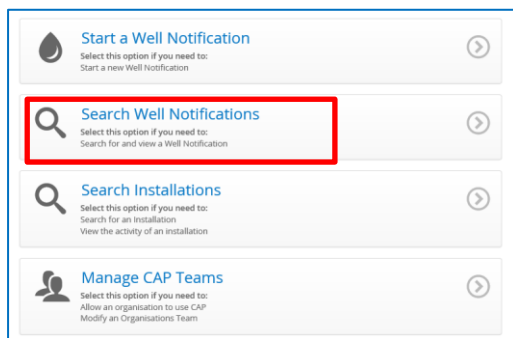


Figure 7.2

You will be taken to a screen where you can enter the relevant 'Well Notification Reference.' The search can be undertaken by various means. On selection of the 'Search' tab this will open the relevant notification and the option to 'Start Material Change' is now available (Figure 7.3 a & b).

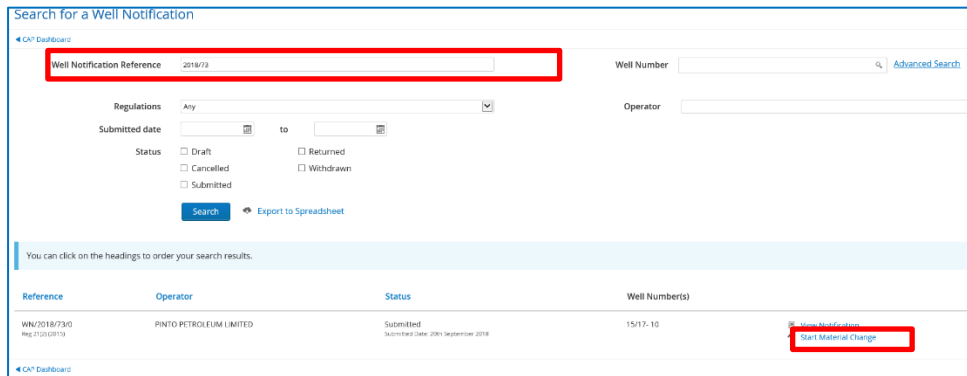


Figure 7.3 a

The advanced search opens an additional search facility (Figure 7.3b).

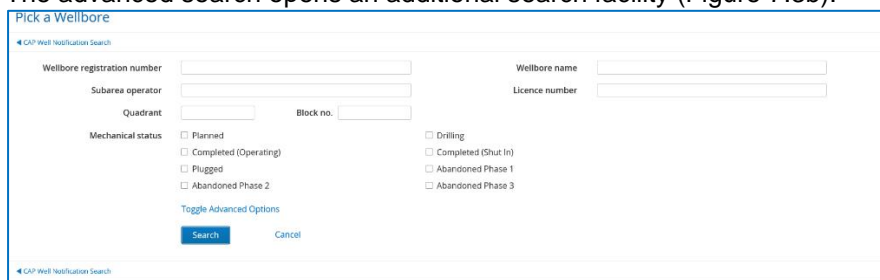


Figure 7.3 b

At the start of a Material Change there will be certain details you will not be able to modify. You should progress to the submission form (Figure 7.4).

Note: There is no notification period for material changes to Well/BSOR notifications.

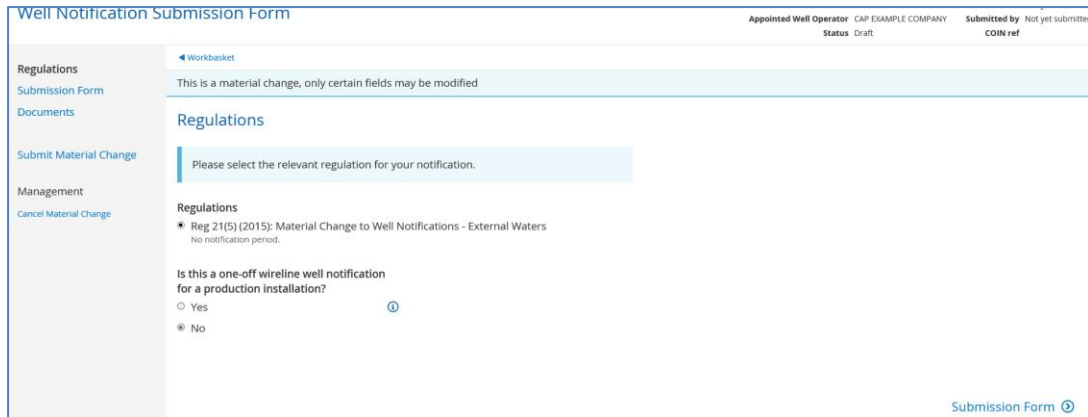


Figure 7.4

You will be able to modify some detail on this next screen and then click on 'Documents' to allow for upload of the Material Change documents. Changing of a well number is available when notifying of a material change (Figure 7.5a & 7.5b).

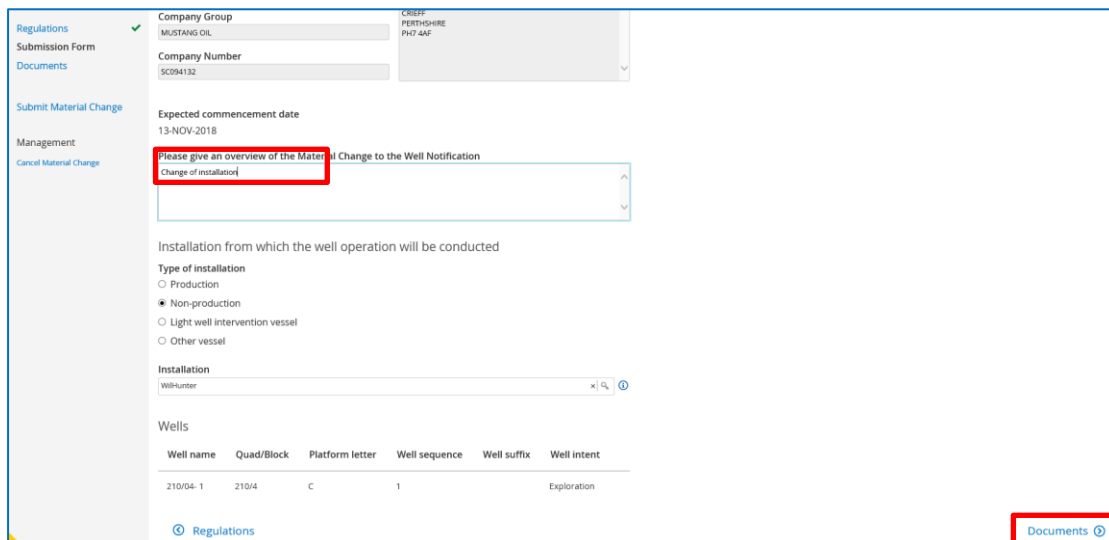


Figure 7.5

The next 'Documents' screen allows for the user to upload the material change document(s) to the notification and add a description detailing what the material change involves. When this is complete, and document(s) have been uploaded then the material change can be submitted by clicking the 'Submit Material Change' button (Figure 7.6).

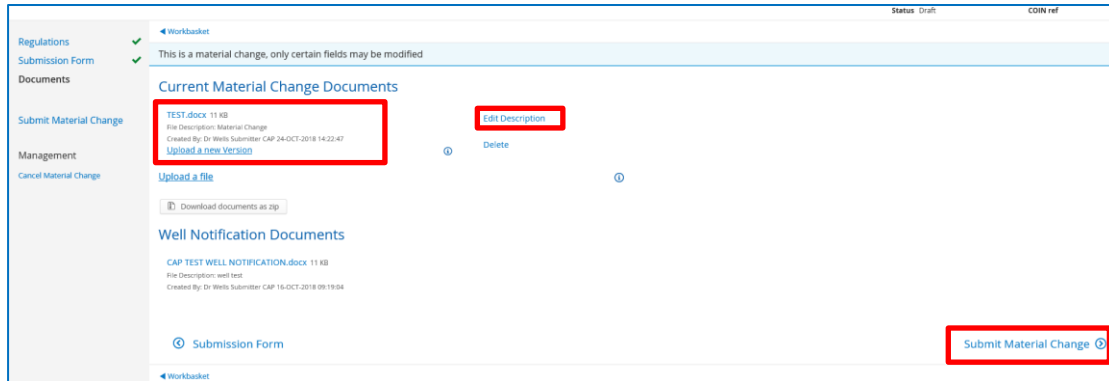


Figure 7.6

There will be a further screen to tick a declaration that the information is correct then you submit the material change (Figure 7.7).

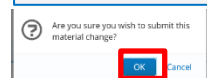
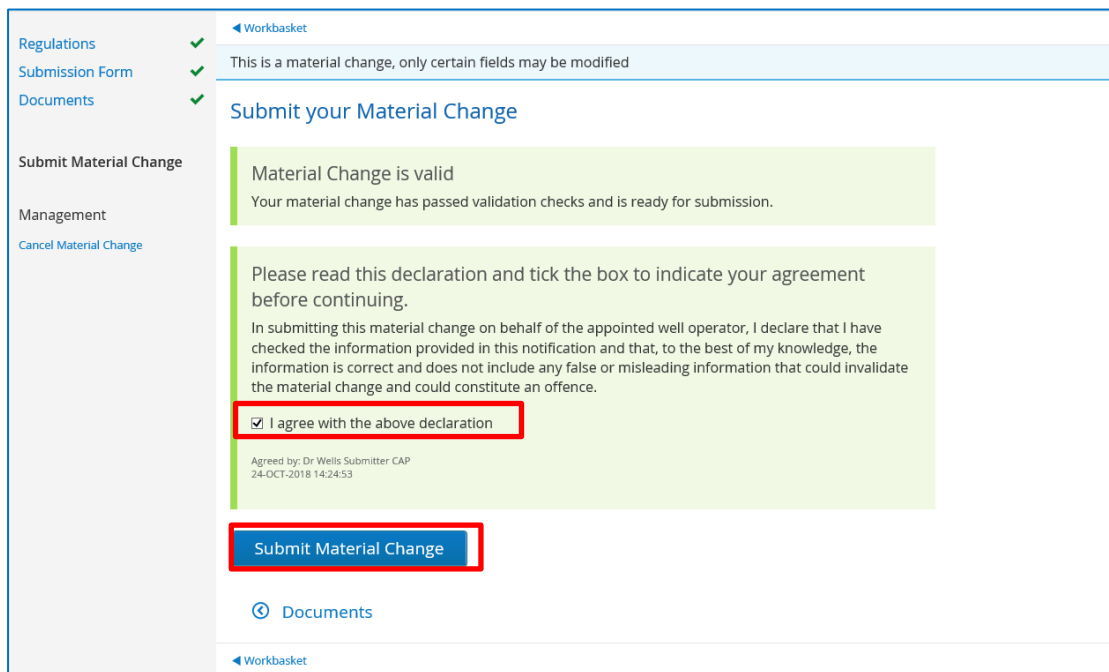
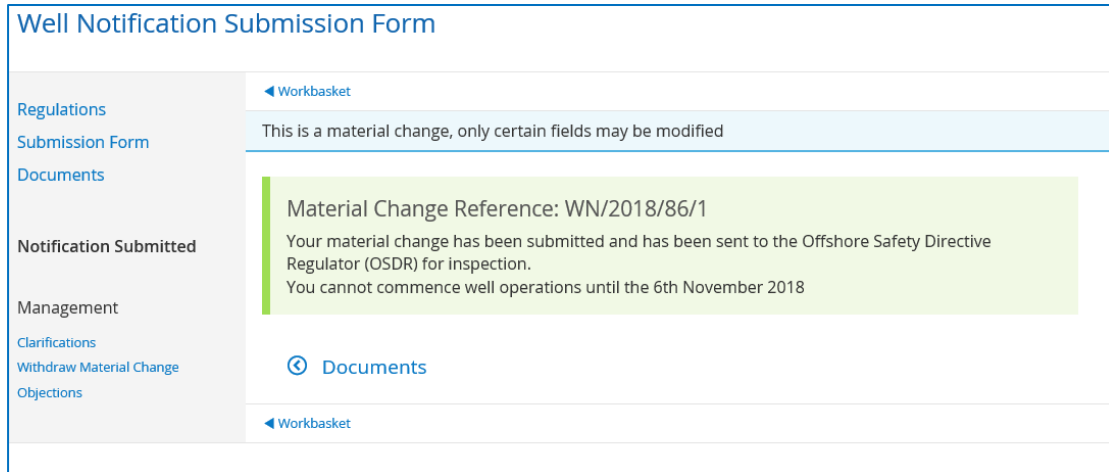


