



Oil & Gas  
Authority

# Well Operations Notification System WONS

Operator Quick Reference - Work Instructions

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*This document provides detailed information on the use of the WONS Energy Portal for Operators, organized for quick reference. For detailed instructions and screenshots, the extended guidance manual can be found at <https://www.gov.uk/guidance/oil-and-gas-uk-oil-portal#wons>*

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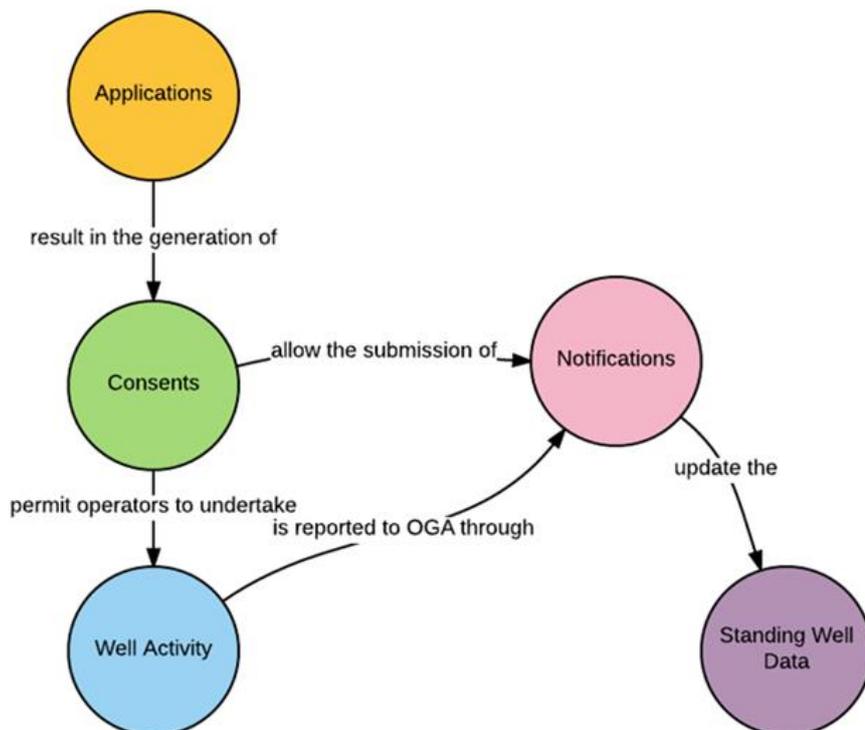
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## Introduction

WONS (Well Operations Notifications System) is an Energy Portal application to allow the UK Oil & Gas Industry to apply for, notify and receive consent for a wide range of drilling and related activities as required under Production Licences.

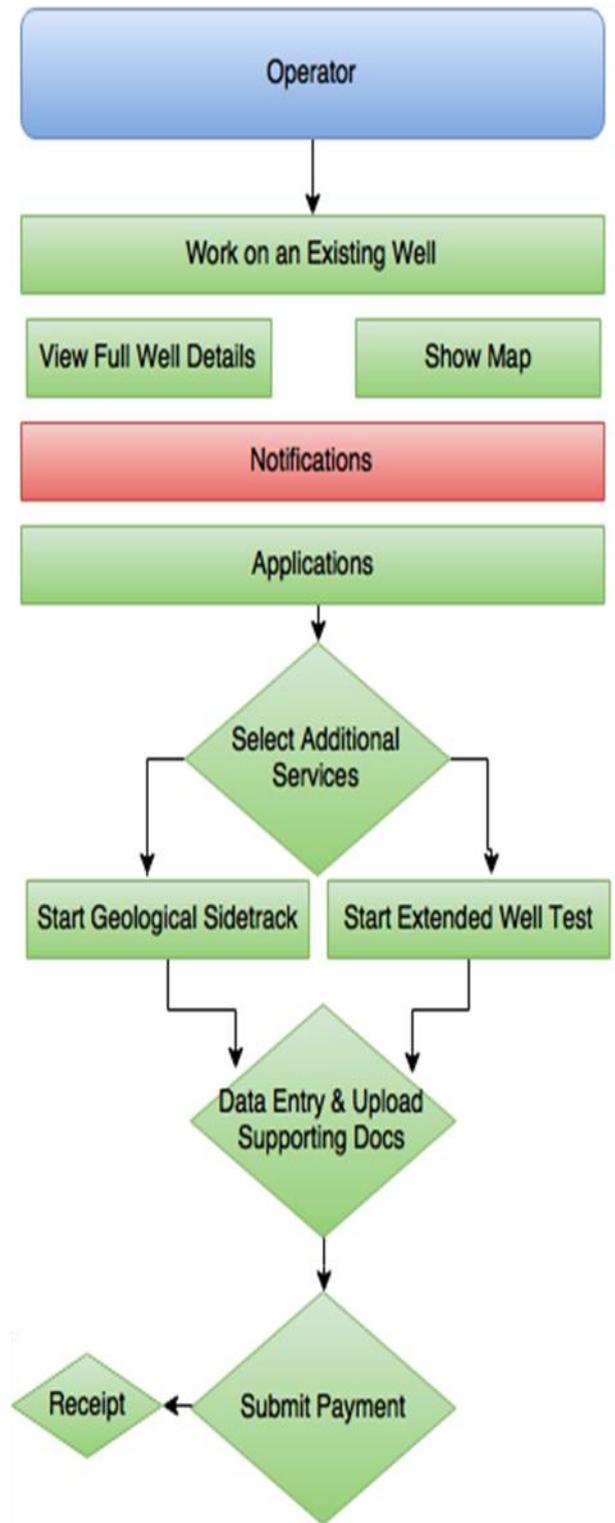
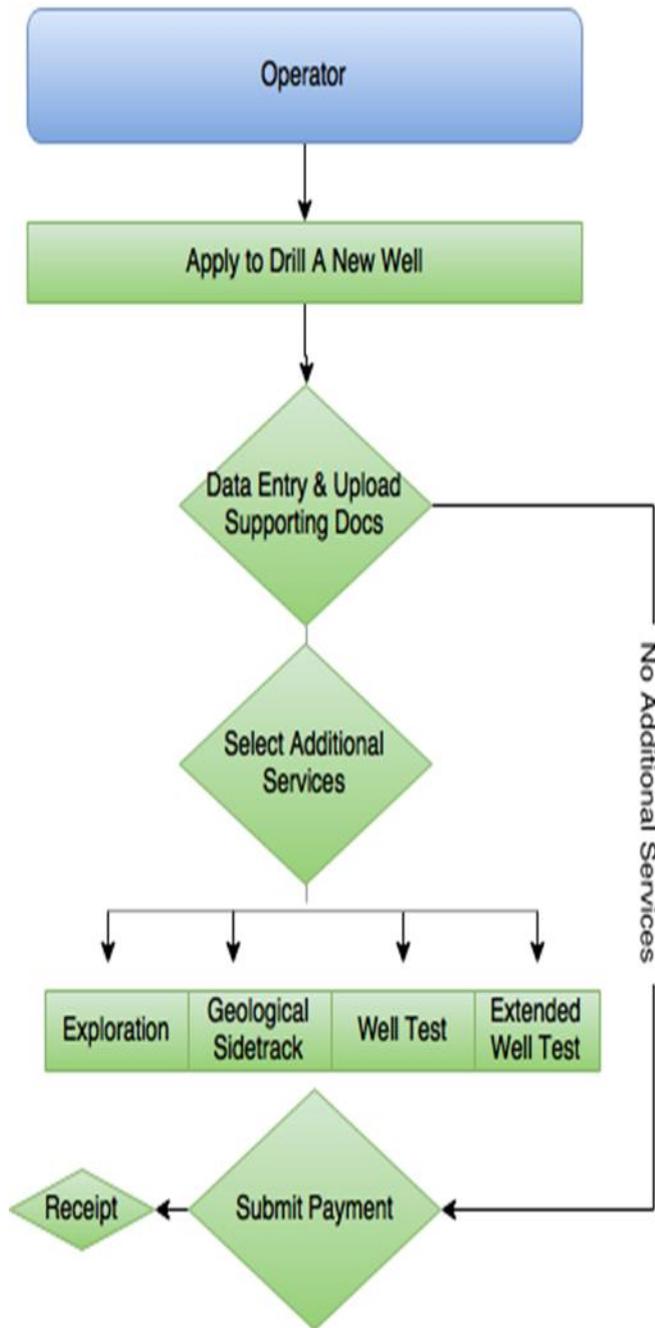
The primary focus of WONS is the technical (geological and geophysical) basis for planned wells, collating and assigning consent for activities required under the model clauses of Production Licences (and various landward licences). WONS works by a system of online submissions: applications for planned activity (from the operator), consents for that activity (from OGA) and notifications of what actually took place (from the operator). Applications may be supported by mandatory or optional supporting documents which can be attached to the relevant submission.

