

CHAPTER 2 – ONSHORE DECOMMISSIONING & RESTORATION GUIDELINES

This chapter is more specific for onshore decommissioning and restoration activities of onshore structures and part thereof, and pipelines. This chapter is not applicable for well plug and abandonment processes.

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1.0 ONSHORE D&R SUBMISSION

The Onshore D&R Submission, will be aligned to the requirements of the Control of Major Accident Hazards (COMAH) Regulations (Amendment) 2017 for the D&R Submission, Notifications and D&R Safety Case submission requirements.

The Duty Holder having received consent for the COP (COO) from the Authority, will be in line with the COMAH requirements submit a D&R Notification. The Onshore D&R Submission should follow the model template set out in this document, in line with the description of the summary descriptions to be provided under each section heading. Prior to commencement of physical activities onsite for decommissioning of any onshore structure and part thereof, the Duty Holder shall submit a D&R Safety Case to the Authority.

The expectation however remains, that the content provided under each section heading in the Onshore D&R Submission is sufficiently detailed such as to demonstrate that a viable strategy & associated cost estimate has been suitably developed by the Duty Holder to enable the Authority to make the requisite decisions on whether the D&R Submission, Notifications and the D&R Safety Cases are acceptable for the assets concerned.

The Onshore D&R Submission Template provided for completion by the Duty Holder in ANNEX Three is fit for purpose for use across all Brunei Darussalam Onshore D&R activities and fully satisfies the legal requirements for adequately describing how Onshore D&R is to be conducted. Offshore D&R activities are captured under Chapter 3.

However, where a D&R Submission comprises of both offshore and onshore assets, (or asset components), the Duty Holder may propose to combine discrete elements of the Onshore and Offshore D&R Submission Templates into one D&R Submission in order to assist the review, consultation and acceptance process.

The scope of the combined Onshore and Offshore D&R submission should be discussed and agreed between the Authority and Duty Holder prior to submission, to ensure that the approach is appropriate. For an asset, (or asset component), which is located both offshore and onshore, such as some pipelines, the interface point between offshore and onshore should be clearly defined in the D&R submission .

The contents of the “Onshore D&R Submission” Template are summarised in section headings as follows:

1.1 D&R Programme as per Annex Three

The contents of the Onshore D&R Programme are summarised as following;

- Executive Summary
- Components of the Proposed Onshore D&R Activities
- Proposed Onshore D&R Methodology
- Environmental Management
- Stakeholder Consultations
- Onshore D&R Notification Management
- Key Supporting Documents
- Venture Participants Letters of Consent
- Key Relevant Documents

1.2 Pipeline Notification (applicable for pipeline only)

For Pipeline D&R, where applicable, the Duty Holder shall submit pipeline notification as required in reference to Pipeline Safety Regulations, 2018 (draft).

1.3 D&R Notification (assessment matrix as per COMAH Regulations with reference to D&R Submission)

With due reference to the Control of Major Accident Hazards (COMAH) Regulations (Amendment) 2017; the Duty Holder shall follow the regulatory details provided under Schedule 1A. Ensuring that the content of the D&R Submission captures all aspects required to be complied with under the legislation.

1.4 Written Notification of Prescribed Activity

The Duty Holder shall carry out environmental impact assessment when involving activities related to hazardous substances;

- Construction, refurbishment and decommissioning of pipelines and onshore workplaces and facilities.
- Processing, transporting, handling, storing and disposal.

The Duty Holder shall submit Written Notification of Prescribed Activity as required in reference to Section 9 of the Environmental Protection and Management Order (EPMO), 2016.

1.5 Other relevant documentation, as advised by the Authority

The Authority confirm that there is an expectation for the Duty Holder to provide information in diagrams, figures and / or tables and provide appropriate summary information in each section.