Figure 7.7

A screen will then display the Material Change Reference and the date when you can commence well operations this will be the same as that of the original well notification submitted to the OMAR/HSE.

Note: in this example the reference for the original Well Notification is WN/2018/86 and the Material Change then becomes WN/2018/86/1 (Figure 7.8).



Well Notification Submission Form

Regulations
Submission Form
Documents
Notification Submitted
Management
Clarifications
Withdraw Material Change
Objections

◀ Workbasket

This is a material change, only certain fields may be modified

Material Change Reference: WN/2018/86/1

Your material change has been submitted and has been sent to the Offshore Safety Directive Regulator (OSDR) for inspection.
You cannot commence well operations until the 6th November 2018

🔄 Documents

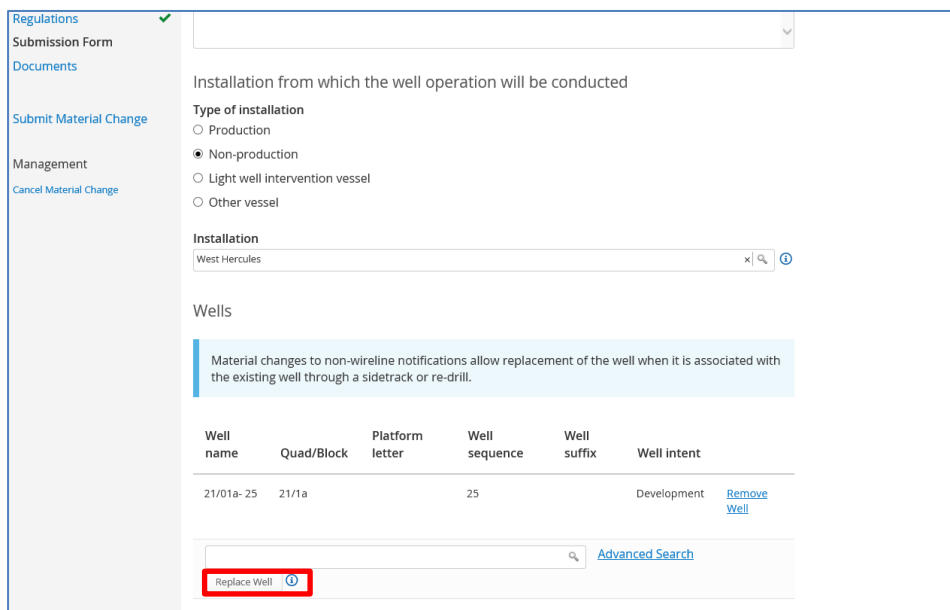
◀ Workbasket

Figure 7.8

MATERIAL CHANGE OPTION TO UPDATE THE WELL NUMBER

If you are submitting a Material Change, there is the option to change the well number to reflect the status.

You should follow the process as described in Figure 7.1 to 7.5 to Start a Material Change. When you progress to the ‘Submission Form’ screen there is the option to Replace the Well (Figure 7.9).



Regulations ✓
Submission Form
Documents
Submit Material Change
Management
Cancel Material Change

Installation from which the well operation will be conducted

Type of installation

- Production
- Non-production
- Light well intervention vessel
- Other vessel

Installation
West Hercules


Wells

Material changes to non-wireline notifications allow replacement of the well when it is associated with the existing well through a sidetrack or re-drill.

Well name	Quad/Block	Platform letter	Well sequence	Well suffix	Well intent
21/01a-25	21/1a		25		Development Remove Well

Replace Well

Figure 7.9

When you click on the “Replace Well” tab it removes the well and you require to select the alternative well. There is also the option to change your mind and restore the detail back to the original well. If you select the “Restore Original Well” a pop-up box appears  (Figure 7.10)

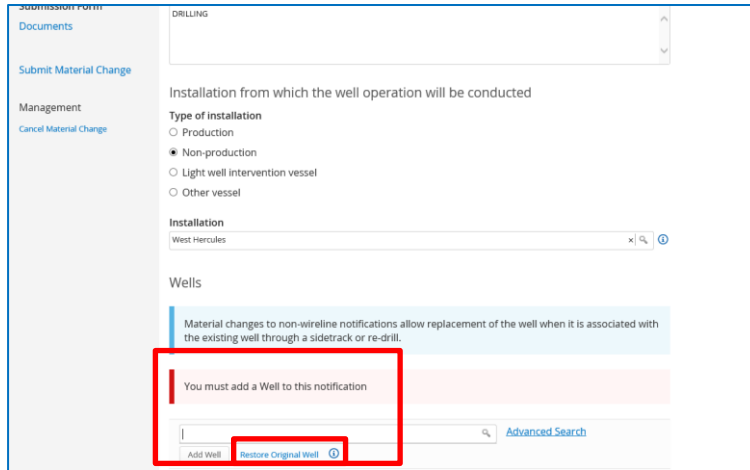


Figure 7.10

Type the Well Number then select and “Add Well” (Figure 7.11)

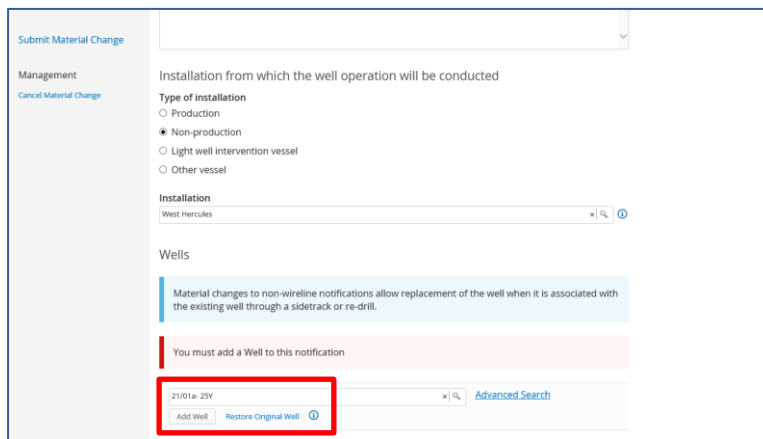
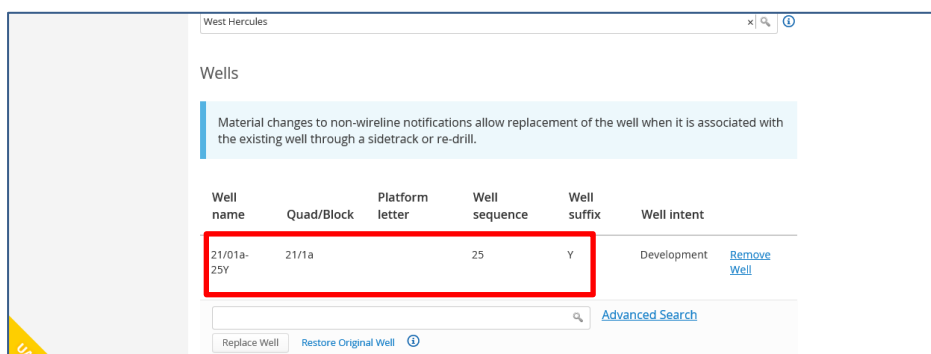


Figure 7.11

On selection of Add Well the system will update the detail. You should then proceed as (Figure 7.12)



Well name	Quad/Block	Platform letter	Well sequence	Well suffix	Well intent
21/01a-25Y	21/1a		25	Y	Development Remove Well

Figure 7.12

Proceed as you would as described in Figure 7.5 to Figure 7.8

MATERIAL CHANGES TO ONE OFF WIRELINE WELL NOTIFICATIONS

The wells contained in a one-off wireline well notification **must be kept up to date**. If the current well numbers are not listed in the notification, then a weekly well operations report will not be able to be submitted for those wells. Therefore, old well numbers must be removed and new well numbers added. The CAP material change function now has this facility. Please see below on how to add and remove well numbers from the well notification.

From your cap dashboard select Search Well Notifications (Figure 7.13)

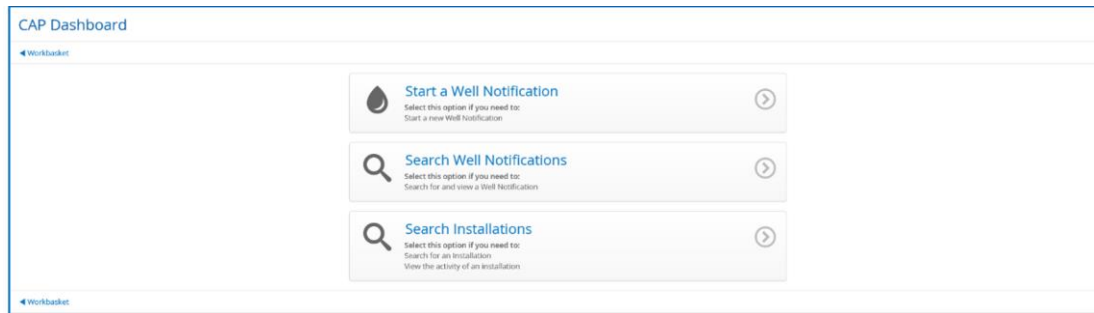


Figure 7.13

You can undertake the search for the specific well notification via various means. In this instance use of the CAP Well Reference number. On clicking on the search facility further detail populates onto the screen. From here you can select Start Material Change (Figure 7.14).