Fig 1: Managing Application and Notifications



Further permits and notifications will be required (for example, environmental permits for offshore wells handled by DECC's Portal Environmental Tracking Software and for onshore wells, HSE, relevant local authority and Environment Agency submissions). However, consent under the Production licence issued by the OGA from WONS will normally be the final consent in place before drilling can commence.

# WONS Operator Workflow's



## Quick Reference Work Instructions

The Dashboard screen is the main entry-point into the WONS system. The dashboard appears to anyone that has access to WONS. The links available and the help text displayed for each link is dependent on the user's access rights.



### Apply to Drill a New Well

Select this option if you need to:  
 Submit a provisional application for initial drilling of a well  
 Submit a full application for initial drilling of a well



### Work on an Existing Wellbore

Select this option if you need to:  
 Start an application to work on a wellbore  
 Apply for consent to drill sidetracks from this wellbore  
 Notify OGA of executed actions on a wellbore  
 Apply to vary consented applications  
 Update wellbore details



### Search for Wellbores

Select this option if you need to:  
 Search for existing, abandoned and planned wellbores  
 View a wellbore's historical details  
 Search for an application  
 Search for a consent  
 Search for a notification



### View or Update Wellbore Teams

Select this option if you need to:  
 View or edit existing wellbore teams  
 Create a new wellbore team  
 Set a default wellbore team

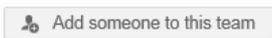
## WONS New User Setup

To become a portal account user the operator team coordinator can add new users to a team selecting “View or Update Wellbore Teams”.

Click “Edit Team”



Click “Add someone to this team”



Enter an Email Address, Forename and Surname of the person you want to add then click “Add Person”



or “Add Me”



The screenshot shows the 'WONS Wellbore Teams' interface. At the top, there are navigation tabs: 'WONS Wellbore Teams', 'WONS Dashboard', 'Maintain Wellbore Teams', and 'WONS Organisation Group'. Below this is a table of teams for 'TOTAL UPSTREAM UK LIMITED Wellbore Teams'. The 'Testing' team is highlighted, and its 'Edit Team' button is circled in red. Below the table, there is a 'Maintain Team' section with a 'Select Person' form. The form has fields for 'Email Address', 'Forename', 'Surname', 'Organisation', and 'Telephone Number'. There are also 'Add Person' and 'Add Me' buttons, both of which are circled in red.

## View & Update Wellbore Teams

From the WONS Dashboard select “View or Update Wellbore Teams” click one of tabs displayed below in the “WONS Wellbore Teams” to view, change or delete users.



This screenshot shows the same 'WONS Wellbore Teams' interface as the previous one. The 'View or Update Wellbore Teams' option in the navigation bar is circled in red. In the table below, the 'Edit Team' buttons for the 'Testing', 'WONS Team 3', and 'WONS Team 2' rows are also circled in red.



