

# INDUSTRY STANDARD

## NO. 80

### **Standards and Document Control**

**17 March 2022**

## Index

<b>Document Control Sheet</b> .....	4
<b>Abbreviations</b> .....	5
<b>Definitions</b> .....	5
1. Executive Summary .....	6
2. Purpose and scope .....	7
2.1 Purpose.....	7
2.2 Scope .....	7
2.3 Status.....	7
2.4 Updates .....	9
2.5 External stakeholders.....	9
2.6 Ownership .....	10
2.7 Endorsement and approval .....	10
2.8 Language .....	10
2.9 Standard Categorisation.....	10
3. Management and control of a new Standard .....	12
3.1 Proposal for a new Standard .....	12
3.2 Drafting by the Responsible Committee .....	14
3.3 Internal review by the other NOGEP A Committees.....	16
3.4 External consultation (as needed).....	19
3.5 Approval by the EXCOM .....	20
3.6 Publication on the NOGEP A website.....	21
4. Management and control of the revision of an existing Standard .....	22
4.1 Periodic and intermediate revision of a Standard .....	22
4.2 No amendment required.....	22
4.3 Minor amendment .....	23
4.4 Major amendment .....	23
4.5 Withdrawal .....	24
4.6 Revision trail.....	24
Annex I NOGEP A Industry Standard – Proposal Form.....	25

Annex II	Project Progress Form .....	26
Annex III	Document Control Sheet .....	27
Annex IV	NOGEPA Industry Standard – Revision Form .....	28

## Document Control Sheet

Control Sheet	
Responsible Committee	LEGCOM
Title Document (NL)	Leidraden en Document Beheer
Title Document (UK)	Standards and Document Control
Type Document (NL/UK)	Industrie Leidraad/Industry Standard
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Endorsed by		
Health Safety and Environment Committee	Name	
	Date:	
Legal Committee	Name	
	Date:	
Operations Committee	Name	
	Date:	

Approved by		
Executive Committee	Name	
	Date:	

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This document will be controlled in accordance with the NOGEP A Industry Standard No. 80 on Standards and Document Control.

## Abbreviations

EXCOM	Executive Committee of NOGEPA
HSECOM	Health Safety and Environment Committee of NOGEPA
LEGCUM	Legal Committee of NOGEPA
NOGEPA	Netherlands Oil and Gas Exploration and Production Association
OPCOM	Operations Committee of NOGEPA

## Definitions

Good Operating Practice	the application of those methods and practices customarily used in good and prudent oil and gas field practice in the Netherlands and/or on the Netherlands Continental Shelf with that degree of diligence and prudence reasonably and ordinarily exercised by experienced operators engaged in the Netherlands and/or on the Netherlands Continental Shelf in a similar activity under similar circumstances and conditions.
Responsible Committee	The committee of NOGEPA that has been appointed by the EXCOM as the owner of a specific Standard.
Standard	A NOGEPA Industry Standard as approved in accordance with this Standard 80.

## 1. Executive Summary

The NOGEP Industry Standards aim to provide guidance and clarity on a range of topics relevant for onshore and offshore oil and gas operations in the Netherlands and on the Netherlands continental shelf. The Standards cover a wide variety of topics, many of them related to health, safety and environment, and to operational matters.

The development of new Standards and the maintenance of existing Standards require a structured and uniform process that contributes to the consistency and quality of the Standards. This Standard 80 describes the common processes for such development and maintenance.

This Standard 80 also provides clarity on the status of approved Standards towards governmental authorities, to the members of NOGEP, to third parties delivering services to these members, and to other stakeholders.

Each Standard is owned by one of the committees of NOGEP, in which all members of NOGEP are represented and are actively participating. Through a process of drafting and reviewing, in liaison with external stakeholders where needed, each Standard will be assessed by all committees. All Standards require the endorsement of the committees and eventually the approval of the Executive Committee of NOGEP. All approved Standards will be published on the NOGEP website and subsequently maintained in accordance with this Standard 80.

## 2. Purpose and scope

### 2.1 Purpose

The purpose of a Standard is to provide a certain level of content and quality on the subject that the Standard addresses.

Having a Standard in place will allow the users to benefit by learning from mutual experience, promote efficient processes and increase a safe environment and place to work.

For third parties providing services to the members of NOGEPA, the Standards describing a common approach from operators may contribute to lower risks for incidents occurring and more efficient processes.