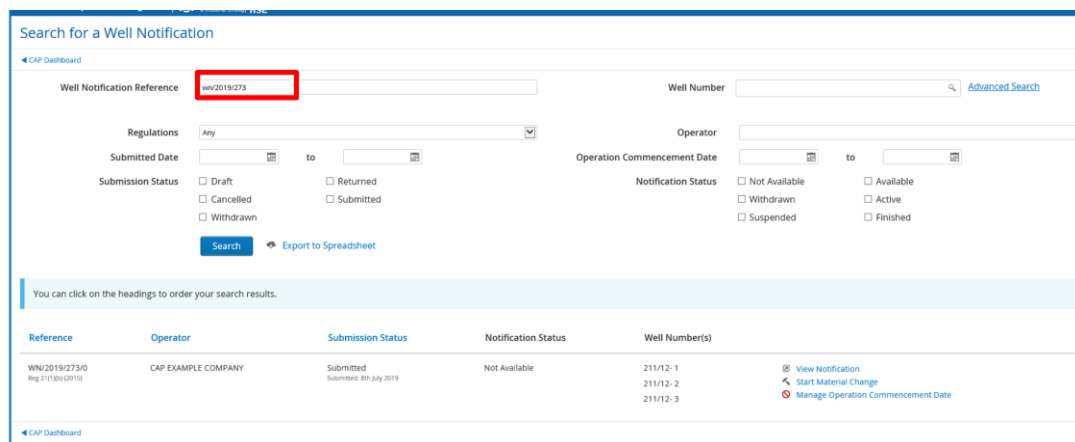


Figure 7.14

As with other material changes only certain information can be updated. You should progress to the Submission Form (Figure 7.15)

Note: There is no notification period for material changes to Well/BSOR notifications.

[← CAP Well Notification Search](#)
 This is a material change, only certain fields may be modified

Regulations

Please select the relevant regulation for your notification.

Regulations

Reg 21(5) (2015): Material Change to Well Notifications - External Waters
 No notification period.

Is this a one-off wireline well notification for a production installation?

Yes ⓘ
 No

[Submission Form ⓘ](#)

Figure 7.15

On the submission form screen there is the option to remove/add wells (Figure 7.16).

Management
Cancel Material Change

Wells

You must add all wells for this installation in order for them to be included in this wireline notification.

Well name	Quad/Block	Platform letter	Well sequence	Well suffix	Well intent	
211/12-1	211/12		1		Exploration	Remove Well
211/12-2	211/12		2		Appraisal	Remove Well
211/12-3	/		3		Appraisal	Remove Well

[Advanced Search](#)

[Regulations ⓘ](#) [Documents ⓘ](#)

Figure 7.16

To alter you can either click on “Remove Well” or if there is e.g., a Side-track Well you can add this by the “Add Well” tab. You will be able to add any well number to the well notification, so please ensure it is accurate for the installation detailed in the one off well notification. There is also the option, should this be needed to “Restore Original Wells” if a mistake is made while removing / adding wells.

Progress by clicking on the “Documents” tab (Figure 7.17)

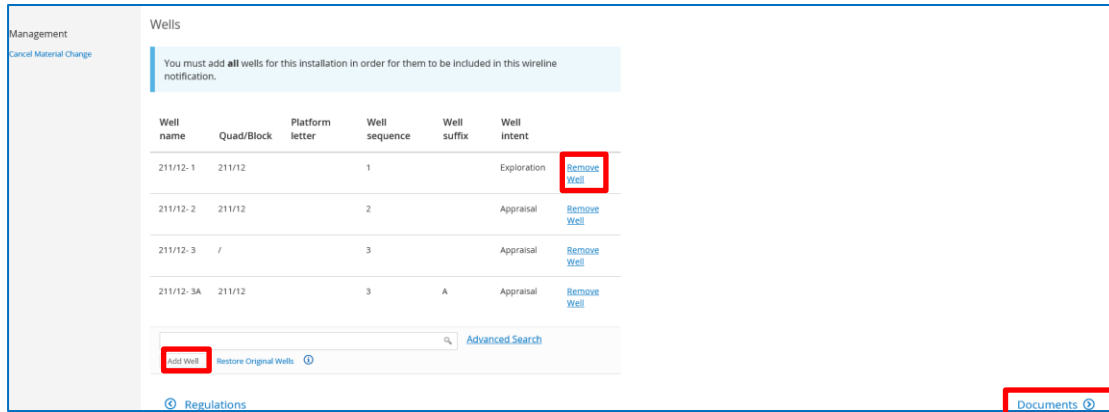


Figure 7.17

On the documents screen you require to upload the Material Change document, add the description then click on “Submit Material Change” (Figure 7.18).

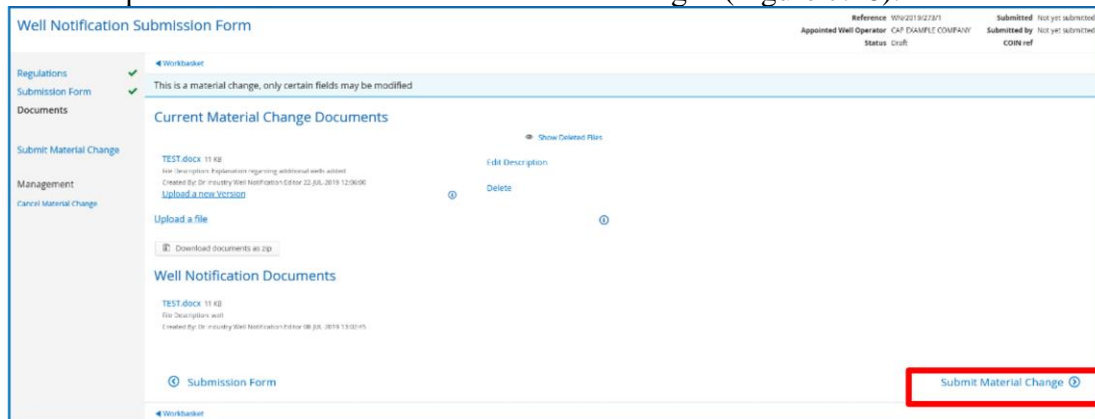


Figure 7.18

Tick the declaration then click on the “Submit Material Change” tab (Figure 7.19).

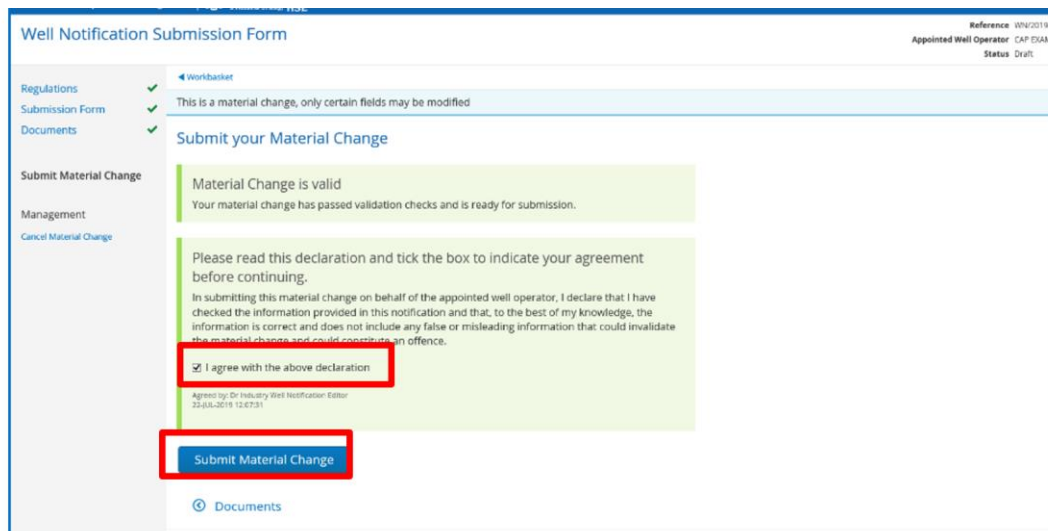


Figure 7.19

An alert advised that the material change has been submitted (Figure 7.20).

Well Notification Submission Form

Regulations

Submission Form

Documents

Notification Submitted

Management

Clarifications

Withdraw Material Change

Objections

Weekly Well Operations Report

History

◀ Workbasket

This is a material change, only certain fields may be modified

Material Change Reference: WN/2019/273/1

Your material change has been submitted and has been sent to the Offshore Safety Directive Regulator (OSDR) for inspection.
You cannot commence well operations until the 29th July 2019

🕒 Documents

◀ Workbasket

Figure 7.20

8. SUBMISSION OF WEEKLY WELL OPERATIONS REPORTS

WEEKLY WELL OPERATIONS REPORTS

The Well Date Commencement Setter and Weekly Well Operations Report Editor permissions can be assigned to the same or different persons depending on the Well Operators preference. The assignment of these roles is conducted by the Team Co-ordinator as detailed in section 1 of this guidance.

Well Date Commencement Setter: this function is for the date that the work is to commence. You will not be able to submit the weekly well operations report until a date is set.

