



North Sea
Transition
Authority

NSTA Seismic Survey Acquisition Close Out Report

Guidance for submission of seismic survey header
information

V1.2

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Scope and purpose of this guidance

This document aims to provide clear guidance on the process for submitting seismic survey close-out header information introduced in February 2025, detailing the required format and reporting method. This process will now replace the previous survey close out template that was sent to the NSTA on completion of the acquisition of a seismic survey.

This document provides supplemental information in support of the North Sea Transition Authority's ('NSTA') published guidance: [Reporting and disclosure of Information and Samples.](#)

Introduction and Context

The NSTA Digital Strategy 2020-2025 describes how the NSTA will deliver, promote, and influence digital excellence through digitalisation to support the OGA Strategy.

Aiming to be an innovator and a catalyst, the NSTA is helping industry, academia, and the supply chain to use digitalisation to unlock the huge value from data, whilst at the same time providing excellent digital services to its stakeholders in support of regulatory excellence.

The reporting of correct seismic survey summary information, following acquisition of seismic surveys, is mandatory under s.34 of the Energy Act 2016. This metadata is essential for the creation of a System of Record (SoR) for surveys, which in turn, enables the correct reporting of geophysical datasets into the National Data Repository (NDR).

The NSTA's ambition is to enable digital services that ensure digital, data and technology work for all. The requirement for relevant persons to retain petroleum-related Information and Samples ([Retention of Information and Samples Guidance](#)) and to report certain of them to the NSTA, via the NDR, is explained in: [Reporting and disclosure of Information and Samples Guidance](#). Information on the disclosure of such information can also be found in the document linked.

A main aim of these regulatory requirements is to “ensure greater access to the timely and transparent data necessary for a competitive market”.

Submission Instructions

The NSTA now requires seismic survey metadata in the form of a geodatabase feature class. There are four ESRI File Geodatabases (one for each of the Coordinate Reference Systems (CRSs) the NSTA uses, these being ED 1950, WGS 1984, ETRS 1989 and British National Grid). These are available for download from the NSTA Azure storage site, and linked below in Annex A.

Each geodatabase contains a single polygon feature class designed to capture 2D, 3D, 4D and seismic site surveys.

File Geodatabase Name	Feature Class Name	Feature Class Alias
NSTA_seismic_reporting_BNG	NSTA_SEISMIC_SURVEY_REPORTING_BNG	NSTA seismic survey reporting outline (BNG)
NSTA_seismic_reporting_ETRS89	NSTA_SEISMIC_SURVEY_REPORTING_ETRS89	NSTA seismic survey reporting outline (ETRS89)
NSTA_seismic_reporting_WGS84	NSTA_SEISMIC_SURVEY_REPORTING_WGS84	NSTA seismic survey reporting outline (WGS84)
NSTA_seismic_reporting_ED50	NSTA_SEISMIC_SURVEY_REPORTING_ED50	NSTA seismic survey reporting outline (ED50)

The NSTA no longer requires seismic navigation information to accompany the close out submission, as the survey geometries will be provided by the feature class. You are reminded that seismic navigation data is required to be reported to the NDR no later than 6 months after the completion of survey processing. Please see both [Reporting and disclosure of Information and Samples Guidance](#) and [Information Reporting: Form and Manner of the NDR Information](#) for further details.

For 2D surveys, the NSTA intends to populate the line geometries from navigation data that is later reported to the NDR. The NSTA considers that a simple outline of the 2D survey area will be sufficient until the more detailed line geometries are available. Further information is available in Annex A.

The NSTA Survey Close Out Feature Class must be reported to the NSTA **no later than 3 months** after survey acquisition is complete. Full and correct completion of the feature class is essential, and non-compliance will necessitate re-submission.

Normally it will be the company that “owns” the survey (i.e. is responsible under the associated exploration or production licence(s) for retaining and reporting associated datasets to the NDR)

who will submit this close out documentation. An acquisition contractor may submit it on behalf of the survey owner.

The feature class should be sent to the NSTA using SFTP. To register for the NSTA's SFTP facility contact us on ISC@nstauthority.co.uk

Full instructions on downloading and populating the template, plus submission of the completed geodatabase file, are shown in Annex A below.