### 2.2 Scope

New Standards can be developed when there is a perceived need by the oil and gas operators to collectively approach an issue. The nature of the Standards can be either very specific or very generic depending on the issue at hand. Development of Standards is a time consuming effort as it involves achieving consensus between an extended range of stakeholders and requires significant efforts of those involved.

The Standards cannot cover every relevant issue or every possible risk associated with the lifecycle of an oil and gas operation or facility. Whilst it is the intent to provide guidance to operators for compliance with rules and regulations, and for the safe execution of their operations, the responsibility for safe operations and compliance lies and remains with the operators.

### 2.3 Status

The status of the content of a Standard, or parts thereof, is determined by the qualification of such content. The content can be a reflection of mandatory law (“shall”), it can be qualified as a good operating practice (“should”), or it can be of an advisory nature or by way of example (“could”).

When a certain method or practice, as described in a Standard, reflects a mandatory provision of law (in Dutch: *dwingend recht*), then such method or practice obviously is mandatory for those who are the addressees of such provision (mostly the operators). A Standard can describe or quote, but not amend, mandatory legislation. These methods and practices are commonly addressed in a Standard as a “shall” or “will” provision.

If there are mandatory provisions where an operator in exceptional cases cannot comply for technical, operational or HSE reasons, then the operator shall:

- document the exception,
- describe the alternative method or practice,
- provide a risk analysis on the mandatory and the alternative method or practice,
- describe the risk mitigating measures.

The operator shall, if possible prior to the application of the alternative method or practice, consult the relevant regulator on the exception and provide the regulator with said documentation for its consideration.

Where in a Standard a certain method or practice is qualified as a good operating practice, then an operator is generally expected to apply such method or practice. These methods and practices are commonly addressed in a Standard as a “should” provision.

A good operating practice is generally described as the application of those methods and practices customarily used in good and prudent oil and gas field practice in the Netherlands and/or on the Netherlands Continental Shelf with that degree of skill, diligence and prudence reasonably and ordinarily exercised by experienced operators engaged in the Netherlands and/or on the Netherlands Continental Shelf in a similar activity under similar circumstances and conditions.

While there are good reasons for qualifying a certain method or practice as a good operating practice, there may be specific cases or situations where there is in itself a good reason to deviate from such good operating practice. In these exceptional cases the operator may adopt a method or practice for that specific case, provided he explains upfront and in a written document why and how the exception from the good operating practice is made. In other words: in case of a good operating practice the operator ‘complies or explains’.

In his explanation the operator is expected to identify which good operating practice he is exempting and why that is required in that specific case. The operator also explains how the risks are being assessed, managed and mitigated with regard to the deviating practice or method. The operator shall document and file the exception in a methodical manner.

Where a method or practice in a Standard is not a reflection of mandatory law and is not qualified as a good operating practice, then such method or practice is always considered to be of an advisory nature or as an example. An operator is not obliged to comply with such method or practice, nor does he have to explain why he doesn’t comply. These methods and practices are commonly addressed in a Standard as a “could” provision.

A brief description of the meaning of “shall”, “should” and “could” provisions shall be included in each Standard, as a guidance for the readers and users of such Standard.

## 2.4 Updates

In each Standard it will be indicated what the typical review cycle (one, two or three years) for that specific Standard will be. Further to that indication, internal or external developments may trigger the need for an intermediate update of a specific Standard. Such developments may include, but not be limited to, new insights on health, safety and environmental topics, new or improved technological developments or operational standards, and new and revised legislation or regulations.

Once established, a Standard will therefore be subject of a continuous process of update and revision.



## 2.5 External stakeholders

The Standards cover a wide array of topics, some of them having effect on (only) the oil and gas operators, while other Standards are related to matters that may affect or are linked to external stakeholders.

An external stakeholder in the terms of a Standard is a (governmental) body or authority who influences or is influenced by the activities of oil and gas operators, but is not a member of NOGEP. Depending on the matter of a specific Standard, the external stakeholder may be a regulator, such as State Supervision of Mines, or a governmental body entrusted with a specific public duty, such as the Netherlands Coast Guard, a trade organization or an external contractor.

For some of the draft Standards consultation of these external stakeholders is required or desirable. External consultation is the process whereby a draft Standard is discussed with an external stakeholder (not being a co-drafter of the Standard).