## Attach Applications

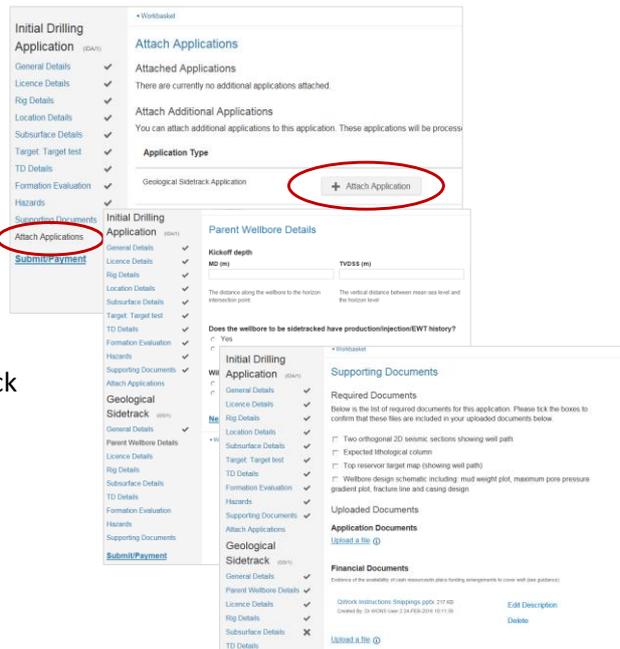
At the [Attach Applications](#) Section, Operators have the opportunity to attach additional applications to their Initial Drilling Application.

*Benefits of attaching applications is that all applications are processed together*

“Click”  of the chosen Application  types. Operators are expected to populate all obligatory questions when navigating through each proposed section of the additional application, each section completed correctly is represented with a tick . Sections not completed correctly are marked with a cross .

Follow the process used for populating the Initial Drilling Application through to [Submit Payment](#).

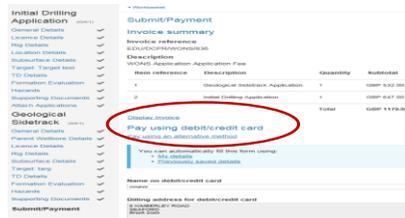
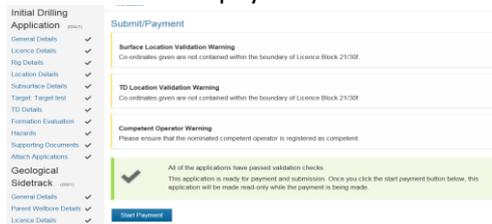
If no further Applications are required, continue to [Supporting Documents](#) to upload required documents then [Submit/Payment](#)



## Submit Payment

Payments can be submitted on completion of application if the user has the correct access level to submit payment. Click  ”

Users can submit payment with use of a debit/credit card or Bank Transfer.



To pay with debit/credit card, add card details and progress to submit the payment. If Bank Transfer is the preferred choice click [“Pay using an alternative method”](#) and update payment details before submitting payment.

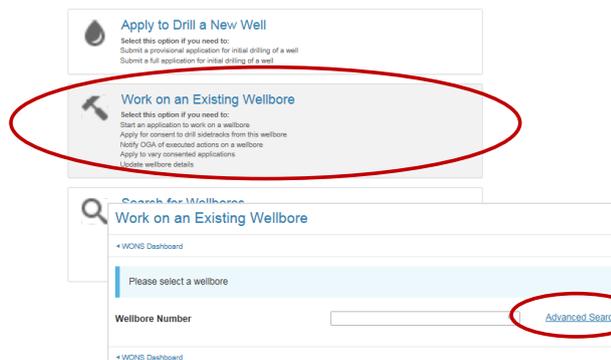
Invoices can be obtained in PDF format, click [“Display Invoice”](#)

## Work on an Existing Wellbore

The [Work on an Existing Wellbore](#) is available from the WONS Dashboard

On the first page of the Wizard select [“Work on an Existing Wellbore”](#) option.

The user is prompted to Search on Wellbore Number or via [Advance Search](#)



Once the well has been identified the user can:

[View Full Well Details](#) or [Show map](#)

**Notifications**

Start or update a notification.

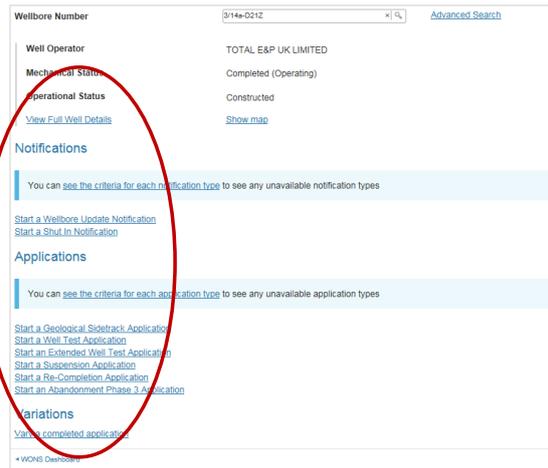
**Applications**

Start additional applications

**Variations**

View completed applications

*Submitting Notifications and starting an additional application follows the same process as adding additional application.*



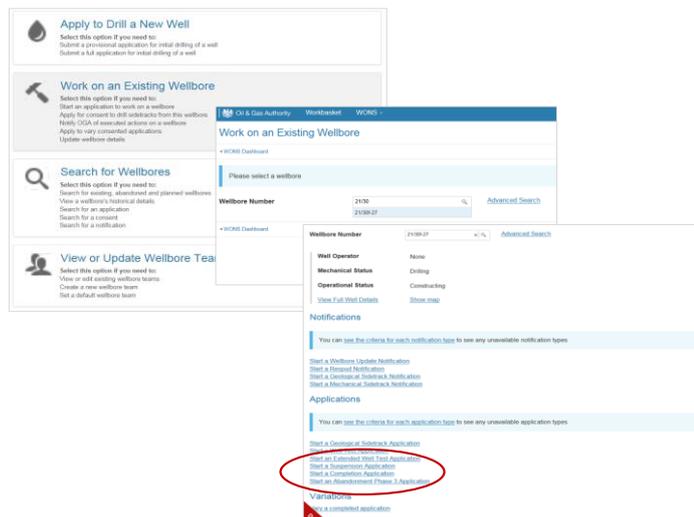
## Abandonment

There are three phases to well abandonment operators need to consider during the abandonment selection process to correctly describe a well status.