2.0 D&R SUBMISSION PROCESS & TIMELINE

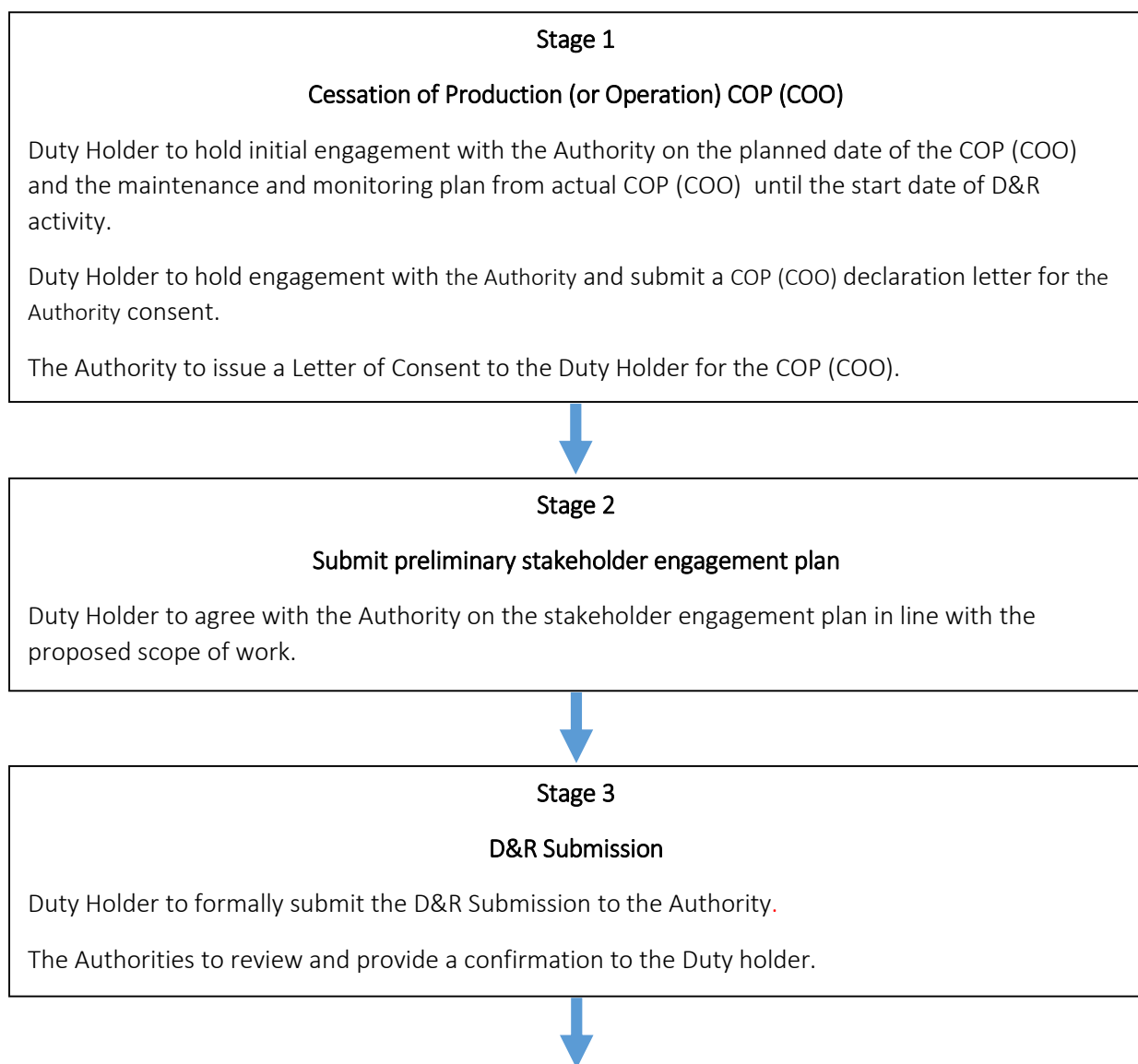
For onshore decommissioning and restoration activities, there are total of 5 submissions to be submitted to the ministerial authority bodies throughout the D&R cycle.