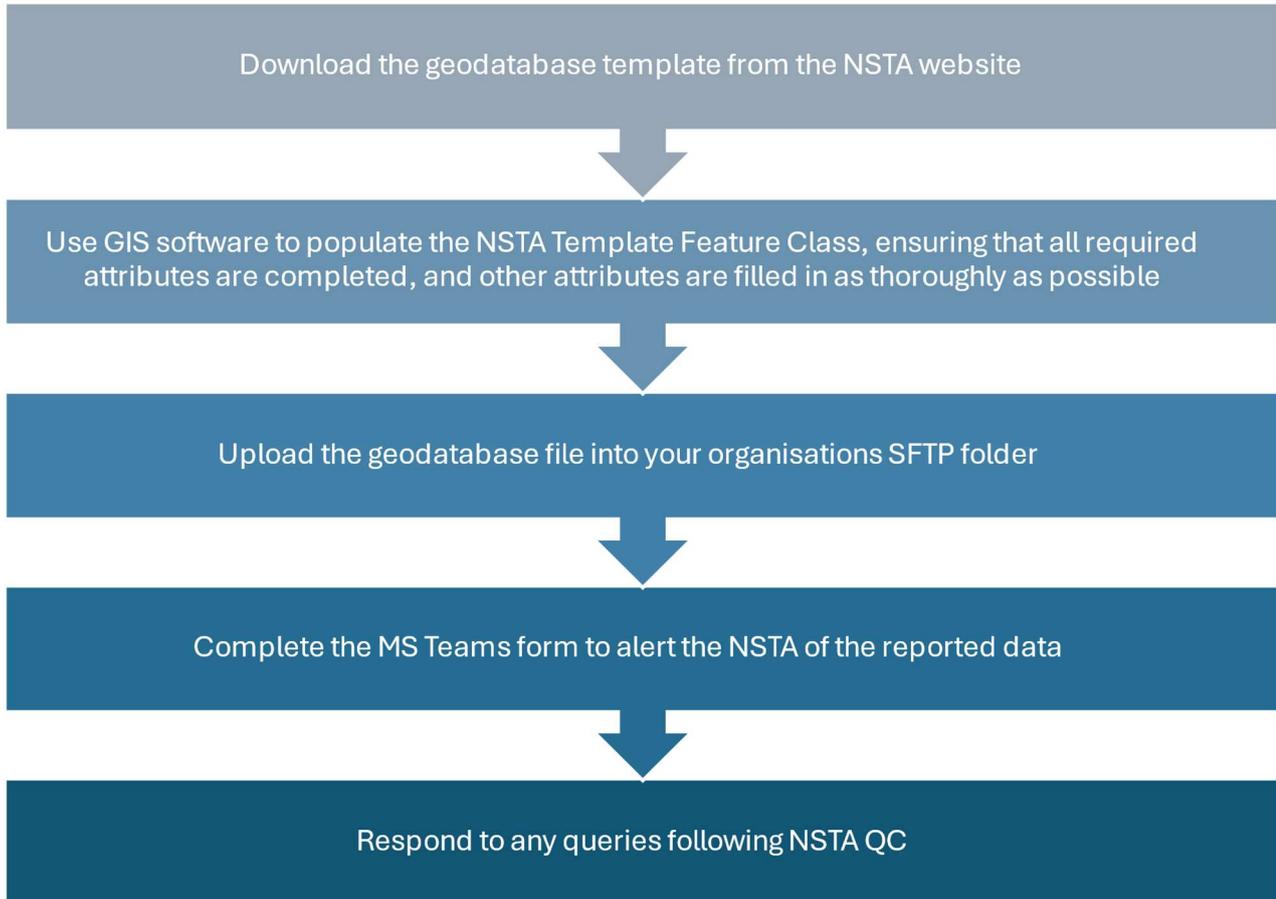
Reportable survey types

All header information for 2D, 3D, 4D and site surveys should be reported to the NSTA using this process, within 3 months the final date of survey acquisition.

This process will not collect information on reprocessed survey information. Reprocessed data should be loaded into the NDR directly.

Seismic survey close out process map

Within 3 months of the end survey acquisition, you should complete the process below, to provide the NSTA with the survey header information, which will become part of a seismic system of record.



Attributes and Domain Information

Required feature class attributes

Please see the accompanying spreadsheet [Seismic Survey Reporting Schema](#) for **full details** of polygon attributes, polygon schema and polygon domain coding. Please note which data attributes are provided by industry vs those provided by NSTA.

A summary is shown below:

GIS Alias Name	Attribute Description	Industry provided or NSTA generated?
Survey ID	New version of CS9 standard: Survey Identifier Standard (SIS). See Survey Identifier section, below.	Industry
Survey Alias	This will be the name allocated by the company to the survey i.e. internal company alias	Industry
Description	Short description of survey i.e. 3D over Forties Field etc	Industry
Responsible Company Group Name	Name of company group that is currently responsible (reporting/retention) for the survey	Industry
Reporting Responsible Company	Name of company that is currently responsible (reporting/retention) for the survey	Industry
Responsible Company Number	Legal entity number	Industry
Survey Type	Type of seismic project being recorded, can be Seismic or Site	Industry
Seismic Type	Can only be 2D / 3D / 4D	Industry
Licence Terms	The licence terms on which the survey was acquired i.e. Production, Exploration, Carbon Storage Licence	Industry
Sat Reference Number	Reference from PETS beginning SA/	Industry
Start Date	First date of acquisition	Industry
End Date	Last date of acquisition	Industry
ACQ Contractor	Company name of the acquisition contractor	Industry
Original CRS Code (EPSG)	The EPSG coordinate system number, used to interpret Latitude & Longitude (Easting/Northing)	Industry
Original CRS Name (EPSG)	The EPSG coordinate system name, used to interpret Latitude & Longitude (Easting/Northing)	Industry
Proposed End of Processing Date	Date that, to best of your knowledge, final processing will be completed. Compulsory for Production Licence surveys (as triggers start of protected period)	Industry

Actual End of Processing Date	To be added once processing completed. It is expected this attribute will be updated at a later date, to the original close out.	Industry
Field/Storage Site	Field(s) storage site(s) name if survey is specific to a field / storage site.	Industry
Statutory Licence	<p>The licence that the survey was acquired pursuant to. (Licence commitment, contiguous licence etc).</p> <p>In the event that there is a change of control, or transfer of rights, the seismic survey is connected to the statutory licence listed here.</p> <p>Where data owners believe there are more than 1 statutory Licence, then they should contact the NSTA at: ISC@nstauthority.co.uk</p>	Industry
Block/Part Block	<p>The UKCS is divided into numbered rectangular Quadrants, each one degree of latitude by one degree of longitude. Each Quadrant is further subdivided into 30 numbered Blocks (each 10 minutes latitude by 12 minutes longitude, thus each Quadrant has 5 blocks East-West by 6 blocks North-South).</p> <p>Block/Part Block is only required for Statutory Licence</p>	NSTA
Sub area	<p>Licensed Blocks and Sub areas represent finer divisions of these licences and may have many polygons per licence. Most Licensed Blocks are split with several sub areas, sometimes with differing operators and beneficiaries.</p> <p>Block/Part Block is only required for Statutory Licence</p>	NSTA
Other Licence 1	Where survey was acquired for coverage or permitting reasons - can be more than 1	Industry
Other Licence 2	Where survey was acquired for coverage or permitting reasons - can be more than 1	Industry
Other Licence 3	Where survey was acquired for coverage or permitting reasons - can be more than 1	Industry
Other Licence 4	Where survey was acquired for coverage or permitting reasons - can be more than 1	Industry
Other Licence 5	Where survey was acquired for coverage or permitting reasons - can be more than 1	Industry
Complete Licence List	GIS will create a comma delimited list of any data included in Statutory Licence and Other Licence 1-5.	NSTA
Cross Border	Does this survey cross a median line?	Industry
Energy Source Type	The type of energy source e.g. Air Gun, Aquapulse, Gas Gun, Seis Probe, Sleeve Exploder, Sleeve Gun, Water Gun	Industry
Receiver Type	OBN, OBC, Towed Streamer	Industry
Survey Offset	The distance between source and receiver. Drop down option of: Less than 3km/3km or more/ less than 6km/6km or more -	Industry
Full Fold Area 3D (km ²)	The full fold area of 3D survey in km ²	Industry
Project ID	Project ID in NDR will be supplied by NSTA.	NSTA
Disclosure Date	To be added once Actual End of Processing date is confirmed	NSTA

Disclosure Rule	PA98 / EA16 will be supplied by NSTA	NSTA
Release Status	Have resulting datasets from survey been disclosed	NSTA
Current 4D baseline survey	If 3D, was this survey later used as a baseline for a 4D survey?	NSTA
4D Baseline Acquisition Survey Identifier	If 4D what is the baseline 3D survey identifier	Industry
Original Company Group Name	Company name of the original survey operator/owner if know. For submission of legacy surveys.	Industry
Original Company Entity Name	If known	Industry
Original Company Number	Legal entity number if known	Industry
Previous Responsible Reporting Company	This was the previous responsible company before a change in field or licence subarea operator or change of control or change of control of a licence	NSTA
Effective date of responsible reporting company change	This is the date when there was an operator change or a change of control of a licence.	NSTA
Other Previous Reporting Companies	This is a list of all the previous reporting companies	NSTA
Other Effective dates of Responsible Reporting Company change	This is the date when there was a transfer of rights or change of control of a licence.	NSTA
Comments/QC	Any free text comments. Was Remarks and Quality Note in NDRv1 - useful free text field for any contextual information	Industry