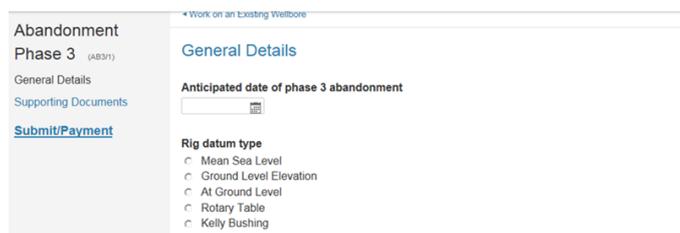
To start a Suspension/Abandonment application the user must search for the well concerned via [Work on an Existing Wellbore](#).

From the list of Applications; Select “Suspension for phase 1 & 2” or “Abandonment phase3 application” for phase 3.

*Please see appendix for further guidance on the three phases of Abandonment.*



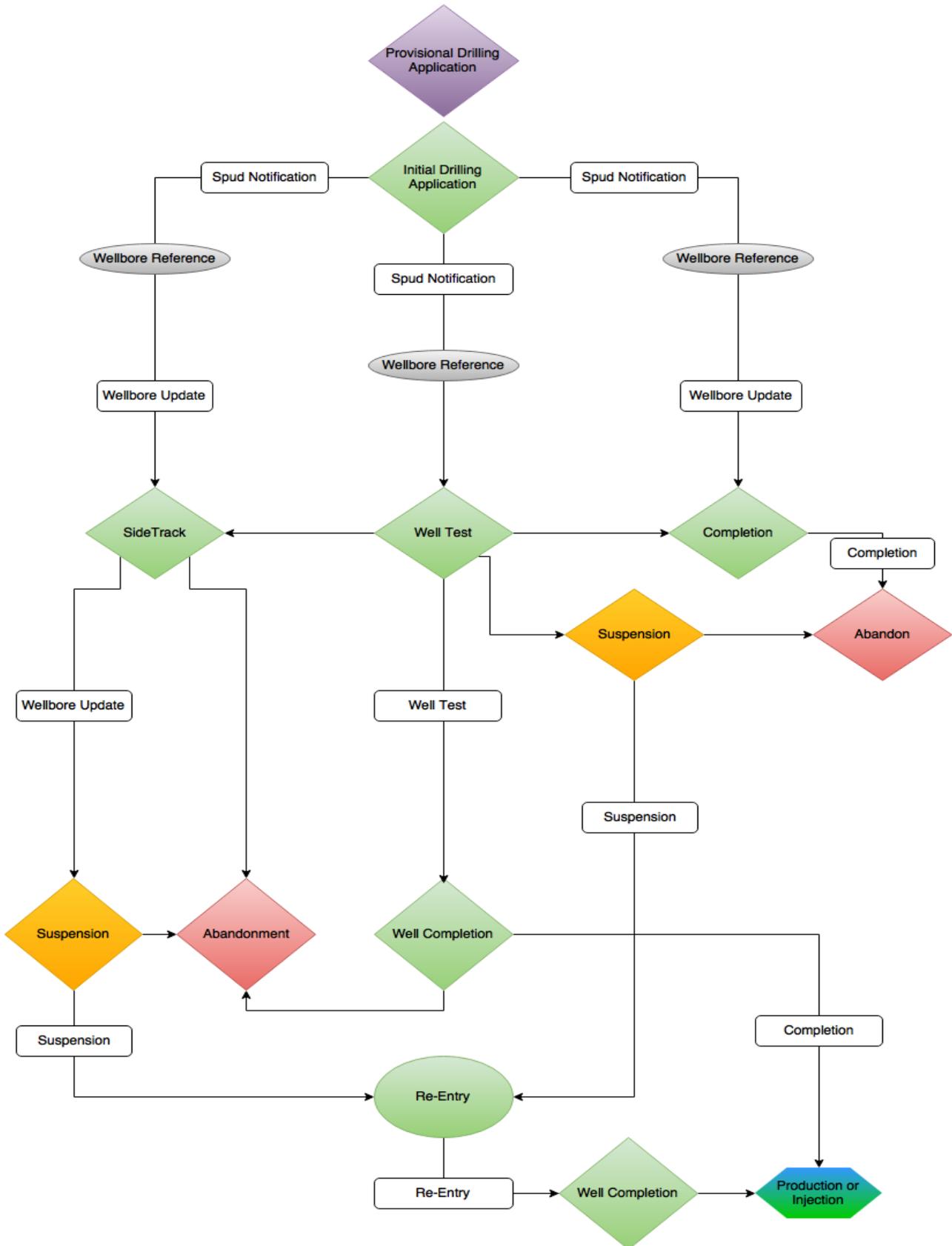
*As completed in previous applications the requester is expected to navigate through, populating the application form before submitting payment*



