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| **NORSOK STANDARD U-100**  **Annex A updated January 2024** |
| **Diving operations** Annex A  (Informative)  Accident/illness/near-accident alert/notification and reporting in diving activity under Norwegian ocean industry regulations **This is an extract from the English version of NORSOK U-100:2023.**   |  | | --- | | This NORSOK standard is developed with broad petroleum industry participation by interested parties in the Norwegian petroleum industry and is owned by the Norwegian petroleum industry represented by the Norwegian Oil and Gas Association and The Federation of Norwegian Industries. Please note that whilst every effort has been made to ensure the accuracy of this NORSOK standard, neither the Norwegian Oil and Gas Association nor The Federation of Norwegian Industries or any of their members will assume liability for any use thereof. Standards Norway is responsible for the administration and publication of this NORSOK standard.  Standards Norway Telephone: + 47 67 83 86 00  Mustads vei 1, P.O. Box 242 Email: petroleum@standard.no  NO-1326 Lysaker Website: www.standard.no/petroleum  NORWAY  Copyrights reserved |   © NORSOK. Any enquiries regarding reproduction should be addressed to Standard Online AS. www.standard.no |

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# Annex A (Informative) Accident/illness/near-accident alert/notification and reporting in diving activity under Norwegian ocean industry regulations

A.1 General requirements under the Norwegian ocean industry regulations

General requirements for alert / notification and reporting of all undesired events (accident / illness / near-accident) in ocean industry activities, including diving operations, are regulated by *“Regulations relating to management and the duty to provide information in the petroleum activities and at certain onshore facilities (The Management Regulation)*”, “[*Chapter VIII, Notification and reporting*](https://www.havtil.no/en/regulations/all-acts/?forskrift=611#kap=VIII)*”.*

All undesired events shall be followed up by written notification on the web-form “*Notification and reporting of hazard and accident situations”* found on Norwegian Ocean Industry Authority webpages <https://www.havtil.no/en/contact-us/notify-us/> .

A.2 Additional requirements for diving operations, alert/notification

In conjunction with diving operations in the petroleum activity there are additional requirements to alert/notification and reporting of incidents/accidents.

In addition to what is generally required in the Management regulation, shall the following types of serious accidents and near-accidents require alert/notification and reporting to authorities during operations:

a) every case of fire in the plant; also where chamber complex is not occupied by divers and whether the complex is pressurized or not;

b) unintentional halt in the function of any unit necessary to maintain life and health of personnel working under water; regardless of number of barriers to total failure;

c) every form of unconsciousness;

d) accidental change of ambient pressure;

e) decompression illness;

f) gas supply cut-off;

g) faulty gas mixture.

In addition to verbal alert and notification as described in A.1 including additional requirements as described in A.2 above, shall all incidents be followed up by a written categorisation report using the specialised NORSOK U-100 form as described in A.3 below. The NORSOK U-100 form is sent by e-mail to [postboks@havtil.no](mailto:postboks@havtil.no).

A.3 Reporting

A.3.1 General

In addition to the general requirements (see NORSOK U-100, *5.8 Reporting*) the following undesired events shall be reported by the operator to Norwegian Ocean Industry Authority on enclosed form (A.3):

a) every incident requiring first aid;

b) every incident requiring hyperbaric treatment;

c) near–accident, including situations when no person is present in the system used for the diving operation;

d) aborted operation due to illness;

e) external ear infection.

The information reported is used by Norwegian Ocean Industry Authority for input to the dive database DSYS.

A.3.2 Reporting on occupational injury and illness ([Havtil link](https://www.havtil.no/en/contact-us/reporting-to-havtil/report-on-occupational-injury-and-illness/))

In case of accident resulting in personal injury in conjunction with diving operations the form “*NAV 13-06.05 Report of occupational injury or illness incurred in connection with offshore petroleum operations”* or *“NAV 13-07.05 Report of occupational injury or illness incurred during work on Norwegian or foreign land territory”* shall be submitted by postal service directly to Norwegian Ocean Industry Authority by the diving contractor as this form contains protected personal data, cf. Management regulation § 31. See also Norwegian Labour and Welfare Organisation, [www.nav.no](http://www.nav.no).

Any physicians which through his work acquires knowledge of a worker potentially suffering from a work-related illness are obliged to report this to the Norwegian Ocean Industry Authority on [Norwegian Labour Inspection Authority form 154b/c](https://www.arbeidstilsynet.no/kontakt-oss/meldeplikta-til-legane/). The form shall be submitted by postal service directly to Norwegian Ocean Industry Authority by the physician as this form contains protected personal data, cf. Management regulation § 32.

**A.3.3 Guidance to enclosed form**

NOTE If it is required to tick off more than one item in the same column, the most significant item should be marked with a circle.