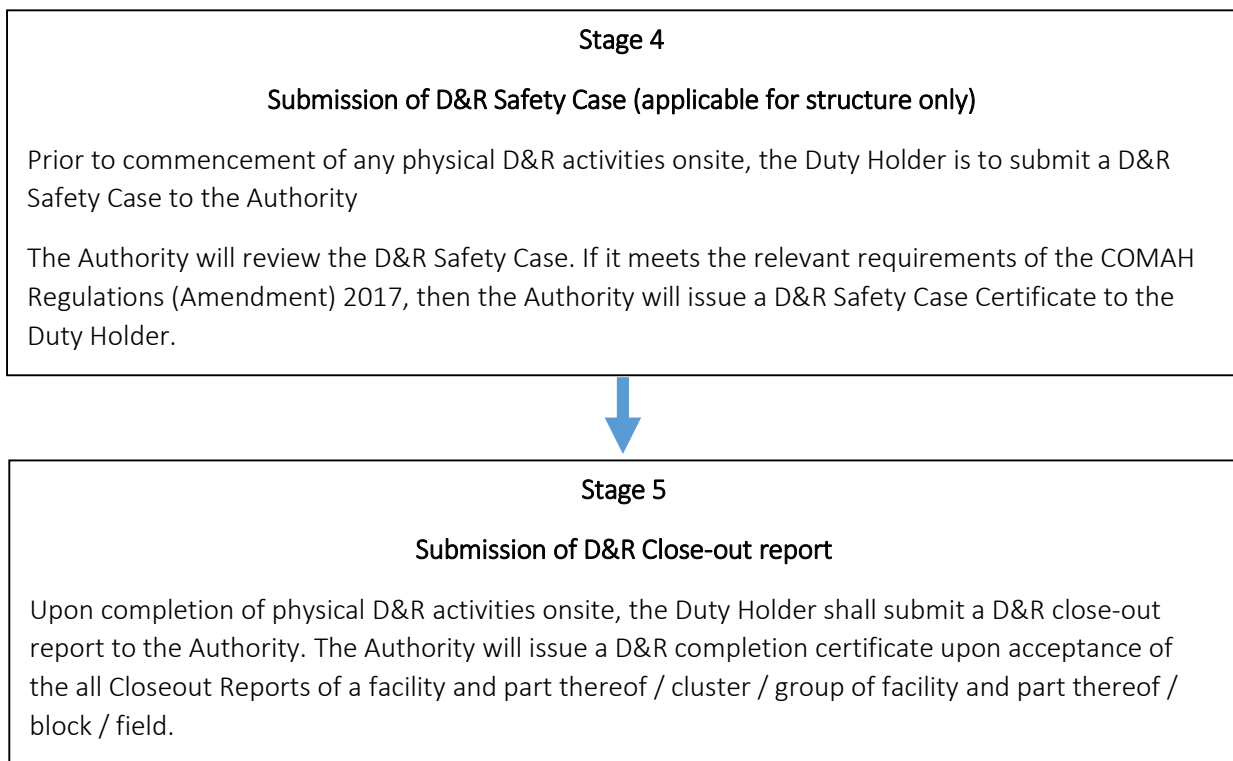
- i. COP (COO) declaration for the Authority consent
- ii. Preliminary stakeholder engagement strategy for consultation with the Authority
- iii. D&R Submission to the Authority
- iv. D&R Safety Case submission for issuance of D&R Safety Case Certificate by the Authority (applicable for structure only)
- v. Close-out Report to the Authority

Details of the process, expectations and timeline are set out below –

The following flowchart indicates the key stages required for D&R Submission.

D&R Submission Process Flowchart





General Notes on the D&R Submission Process

Other relevant requirements may apply and the Duty Holder may incorporate these into the process as necessary.

Procedural Notes on undertaking the D&R Submission Acceptance Process

Completion of the key activities required to fulfil Stages 1 to 5 are summarised as follows:

Stage 1

Under Stage 1 of the D&R Submission Process, the Duty Holder shall hold an initial engagement with the Authority on the planned date of COP (COO) and the maintenance and monitoring plan from actual COP (COO) until the start date of D&R activity.

When the Duty Holders are ready to execute the D&R activity, it is the responsibility of the Duty Holder to get a consent from the Authority for declaration of COP (COO). This is done through a process, which includes engagements with the Authority. During these engagements, the Duty Holder shall provide justification and supporting documentation.

It is recommended that the Duty Holder to follow the timeframe as highlighted in the diagrams below. This is to ensure that both the Duty Holder and Authorities have sufficient time to follow the process.

Stage 2

The Duty Holder shall submit a preliminary stakeholder engagement plan to be agreed with the Authority. This is to ensure relevant stakeholders associated with a particular D&R activity will be consulted. This stakeholder engagement strategy should be in line with the proposed scope of work.

Stage 3

Prior to the D&R Submission, the Duty Holder shall hold engagements with the Authority and other relevant stakeholders as per the agreed stakeholder engagement plan. This is to ensure an alignment of expectations and requirements of the D&R Submission.

In this stage, the Duty Holder shall submit a D&R Submission in electronic form and two hard copies to the Authority for review and acceptance. The outline for the D&R Submission can be found in Annex Three of this Guideline.