# WONS Application & Notification Workflow

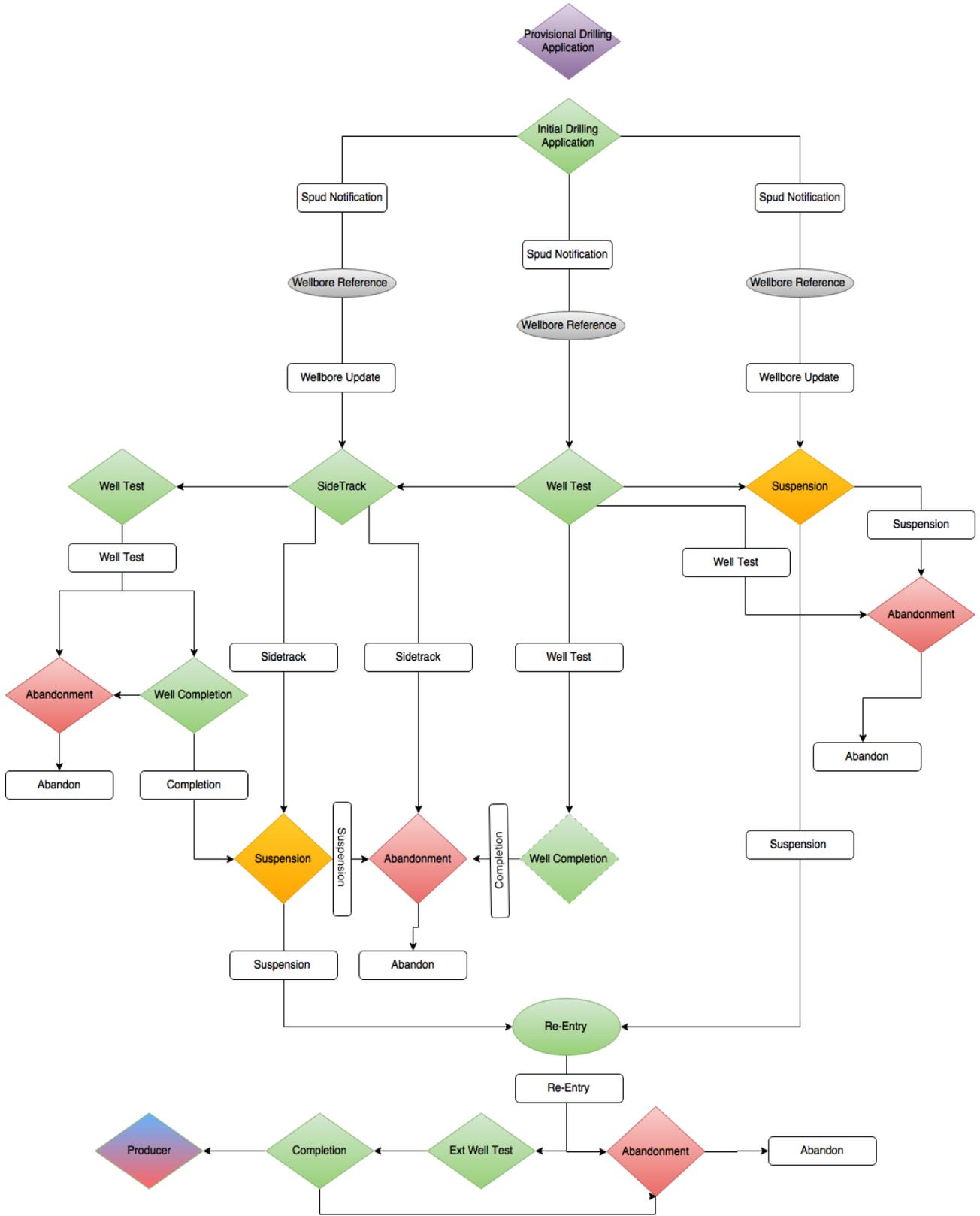
## Development Well Example

### Development Well - WONS Consent Workflow



# Exploration & Appraisal Well Example

Exploration & Appraisal Well - WONS Consent Workflow



# Application & Notification Criteria

## Applications

### Applications

#### [Start a Geological Sidetrack Application](#)

- ✓ Can have **any** amount of this application type submitted over the wellbore's lifetime.  
Wellbore has had **0** applications.
- ✓ Can have **any** amount of currently active applications of this type.  
Wellbore has **0** active applications.
- ✓ Must have the operational status of **Planned, Constructing, Constructed** or **Suspended**.  
Wellbore's operational status is **Planned**.

#### [Start a Well Test Application](#)

- ✓ Can have **any** amount of this application type submitted over the wellbore's lifetime.  
Wellbore has had **0** applications.
- ✓ Only **1** currently active application of this type.  
Wellbore has **0** active applications.
- ✓ Must have the operational status of **Planned, Constructing** or **Constructed**.  
Wellbore's operational status is **Planned**.

#### [Start an Extended Well Test Application](#)

- ✓ Can have **any** amount of this application type submitted over the wellbore's lifetime.  
Wellbore has had **0** applications.
- ✓ Only **1** currently active application of this type.  
Wellbore has **0** active applications.
- ✓ Must have the operational status of **Planned, Constructing** or **Constructed**.  
Wellbore's operational status is **Planned**.

#### [Start a Completion Application](#)

- ✓ Only **1** application of this type submitted over the wellbore's lifetime.  
Wellbore has had **0** applications.
- ✓ Only **1** currently active application of this type.  
Wellbore has **0** active applications.
- ✓ Must have the operational status of **Planned** or **Constructing**.  
Wellbore's operational status is **Planned**.

#### [Start an Initial Drilling Application](#)

- ✓ Only **1** application of this type submitted over the wellbore's lifetime.  
Wellbore has had **0** applications.
- ✓ Can have **any** operational status.  
Wellbore's operational status is **Planned**.
- ✗ Only **1** currently active application of this type.  
Wellbore has **1** active applications.

#### [Start a Suspension Application](#)

- ✓ Only **1** currently active application of this type.  
Wellbore has **0** active applications.
- ✗ Must have the operational status of **Constructing, Constructed** or **Suspended**.  
Wellbore's operational status is **Planned**.

#### [Start a Re-Completion Application](#)

- ✓ Can have **any** amount of this application type submitted over the wellbore's lifetime.  
Wellbore has had **0** applications.
- ✓ Only **1** currently active application of this type.  
Wellbore has **0** active applications.
- ✗ Must have the operational status of **Constructed**.  
Wellbore's operational status is **Planned**.

#### [Start an Abandonment Phase 3 Application](#)

- ✓ Only **1** application of this type submitted over the wellbore's lifetime.  
Wellbore has had **0** applications.
- ✓ Only **1** currently active application of this type.  
Wellbore has **0** active applications.
- ✗ Must have the operational status of **Constructing, Constructed** or **Suspended**.  
Wellbore's operational status is **Planned**.

# Notifications

## Notifications

### Start an Abandonment Phase 3 Notification

- ✗ Must have an active **Abandonment Phase 3** consent.  
Wellbore **does not** have an active consent.
- ✗ Must have the operational status of **Constructed** or **Suspended**.  
Wellbore's operational status is **Planned**.

### Start a Well Test Notification

- ✗ Must have an active **Well Test** consent.  
Wellbore **does not** have an active consent.
- ✗ Must have the operational status of **Constructing** or **Constructed**.  
Wellbore's operational status is **Planned**.

### Start an Extended Well Test Notification

- ✗ Must have an active **Extended Well Test** consent.  
Wellbore **does not** have an active consent.
- ✗ Must have the operational status of **Constructing** or **Constructed**.  
Wellbore's operational status is **Planned**.

### Start a Spud Notification

- ✓ Must have the operational status of **Planned**.  
Wellbore's operational status is **Planned**.
- ✗ Must have an active **Initial Drilling** consent.  
Wellbore **does not** have an active consent.