Co-ordinate systems

You will note that the co-ordinate system is a free text entry, please use the following table to enter the correct co-ordinate reference system and respective code:

EPSG Geodetic Parameter Dataset Number	Coordinate System Description
4230	ED50 (unprojected)
4326	WGS84 (unprojected)
4258	ETRS89 (unprojected)
4277	OSGB 1936 (unprojected)
23030	ED50 projected UTM 30N
23031	ED50 projected UTM 31N
32630	WGS84 projected UTM 30N
32631	WGS84 projected UTM 31N
25830	ETRS89 projected UTM 30N
25831	ETRS89 projected UTM 31N
27700	OSGB 1936 projected
23028	ED50 projected UTM 28N
23029	ED50 projected UTM 29N
23090	ED50 / TM 0 N
32627	WGS84 projected UTM 27N
32628	WGS84 projected UTM 28N
32629	WGS84 projected UTM 29N
25828	ETRS89 projected UTM 28N
25829	ETRS89 projected UTM 29N
4278	OSGB70 (unprojected)
4279	OS(SN)80 (unprojected)
4230	ED50 (unprojected)

Survey Identifier

One of the compulsory attributes in the feature class is the survey identifier. The NSTA has revised the “Survey Identifier Standard” (SIS, formerly CS9) to consider the need for increased flexibility in company codes.

Company codes assigned under the legacy CS9 survey naming convention consisted of two characters. In the updated SIS, company codes have been expanded to four characters. While legacy codes remain in use, they are now supplemented with two trailing underscores to meet the new four-character format.

The new standard is 12 characters long as follows:

CCCCYYYYSSXX

CCCC 4-character company code. Legacy 2-character codes will have trailing 2 underscores

YYYY 4-character year. Please use the year that survey acquisition completed

SS 2-character survey type (2D, 3D, 4D, SS)

XX 2-character designation for individual survey. Sequential numbering for that year preferred

e.g.

BP__20232D01 (with existing company code)

ACME20233D02 (with example new company code)

Company codes are assigned to licensees by the NSTA, to be used consistently across NSTA services including the Seismic System of Record and the National Data Repository (NDR).

Please refer to this [LINK](#) for a list of current company codes.

In the event that the company owning the survey is not listed, please contact ISC@nstauthority.co.uk

The NSTA recognises that the above survey identifier may be used early on in the planning process such as in the required environmental applications to OPRED. In the event that a survey identifier is incorrectly applied, the NSTA will communicate any amendments to the survey owner.

If the close out process is being conducted for an old survey that has yet to be reported to the NDR and has the old style CS9 code, the NSTA will accept this to enable correlation with the system of record and the data owner's record.

In the case of reprocessed datasets, these can now be assigned project codes in the NDR, that can be tagged with one or more input surveys.

Statutory licence, (part) Block and Licence Subarea of a survey

Seismic surveys often extend across multiple licences, licence subareas and blocks. However, the NSTA now requires the survey data owner to designate a single statutory licence and associated block and licence subarea —specifically, the one covering the primary area of interest.

This requirement ensures clarity in the event of future licence changes, such as operator changes or changes in control. The survey will be tied to the chosen statutory licence subarea, meaning its ownership will transfer accordingly during these events. Selecting multiple statutory licences can create complications when subareas are surrendered or acquired, making it unclear who is responsible for the survey, including retention and reporting obligations.

If you believe a survey should be linked to more than one statutory licence, please contact the NSTA for further guidance at ISC@nstauthority.co.uk.

While additional licences covering the survey area should still be reported, they should be recorded under 'Other Licence' attributes. However, these licences will not be linked to the survey during licence events.

The survey's designated statutory licence will also determine the associated Block and Subarea.

For example, in the case of Licence P2658, which consists of six contiguous subareas, if a survey is conducted over the southwest portion of the licence, recording the Block and Subarea ensures clarity if part of the licence is later surrendered or transferred to another operator. In this scenario, the survey should be associated with Licence P2658, Block 36/19, and/or Subarea 36/19 ALL.

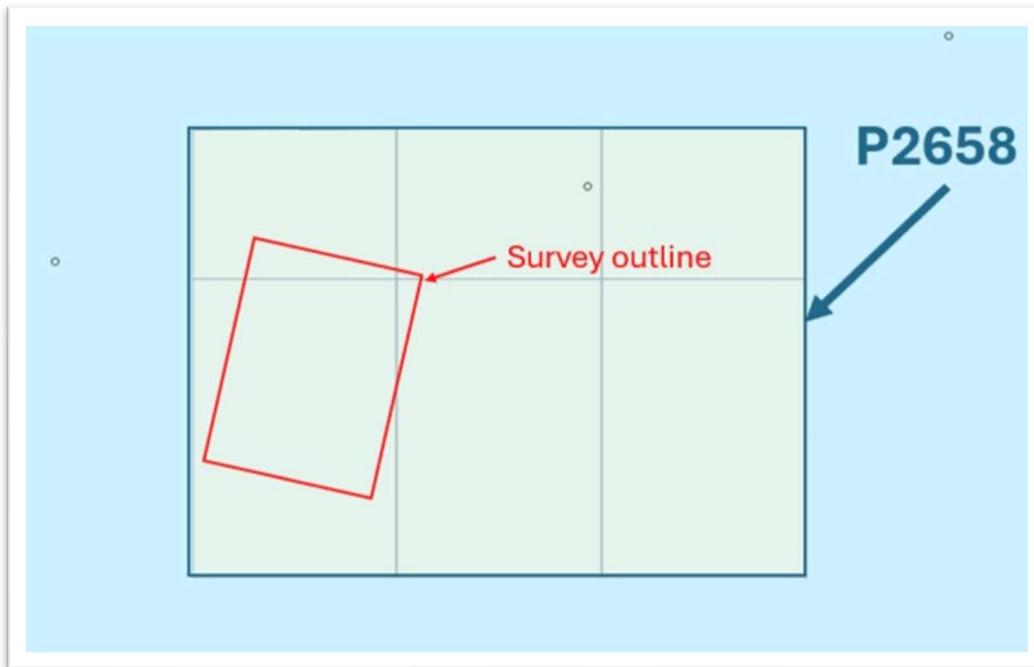


Figure 1 Example of survey outline, block and subarea

The NSTA will complete the attributes Block and Subarea for you, once the close out gdb. has been submitted to us.

Please note that if a survey extends the boundary of the Production Licence(s), then an Exploration Licence is needed.

4D Surveys

There are two attributes specifically in relation to 4D surveys.

The NSTA would like to keep a record of what the baseline survey of a 4D survey is, alongside having an attribute that identifies any 3D survey used as a 4D baseline.

e.g. if survey YZ__20234D01 is a monitoring survey, it would be expected that the data owner would complete the attribute '4D Baseline Acquisition Survey Identifier' with the original baseline survey e.g. YZ20013D01

The NSTA would then complete the attribute 'Current 4D baseline survey' for survey YZ20013D01 to say; Yes, this is now a baseline survey for a 4D suite.