## 2.6 **Ownership**

The EXCOM will appoint one of the NOGEPA Committees as the content owner for each of the Standards. Such Committee will be then the Responsible Committee for a specific Standard. The Responsible Committee will retain ownership and the responsibility for the actuality and relevance of its Standards as published by NOGEPA, unless transferred to and accepted by another NOGEPA Committee.

## 2.7 **Endorsement and approval**

The drafting of a Standard is the role and responsibility of the Responsible Committee. In the review process the other Committees have an advisory role. Each Committee will review the document and advise the Responsible Committee. Only upon endorsement by each of the Committees, a Standard (whether new or revised) will be submitted to the EXCOM for their approval. In case of dissenting opinions between NOGEPA members, the chair of the Responsible Committee will discuss the matter at hand with those involved and will try to find an acceptable solution.

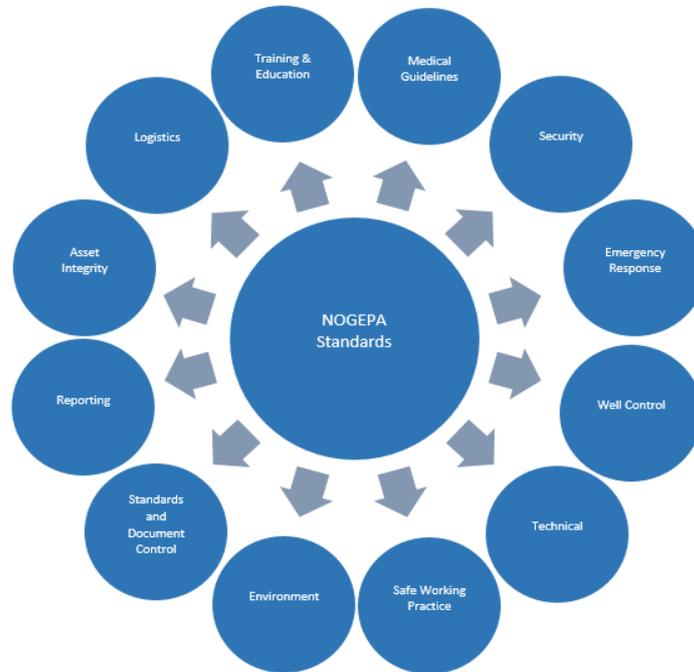
## 2.8 **Language**

Documents will be written in Dutch or English, or both. If there are versions in both languages and a divergence between the versions is noted, then the Dutch version will prevail.

## 2.9 **Standard Categorisation**

The majority of the (current) Standards fall into the categories of Operations, Health & Safety and Environment.

NOGEP Standards are grouped into the following twelve (12) categories:



This structure has been set up to provide parties a 'tool' to allow straightforward retrieval of the relevant Standard(s).

A summary of the status of the current Standards is maintained and published on the website of NOGEP.

### 3. Management and control of a new Standard

The objective of the Standards is to provide valuable information, recommendations and guidance to the NOGEP A members and other parties or institutions involved in oil and gas exploration and production in the Netherlands. It is in NOGEP A’s best interest that these Standards are required, relevant, correct and valid for the subjects covered. NOGEP A has therefore put in place a management and control procedure to assure the abovementioned objective is met.

The management and control procedure for new Standards as described in the sections below, is represented in the following flow diagram:



The details for each of these steps are presented in the following paragraphs of this chapter. The revision of an existing Standard is described in chapter 4 of this Standard.

For each Standard a Responsible Committee is appointed and each Standard requires the endorsement of all Committees. This means that the chairs of the NOGEP A Committees are involved in many of the steps leading to a new Standard. The NOGEP A Secretariat shall support and facilitate the chairs and the Committees as much as possible in the various process steps and document control.

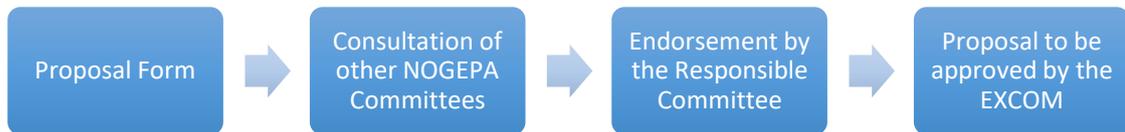
#### 3.1 Proposal for a new Standard

New Standards may be proposed by any NOGEP A Committee. A Standard on a topic that is usually dealt with in a NOGEP A working group, shall therefore be proposed by the Committee under whose auspices such working group is established.

