

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 <u>https://www.gov.uk/quidance/oil-and-gas-uk-oil-portal#wons</u>

Contents

Introduction	2
WONS Operator Workflow's	3
Quick Reference Work Instructions	4
WONS New User Setup	4
View & Update Wellbore Teams	4
Create an Initial Drilling Application	5
Attach Applications	6
Submit Payment	6
Work on an Existing Wellbore	6
Abandonment	7
WONS Application & Notification Workflow	8
Development Well Example	8
Exploration & Appraisal Well Example	9
Application & Notification Criteria	10
Applications	10
Notifications	11
WONS 2 Procedural and Rule Changes	13
Procedures	13
Rule Changes	14
Appendix	16

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.

۲	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
5	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
Q	Search for Wellbores Search for existing, abandoned and planned wellbores View a wellbore's historical details Search for an application Search for a consent Search for a consent
<u>.</u>	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"

. Add someone to this team

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

or "Add Me" Add Me

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		You may select yourself as the person	
		Add Me	

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.

Delete Team

Edit Team Make Default

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Create Provisional/Initial Drilling Application

In order to obtain consent to perform a drilling operations a well number must exist. A provisional application allows the user to submit a reduced data set temporarily, producing a temporary wellbore number to register their interest to drill a well and allowing environmental applications to be processed.

To start a Full Initial Drilling Application from the WONS Dashboard select "Apply to Drill a New Well" option.

The second page of the Wizard is then presented; it's on this page the user is prompted for Application Type. *The Operator is then has prompted to apply for a full or provisional application.*

Select the "operator" from the drop down list, Click "Next". A summary of your selection is then displayed. Click " Create Initial Drilling Application" to Create Initial Drilling Application.



Applications are split over multiple pages, as determined by the "Proposed Grouping" column in the data capture requirements.

Operators are expected to populate all obligatory questions when navigating through each proposed section, as each section is completed a tick v will be assigned. If not completed correctly a cross v will be displayed.

To correct data sections marked with a cross select the category, errors in each category will be identified with red comments and a red line.

To quickly navigation throughout the form, pages are accessed by either:

- Clicking one of the links in the left hand side submenu named "Navigation"
- Clicking the "Next Page" button at the bottom of every form page, the title of the next page will be added in parentheses

If no further Applications are required the Operator can continue to uploading supporting documents then <u>Submit/Payment</u>

The provisional is only a placeholder until the full IDA can be submitted.

The provisional application is converted into the initial application.

Select Work On This Wellbore Click <u>Convert PIDA to IDA</u>

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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" + Attach Application 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 <u>Submit/Payment</u>

Application way Attach Applications Attach Application Attach Application Application Type Application Type Application Type Application Type Application Type Application Attach Application Attach Application Application Application Type Application Applicatin Application Application Application Application

Submit Payment

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

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

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Parent Wellbore Details 🖌 Licence Details 🖌	1	Start Payment		Pormation Evaluation U Hazarda U Supporting Documents U Submit/Payment		Dilling address for	debit/credit card		*

To pay with debit/credit card, add card details and progress to submit the payment. If Bank Transfer is the preferred choice click "<u>Pay using an alternative method</u>" and update payment details before submitting payment.

Invoices can be obtained in PDF format, click "Display Invoice"

Work on an Existing Wellbore	Apply to Drill a Nevv Well Sedet this option if you need to: Sedet this addition of your need to: Set this addition of the set of th
The Work on an Existing Wellbore is available from the WONS Dashboard	Work on an Existing Wellbore Select this option I' you need to: Safe a specialist to surve to a subtract the second second second second second second second the second second second second second second second Apply the way consider legislations
On the first page of the Wizard select "Work on an Existing Wellbore" option.	Coarsh for Multipore Work on an Existing Wellbore •VCN8 Dathcard
The user is prompted to Search on Wellbore Number or via <u>Advance Search</u>	Please select a wellbore Wellbore Number Advanced Sear
	WONS Dashboard

One 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.

	of the burne	- I	Auvanceu Search
Well Operator	TOTAL E&P UK LIMITED		
Mechanical Status	Completed (Operating)		
operational Status	Constructed		
View Full Well Details	Show map		
Notifications			
You can see the criteria for each no	fication type to see any unavailable notif	ication types	
Start a Wellbore Update Notification Start a Shut In Notification Applications			
You can see the criteria for each app	cation type to see any unavailable appl	ication types	
- Start a Geological Sidetrack Application Start a Well Test Application Start an Extended Well Test Application Start as Suspension Application Start an Abandonmetrin Phase 3 Application	ion		
Variations			

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

General Details Anticipated date of phase 3 abandonment Supporting Docu

Submit/Payment

- Rig datum type
- Mean Sea Level Ground Level Elevation At Ground Level

Rotary Table Kelly Bushing

Development 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.
- X 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.
- X Must have the operational status of **Constructing**, **Constructed** or **Suspended**. Wellbore's operational status is **Planned**.