Upon receipt of the D&R Submission, the Authorities will collectively assess the D&R Submission and will respond to the Duty Holder not more than 3 months from the date of submission.

The Ministry of Energy and Industry will act as a single point of contact for the Duty Holder during the D&R Submission review.

Where there is any Material Change to the acceptance of D&R Submission, the Duty Holder should amend the D&R Submission accordingly and resubmit for assessment.

Stage 4 (Applicable for Structure only)

Upon acceptance of the D&R Submission, the Duty Holder shall submit the D&R Safety Case, prior to commencement of any physical D&R activities, as per the COMAH Regulation (Amendment) 2017 to the Authority. If the D&R Safety Case meets the relevant requirements of the COMAH Regulations, the Authority will issue a D&R Safety Case Certificate to the Duty Holder. Based on the receipt of this certificate, the Duty Holder is obliged to commence D&R activities as stipulated in the safety case, and in full compliance to relevant law.

Stage 5

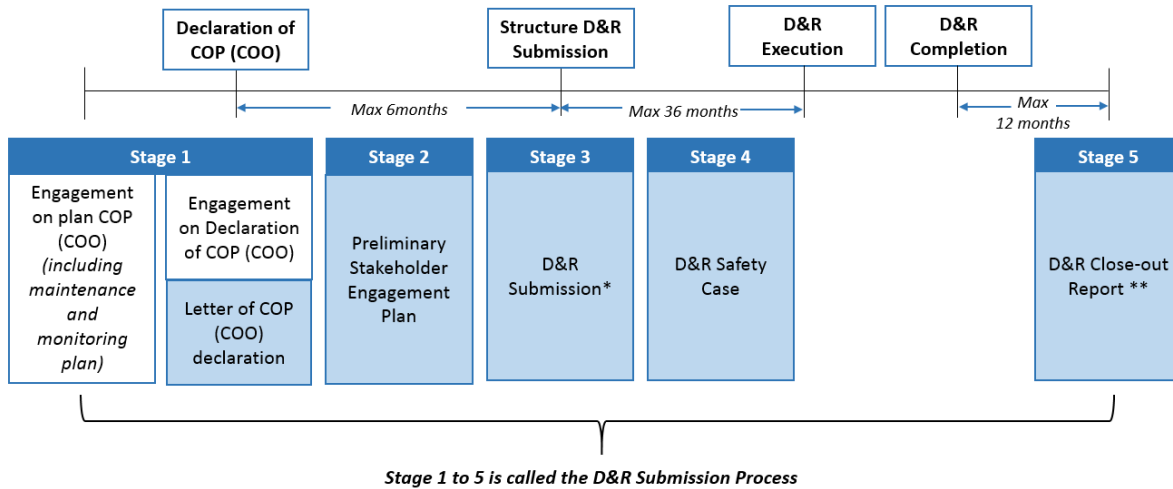
The Duty Holder shall submit the D&R Close Out Report to the Authority within 12 months after the completion of the D&R program.

The close-out report should include the following, but not limited to;

- Actual D&R and waste disposal strategy vs. plan
- Actual site restoration including photos vs. plan
- Any deviations with justification to the D&R, waste disposal and site restoration strategies
- Result and outcome of the baseline monitoring including remedial actions if applicable
- Post-D&R maintenance and monitoring plan
- Safety and environmental performance
- Actual cost and schedule vs. plan
- Lessons learnt and recommendation during the various phases of the D&R process

Acceptance of any closeout reports will be communicated by the Authority via email.