For a proposal on the development of a Standard within the scope of this procedure, the following conditions need to be met. The Proposal Form, as attached in **Annex 1**, is to be filled out by the chair of the NOGEP A Committee who takes the initiative for the new Standard (most likely the Responsible Committee to be). The form serves as a tool (i) for consultation of the

other Committees, and (ii) for decision-making by the EXCOM on the go-ahead of a new Standard.

### Proposal for a new Standard



#### Step 1: the Proposal Form

The Proposal Form shall contain the following information and data:

- A brief description of the title, purpose and scope of the new Standard.
- The NOGEPA Committee that is to be appointed by the EXCOM as the Responsible Committee for the new Standard.
- The name and company of the project leader.
- The names and companies of the drafters.
- The names and organizations of the external (non-NOGEPA) co-drafters, if the new Standard is to be co-drafted with external stakeholders. Please note that this is not the external consultation as provided for in paragraph 3.4.
- Identification of the relevant regulator(s) and other external stakeholders (if any).
- Identification of the external stakeholder(s) if and when there is a need for external consultation as per paragraph 3.4.
- The need for a translation in another language than English.
- An indicative timeline on the drafting, internal review and external consultation.

#### Step 2: consultation of the other NOGEPA Committees

The chair of the Responsible Committee consults with the chairs of the other NOGEPA Committees:

- The chair of the Responsible Committee forwards the filled-out Proposal Form to the chairs of the other Committees. Any further information required for a proper assessment of the proposal shall be included.
- The other Committees will be given a reasonable period of time to provide their comments and suggestions in any on the Proposal Form. This will generally be a period of 2 weeks, or as shorter as an emergency situation may require, or as longer as the subject matter, complexity or magnitude of the proposal may require.
- The chairs of the other Committees forward the Proposal Form and further information (if any) to the members of their respective Committees. These chairs will collect the responses

and forward same to the chair of the Responsible Committee, within the indicated reasonable period of time.

- The chair of the Responsible Committee may request the chairs of the other Committees for drafting support from (one of) the other Committees. Likewise, the chairs of the other Committees may offer drafting support in their response to the chair of the Responsible Committee.

### **Step 3: endorsement of the proposal by the Responsible Committee**

The chair of the Responsible Committee collects the input from the other Committees:

- The result of the consultation of the other Committees will be summarized in the Proposal Form.
- The Proposal Form requires the endorsement of the Responsible Committee.
- A copy of the Proposal Form that will be submitted to the EXCOM, will be sent to the chairs of the other committees.

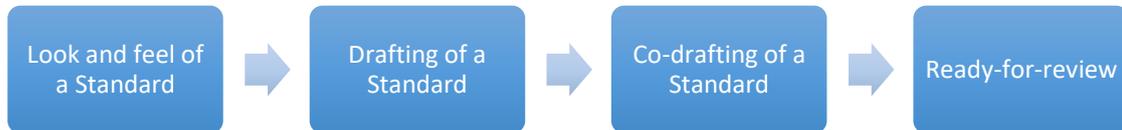
### **Step 4: approval by the EXCOM**

- The endorsed Proposal Form will be submitted to the EXCOM for its approval.
- The EXCOM will decide on the proposal in its first next EXCOM meeting.
- In urgent cases the Proposal Form may be submitted for approval to the EXCOM members by e-mail, giving a two week period for their response. For an approval through e-mail the affirmative votes of all EXCOM members are required.
- The EXCOM will decide on the approval of the Proposal Form and may make any recommendations as the EXCOM deems fit.
- The Proposal Form as signed off by the chair of the EXCOM shall be kept in file by the NOGEP secretariat.

## **3.2 Drafting by the Responsible Committee**

A Standard is developed under the responsibility of the Responsible Committee. The drafting process is managed by the appointed project leader. The project leader reports to the chair of the Responsible Committee and to the chair of the relevant NOGEP working group(s), if any. The project leader shall fill out and maintain the Project Progress Form as attached in **Annex 2** in order to inform NOGEP members and secretariat.