From your workbasket you should go to the CAP Dashboard (Figure 8.1)

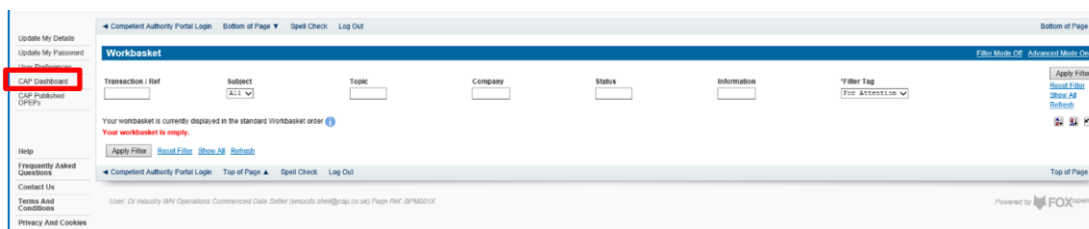


Figure 8.1

From the Dashboard you should select 'Search Well Notifications' (Figure 8.2)

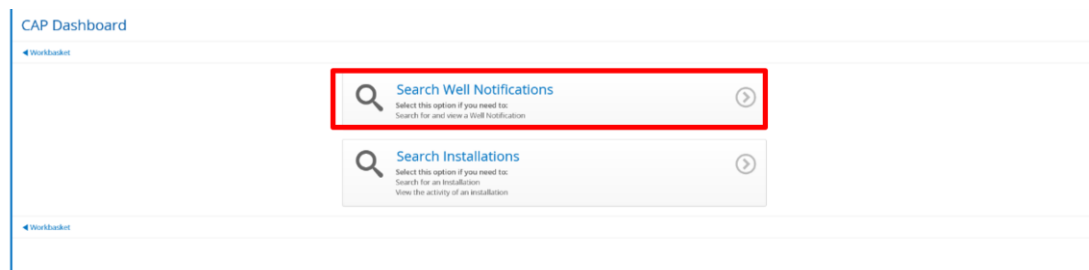
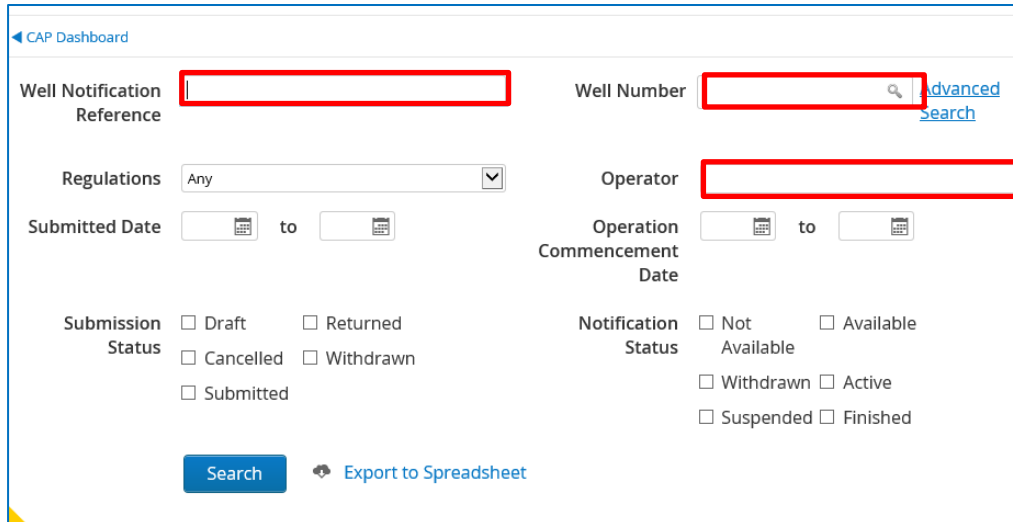


Figure 8.2

This opens the screen where you can undertake a search for the Well Notification you wish to submit the weekly well operations report against. You can search by various means (Figure 8.3)



Well Notification Reference: [Redacted]

Well Number: [Redacted] [Advanced Search](#)

Regulations: Any

Submitted Date: [Calendar] to [Calendar]

Operator: [Redacted]

Operation Commencement Date: [Calendar] to [Calendar]

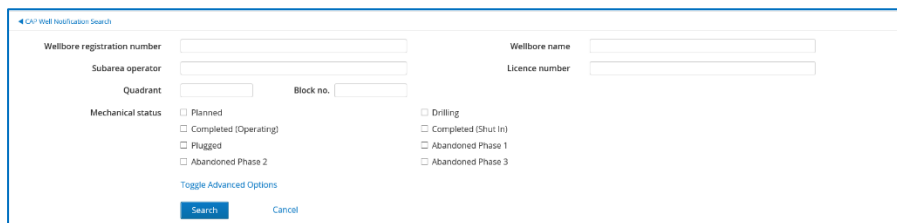
Submission Status: Draft Returned Cancelled Withdrawn Submitted

Notification Status: Not Available Available Withdrawn Active Suspended Finished

[Search](#) [Export to Spreadsheet](#)

Figure 8.3

The Advanced Search opens further search facility should this be required (Figure 8.4).



Wellbore registration number: [Text Box] Wellbore name: [Text Box]

Subarea operator: [Text Box] Licence number: [Text Box]

Quadrant: [Text Box] Block no.: [Text Box]

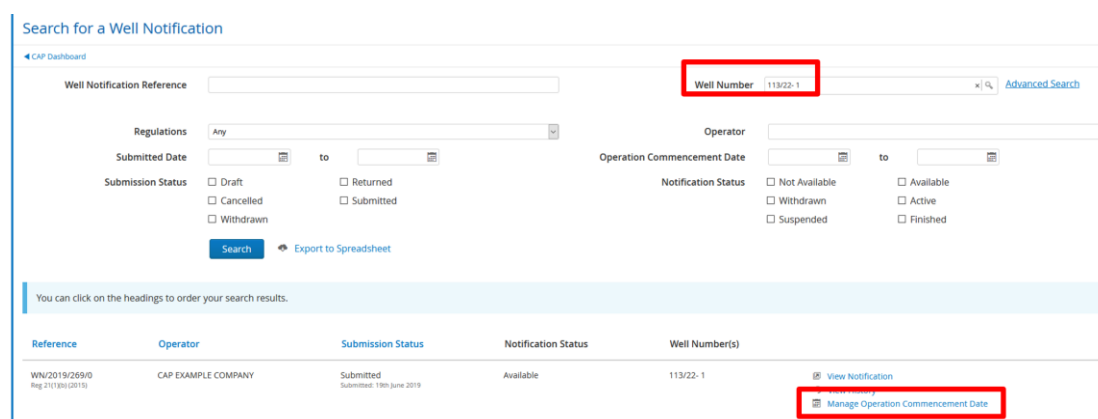
Mechanical status: Planned Drilling Completed (Operating) Completed (Shut In) Plugged Abandoned Phase 1 Abandoned Phase 2 Abandoned Phase 3

[Toggle Advanced Options](#)

[Search](#) [Cancel](#)

Figure 8.4

On selection of the relevant Well Notification when you click on the Search the screen will update to include the relevant Well Notification at the lower end of the screen. Select ‘Manage Operation Commencement Date’ (Figure 8.5)



Well Notification Reference: [Text Box] Well Number: 113/22-1 [Advanced Search](#)

Regulations: Any

Submitted Date: [Calendar] to [Calendar]

Operator: [Text Box]

Operation Commencement Date: [Calendar] to [Calendar]

Submission Status: Draft Returned Cancelled Submitted Withdrawn

Notification Status: Not Available Available Withdrawn Active Suspended Finished

[Search](#) [Export to Spreadsheet](#)

You can click on the headings to order your search results.

Reference	Operator	Submission Status	Notification Status	Well Number(s)	
WN/2019/269/0 Reg 2/17/01 (2019)	CAP EXAMPLE COMPANY	Submitted Submitted: 19th June 2019	Available	113/22-1	<input checked="" type="checkbox"/> View Notification <input type="checkbox"/> View History <input checked="" type="checkbox"/> Manage Operation Commencement Date

Figure 8.5

A further pop-up screen appears which allows for you to input the commencement date then click on Save (Figure 8.6).

Note: you will not be able to enter a date which is earlier than the date in which operations can commence if you do you will receive an alert advising of such

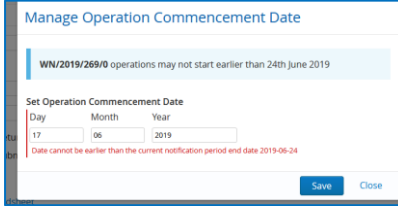


Figure 8.6

On input of the commencement date on or after the date work can commence you will receive an alert that there is a weekly well operation report in the Well Editors workbasket (Figure 8.7).

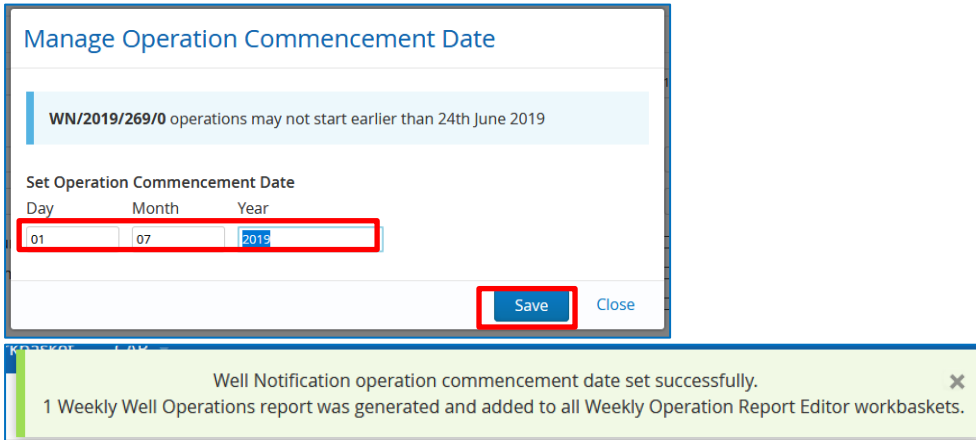


Figure 8.7

WEEKLY WELL OPERATIONS REPORT

When the commencement date is set for a “regular well notification” the CAP will generate a well operations report on a weekly basis. The automatic generation of the report will continue until such time that the well notification status and any subsequent material changes is set at suspended or finished in the report – see figure 8.10a. You require to submit these well operation reports on a weekly basis, these will be found in your workbasket.

Note: one off wireline operations reports are not generated automatically and requires to be manually generated each week depending on what wells have had operations conducted on them. You should refer to Figure 8.18 to 8.21.

You should progress the report from your workbasket by selection of the ‘Edit Draft’ and the report will open for completion (Figure 8.8).

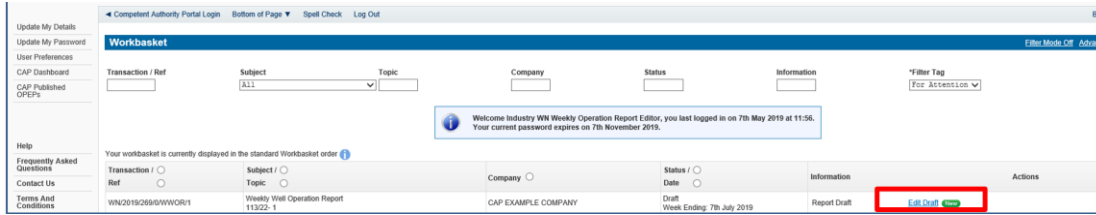


Figure 8.8

An example report is detailed below (Figure 8.9).

Note: a weekly operations report is not required for pre-spud.