Project ID creation

The NSTA will use the information provided in the survey close out to create a Project ID for the data owner in the NDR and add this to the attribute table prior to the metadata being released on the NSTA website's Data and Insights pages.

Please note that a Project ID will only be created in for you in the NDR for any acquired surveys. For any other seismic project (e.g. reprocessing), please contact the NDR directly for help with creation of a Project ID.

Ancillary information

General information gathered

The NSTA will store the following information (gathered from the SFTP submission) for compliance reasons and in case of general queries about the survey:

SUBMITTED DATE	Date feature class file is submitted
SUBMITTER NAME	Name of person submitting the feature class
SUBMITTER TELNO	Phone no. of person submitting the feature class
SUBMITTER EMAIL	Email of person submitting the feature class
SUBMITTER GROUP EMAIL	Relevant ISC group email of submitting company
SUBMITTER COMPANY NAME	Company name of person submitting the feature class

Informing the government and public bodies

You are reminded that the Offshore Petroleum Regulator for Environment and Decommissioning (OPRED) may have close out requirements for seismic and other acoustic surveys.

Details are available here:

<https://www.gov.uk/guidance/oil-and-gas-offshore-environmental-legislation>

or alternatively e-mail bst@beis.gov.uk

Disclosure of survey information

The NSTA may make survey summary information publicly available on receipt. At present the NSTA intends to continue doing this via the [Data and Insights pages](#) on the NSTA Website.

For more information on reporting and disclosure under s.34 please refer to the NSTA's [Reporting and Disclosure Guidance webpage](#).

Questions

Please contact ISC@nstauthority.co.uk if you have any questions.

Annex A

Please use this set of instruction to download, complete and upload the geodatabase feature class file to the NSTA.

GIS Template Download and Population

There are four ESRI File Geodatabases (one for each of the main Coordinate Reference Systems (CRSs) the NSTA uses, these being ED 1950, WGS 1984, ETRS 1989 and British National Grid).

Each geodatabase contains a single polygon feature class intended to describe 2D, 3D, 4D, and seismic site surveys. The polygon feature class should be populated with the relevant spatial and attribute information.

Please follow the steps below to download, populate and upload the geodatabase feature class file.

Please note that these instructions are based on using ESRI ArcGIS Pro software, however other GIS software applications are available.

Downloading the ESRI geodatabase template

Download the geodatabase template

You will need to download the ESRI file geodatabase from the NSTA Azure Storage location via this link:

https://datanstaauthority.blob.core.windows.net/external/NSTA_Seismic_Survey_Reporting_GIS_Templates.zip

The above link will download the Seismic_Survey_Reporting_GIS_Template zipped folder to your C:\Offline\User.Name\Downloads folder.

Unzip the geodatabase file

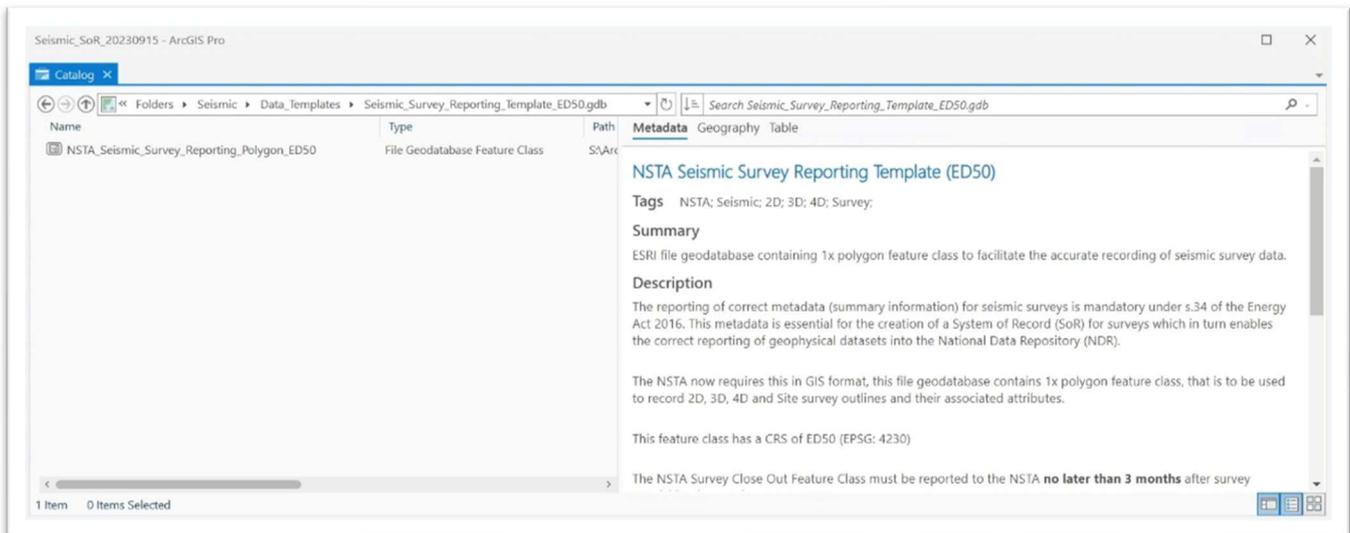
To unzip the file, right click on the zipped folder and select 'Extract All...' from the options.

Specify the file location for the zipped folder to extract to and click 'Extract'.

Once extracted there will be four and a text document detailing the date of the last version update.

- Seisimc_Survey_Reporting_Template_BNG.gdb
- Seisimc_Survey_Reporting_Template_ED50.gdb
- Seisimc_Survey_Reporting_Template_ETRS89.gdb
- Seisimc_Survey_Reporting_Template_WGS84.gdb
- ReadMe

There is 1x polygon feature class in each of these geodatabases, which will display as shown below in a GIS software. Please pick the appropriate template to be used with your information.



Populating the NSTA Template Feature class

Once you have selected the appropriate CSR feature class template, load it into your GIS software. This file will be referred to as the "NSTA template feature class" throughout this document.

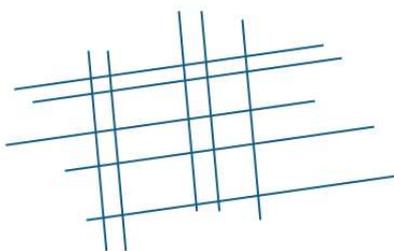
Create a polygon encompassing the seismic survey area and populate the template feature class with the relevant information. All surveys must be represented as polygons.

Please note that the survey polygon should match the location of the seismic lines and not the greater work area for surveys relating to hydrocarbon activities.