Notifications

Notifications

ouncations	>
Start an Aba	andonment Phase 3 Notification
X Must have a	n active Abandonment Phase 3 consent.
Wellbore doe	s not have an active consent.
X Must have the Wellbore's op	he operational status of Constructed or Suspended . ierational status is <mark>Planned</mark> .
Start a Well	Test Notification
X Must have a	n active Well Test consent.
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Start an Exte	ended Well Test Notification
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X Must have the Wellbore's op	he operational status of Constructing or Constructed . erational status is Planned .
Start a Spuc	Notification
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Wellbore's op	erational status is Planned .
X Must have a Wellbore doe	n active Initial Drilling consent. <mark>s not</mark> have an active consent.
Start a Com	pletion Notification
X Must have a	n active Completion consent.
X Must have the	he operational status of Constructing .
 Must have an a Wellbore does n Must have the Wellbore's operation 	active Re-Completion consent. iot have an active consent. operational status of Constructed . ational status is Planned .
Start a Wellbo	re Update Notification
 No consent is r 	required.
X Must have the Wellbore's opera	operational status of Constructing, Constructed or Suspended . stional status is Planned .
Start a Respue	d Notification
✓ Original wellbo	pre not have a Geological Sidetrack Notification or Mechanical Sidetrack Notification.
🗙 Must have an a	active Respud consent.
Wellbore does n	ot have an active consent.
X Must have a W No submitted W	ellbore Update Notification submitted to the original wellbore within the last 7 days (28/12/2015) ellbore Update Notification exists on the original wellbore.
Start a Geolog	gical Sidetrack Notification
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X Must have an a Wellbore does n	ot have an active consent.
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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.
- X 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	OGA Designation Review OGA Field Team Review Prep Outcome Issue Documents Authorise	OGA Designation Review OGA Field Team Review Review PETS for Consent Prep Outcome Issue Documents Authorise	OGA Designation Review OGA Field Team Review Review PETS for Consent Prep Outcome Issue Documents Authorise Issue Stand Alone Suspension Consent (SYears)	OGA Designation Review OGA Field Team Review Review PETS for Consent Senior Sign Off Prep Outcome Issue Documents Authorise	OGA Designation Review OGA Field Team Review Review PTS for Consent Senior Sign Off Prep Outcome issue Documents Authorise
<	Well Test	OGA Designation Review OGA Field Team Review Prep Outcome Issue Documents Authorise	OGA Designation Review OGA Field Team Review Prep Outcome Issue Documents Authorise	OGA Designation Review OGA Field Team Review Prep Outcome Issue Documents Authorise	OGA Designation Review OGA Field Team Review Prep Outcome Issue Documents Authorise	OGA Designation Review OGA Field Team Review Prep Outcome Issue Documents Authorise
<	Side-track	OGA Designation Review OGA Field Team Review Prep Outcome Issue Documents Authorise	OGA Designation Review OGA Field Team Review Prep Outcome Issue Documents Authorise	OGA Designation Review OGA Field Team Review Prep Outcome Issue Documents Authorise	OGA Designation Review OGA Field Team Review Prep Outcome Issue Documents Authorise	OGA Designation Review OGA Field Team Review Prep Dutcome Issue Documents Authorise
<	Completion	OGA Designation Review OGA Field Team Review Prep Outcome Issue Documents Authorise	OGA Designation Review OGA Field Team Review Prep Outcome Issue Documents Authorise	OGA Designation Review OGA Field Team Review Prep Outcome Issue Documents Authorise	OGA Designation Review OGA Field Team Review Prep Outcome Issue Documents Authorise	OGA Designation Review OGA Field Team Review Prep Outcome Issue Documents Authorise
	Suspension	OGA Designation Review OGA Field Team Review Prep Outcome Issue Documents Authorise	OGA Designation Review OGA Field Team Review Review PETS for Consent Prep Outcome Issue Documents Authorise	OGA Designation Review OGA Field Team Review Prep Outcome Issue Documents Authorise	OGA Designation Review OGA Field Team Review DECC Review Review PETS for Consent Prep Outcome Issue Documents Authorise	OGA Designation Review OGA Field Team Review DECC Review Review PETS for Consent Prep Outcome Issue Documents Authorise
<	Abandonment	OGA Designation Review OGA Field Team Review Prep Outcome Issue Documents Authorise	AB1 – Standard Process AB2 – Standard Process AB3 – EMT Sign Off Plug – Standard Process	AB1 – Standard Process AB2 – Standard Process AB3 – Standard Process Plug – Standard Process	AB1 – DECC Sign Off AB1 – EMT Sign Off AB2 – Standard Process AB3 – Standard Process Plug – Standard Process	AB1 – DECC Sign Off AB1 – EMT Sign Off AB2 – Standard Process AB3 – Standard Process Plug – Standard Process

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
 - o 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:
 - o Abandoned Phase 1
 - o Abandoned Phase 2
 - o 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. 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. 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. 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. 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. 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: The downhole status is not known, therefore cannot be categorised 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.