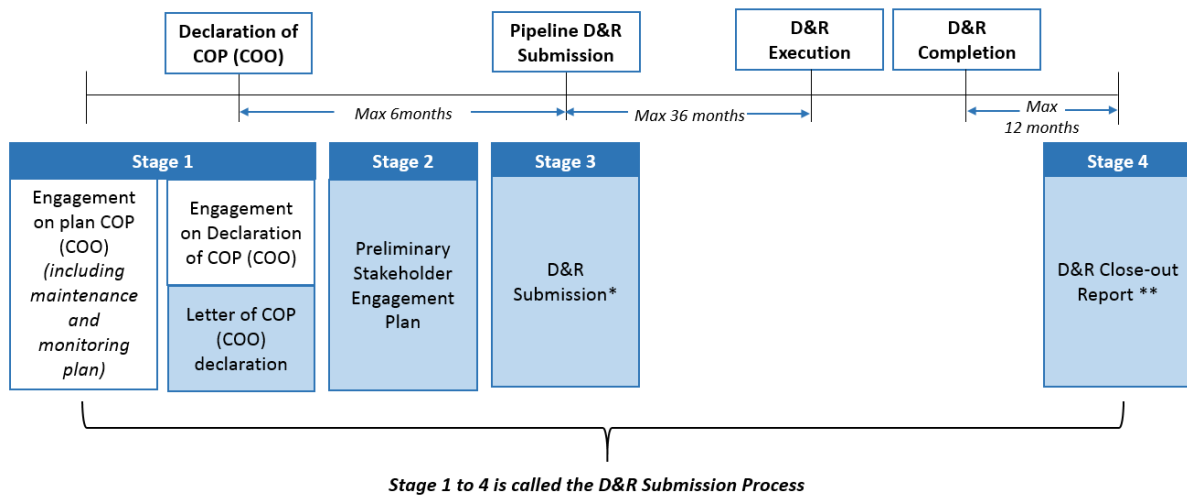
Overview of the Process & Timeline for Decommissioning Onshore Structure



* Assessment by Authorities - Response to Duty Holder max 3 months based on a relevant submission
 ** Acceptance via email on the individual close-out report and issued of D&R completion certificate

Deliverables by Duty Holder

Overview of the Process & Timeline for Decommissioning Onshore Pipeline



* Assessment by Authorities - Response to Duty Holder max 3 months based on a relevant submission
 ** Acceptance via email

Deliverables by Duty Holder

3.0 D&R COMPLETION CERTIFICATE

The Duty Holder is obligated to follow the agreed minimum requirements of the D&R close-out report and to keep records of submission and authority acceptance of closed out reports of all the components of a facility and part thereof / cluster / group of facility and part thereof / block / field.

When this is verified, the Authority will issue a formal D&R Completion Certificate which confirms, that the Duty Holder has effectively completed D&R activities for all elements of a facility and part thereof /cluster / group of facility and part thereof / block / field, whether they are structures and part thereof, pipelines and/or wells as per the D&R Safety Case submissions and acceptance of all the close-out reports. The issuance of D&R completion certificate to the Duty Holder may be issued with conditions including residual liability, if the final agreed declared state is not achieved.

A sample format for a Completion Certificate is presented in Figure 3.1 below.

FIGURE 3.1 – D&R Completion Certificate

<p>Ministry of Energy and Industry</p> <p style="text-align: right;">MINISTRY OF ENERGY AND INDUSTRY SEAL ETC.</p>
<p>Decommissioning & Restoration Completion Certificate No. XXXX For Duty Holder 'XXXXXXXX'</p>
<p>The Ministry of Energy and Industry acknowledges acceptance of the All Close Out Reports against the D&R Safety Case "xxxxxx" dated DD/MM/YYYY for "name of a facility and part thereof / cluster / group of facility and part thereof / block / field" from the Duty Holder and confirmed that the work has been carried out and completed, in accordance with the D&R Safety Case submitted by the Duty Holder dated DD/MM/YYYY.</p> <p>This Completion Certificate may include conditional requirements such as continuing responsibilities for monitoring, maintenance and management that the Duty Holder shall comply.</p> <p>BY ORDER</p> <p>MINISTRY OF ENERGY AND INDUSTRY</p>

ANNEX THREE: ONSHORE D&R PROGRAMME TEMPLATE

Note: *The Duty Holder should follow the guidance and the examples provided in italics before deleting same and preparing their particular Concession / Block specific Onshore D&R Submission. This submission guidelines are required to conform to the requirements of the COMAH Regulations and other relevant written laws in Brunei.*

'CONCESSION / BLOCK NAME'
ONSHORE
DECOMMISSIONING & RESTORATION
(D&R)
PROGRAMME

Document Revision Control

Insert contents into the table of document revisions.

Revision	Date	Description

Distribution List

Insert contents into the table of applicable distribution.

Revision	Date	Description

TABLE OF CONTENTS**ABBREVIATIONS & ACRONYMS USED IN THIS DOCUMENT**

Include a table of the Abbreviations used in this document.

Abbreviation	Explanation

TERMS USED IN THIS DOCUMENT

Include a table of the Terms used in this document.

Term	Explanation

FIGURES

Include a list of Figures used in this document.

Figure	Description

TABLES

Include a list of Tables used in this document.

Table	Description

APPENDICES

Include a table of the appendices included in this document.