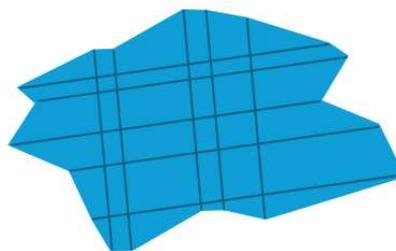
The attribute table contains both free-text fields and dropdown selection options. It is strongly recommended that as much information as possible is provided. There are several ways in which you can do this, and they are explained in more detail below:

- Manually populating the information into the NSTA template feature class
- Appending the information into the NSTA template feature class
- Using Copy and Paste Special into the NSTA template feature class

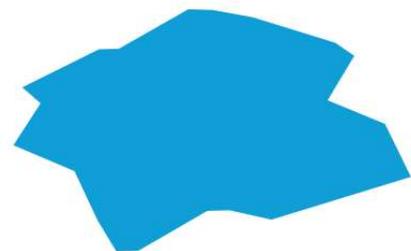
For 2D surveys, a polygon should be drawn around the area covered by the 2D seismic lines (see diagram below). This polygon will serve as the spatial representation of the 2D survey in our GIS system until Navigation data is loaded into the NDR. Once the Navigation data is available, it will be used to generate the seismic lines on the map, and the polygon will be removed to ensure survey location accuracy.



2D seismic lines



Basic Polygon surrounding
2D seismic lines



Basic Polygon expected for Header
information submission – polygon will
be replaced with lines once NAV
information is loaded to the NDR

Please find several methods below on creating a polygon for 2D surveys and are explained in more detail below

- Manually creating a polygon using edit tools
- Using a geoprocessing tool

Once the polygon has been created, and attribute table populated, then rename the template feature class to the following pattern:

Onshore/Offshore_OperatorName_Seismic_Submission_CRS_YYYYMMDD

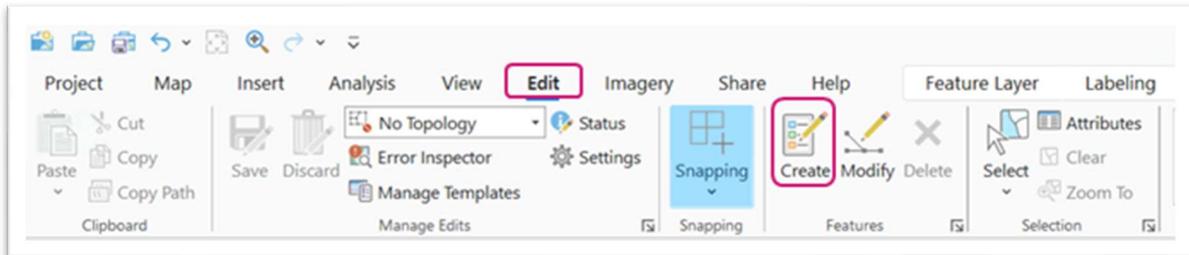
For example:

- ON_ACME_Seismic_Submission_WGS84_20240715
- OFF_ACME_Seismic_Submission_ED50_20240918

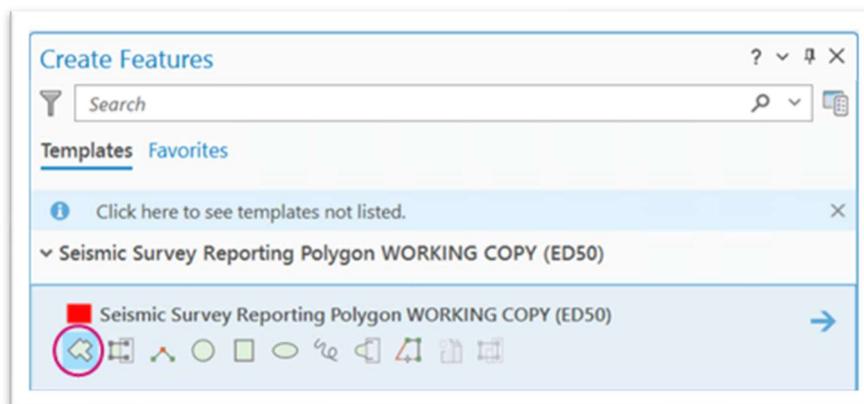
Upload the file geodatabase to the NSTA via SFTP as described below.

2D surveys: Manually creating a polygon using edit tools:

With the survey lines and the NSTA template feature class in the same GIS session. Select the template feature class in the table of contents, select the 'Edit' tab, then select Create. ([ESRI Link](#))



Select 'Create a polygon' feature, then select 'Polygon' from the 'Create Feature' pane and create a shape that encompasses all the 2D lines of the survey. Once complete, please ensure you chose 'Save' from the 'Edit' tab.

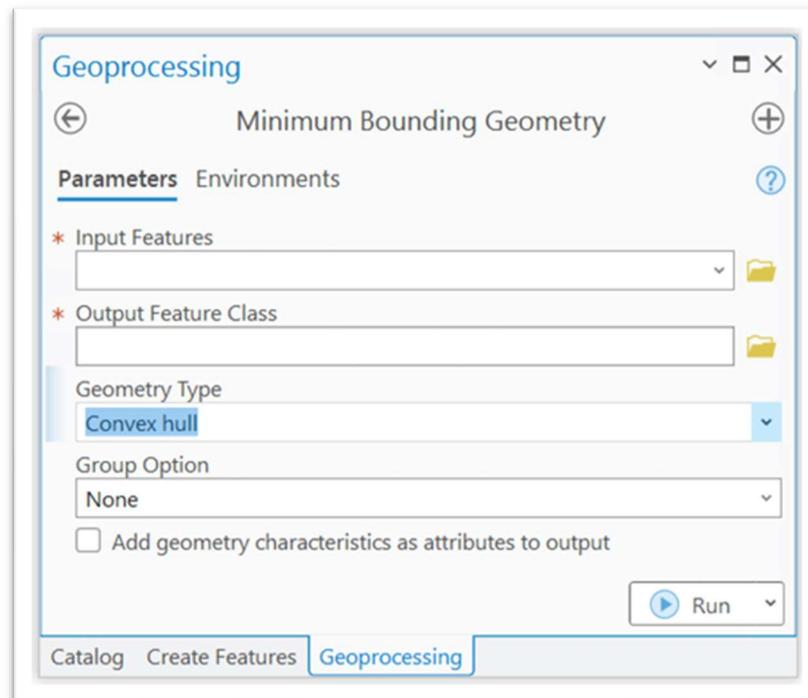


2D surveys: Using a Geoprocessing tool

Creating a polygon

From the Geoprocessing panel search for the 'Minimum Bounding Geometry' tool.

This can be located by following: Data Management Tools > Features Toolbox > Minimum Bounding Geometry ([ESRI Link](#)).