## Drafting by the Responsible Committee



### Step 1: look and feel of a Standard

- The Standards reflect on NOGEP A and its members. Therefore, the presentation and structure of a Standard is important. The NOGEP A Secretariat shall direct the front page, obligatory and standard text items (preface, introduction, the Document Control Sheet as attached in **Annex 3**, disclaimer, copyright, etc.) along with presentation and editorial style. For this purpose, the NOGEP A Secretariat has developed template and house-style documents. Illustrations and images shall be used with reference to the source if so required.
- Draft Standards shall be clearly marked with draft (defined by A, B, C, etc.), draft for review, draft for approval (after approval the revision identification will start with 0, 1, 2, etc.) and dated to clearly show the status of the current version.
- If external services are contracted to prepare Standards it shall be ensured that the intellectual property rights of these Standards rest with NOGEP A. This also applies to NOGEP A Members' input to the Standards.

### Step 2: drafting of a Standard

- A Standard shall be clear, unambiguous and as complete as necessary within the limits specified by its scope and objective.
- A Standard shall take full account of the current technological developments - including international standards like ISO and other international petroleum standards - and provide a framework for future technological development if relevant.
- A Standard shall be comprehensible to qualified persons who have not participated in its preparation.
- When a document or a form is included in a Standard that only serves as an example (and not as a prescribed format) on a certain method or practice, the Standard shall clearly indicate the 'example' status of the document or form. When the size of an example is too extensive for inclusion in a Standard, then it may be considered to make the example a stand-alone document, to be published together with the Standard once approved by the EXCOM.
- Any methods or practices which are considered to be a Good Operating Practice shall be clearly indicated as such, both in wording and in lay-out.

- The members of NOGEP A and others may make use of part or all of a Standard as reference documents in contracts and purchase orders. Therefore the language is important and the use of ‘shall’, ‘should’, ‘could’ etc. needs to be carefully considered in view of paragraph 2.3.
- During the drafting process other Committees which had indicated to desire involvement in the drafting process will be consulted.

### **Step 3: co-drafting of a Standard (only if and when needed)**

- Co-drafting means external stakeholders (not being NOGEP A staff or NOGEP A members) are co-creators of a Standard, together with the NOGEP A drafters.
- Co-drafters should be indicated in the Proposal Form as per chapter 3.1, step 1.
- A draft Standard, or parts thereof, which has been prepared by the NOGEP A drafters shall only be forwarded to the external stakeholders after the chair of the Responsible Committee has consulted the members in her/his Committee on the draft Standard as it is at that time.
- Please note that in a co-drafting exercise both the NOGEP A drafters and the drafters of external stakeholders will be jointly creating a Standard. If the external stakeholders do not act as co-creators, then these external stakeholders are not be consulted in this stage of the process, but only when the draft Standard is ready for external consultation as per chapter 3.4.

### **Step 4: ready-for-review**

- A draft Standard will not be submitted to the other NOGEP A Committees for internal review until the draft can be considered ‘ready-for-review’.
- Ready-for-review means that the draft Standard is materially ready for approval by the EXCOM:
  - o The content of the draft Standard is complete and consistent;
  - o The text is properly edited;
  - o The draft Standard contains all graphics, schemes and appendices that has been referred to;
  - o The lay-out of the draft Standard is in line with the format as provided by the NOGEP A Secretariat.
- The ready-for-review draft Standard shall only be forwarded to the other Committees for the internal review, once the draft Standard has been discussed in the Responsible Committee and its members agree that the draft Standard is ready-for-review.

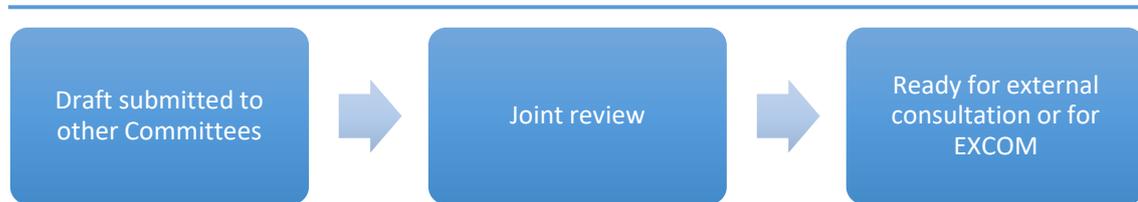
### **3.3 Internal review by the other NOGEP A Committees**

The ready-for-review draft Standard serves as the basis for the internal review by the other NOGEP A Committees. The input and suggestions from the other NOGEP A Committees are required for various reasons:

- To enhance and fine-tune the draft Standard with the input and views from other disciplines;

- To enable the other Committees to provide input for the draft Standard before the draft will be submitted to the EXCOM for its approval.