Submission Form

Submit Report

Workbasket

Operations report well number

Operation has happened on report wellbore or other wellbore?
Answer "Other wellbore" when operations have occurred on a side-tracked/re-drilled wellbore associated with 16/01-1

Original wellbore
 Other wellbore

Present hole depth during report week
Measurements relating to hole depth are applicable to this report

Yes
 No

Hole depth measurements are provided in which unit?
 metres
 feet

Measured depth (MD) feet True vertical depth (TVD) feet

Last casing size / liner size installed during report week
Last casing size / liner size is applicable to this report

Yes
 No

Last casing size / liner size used "

Measurement unit
 metres
 feet

Measured depth (MD) feet True vertical depth (TVD) feet

Operation details
Current operation name

Submission Form

[Submit Report](#)

Has a drill bit been used during this operation?

Yes

No

Current bit size

6 inch

Mud / Brine / Well Fluid Density is applicable to this report

Yes

No

Mud / Brine / Well Fluid Density unit

SG
Specific Gravity

PPG
Pounds Per Gallon

pptf
Pounds Per Thousand Feet

Current Mud / Brine / Well Fluid Density in hole

12.4 PPG

Operation summary
Enough detail to ensure Inspector can understand the key operational steps across the last week. Specifically include pressure tests conducted, casings run and any accident or incidents or use of the SDP. Weekly period to run from 00:00 Monday morning.

Drill 6" from 14.327" perform check trip, circulate hole clean, pull out of hole, rig up to run 41/2"line

Date well spudded / re-entered

Day Month Year

01 07 2019

Current well status

Well operation ongoing

Completed
Operating or shut-in

Suspended
Includes Abandoned Phase 1 & 2

Abandoned Phase 3

Date well operation finished

Day Month Year

Figure 8.9

On submission of the report, you will require to provide the status of activity. When selected you can then submit the report (Figure 8.10a & 8.10b)

Weekly Well Operations Report

Submission Form ✓

[Submit Report](#)

[Workbasket](#)

Submit Report

HSE will be notified of report submission and may contact you with clarification requests. Please ensure that submitted information is accurate.

At the time of report submission, what is the status of operations covered by the well notification?

Active
Well notifications with Active operations automatically generate reports which must be submitted each week

Suspended
Well Notifications with Suspended operations do not generate reports automatically. Reports can be generated manually to alert HSE of reactivated operations

Finished
Finished Well Notifications with Finished operations do not require any further weekly reports and indicate the well operations detailed in the well notification have finished. If further well operations require to be conducted on this well, (except for one-off wireline well notifications) a new well notification will require to be submitted to OSDR/HSE via the portal

[Submission Form](#)

[Workbasket](#)

Figure 8.10a

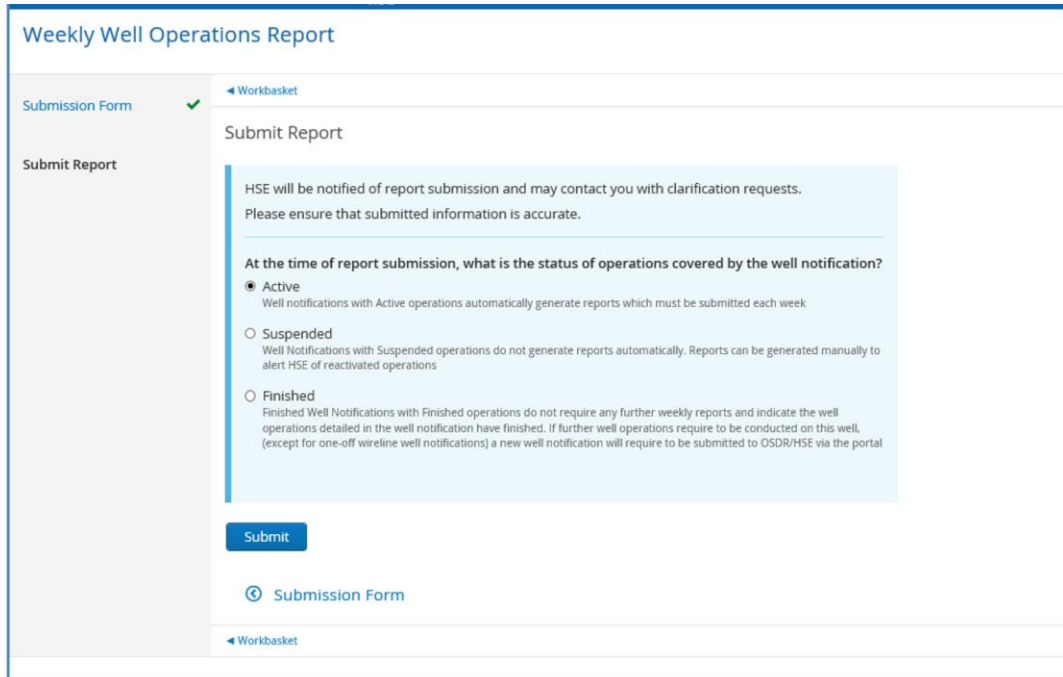


Figure 8.10b

Confirmation is provided that the report has been submitted (Figure 8.11)

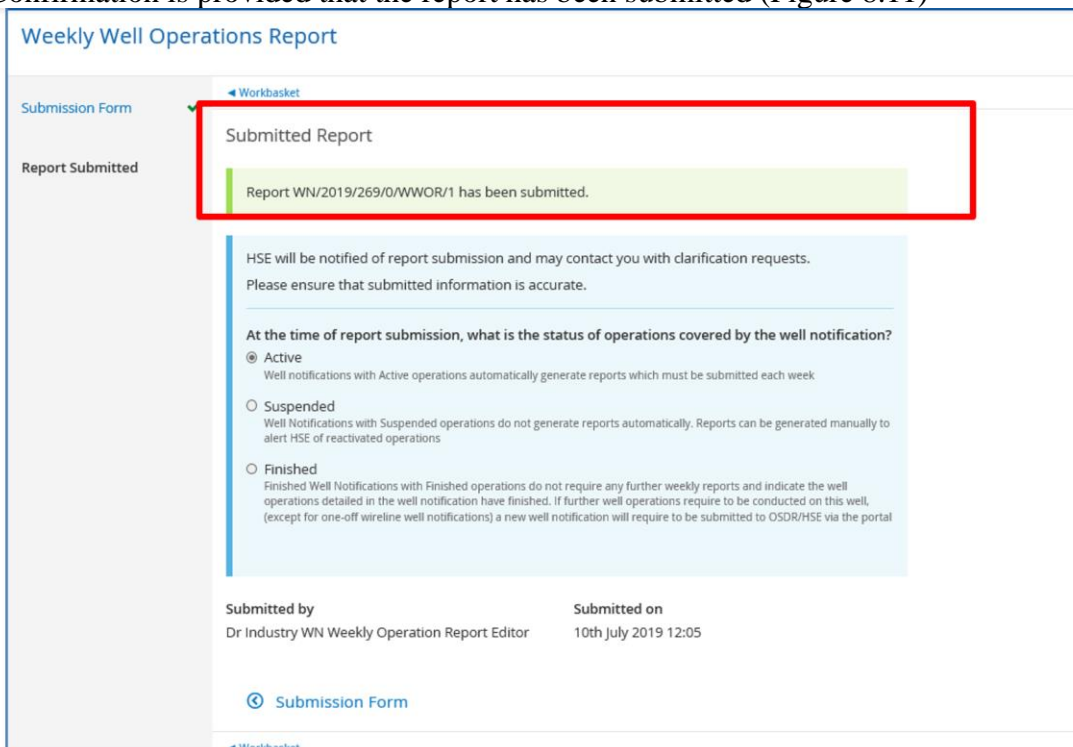


Figure 8.11

The CAP will automatically generate, within your workbasket, a draft weekly well operations report. This occurs until such time that you suspend or finish the operation (this does not apply to one-off wireline notifications these require to be generated manually).

In this example there has been a further weekly well operations report generated for week two of this operation. You will see that the transaction reference number is – WN2019/269/0/WWOR2 – with the WWOR2 indicating this is the second report (Figure 8.12)

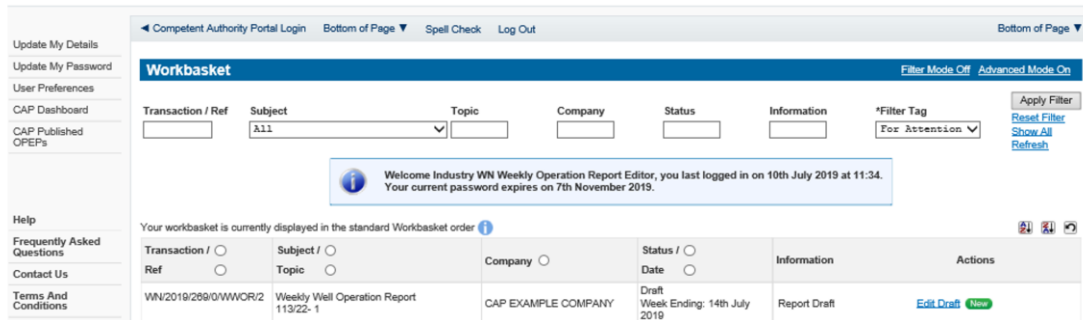


Figure 8.12

Submission of a second weekly wells operations report to show a change in well number from that notified to a side-track or a new well. You should follow the process as described in Figure 8.1 to 8.4. When you click on the Search option at 8.4 the screen will further populate to include the details of the well notification. You should click on “Generate Weekly Well Operations Report” (Figure 8.13).

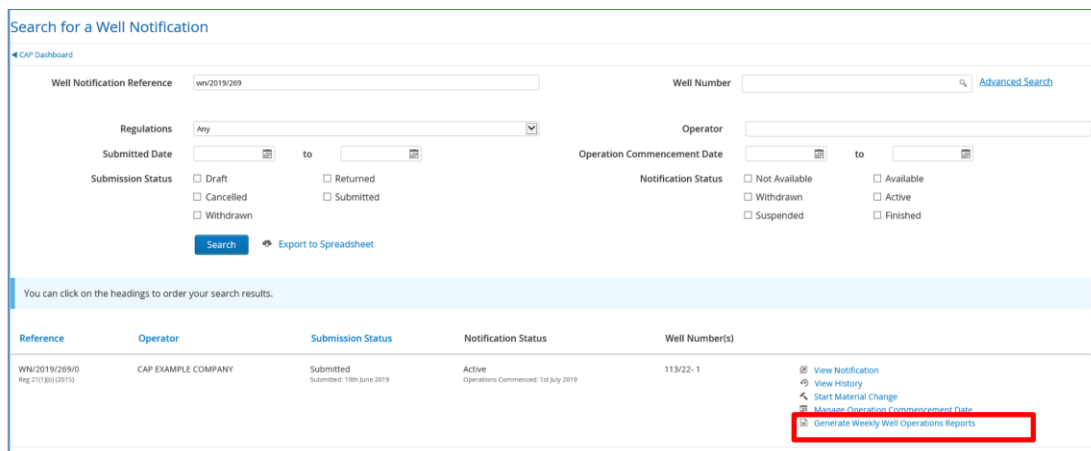


Figure 8.13

You then need to select the relevant week and enter the relevant well detail. There will be a further screen which advises that a report already exists for this well (Figure 8.14)



Figure 8.14

Generate the report and instead of selecting Original wellbore you should select “Other wellbore.” The system will then require you to select the relevant well.