### Start a Completion Notification

- ✗ Must have an active **Completion** consent.  
Wellbore **does not** have an active consent.
- ✗ Must have the operational status of **Constructing**.  
Wellbore's operational status is **Planned**.

### Start a Recompletion Notification

- ✗ Must have an active **Re-Completion** consent.  
Wellbore **does not** have an active consent.
- ✗ Must have the operational status of **Constructed**.  
Wellbore's operational status is **Planned**.

### Start a Wellbore Update Notification

- ✓ No consent is required.
- ✗ Must have the operational status of **Constructing**, **Constructed** or **Suspended**.  
Wellbore's operational status is **Planned**.

### Start a Respud Notification

- ✓ Original wellbore not have a **Geological Sidetrack Notification** or **Mechanical Sidetrack Notification**.
- ✗ Must have an active **Respud** consent.  
Wellbore **does not** have an active consent.
- ✗ Must have a Wellbore Update Notification submitted to the original wellbore within the last 7 days (**28/12/2015**)  
No submitted Wellbore Update Notification exists on the original wellbore.

### Start a Geological Sidetrack Notification

- ✗ Must have an active **Geological Sidetrack** consent.  
Wellbore **does not** have an active consent.
- ✗ Must have the operational status of **Constructing**, **Constructed** or **Suspended**.  
Wellbore's operational status is **Planned**.
- ✗ Must have a Wellbore Update Notification submitted within the last 7 days (**28/12/2015**)  
No submitted Wellbore Update Notification exists on wellbore.

### Start a Re-Entry Notification

- ✗ Must have an active **Suspension** consent.  
Wellbore **does not** have an active consent.
- ✗ Must have the operational status of **Suspended**.  
Wellbore's operational status is **Planned**.

#### Start a Mechanical Sidetrack Notification

- ✘ Must have an active **Mechanical Sidetrack** consent.  
Wellbore **does not** have an active consent.
- ✘ Must have the operational status of **Constructing**.  
Wellbore's operational status is **Planned**.
- ✘ Must have a Wellbore Update Notification submitted within the last 7 days (**28/12/2015**)  
No submitted Wellbore Update Notification exists on wellbore.

#### Start a Shut In Notification

- ✔ No consent is required.
- ✘ Must have the mechanical status of **Completed (Operating)**.  
Wellbore's mechanical status is **Planned**.
- ✘ Must have the operational status of **Constructed**.  
Wellbore's operational status is **Planned**.

#### Start a Reopen Notification

- ✔ No consent is required.
- ✘ Must have the mechanical status of **Completed (Shut In)**.  
Wellbore's mechanical status is **Planned**.
- ✘ Must have the operational status of **Constructed**.  
Wellbore's operational status is **Planned**.

#### Start a Suspension Notification

- ✘ Must have an active **Suspension** consent.  
Wellbore **does not** have an active consent.
- ✘ Must have the operational status of **Constructing** or **Constructed**.  
Wellbore's operational status is **Planned**.

# WONS 2 Procedural and Rule Changes

## Procedures

The Well Operations Notification System (WONS) is a simplified procedure for operators applying electronically for consent to drilling operations, providing a fast and secure method for transmitting information via the UK Oil and Gas Portal. Companies can submit applications on a wide range of activities relating to Hydrocarbon Exploration, Production, Development, Decommissioning and the protection of the Environment. Applications to drill should be submitted at least 28 days in advance.

In order to gain consent to perform a drilling operations a well number must exist. The Provisional Application to Support a PETS Application provides the means to submit a provisional application with preliminary information obtain a temporary wellbore number.

The Portal Environmental Tracking System (PETS) is DECC’s environmental permitting system accessed via the UK Energy Portal, developed to streamline the current permitting processes involved in applying for chemical permits and requests for Directions under the current environmental legislation that cover a wide range of offshore activities.

Once an application is submitted, a company can then retrieve, view and track its progress online.

