

## Basic list of record types of interest to CtE relating to E&P operations in the oil and gas industry

Function	Document type	Information covered in the document
Construction	1. Design Manual (or equivalent)	Specifications, construction methods and functions of the equipment and facilities on offshore platforms.
	2. As built drawings, general arrangement drawings, layouts, elevations of the platform	Appearance and equipment on platforms
	3. Monthly reports on progress of fabrication and installation	Process of fabrication and offshore construction and installation.
	4. Construction 'Final Position' reports	Describes the tow-out and installation of platforms and recommendations for how this process could be improved in the future.
	5. Description of Facilities	Document describing the main features of a platform and field development.
Governance	6. Committee minutes and associated papers for all committees with decision making responsibilities about production, field development, operations or safety	Shows decision making process for operations or safety on platforms and the management of production on a specific field.  These might include: Executive, management, engineering, legal, exploration, operations, technical, administration, health and safety, production operations and reservoir development committees, and joint venture groups.
	7. Legal agreements	Illustrates terms and conditions company exploring and producing from the North Sea.  Agreements of interest to CtE include: confidentiality agreements, area of mutual interest and bidding agreements made during initial stages of exploration; principal, farm-in/out, exploitation, common stream, operating service, joint operating, unitisation and unit operating, producing sharing, petroleum, sale of interest, off-take, joint venture and abandonment agreements; plus commercial agreements for sales of gas and liquids.
	8. Business Plan	Indicates strategy followed by company in a field, and associated budget.
	9. Business Development Files	
10. Development Plans, including Long Term Plans and Field Development Plans		

Operations	11. Platform Operations Manuals	Comprehensive overview of the platform, its functions and operational parameters for the use of the Offshore Installation manager, who was responsible for responsible for the health, welfare and safety of the personnel on board the installation. A series of these manuals would show changes to the platform.
	12. Safety Case/Safe Operating Procedures Manual	Illustrates hazards associated with working offshore and safety measures adopted to reduce the risks associated with operating offshore platforms. Series would show changes to the platform.
	13. Incident/Dangerous Occurrence Reports	Illustrates the risks that were faced by those working in the industry and how these were identified and mitigated.
	14. Official log books	Record of the major HSE occurrences on board an installation.
	15. Offshore Installation/Field Manager diary/log book	Record kept by the most senior manager of an offshore installation.
	16. Monthly Report of Operations	Shows how issues in operations were addressed, and long-term changes.
	17. Decommissioning Programme	Record of the process of plugging wells and dismantling platforms and other installations associated with a field.
	18. Decommissioning Stakeholder Workshop Report	
	19. Decommissioning Comparative Impact Report	
	20. Decommissioning Close Out Report	
	21. Production Reports	Shows amount of hydrocarbon produced by a field: if a series of reports can show change over time.
Public and Staff Relations	22. Press releases & cuttings	Image company wants to present externally.
	23. Programmes, menus, photographs and other material from events	
	24. Official publications/corporate histories relating to the asset	
	25. Photographs commissioned by company for project management or PR particularly construction, redesigns and events	
	26. Promotional videos	
	27. Staff/Employee Handbook	
	28. Staff magazines	Experience of staff offshore or with the company.