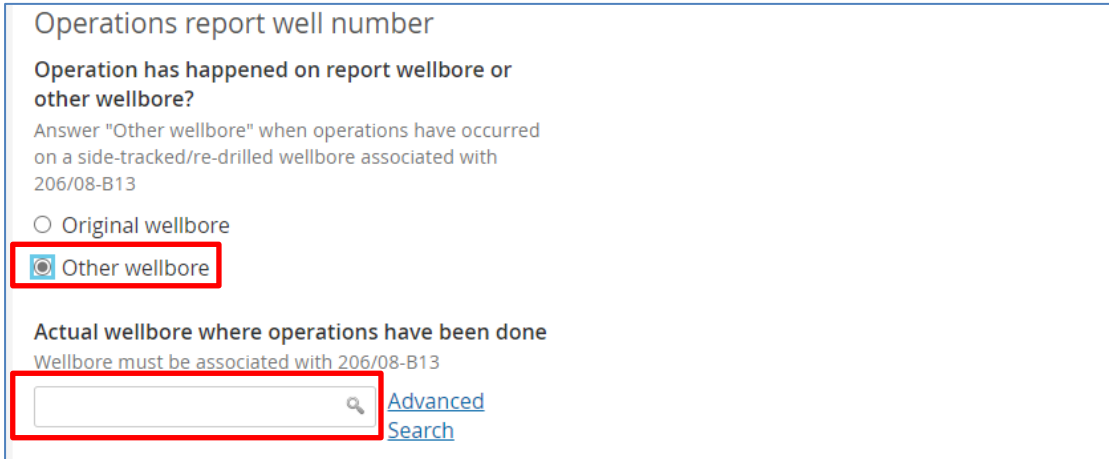
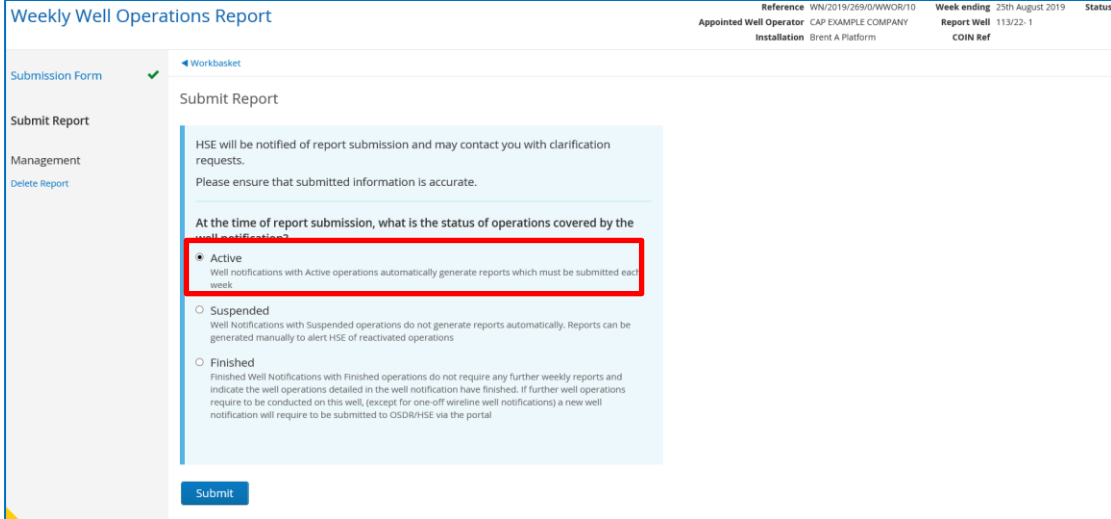


Figure 8.15

Complete the report status and select the “submit” tab (Figure 8.16)



Weekly Well Operations Report

Reference: WN/2019/269/0/WWOR/10 Week ending: 25th August 2019 Status

Appointed Well Operator: CAP EXAMPLE COMPANY Report Well: 113/22-1

Installation: Brent A Platform COIN Ref

Submission Form ✓

Submit Report

Management

Delete Report

Workbasket

Submit Report

HSE will be notified of report submission and may contact you with clarification requests. Please ensure that submitted information is accurate.

At the time of report submission, what is the status of operations covered by the well notification?

Active
Well notifications with Active operations automatically generate reports which must be submitted each week

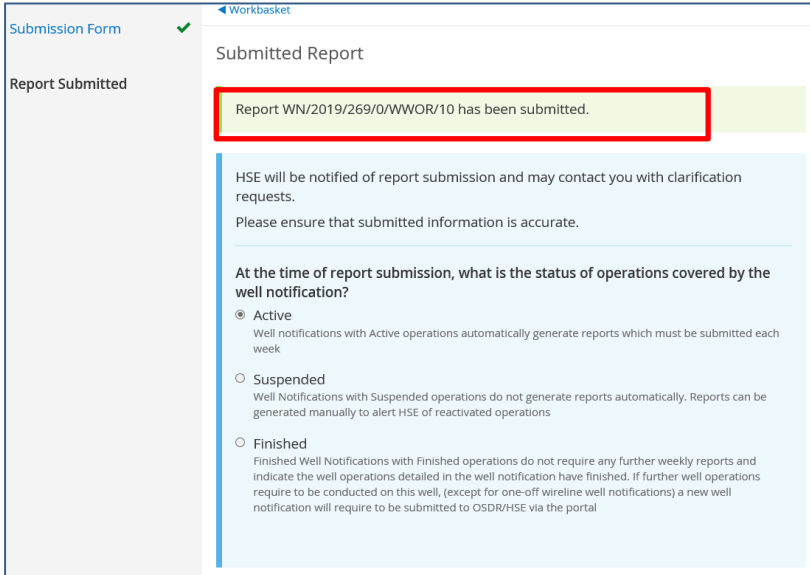
Suspended
Well Notifications with Suspended operations do not generate reports automatically. Reports can be generated manually to alert HSE of reactivated operations

Finished
Finished Well Notifications with Finished operations do not require any further weekly reports and indicate the well operations detailed in the well notification have finished. If further well operations require to be conducted on this well, (except for one-off wireline well notifications) a new well notification will require to be submitted to OSDR/HSE via the portal

Submit

Figure 8.16

You will receive notification that the report has been submitted (Figure 8.17)



Submitted Report

Report Submitted

Report WN/2019/269/0/WWOR/10 has been submitted.

HSE will be notified of report submission and may contact you with clarification requests. Please ensure that submitted information is accurate.

At the time of report submission, what is the status of operations covered by the well notification?

Active
Well notifications with Active operations automatically generate reports which must be submitted each week

Suspended
Well Notifications with Suspended operations do not generate reports automatically. Reports can be generated manually to alert HSE of reactivated operations

Finished
Finished Well Notifications with Finished operations do not require any further weekly reports and indicate the well operations detailed in the well notification have finished. If further well operations require to be conducted on this well, (except for one-off wireline well notifications) a new well notification will require to be submitted to OSDR/HSE via the portal

Figure 8.17

GENERATING WEEKLY REPORTS FOR ONE OFF WIRELINE NOTIFICATIONS

For one off wireline well, notifications a commencement date also requires to be set but weekly well operations reports will not be automatically generated and require to be generated manually. Details of how to submit multiple weekly well operations reports for activities associated with a one-off wireline well notification are shown below.

Either at the time of setting the commencement date or when you have undertaken a search for the Well Notification via the CAP (at a later stage) you require to select “Generate Weekly Well Operations Report” (Figure 8.18).

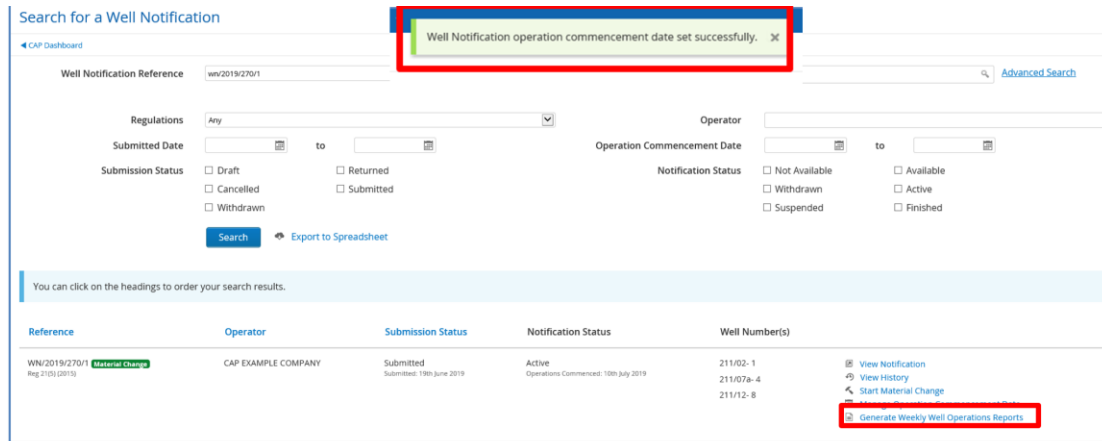


Figure 8.18

Input the operation commencement date. Clicking on the down arrow which allows for you to select all the relevant wells where there is activity that week (Figure 8.19).