### Internal review by the other NOGEPA Committees



#### Step 1: draft Standard submitted to the other NOGEPA Committees

- The chair of the Responsible Committee, or in her/his place the project leader, forwards the ready-for-review draft Standard to the chairs of the other NOGEPA Committees (“Day Zero”).
- The chairs of the other Committees forward the draft Standard to the members of their Committees.
- If any of the other Committees consider the draft not ready-for-review, they shall inform the chair of the Responsible Committee and the project leader within one week from Day Zero, substantiating the reasons for that.
- Each of the other Committees decides whether:
  - o (i) they wish to participate in the internal review of the draft Standard, or
  - o (ii) whether they agree with the draft Standard as-is.
- The other Committees who indicated to participate in the internal review appoint one or two representatives from their Committees, who will join in the review meetings as organized by the project leader.
- The chairs of the other Committees shall inform the chair of the Responsible Committee and the project leader of their Committee’s decision on joining the review and the names and companies of their representative(s).

#### Step 2: joint review of the draft Standard

- The objective of the joint review meetings is to have all participants (drafters and reviewers) in the same room at the same time. This way the interaction between them is optimal, allowing for a smooth and efficient process.
- The project leader of the draft Standard organizes the following review meetings, taking the agendas of the participants into account:

**Kick-off meeting** (Day Zero + 2 weeks)

- The project leader and the drafter(s) provide background information on and choices made in the drafting of the Standard.
  - The participants agree on allocation of review activities and on the timing of their input to be provided to the other participants.
- Review meeting** (Day Zero + 4 weeks)
- The participants meet and discuss the input as provided, and amend the draft Standard, as needed.
- External meeting** (if needed)(Day Zero + 6 weeks)
- If and when a Standard is co-drafted with external parties, then the updated parts of the draft Standard can be discussed with these external parties.
- Final re-draft meeting** (Day Zero + 8 weeks)
- The draft Standard is finalized with all input from the participants and the outcome of the external meeting (if any).
- The terms of 2 weeks between the meetings are meant as a minimum for each of the participants to be able to read and provide draft input as needed. If for a draft Standard more time is needed between the meetings (e.g. in case of extensive drafts or new topics, or when so indicated by the drafters and reviewers), the project leader takes more time into account with the planning of the meetings. The project leader communicates the amended planning to the participants and the chair of the Responsible Committee.
  - In case all participants agree, the above mentioned terms of 2 weeks can be shortened as needed.

**Step 3: ready for (i) external consultation, or (ii) approval by the EXCOM**

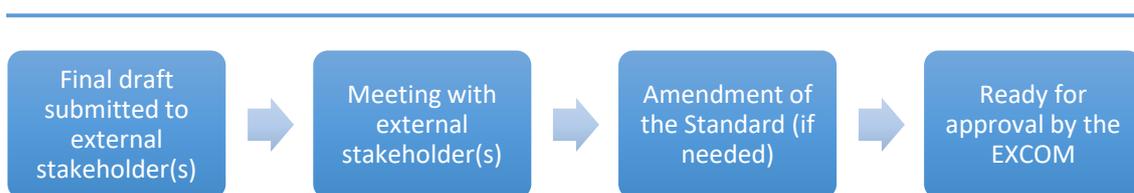
- Upon finalization of the joint review as indicated under step 2 above, the chair of the Responsible Committee shall forward the draft Standard to the chairs of the other NOGEP A Committees, requesting them to endorse the draft Standard.
- The chairs of the other NOGEP A Committees forward the draft Standard to the members of their Committees for endorsement in their next Committee meeting. By way of exception and when so needed in urgent matters, the chairs of the Committees may solicit the response of their Committee members through email.
- The chairs of the other Committees inform the chair of the Responsible Committee on the endorsement of the draft Standard by their Committees.
- Upon endorsement of the draft Standard by all Committees, the final draft Standard is ready for:
  - External consultation (as needed)(3.4), or
  - Approval by the EXCOM (3.5).

### 3.4 External consultation (as needed)

For some of the draft Standards consultation of external stakeholders, as explained in paragraph 2.5 above, is required or desirable. External consultation is the process whereby a draft Standard, finalized as per step 3 of paragraph 3.3 above, is discussed with an external stakeholder.

This does not apply to external stakeholders who act as a co-drafter in the creation of a Standard. These are involved as per paragraph 3.2 above.