Appendix	Description

1.0 EXECUTIVE SUMMARY

The Duty Holder should provide summary of the proposed onshore D&R activities for all related facility components of the Concession / Block, in order to provide a suitable overview of the Onshore D&R Submission.

The summary should include the followings:

- Geographical location map
- Workplace / Facility map and locations (include nearby workplace / facility)
- Onshore structures / facilities and part thereof
- Onshore wells
- Onshore Pipelines, Umbilicals & Cables (including supporting structures)
- Waste management strategy
- Project timeline and cost estimate
- Status of COP (COO) consent
- Final D&R concept

2.0 COMPONENTS OF THE PROPOSED ONSHORE D&R ACTIVITIES

2.1 Onshore Structures/Facilities and part thereof

The Duty Holder should complete Table 2.1 for all of the applicable onshore structures / facilities and part thereof associated with the proposed onshore D&R activities as far as is reasonably practicable, or indicate NA as applicable.

Table 2.1: Workplace / Facility Locations D&R Information				
Name	Location	Type	Area (m2) / Dimensions (m x m)	Total Weight (Te)
<i>e.g. Gadong Gas Metering Station</i>	<i>57° 08'37" N 2° 05'53" W</i>	<i>Metering</i>	<i>10,000 / 100 x 100</i>	<i>80</i>
<i>e.g. Berakas Filling Station</i>		<i>Underground Storage Tanks</i>		

2.2 Onshore Wells

The Duty Holder should complete Table 2.2 for all of the applicable onshore wells P&A associated with the proposed onshore D&R activities as far as is reasonably practicable, or indicate NA as applicable.

Table 2.2: Onshore Wells P&A Information			
Field / Well Name	Well Type	Well Status	Well COP (COO) approval status
<i>e.g. Field / Well name</i>	<i>Oil / Gas / Water Injection</i>	<i>Producing / Close-In / Suspended</i>	<i>Approval reference and date.</i>

2.3 Onshore Pipelines, Umbilicals & Cables (including supporting structures)

The Duty Holder should complete Table 2.3 for all of the applicable onshore pipelines, umbilicals & cables (including supporting structures) associated with the proposed onshore D&R activities as far as is reasonably practicable, or indicate NA as applicable.

Name or number	Description	Diameter (mm)	Length (km)	Component material	Product medium	From / To	Burial Status	Operational Status	Comments
e.g. PL-292 (Pipeline)	Main Export Line	500	18	Concrete coated steel	Oil	WHP-292 / WH-292	Trenched & buried	Operational	Operated with 3 rd party crossing. X no of bridge crossings
e.g. U-292 (Umbilical)	Control to WH-292	100	18	Composite flexible	NA	WHP-292/WH-292	Surface laid	Operational	Bio-degradable

2.4 Previously Operated / Abandoned Workplace / Facility Locations

The Duty Holder should complete Table 2.4 for all of the applicable previously operated / abandoned workplace / facility locations associated with the proposed onshore D&R activities as far as is reasonably practicable, or indicate NA as applicable.

Name / Type of waste disposal	Quantity	Weight (Te) and / or Dimensions (m)	Location	Comments / Status (lined/unlined, controls in place, likely categorization of waste)
e.g. Gadong Waste Pit	16	Weight: 400 / Dims. 6 x 3 x 3	57° 08'37" N 2° 05'53" W	Unlined. Covered with 0.3 m topsoil. No monitoring of soil or water. Content of pits may be hazardous.

3.0 ONSHORE D&R METHODOLOGY

During preparation of the contents of Sections 3.1 through 3.5 by the Duty Holder; due cognizance should be taken of the importance of safety, the environment, socio-economic and other impacts of the onshore D&R activities on Brunei Darussalam Society in order to achieve an effective balance during the Onshore D&R Submission implementation.

For onshore structures and pipelines, the general approach is to use the baseline, conduct a Comparative Assessment (CA) and justify the final declared state. Comparative assessment can be done on a case-by-case or grouped basis and following industry best practices and international standards.

The D&R solutions from previous D&R Submission may be re-used for a new Onshore D&R scope of work, if the Authorities agree that this approach is reasonable under the circumstances. Where applicable, environmental and social baseline surveys and / or conceptual site modelling are to be conducted for onshore assets subject to D&R in order to act as a reference point for the impact of

onshore D&R activities and to inform potential remediation activities. Previous existing baseline survey data can be used where applicable and valid.