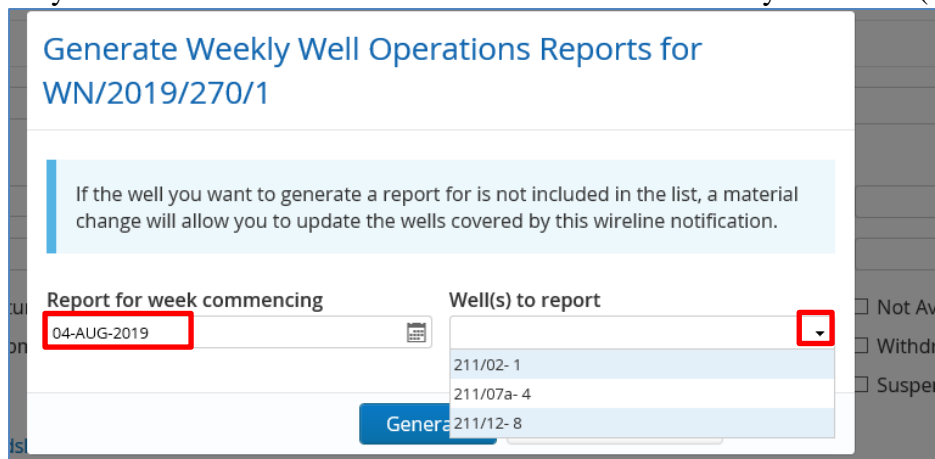


Figure 8.19

When you have selected all the relevant wells click on Generate (Figure 8.20)

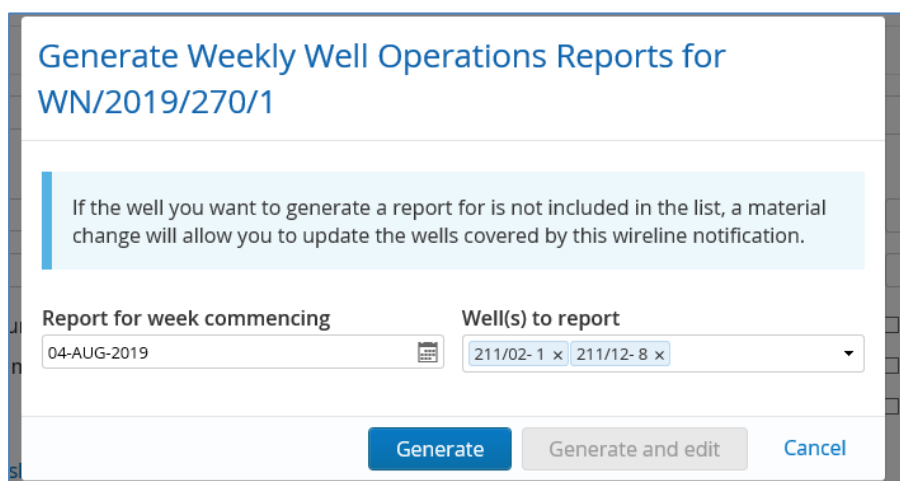
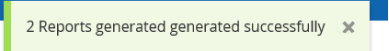


Figure 8.20

You will then get confirmation that the reports have been generated for the relevant



week. In this example there will be two operations reports in your workbasket, one for each well you selected for that specific week. The system will generate a report for each well you have selected (Figure 8.21).

Transaction / Ref	Subject	Topic	Company	Status	Information	*Filter Tag	Actions
WN201927010/WOR02	Weekly Well Operation Report	21/1/2 - 8	CAP EXAMPLE COMPANY	Draft	Week Ending: 11th August 2019	Report Draft	Edit Draft
WN201927010/WOR01	Weekly Well Operation Report	21/1/2 - 1	CAP EXAMPLE COMPANY	Draft	Week Ending: 11th August 2019	Report Draft	Edit Draft

Figure 8.21

REACTIVATING A SUSPENDED WELL TO CONTINUE OPERATIONS – regular well notification

Well Operations which have been suspended for a regular well notification can be reactivated if the operation is due to recommence.

From the CAP Dashboard you require to “Search Well Notifications” (Figure 8.22)

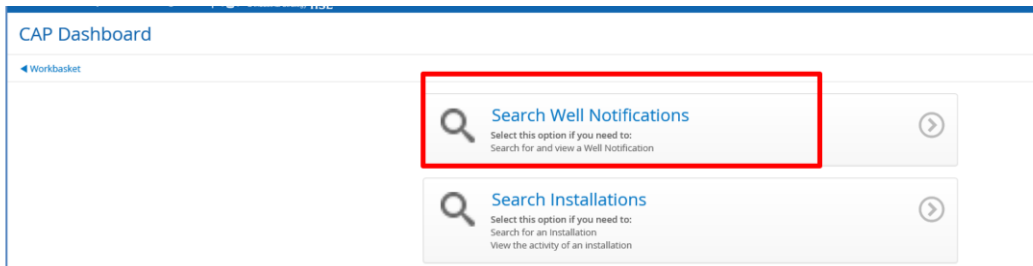
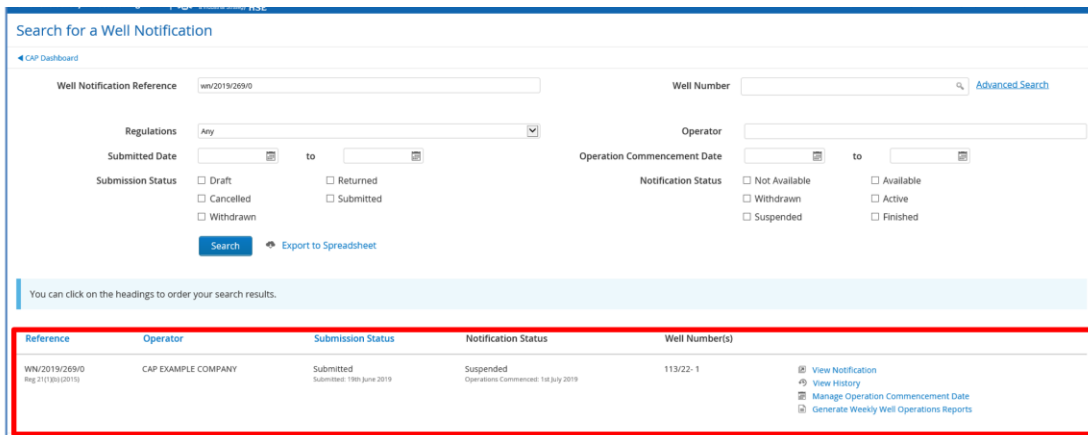


Figure 8.22

Enter the detail of the Well Notification. There is the option to search by various means. This example is by use of the Well Notification Reference Number from the CAP. Click on the “Search” tab (Figure 8.23).

Figure 8.23

The screen expands to include additional information relating to the Well Notification (Figure 8.24)



Reference	Operator	Submission Status	Notification Status	Well Number(s)	
WN/2019/269/0 <small>Reg 21(1)(b) (2015)</small>	CAP EXAMPLE COMPANY	Submitted <small>Submitted: 19th June 2019</small>	Suspended <small>Operations Commenced: 1st July 2019</small>	113/22- 1	<ul style="list-style-type: none"> View Notification View History Manage Operation Commencement Date Generate Weekly Well Operations Reports

Figure 8.24

Click on the “Generate Weekly Well Operations Reports” (Figure 8.25).

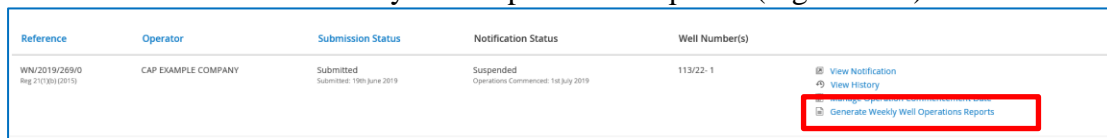
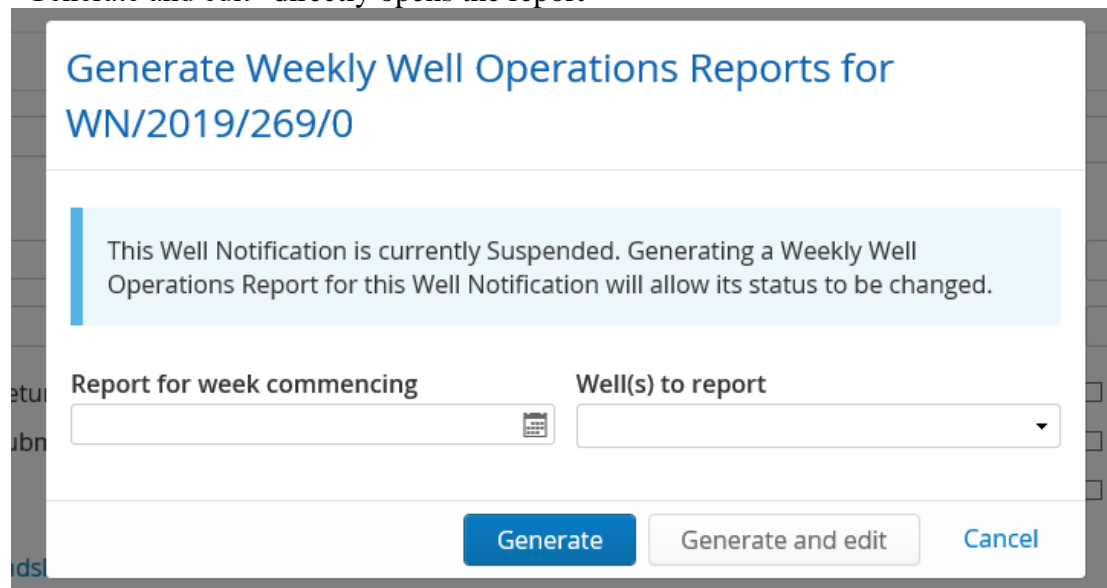


Figure 8.25

A further screen appears where you require to enter the week for recommencing the operation and then you require to Generate the report (Figure 8.26).

“Generate” – automates the report into your workbasket
 “Generate and edit” directly opens the report




Generate Weekly Well Operations Reports for WN/2019/269/0

This Well Notification is currently Suspended. Generating a Weekly Well Operations Report for this Well Notification will allow its status to be changed.

Report for week commencing  Well(s) to report 

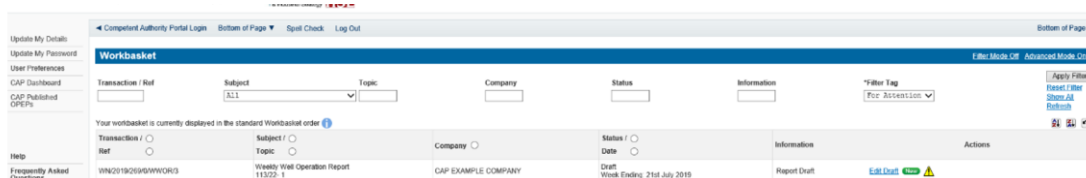
[Generate](#) [Generate and edit](#) [Cancel](#)

Figure 8.26

Report WN/2019/269/0/WWOR/3 generated successfully 

The report will be available via your workbasket. (Figure 8.27)

If you have selected “Generate and edit” this will open the report direct rather than via the workbasket




Transaction / Ref	Subject	Topic	Company	Status	Date	Information	Actions
WIN20190695WWOR3	Weekly Well Operation Report	113/22- 1	CAP EXAMPLE COMPANY	Draft	Week Ending: 21st July 2019	Report Draft	Edit/Link 

Figure 8.27

Proceed as detailed from Figure 8.8 to 8.11

Additional information

Note: If you have missed a weekly operation report you will require to submit the reports in sequential order and an alert will be displayed when you select a report out of sequence

Reports must be submitted in order. There is 1 earlier Weekly Well Operations Report drafted for this Well Notification.