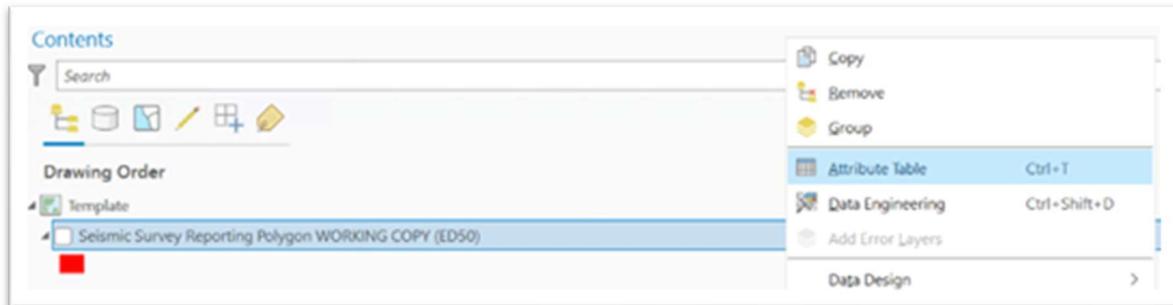
1. 'Input feature': this should be your surveys lines (using the arrow to reveal a drop-down list)
2. 'Output Feature Class': Define the output location and name.
3. 'Geometry Type': Select Convex Hull
4. 'Group Option': Select All
5. Leave the 'Add geometry characteristics' box unchecked.
6. Click 'Run' on the bottom right of the pane.

This tool will create an outline that contains all the feature that comprise the survey. Please note if there are multiple surveys an outline will be drawn around all features.

Manually populating the information to the NSTA template feature class attribute table

Once the output polygon has been completed, you will need to populate the NSTA template feature class with information.

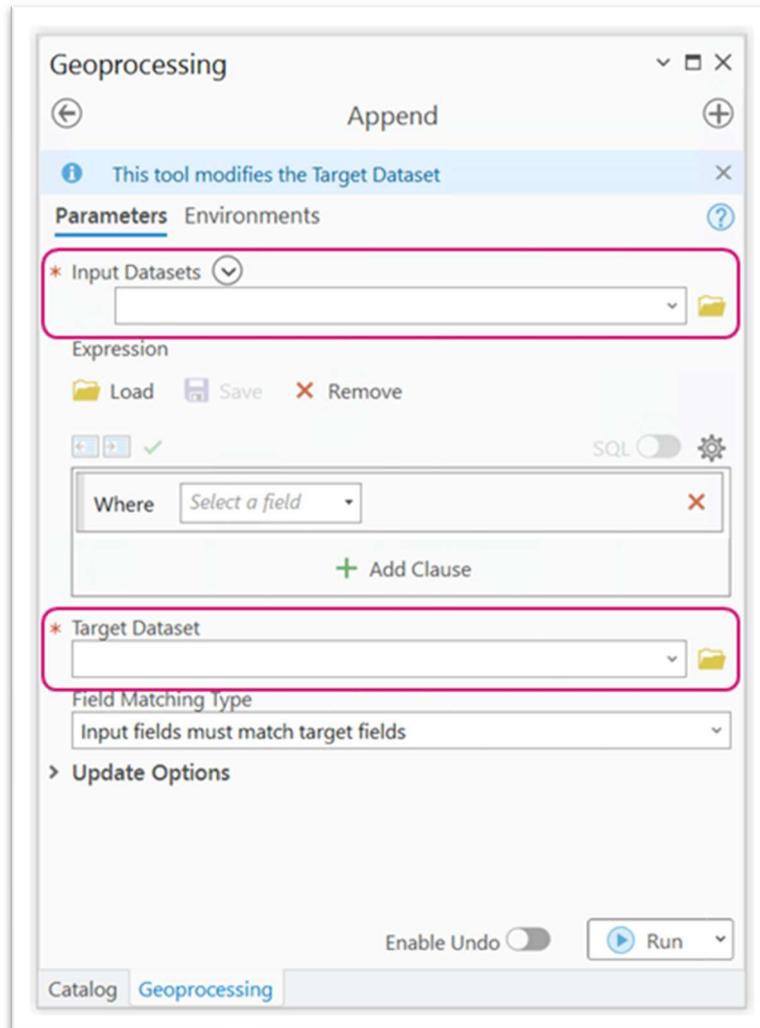
To open the 'Attribute Table', right click on the layer in the table of contents and select 'Attribute Table' from the contextual menu.



Manually populate the table with relevant information. You may enter free text or double click on selected columns, to view the predefined drop down list.

Appending the data to the NSTA template feature class

Once you have created the polygon, you can add the information to the NSTA template feature class using the 'Append' tool. This can be located from the geoprocessing panel search for 'Append', or by locating using the following path: Data Management Toolbox > General > Append ([ESRI Link](#)).

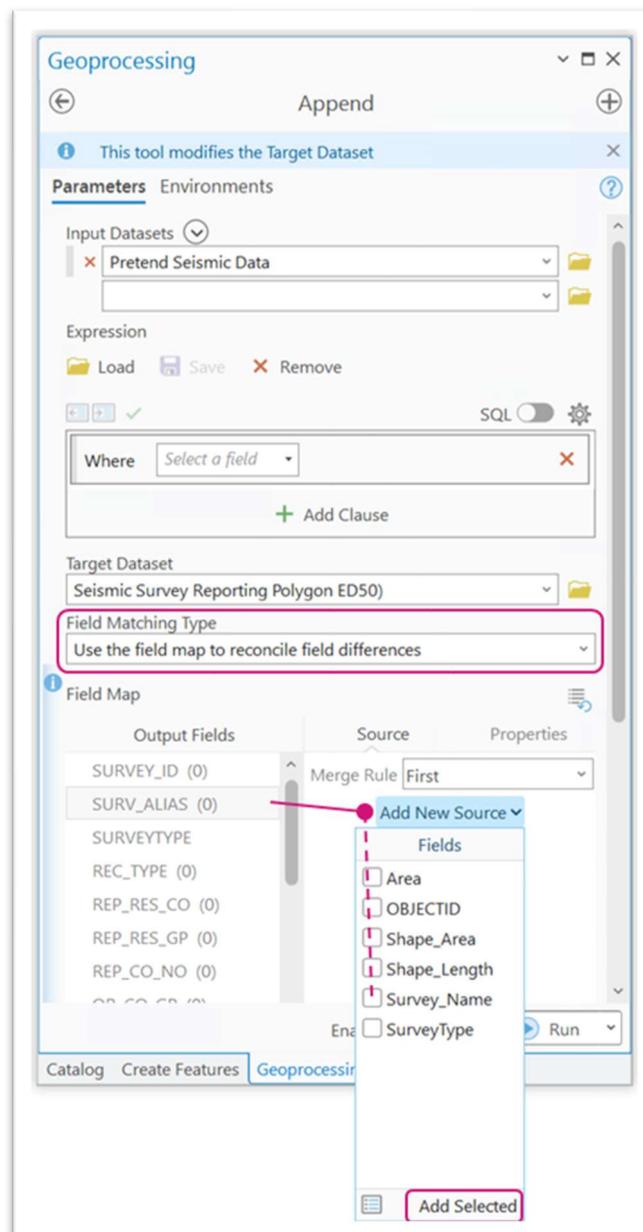


1. 'Input Datasets': Please select any polygon that needs to be added to the NSTA template feature class as part of the overall seismic submission:
 - The output from the above Minimum Bounding Geometry operation.
 - A manually created polygon that was not created within the NSTA template feature class.
 - Any other 2D, 3D, 4D or Site Survey polygon.