| Application      | Land  | Development  | D Platform  | E & A   | E & A Platform  |
|------------------|---|--|---|---|---|
| Initial Drilling | <ul style="list-style-type: none"> <li>OGA Designation Review</li> <li>OGA Field Team Review</li> <li>Prep Outcome</li> <li>Issue Documents</li> <li>Authorise</li> </ul> | <ul style="list-style-type: none"> <li>OGA Designation Review</li> <li>OGA Field Team Review</li> <li>Review PETS for Consent</li> <li>Prep Outcome</li> <li>Issue Documents</li> <li>Authorise</li> </ul> | <ul style="list-style-type: none"> <li>OGA Designation Review</li> <li>OGA Field Team Review</li> <li>Review PETS for Consent</li> <li>Prep Outcome</li> <li>Issue Documents</li> <li>Authorise</li> <li>Issue Stand Alone Suspension Consent (5Years)</li> </ul> | <ul style="list-style-type: none"> <li>OGA Designation Review</li> <li>OGA Field Team Review</li> <li>Review PETS for Consent</li> <li>Senior Sign Off</li> <li>Prep Outcome</li> <li>Issue Documents</li> <li>Authorise</li> </ul> | <ul style="list-style-type: none"> <li>OGA Designation Review</li> <li>OGA Field Team Review</li> <li>Review PETS for Consent</li> <li>Senior Sign Off</li> <li>Prep Outcome</li> <li>Issue Documents</li> <li>Authorise</li> </ul> |
| Well Test        | <ul style="list-style-type: none"> <li>OGA Designation Review</li> <li>OGA Field Team Review</li> <li>Prep Outcome</li> <li>Issue Documents</li> <li>Authorise</li> </ul> | <ul style="list-style-type: none"> <li>OGA Designation Review</li> <li>OGA Field Team Review</li> <li>Prep Outcome</li> <li>Issue Documents</li> <li>Authorise</li> </ul>                                  | <ul style="list-style-type: none"> <li>OGA Designation Review</li> <li>OGA Field Team Review</li> <li>Prep Outcome</li> <li>Issue Documents</li> <li>Authorise</li> </ul>   | <ul style="list-style-type: none"> <li>OGA Designation Review</li> <li>OGA Field Team Review</li> <li>Prep Outcome</li> <li>Issue Documents</li> <li>Authorise</li> </ul>   | <ul style="list-style-type: none"> <li>OGA Designation Review</li> <li>OGA Field Team Review</li> <li>Prep Outcome</li> <li>Issue Documents</li> <li>Authorise</li> </ul>   |
| Side-track       | <ul style="list-style-type: none"> <li>OGA Designation Review</li> <li>OGA Field Team Review</li> <li>Prep Outcome</li> <li>Issue Documents</li> <li>Authorise</li> </ul> | <ul style="list-style-type: none"> <li>OGA Designation Review</li> <li>OGA Field Team Review</li> <li>Prep Outcome</li> <li>Issue Documents</li> <li>Authorise</li> </ul>                                  | <ul style="list-style-type: none"> <li>OGA Designation Review</li> <li>OGA Field Team Review</li> <li>Prep Outcome</li> <li>Issue Documents</li> <li>Authorise</li> </ul>   | <ul style="list-style-type: none"> <li>OGA Designation Review</li> <li>OGA Field Team Review</li> <li>Prep Outcome</li> <li>Issue Documents</li> <li>Authorise</li> </ul>   | <ul style="list-style-type: none"> <li>OGA Designation Review</li> <li>OGA Field Team Review</li> <li>Prep Outcome</li> <li>Issue Documents</li> <li>Authorise</li> </ul>   |
| Completion       | <ul style="list-style-type: none"> <li>OGA Designation Review</li> <li>OGA Field Team Review</li> <li>Prep Outcome</li> <li>Issue Documents</li> <li>Authorise</li> </ul> | <ul style="list-style-type: none"> <li>OGA Designation Review</li> <li>OGA Field Team Review</li> <li>Prep Outcome</li> <li>Issue Documents</li> <li>Authorise</li> </ul>                                  | <ul style="list-style-type: none"> <li>OGA Designation Review</li> <li>OGA Field Team Review</li> <li>Prep Outcome</li> <li>Issue Documents</li> <li>Authorise</li> </ul>   | <ul style="list-style-type: none"> <li>OGA Designation Review</li> <li>OGA Field Team Review</li> <li>Prep Outcome</li> <li>Issue Documents</li> <li>Authorise</li> </ul>   | <ul style="list-style-type: none"> <li>OGA Designation Review</li> <li>OGA Field Team Review</li> <li>Prep Outcome</li> <li>Issue Documents</li> <li>Authorise</li> </ul>   |
| Suspension       | <ul style="list-style-type: none"> <li>OGA Designation Review</li> <li>OGA Field Team Review</li> <li>Prep Outcome</li> <li>Issue Documents</li> <li>Authorise</li> </ul> | <ul style="list-style-type: none"> <li>OGA Designation Review</li> <li>OGA Field Team Review</li> <li>Review PETS for Consent</li> <li>Prep Outcome</li> <li>Issue Documents</li> <li>Authorise</li> </ul> | <ul style="list-style-type: none"> <li>OGA Designation Review</li> <li>OGA Field Team Review</li> <li>Prep Outcome</li> <li>Issue Documents</li> <li>Authorise</li> </ul>   | <ul style="list-style-type: none"> <li>OGA Designation Review</li> <li>OGA Field Team Review</li> <li>DECC Review</li> <li>Review PETS for Consent</li> <li>Prep Outcome</li> <li>Issue Documents</li> <li>Authorise</li> </ul>     | <ul style="list-style-type: none"> <li>OGA Designation Review</li> <li>OGA Field Team Review</li> <li>DECC Review</li> <li>Review PETS for Consent</li> <li>Prep Outcome</li> <li>Issue Documents</li> <li>Authorise</li> </ul>     |
| Abandonment      | <ul style="list-style-type: none"> <li>OGA Designation Review</li> <li>OGA Field Team Review</li> <li>Prep Outcome</li> <li>Issue Documents</li> <li>Authorise</li> </ul> | <ul style="list-style-type: none"> <li>AB1 – Standard Process</li> <li>AB2 – Standard Process</li> <li>AB3 – EMT Sign Off</li> <li>Plug – Standard Process</li> </ul>                                      | <ul style="list-style-type: none"> <li>AB1 – Standard Process</li> <li>AB2 – Standard Process</li> <li>AB3 – Standard Process</li> <li>Plug – Standard Process</li> </ul>   | <ul style="list-style-type: none"> <li>AB1 – DECC Sign Off</li> <li>AB1 – EMT Sign Off</li> <li>AB2 – Standard Process</li> <li>AB3 – Standard Process</li> <li>Plug – Standard Process</li> </ul>                                  | <ul style="list-style-type: none"> <li>AB1 – DECC Sign Off</li> <li>AB1 – EMT Sign Off</li> <li>AB2 – Standard Process</li> <li>AB3 – Standard Process</li> <li>Plug – Standard Process</li> </ul>                                  |

## Rule Changes

Applications can still be applied for “up front” and submitted at the same time as an Initial Drilling Application (IDA). It follows that they are now subject to a separate consent letter and separate payment.

### Bundled Applications

- Some of the optional “bundled” applications that could previously be added to an Initial Drilling Application (IDA) and Geological Sidetrack Application (GSA) have now been removed from these applications and separated out; as a result these additional applications will be applied for separately.

#### Applications Effected:

- Completion Application,
- Included “Contingent” Geological Sidetrack
- Well Test

### Data Corrections

- Regulators will be able to start corrections to wellbore data. This is an admin function and therefore will appear on the internal OGA view