If you continue to progress out of sequence, you will be prevented from submitting the report (Figure 8.29)

Submit Report

Submission prevented

Weekly Well Operation Reports must be submitted in week order. Submit any draft report for weeks preceding this report then try again.

Figure 8.29

Where the system requires detail, you will receive an alert and you will not be able to proceed until this is rectified (Figure 8.30)

Current Mud / Brine / Well Fluid Density in hole

ppft

You must enter this item

Figure 8.30

9. WITHDRAW NOTIFICATION

If you require to withdraw the notification you should first access the notification via your workbasket (Figure 9.1).

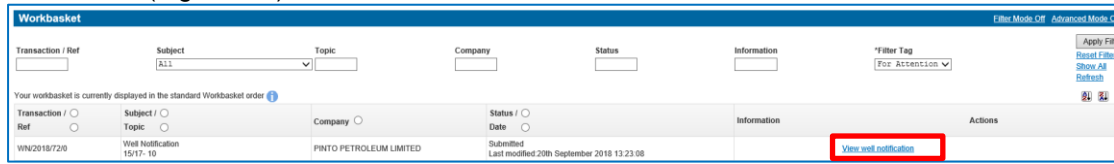


Figure 9.1

You will then be taken to the screen where you can use the tab 'Withdraw Notification' down on the left-hand side of the screen (Figure 9.2).

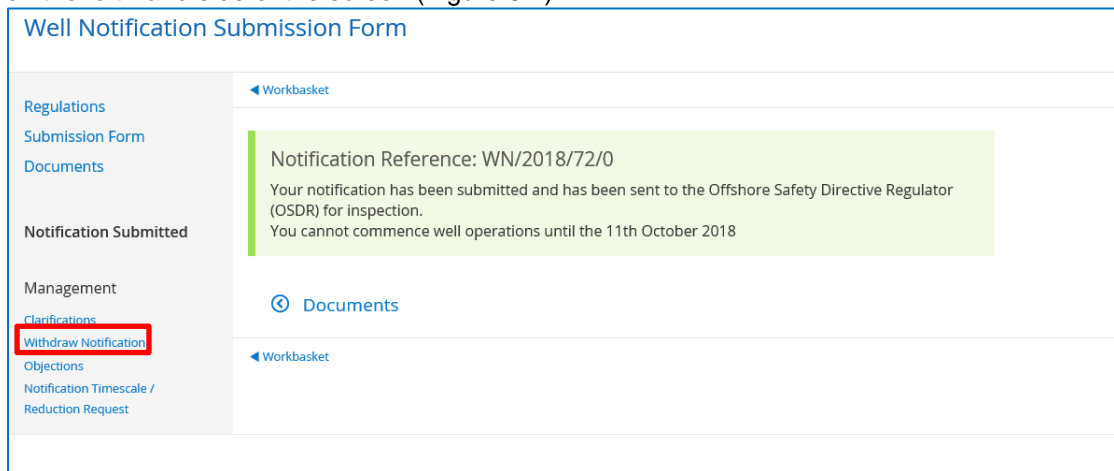


Figure 9.2

A further pop-up box appears to allow for the withdrawal of the notification. On clicking 'Withdraw Notification' an email will be sent to OMAR / HSE advising them that the well notification has been withdrawn. Please note that this action **cannot** be undone (Figure 8.3).

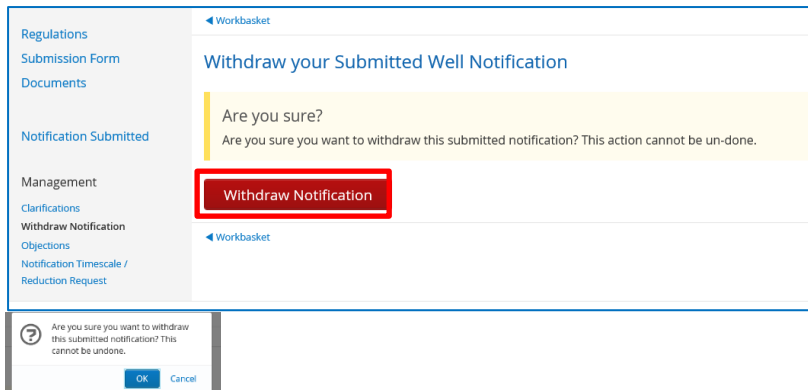


Figure 9.3

10. SEARCH FACILITY

To undertake a search for a Well Notification you should first go to the ‘CAP Dashboard’ from your workbasket (Figure 10.1).

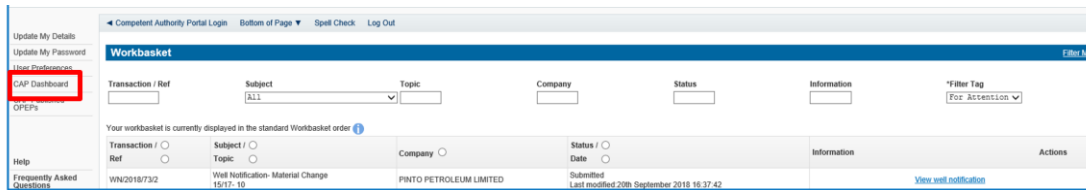


Figure 10.1

From the CAP Dashboard select ‘Search Well Notifications’ (Figure 10.2).

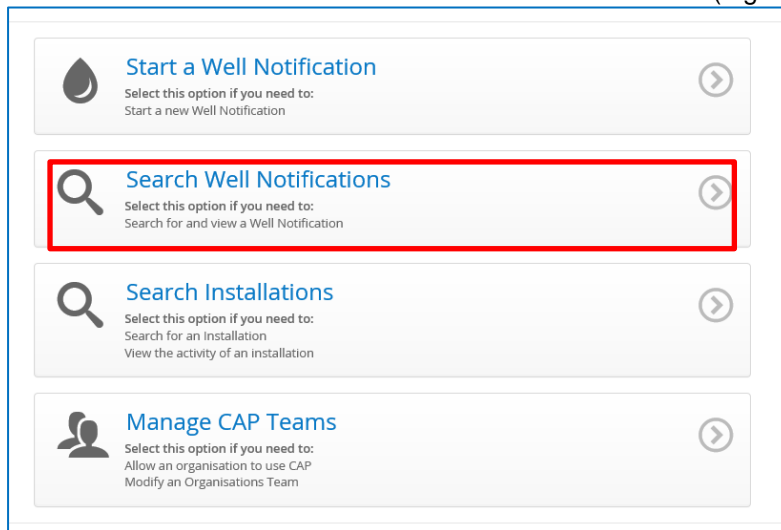


Figure 10.2

The next screen will allow for you to undertake a search by various methods. In this instance we have selected a Well Number and opted to search for related Wellbores. This is undertaken by also selected the tick box ‘Include Related Wellbores’ then selecting the Search tab (Figure 10.3).

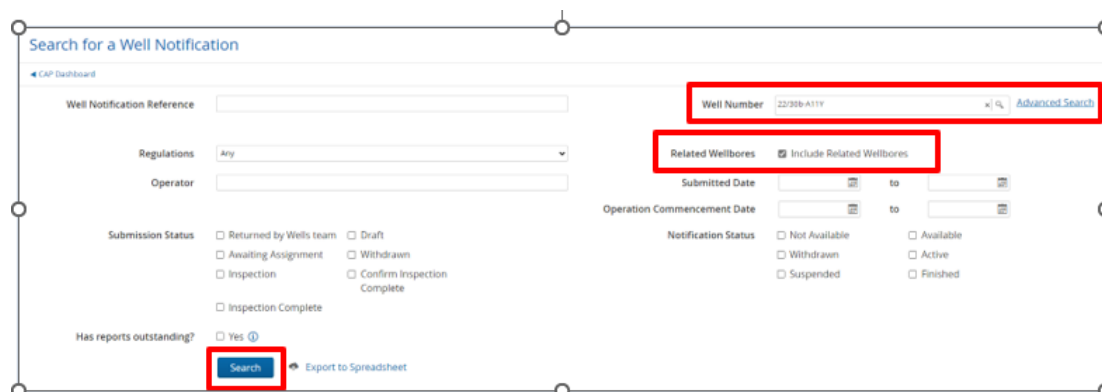


Figure 10.3

When you select ‘Search’ this will open-up the relevant well notification and any related notifications. This allows for you to source additional related well bores e.g., in this instance Well Bore 22/30b-A20 has a related Well Bore 22/30b-A11y (Figure 10.4).

You can click on the headings to order your search results.

Reference	Operator	Submission Status	Notification Status	Well Number(s)	
WN/2021/390/1 Reg 2(15) (2015)		Submitted Submitted: 10th September 2021	Available	22/30b-A20	<input type="checkbox"/> View Notification <input type="checkbox"/> View History <input type="checkbox"/> Start Material Change <input type="checkbox"/> Manage Operation Commencement Date
WN/2021/11/5 Reg 2(15) (2015)		Submitted Submitted: 6th September 2021	Active Operations Commenced: 5th June 2021	22/30b-A20	<input type="checkbox"/> View Notification <input type="checkbox"/> View History <input type="checkbox"/> Start Material Change <input type="checkbox"/> Manage Operation Commencement Date
WN/2020/475/5 Reg 2(15) (2015)		Submitted Submitted: 4th February 2021	Suspended Operations Commenced: 3rd January 2021	22/30b-A11Y	<input type="checkbox"/> View Notification <input type="checkbox"/> View History <input type="checkbox"/> Start Material Change <input type="checkbox"/> Manage Operation Commencement Date
WN/2018/68/0 Reg 2(15)(b) (2015)		Submitted Submitted: 16th November 2018	Available	22/30b-A11Y	<input type="checkbox"/> View Notification <input type="checkbox"/> Start Material Change <input type="checkbox"/> Manage Operation Commencement Date

Figure 10.4

You can view the detail of the notification or the history of the well notification by selection of the relevant tab (Figure 10.5).

Reference	Operator	Submission Status	Notification Status	Well Number(s)	
WN/2021/390/1 Reg 2(15) (2015)		Submitted Submitted: 10th September 2021	Available	22/30b-A20	<input type="checkbox"/> View Notification <input type="checkbox"/> View History <input type="checkbox"/> Start Material Change <input type="checkbox"/> Manage Operation Commencement Date

Figure 10.5