Regardless of the polygon's history the process of adding it to the NSTA template is the same.

2. 'Target Dataset': Select the NSTA template feature class.

3. 'Field Matching Type': Set to 'Use the field map to reconcile field differences.' This allows you to precisely specify which attributes should populate each column, which is crucial when the schemas (data layouts) of the two datasets differ.
 - a. Use the Field Map parameter to map/match any fields from the input dataset to fields in the target dataset. As shown below this allows the correct transfer of attribute data regardless of attribute column name.



- b. Ensure to click Add Selected for each field mapped, if not added then the attribute data will not be appended.
 - c. Any attribute columns not mapped will not be appended to the target dataset.
4. When all field mapping is complete select Run.

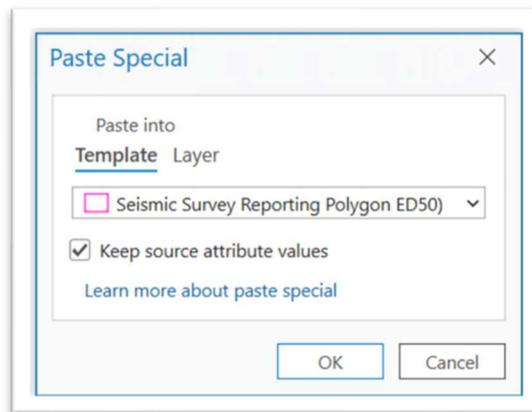
The spatial and attribute data for the input feature(s) will be appended (added) to the NSTA template feature class.

Open the attribute table for the template feature class to ensure all outlines have been added.

Edit those attribute columns that are “REQUIRED” as per the earlier instructions and any additional columns if you have the relevant information, once complete save all edits.

Using Copy and Paste Special into the NSTA template feature class:

1. Using the ‘Selection’ tools, select the polygon you wish to add to the NSTA template feature class.
2. Under the ‘Clipboard’ tools select ‘Copy’. Click on the arrow under ‘Paste’ and select ‘Paste Special’ ([ESRI Link](#))
3. From the drop down select the NSTA template feature class as the layer to ‘Paste’ into.



4. Select Ok

When ‘Keep source attribute values’ is checked on any fields in the input data that match fields in the layer being pasted into will be populated with the corresponding attribute information.

GIS submission to NSTA via SFTP

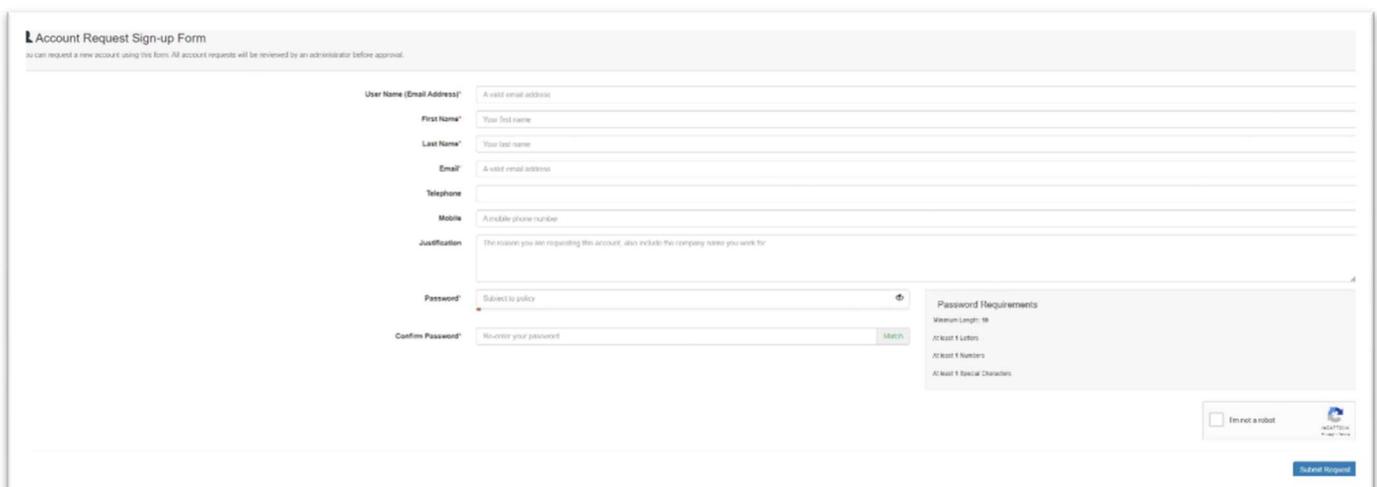
To complete the submission of seismic information the populated file geodatabase needs to be uploaded to the NSTA via an SFTP folder.

If you do not yet have an account, please request an account for the NSTA's SFTP site using the following link: [North Sea Transition Authority Web Client Web Client \(nstauthority.co.uk\)](http://nstauthority.co.uk)

When requesting an account please state in the justification box that you will be submitting seismic information, and which company group you will be submitting for. This is so you will be given access to that company's folder.

If you have an existing account, your password may have expired. In this instance, please contact ISC@nstauthority.co.uk requesting the password to be reset, the password will then be reset and provided to you.

We will then add your account to the appropriate folder, please confirm which company group you will be submitting for. If you request a new account and already have an existing account, the request will be rejected as you cannot have two accounts with the same name and contact details.



The screenshot shows the 'Account Request Sign-up Form' with the following fields and requirements:

- User Name (Email Address):** A valid email address
- First Name:** Your first name
- Last Name:** Your last name
- Email:** A valid email address
- Telephone:**
- Mobile:** A mobile phone number
- Justification:** The reason you are requesting this account, also include the company name you work for
- Password:** Subject to policy
- Confirm Password:** Reconfirm your password (with a 'Match' indicator)

Password Requirements:

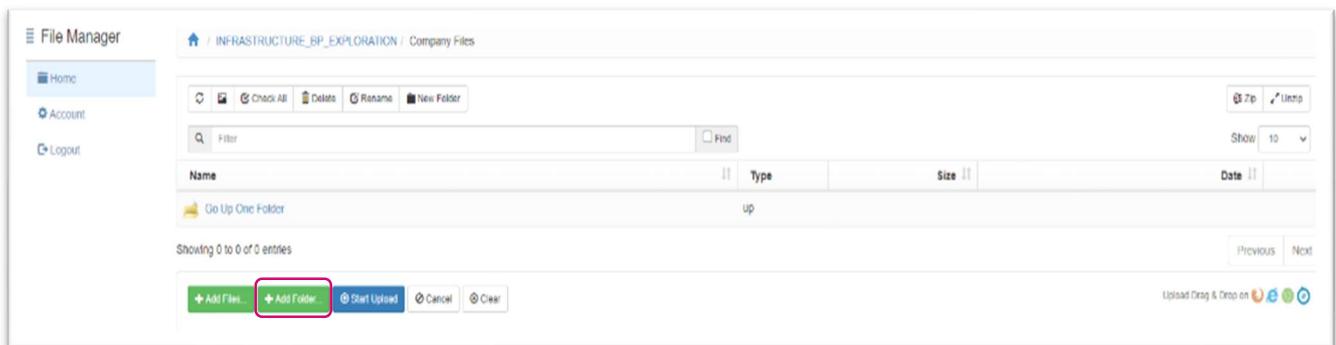
- Minimum Length: 16
- At least 1 Letters
- At least 1 Numbers
- At least 1 Special Characters

At the bottom right, there is a checkbox for 'I'm not a robot' and a 'Submit Request' button.