A.3.3.1 Information related to the incident

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| --- | --- |
| Operator/Concessionaire: | Name of operator / concessionaire |
| Field and area: | Name of industry field, landbased facility and location where incident took place |
| Diving contractor: | Name of diving contractor |
| Worksite: | Name of vessel, platform and barge from where the diving operation took place |
| Sector: | National sector (Norwegian, Danish, British, German, other) |
| Date: | Date of incident |
| Reported by: | Name of person reporting incident |
| Date reported: | Date of issuing report of incident |
| Incident category: | Tick off in correct box |
| Depth: | The depth in chamber and water when incident took place |
| Breathing gas: | Air, Nitrox, Heliox, Trimix, etc. |
| Dive type: | Tick off in correct box or state method in use |
| Purpose of dive: | Tick off correct box or state purpose |
| Injured body part: | Tick off correct box or state other body parts |
| Type of injury: | Tick off correct box or state other types of injury |
| Description and follow-up of incident, illness and injury | Describe briefly the incident and follow-up, or by illness or injury – the first symptoms, type of first aid, who administered the first aid, further treatment and follow up |

A.3.3.2 Analysis for cause

|  |  |
| --- | --- |
| Phase of the diving operation: | Tick off correct phase in the operation when incident took place |
| Activity: | Activity of involved personnel when incident took place |
| Place of occurrence: | Tick off for correct place where incident took place. In arena means areas on the work-site outside the diving facility, but in close conjunction with the diving operation, e.g. chamber control room, dive control, DP-control, gas-bag room, gas-storage room, compressor room, external life support room and rooms where equipment in conjunction with diving operation is tested or stored. All other areas on the work site |
| System fault: | Tick off correct system directly involved in the cause of incident |
| Equipment: | Tick off correct cause of incident with regards to equipment |
| Personnel: | Tick off correct cause of incident with regards to personnel |
| Other contributing factors: | Tick off other contributing factors or state type |

A.3.3.3 Comments, follow up and signature

|  |  |
| --- | --- |
| Corrective actions on long and short term: | List both implemented and planned corrective actions |
| Comments from safety delegate: | Safety delegate states his comments to the incident as relevant |
| Signature: | Signature of person reporting incident |

**Accidents/near-accidents during manned underwater operations under**

**the Norwegian ocean industry regulations**

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| --- | --- | --- | --- | --- | --- | --- |
| OPERATOR/Concessionaire: | FIELD/AREA & NATIONAL SECTOR: | | | CONTRACTOR(S): | | |
| WORK-SITE: | DATE OF INCIDENT: | | | REPORTED BY/DATE REPORTED: | | |
| Incident category:  Near accident Accident with personal injury Illness | | | | Depth: | | Breathing gas: |
| **INFORMATION RELATED TO THE INCIDENT** | | | | | | |
| PURPOSE OF DIVE  Inspection  Construction  Repair  Welding  Maintenance  Other (describe): | | TYPE OF DIVE  Saturation dive  Surface orientated diving  SUR-DO2  tUP  Other (describe): | PHASE OF THE DIVING OPERATION  Pre dive  Compression  Bottom phase  Decompression  Post dive | | ACTIVITY  Preparations  During transport  At work  Post work  At rest | |
| PLACE OF OCCURRENCE  In chamber  In diving bell/basket  In water  In habitat  In rescue unit  In other hyperbaric unit  On Mother Vessel (MV)  On Light Dive Craft (LDC)  On Fast Rescue Craft (FRC)  In arena  Outside arena | | INJURED PART OF BODY  Head/Neck  Eye  Ear  Sinuses  Shoulder/Arm  Hand/Finger  Chest/Stomach  Back  Hip/Knee/Thigh/Leg  Ankle/Foot/Toe  Skin  Other (describe): | TYPE OF INJURY  Decompression sickness  Barotraumas during compression  Barotraumas during decompression  Outer ear infection  Other infection  Wounds  Fracture  Heat injury  Cold injury  Unconsciousness  Death  Other injury/illness (describe): | | | |
| DESCRIPTION AND FOLLOW-UP OF INCIDENT / ILLNESS / INJURY (describe): | | | | | | |
| **ANALYSIS FOR CAUSE** | | | | | | |
| SYSTEM FAULT  Chamber complex Bell system Control rooms Handling system Gas supply system  Environmental control plant Hot water system Tools Personal diving equipment  DP system Vessel/Installation outside diving plant (describe):  Other (describe): | | | | | | |
| EQUIPMENT  Construction/Design/  Ergonomics  Mechanical failure  Poor maintenance | | PERSONNEL  Poor organisation  Lack of or poor procedures  Lack of training/skills  Unawareness  Incorrect use of equipment  Illness/Personal injury | OTHER CONTRIBUTING CAUSES  Pollution/contamination  Weather conditions  Fire  Other subsea operations (describe):  Other (describe): | | | |

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| CORRECTIVE ACTIONS | |
| SHORT TERM (describe): | LONG TERM (describe): |

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| --- | --- |
| COMMENTS FROM SAFETY DELEGATE: | |
| SIGNATURE SAFETY DELEGATE: |  |

|  |  |
| --- | --- |
| SIGNATURE (REPORTED BY): |  |