3.1 Onshore Wells

Refer Chapter 5 of this Guideline on Well Plug and Abandonment (P&A).

3.2 Workplace Facilities/Locations

The Duty Holder should adequately describe the proposed scope of work for undertaking workplace facilities / locations D&R activities using concise text, indicating which equipment and resources should be applied along with any anticipated risks, challenges or interests during the proposed onshore D&R activities.

For disposal activities, where applicable, the Duty Holder should adequately describe the proposed scope of work for the safe and responsible disposal of the workplace facilities using concise text, indicating waste type, waste composition, disposal route and any risks or issues regarding the potential for trans-frontier shipment of waste or any other anticipated challenges or interests during the proposed disposal activities.

Baseline surveys and / or conceptual site modelling should be referenced as applicable

For restoration, where applicable and using concise text, the Duty Holder should adequately describe the proposed scope of restoration work e.g. Undertake remediation of any soils, water and subsequent validation & monitoring at the workplace / facility location sites. Also carry out any required re-vegetation, site contouring and re-establishment of site drainage and erosion control.

3.3 Onshore Pipelines, Umbilicals & Cables

The Duty Holder should adequately describe the proposed scope of work for undertaking pipelines, umbilical & cables D&R activities using concise text. Indicating equipment and resources which should be applied along with any anticipated challenges and interests during the proposed D&R activities.

For disposal activity, where applicable, the Duty Holder should adequately describe the proposed scope of work for the safe and responsible disposal of each pipeline, umbilical & cable using concise text. The Duty Holder should indicate waste type, waste composition, disposal route and risks and / or any issues regarding the potential for trans-frontier shipment of waste or any other anticipated challenges or interests during the proposed disposal activities.

For restoration, where applicable and using concise text, the Duty Holder should adequately describe the proposed scope of restoration work e.g. Undertake remediation of any soils, water and subsequent validation & monitoring along the pipeline, umbilical and cable routes.

Also carry out any required re-vegetation, site contouring and re-establishment of site drainage and erosion control.

3.4 Previously Operated/Abandoned Workplace Facilities Locations

The Duty Holder should provide a concise description of the proposed D&R methodology for previously operated / abandoned workplace facilities / locations. Where previously operated / abandoned workplace facilities / locations are not included as part of the proposed D&R activities, the Duty Holder should indicate NA as applicable.

The Duty Holder should adequately describe the proposed scope of work for undertaking previously operated / abandoned workplace facilities / locations D&R activities using concise text, indicating which

equipment and resources should be applied along with any anticipated challenges or interests during the proposed D&R activities.

Where applicable, the Duty Holder should adequately describe the proposed scope of work for the safe and responsible disposal of each previously operated / abandoned workplace facilities / location using concise text, indicating any issues regarding the potential for trans-frontier shipment of waste or any other anticipated challenges or interests during the proposed disposal activities if applicable. Baseline surveys and / or conceptual site modelling should be referenced.

Where applicable and using concise text, the Duty Holder should adequately describe the proposed scope of restoration work e.g. Undertake remediation of any soils, water and subsequent validation & monitoring along the pipeline, umbilical and cable routes.

Also carry out any required re-vegetation, site contouring and re-establishment of site drainage and erosion control

3.5 Waste Streams

This section should describe the extent, if any, to which the oil and gas facilities and infrastructure should be re-used, recycled, recovered or disposed of in line with applicable regulations. In this regard, the Duty Holder should complete Table 3.5 below and thereby provide a concise description of how the waste streams arising from the proposed D&R activities should be managed, including any potential issues regarding the trans-frontier shipment of waste (hazardous and non-hazardous) or any other anticipated challenges or interests related to the Onshore D&R Submission. The description should include selection of appropriate methods for remediation of contaminated soil and water to minimize waste production.

Waste Management Hierarchy shall be applied when managing waste generated from the proposed D&R activities, which places waste prevention/reduction as the preferred option, followed by reuse and then recycle, and disposal as the last option.

Table 3.5: Waste Stream Management	
Waste Stream	Strategy
<i>List the type (e.g. asbestos, mercury etc.) and amount of waste</i>	<i>Describe how and where the waste will be disposed</i>

4.0 ENVIRONMENTAL MANAGEMENT

4.1 Environmental Features & Sensitivities

Where applicable, the Duty Holder should follow an industry standard risk assessment process and draw on the conclusions in the specific Environmental, Social & Health Impact Assessment process, (ESHIA process) for the onshore D&R activities as referenced in Key Supporting Documents and include as appendices, the impact assessment sections. This should, where applicable, include environmental baseline surveys and / or conceptual site modelling to act as a reference point for the impact of the onshore D&R activities. Duty Holders are required to ensure assessments are aligned to the legislative requirements of applicable Brunei law, in particular the EPMO and any regulations made thereunder.