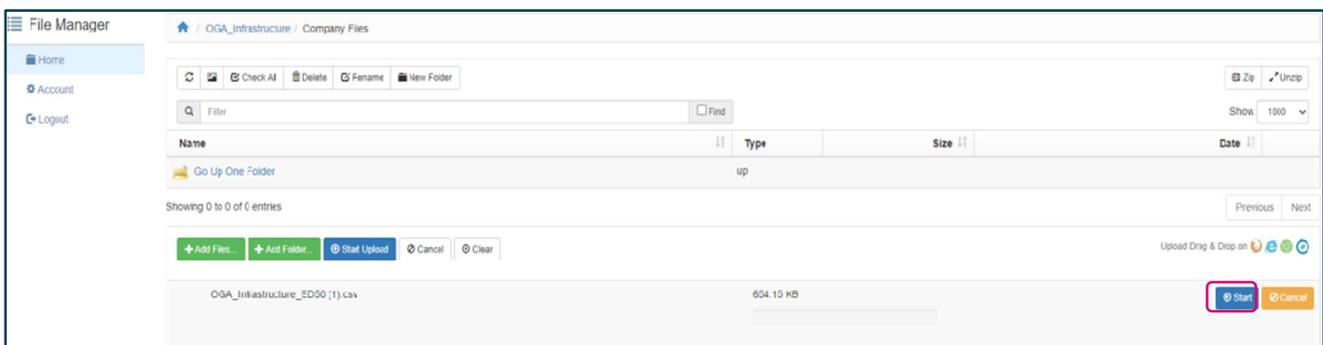
The NSTA requires the information to be submitted in feature class format, within a file geodatabase when viewed in file explorer, a geodatabase will be displayed as a folder ending in .gdb.

Each company will have its own **SEISMIC_COMPANY** folder in SFTP. **If you do not have access to your company seismic folder, please contact ISC@nstauthority.co.uk**

Once you have successfully logged into the SFTP site, navigate to the folder named 'Company Files' and use the 'Add Folder' (for a geodatabase) button to add the information to the SFTP folder.



Once you have loaded the required files into the SFTP they still need uploading, this can be done by clicking the start button (see below). Once the information has been fully uploaded it will be moved into the folder, note for larger files this may take some time. Please do not refresh the browser as it will cause a failed upload. Once the information is in the folder there is no further action needed in the SFTP folder.



IMPORTANT NOTE: Please only upload a file geodatabase to the folder, please don't add subfolders or use zipped folders.

Survey close out completion form

Once the geodatabase file has been uploaded to the SPFT folder then please go to the following link and complete the MS form to confirm you have finished uploading and the information is ready to be validated:

[NSTA Seismic Survey Submission Form](#) will record your submission for audit trail purposes, as well as notifying the necessary parties at the NSTA.

Changing data attributes after submission

There may be occasions where changes to the seismic close out submission are required. These are to be expected when:

- Issues during QC of the submission
- Update to 'Actual End of Processing Date'
- Change of survey ownership

For any changes to the information, please use the [NSTA Seismic System of Record Data Change Request Form](#). This will record your data change request for audit trail purposes and ensure that any changes made to the information have been requested by the current data owner.

Quality Checks

The NSTA will perform checks on the submission before the information is released to the [NSTA Data and Insights webpage](#).

These checks include, though are not limited to:

- Check the template file name has been updated and named correctly
- Check the GIS data opens correctly and is complete (i.e. if 2 surveys are being reported, that there are two polygons and two lines of attributes)
- Check the Survey ID has been applied correctly
- Check the location of the survey polygon aligns with the acquisition licence and sit within the OPRED consented area
- Check there is reference to the PETS application, whether that's the Survey ID or Survey Alias
- Check company name and number are correct
- Check all 'required' attributes have been completed
- Check the CSR specified in the attribute table is the same as the supplied data
- Check Block and Subarea related to the Regulatory licence.

Version amendments

Amendments from the preceding version of this document.

Document Version	Section	Amendment
V1.1 (May 2025)	Attributes and Domain Information	<p>External Schema has been updated and is now reflected in the guidance document for easier use. Details of changes below:</p> <ul style="list-style-type: none"> • Attributes have been reordered for easier completion • 'Survey Basis' has been removed • 'Actual end date' has expanded description • 'Statutory licence 1,2,3' etc have been renamed to 'Statutory Licence' and 'Other licence 1', 'Other licence 2' etc with descriptions updated • 'Other Licence' has been renamed to Complete licence list' • '4D baseline acquisition' has been renamed to 'Original 4D baseline acquisition survey identifier' • New attribute added, 'Current 4D baseline survey' which will be completed by NSTA • New attributes added, Block/Part Block and Subarea, which will be completed by NSTA, and will only refer to the Statutory Licence • 4 new attributes added detailing previous responsible data owners and effect dates of change which will be completed by the NSTA when necessary
V1.1 (May 2025)	Attributes and Domain information, Statutory licence, Block and Subarea of a survey	New guidance added describing changes to attribute table
V1.1 (May 2025)	Attributes and Domain information, 4D surveys	New guidance added describing changes to attribute table
V1.1 (May 2025)	Attributes and Domain information, Project ID creation	New guidance added to clarify Project ID creation

<p>V1.1 (May 2025)</p>	<p>GIS Template Download and Population, Downloading the ESRI geodatabase template</p>	<p>Template has been updated to reflect the changes to the attribute table. Link is the same as previous version</p>
<p>V1.1 (May 2025)</p>	<p>GIS submission to NSTA via SFTP</p>	<p>Guidance added highlighting SFTP folder to be used will be called SEISMIC_COMPANY and to contact NSTA if access not available</p>
<p>V1.1 (May 2025)</p>	<p>Quality Checks</p>	<p>New check against Block and subarea of regulatory licence</p>

Contacts

Questions or comments in relation to this document, should be directed to the Data and Compliance Team: ISC@nstauthority.co.uk



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