### Digital Consent

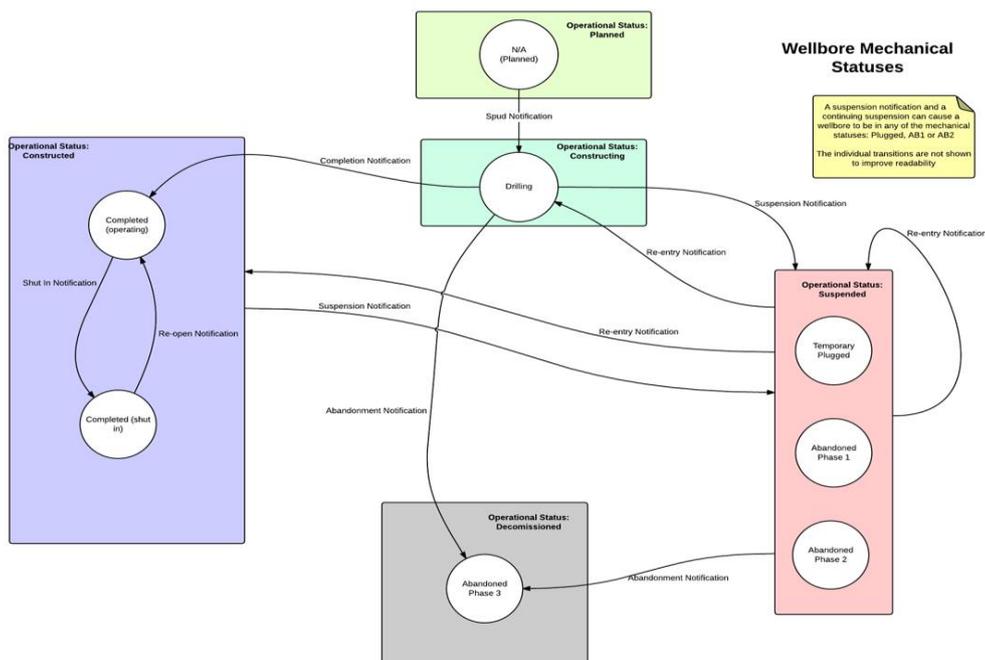
- Consent in the new system will be issued in the form of digitally signed consent documents.

### Mechanical Status

- Within the portal the word “Suspension” does not describe a mechanical status, a suspended well will be tagged with one of the following mechanical statuses:
  - Abandoned Phase 1
  - Abandoned Phase 2
  - Plugged

Full Abandonment (traditionally referred to as P&A) where the wellhead is removed is now known in mechanical terms as Abandonment Phase 3.

Fig 2: Example of each wellbore status



### Shut In Notifications

- Development Wells that are “constructed” and “operating” (see the well lifecycle diagram elsewhere in this document) will be subjected to notifications if they are shut in by means of closing downhole or surface valves. There is therefore a new “Shut In” notification and an equivalent notification when the well is opened up and flows again. Shut in periods of less than 3 months do not need to be notified

### Suspension Consents Rules

- Suspension consents will no longer be issued on a “short term” or “long term” basis. All subsea wells (apart from subsea development wells that are being batch drilled) will require suspension consent if they are being plugged, Phase 1 or Phase 2 abandoned (maximum 2 years). These consents will be issued initially for up to a maximum of 5 years (it may be shorter dependent on DECC and OGA review), thereafter will require annual renewal, this will also apply to all landward Exploration and appraisal wells. New platform wells will be given an upfront consent (i.e. it will not require application) for suspension – again lasting 5 years

### Timeline

- The Wellbore History screen will allow people with the correct access to see the timeline for a wellbore, and the wellbore’s data at those points in time. All the events in the wellbore’s history will be displayed in a sidebar on the left hand side of the screen showing the most recent at the top.

### Application Updates

- These are changes and updates to applications that have already been submitted.

### Variations

- These are changes the operator may wish to make to an application after consent. If any variations need to be made to a consented application or updates to a submitted notification, the operator will be able to start these through these links.

## Appendix

### Suspension Categories:

| Category | Definition   |
|----------|--|
| 1        | The well has been sufficiently Suspended that final Abandonment only requires removal of the wellhead.   |
| 2.1      | The well has one annulus uncemented.<br>Placement of an additional Permanent Barrier is required to complete the Abandonment of the well. This may be done by placing a barrier into the annulus or placing a separate barrier.<br>This type of well may be Abandoned with a drilling rig or a light-well intervention vessel. |
| 2.2      | The well has two annuli uncemented.<br>Placement of an additional Permanent Barrier is required to complete the Abandonment of the well. This may be done by placing a barrier into the annuli or placing a separate barrier.<br>This type of well may be Abandoned with a drilling rig or a light-well intervention vessel.   |
| 3        | The Suspended condition of the well is not suitable for full Abandonment without significant intervention.<br>Typically, with current technology, the Abandonment programme will require a drilling rig to safely effect the operation.  |
| 4        | Wells are placed in this category for several reasons:<br>The downhole status is not known, therefore cannot be categorised<br>The well is in a condition where it is not possible to safely Abandon with current technology   |

**Abandoned Phase 1:** The reservoir has been permanently isolated. This requires that permanent barrier material is placed to fully isolate all reservoir producing or injecting zones from the wellbore. The tubing may be left in place, partly or fully retrieved.

**Abandoned Phase 2:** All intermediate zones with flow potential have been permanently isolated. This may require the tubing to be partly retrieved if still present. (Isolating liners, milling and/or retrieving casing and setting cement or permanent barrier material to isolate intermediate zones, with flow potential from each other and communication within the wellbore.) The phase is complete when no further permanent barriers are required.

**Abandoned Phase 3:** Well is considered fully abandoned after removing the wellhead and conductor. The well origin at surface is removed. The well will never be used or re-entered again. The well will be removed from the well examination scheme. Phase 3 may include installing near-surface cement if required.

**Further Information Requests (FIRs):** The consent administrator can request further information from the operator as a part of the review process. If a request for information has been made, an entry appears in the applicant's workbasket, and an email will be sent to the applicant. The applicant will be able to see the

request's text and, in response, supply the information in either a text box or upload a file. The applicant will then submit the further information, which is then made available to the consent administrator.

**Variations:** If any variations need to be made to a consented application or updates to a submitted notification, the operator will be able to start these through these links.

**Well Re-entry:** Phase 1 and phase 2 abandonment must be carried out so that the well can be re-entered safely, and then secured using pressure control equipment without compromising the barriers in place.

**Application & Notification Forms:** Operators are responsible for maintaining the life cycle of a well, submitting applications and notifying completion of activities. The regulator's role will be to process and review applications, and issue consent, where appropriate. The manual override of well data is to be avoided, as data supplied in notifications will be applied to well data.

### **Senior Sign Off**

Senior sign off is not limited to E&A wells it can also include development wells west of Shetland, wells in inner Moray Firth and HP/HT wells etc.