In accordance with the industry standard process, previous baseline data and the results of previous impact assessments may be used where applicable and valid. Where there are no environmental features & sensitivities associated with the proposed onshore D&R activities, the Duty Holder should indicate NA as applicable, with summary justifications.

4.2 Potential Environmental Impacts & Mitigation

The Duty Holder should provide a concise description of the main potential environmental impacts arising as a result of undertaking the proposed onshore D&R activities for each component item, along with a description of the proposed mitigation for same after completion of the ESHIA process, where applicable.

The Duty Holder should draw a summary on the conclusions of ESHIA process undertaken, where applicable, for the Onshore D&R Submission as referenced in Key Supporting Documents and included as appendices, the mitigation control section. Where there are no potential significant environmental impacts associated with the proposed onshore D&R activities, the Duty Holder should indicate NA as applicable, with summary justifications.

5.0 STAKEHOLDER CONSULTATIONS

As per this Guideline, the Duty Holder is required to submit a preliminary Stakeholder Engagement Strategy to the Authority for consultation. The preliminary stakeholder Engagement Strategy will include a concise list of Stakeholders, who are directly affected by the proposed onshore D&R activities, a summary of the Duty Holder's engagement with the Stakeholders and provide mitigation measures for any impacts registered.

In this section, the Duty Holder should provide a summary of the final stakeholder engagement strategy to the Authority and provide outcomes from the stakeholder engagements strategy as well.

6.0 D&R SAFETY CASE

This section would not be applicable in the initial D&R Submission to the Authority. However, prior to commencement of any D&R physical activities onsite, the Duty Holder shall submit the D&R Safety Case to the Authority, as per the COMAH Regulations (Amendment) 2017, providing detailed information as reflected in Schedule 5.

This submission of the D&R Safety Case is only applicable for decommissioning of onshore structures. This is not required for decommissioning of onshore wells and pipelines.

7.0 MANAGEMENT OF ONSHORE D&R ACTIVITIES

7.1 Project Management

The Duty Holder should summarize the project management strategy including Contract and Procurement (C&P) in the undertaking of the proposed onshore D&R activities using concise text and diagrams.

7.2 Project Schedule

The Duty Holder should provide a Level 1 type schedule of the onshore D&R activities, along with key dates and defined milestones.

The Duty Holder should implement the D&R activities in an efficient and effective manner.

However, the Authority may consider a flexible approach to onshore D&R scheduling where the potential for increased efficiencies leading to cost savings can be demonstrated by the Duty Holder at any time during execution of the Onshore D&R activities.

7.3 Cost Estimate

The Duty Holder should provide a provisional cost estimate in 'Money of the Day' for undertaking the Onshore D&R Submission by component as applicable. Where a cost estimate is deemed as not required against a particular component of the proposed onshore D&R activities, the Duty Holder should indicate NA as applicable.

It is recognised that accuracy of D&R cost estimating has historically been unpredictable, due to complexities and uncertainties in the nature of D&R and that as a result, costs may be subject to change.

7.4 Monitoring, Maintenance & Management

Where applicable the Duty Holder should summarize the strategy for implementation of a post-D&R monitoring, maintenance and management programme associated with the Onshore D&R Submission using concise text.

8.0 KEY SUPPORTING DOCUMENTS

The Duty Holder should list all applicable key supporting documents referenced in the Onshore D&R Submission.

Supporting documents may include document name and extract of the following, as applicable:

- Technical Studies
- Safety Studies
- Environmental, Social & Health Impact Assessment (ESHIA) Studies
- Comparative Assessment
- Other Relevant Studies

However, the Authority may request the full report, if required.

9.0 VENTURE PARTICIPANT LETTERS OF CONSENT

Where the Duty Holder comprises of more than one venture party then the Operator or Duty Holder of the Facility / Concession / Block assigned by the Authority should obtain authenticated letters of consent for undertaking the Onshore D&R Submission from the other venture participants.

APPENDICES

Duty Holder should list the appendices as referenced in this document.

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