#### External consultation (as needed)



#### Step 1: final draft submitted to external stakeholder(s)

- The chair of the Responsible Committee, or in her/his place the project leader, shall liaise with the relevant external stakeholder(s) as identified in the Preparation Form, and forward the draft Standard as ready for external consultation (as per step 3 of paragraph 3.3 above).

#### Step 2: meeting with external stakeholder(s)

- If a meeting is held with the external stakeholder(s) (whether in person or through conference call), the drafters of the Standard, the reviewer from the LEGCOM and such other participants as shall attend that meeting.
- The project leader takes written minutes of the meeting or the conference call with the external stakeholder(s). The project leader distributes the minutes to the drafters and reviewers of the draft Standard, and to the NOGEP A Secretariat for filing.

#### Step 3: amendment of the Standard (if needed)

- The project leader and the drafters shall amend the draft Standard, if needed.
- The project leader shall send the amended draft Standard to the reviewers involved in the internal review process and consult them on the amendments.

#### Step 4: final draft ready for approval by the EXCOM

- Upon finalization of the external consultation, the chair of the Responsible Committee shall forward the draft Standard to the chairs of the other NOGEP A Committees, requesting them to endorse the draft Standard.

- The chairs of all NOGEP A Committees forward the draft Standard to the members of their Committees, for discussion and endorsement in their next Committee meeting. By way of exception and when so needed in urgent matters, the chairs of the Committees may solicit the response of their Committee members through email.
- The chairs of the other Committees inform the chair of the Responsible Committee on the endorsement of the draft Standard by their Committees.
- Upon endorsement of the draft Standard by all Committees, the final draft Standard is ready for approval by the EXCOM.

### 3.5 Approval by the EXCOM

For the final endorsed draft Standard to become a Standard in the terms of this Standard 80, it requires the approval of the EXCOM.

#### Approval by the EXCOM



#### Step 1: Final endorsed draft submitted to the EXCOM

- The chair of the Responsible Committee shall submit the final endorsed draft Standard to the NOGEP A Secretariat, to have the approval of the Standard put on the agenda of the first next EXCOM meeting.
- The final draft Standard shall be endorsed by way of a sign-off on the Document Control Sheet of the Standard by all chairs of all Committees (other than the EXCOM).
- By way of exception and only in urgent matters, the NOGEP A Secretariat may decide to forward the draft Standard by email to all EXCOM members for their approval. Only when all EXCOM members approve this way of approval for the specific draft Standard at hand and approve the draft Standard itself, the Standard is approved. If not, then the approval of the draft Standard will be put on the agenda for the first next EXCOM meeting.
- The chair of the Responsible Committee and the NOGEP A Secretariat shall discuss whether and who on behalf of the Responsible Committee is available to attend the EXCOM meeting, to answer any questions that may come up in the EXCOM meeting.

#### Step 2: discussion and approval by the EXCOM

- The members of the EXCOM discuss the draft Standard in their meeting.
- The approval of the Standard is recorded in the minutes of the EXCOM meeting.

### Step 3: sign-off of the approved Standard

- The chair of the EXCOM shall sign off the Document Control Sheet of the Standard.
- All members of the EXCOM shall sign off on the Declaration of Compliance Sheet on behalf of their company.
- The original copies of the Standard and the Declaration of Compliance Sheet shall be kept in file at the NOGEP A Secretariat.

### 3.6 Publication on the NOGEP A website

Publication of the approved Standards contributes to the transparency on and accessibility of the NOGEP A Industry Standards.

#### Publication on the NOGEP A website



After approval of a Standard by the EXCOM the NOGEP A Secretariat shall publish the approved Standard on the NOGEP A website. The publication shall be indicated in the regular NOGEP A email notifications on updates of the NOGEP A website.

The NOGEP A Secretariat maintains a register of all Standards, including document number, title, date of publication, the Responsible Committee, minor corrections, last review date and review period, and other pertinent information. Appropriate parts of this register shall be made available on the NOGEP A public website. The complete register shall be available on the Members' web area.

## 4. Management and control of the revision of an existing Standard

### 4.1 Periodic and intermediate revision of a Standard

The Responsible Committee, as the owner of a specific approved Standard, shall initiate the periodic or intermediate revision of such Standard as required.

A periodic revision is triggered by the (upcoming) expiry of the Document Update Timeframe as indicated in the Document Control Sheet of each Standard. This is a period of either one, two or three years. The periodic revision of a Standard leads to one of the following three scenarios:

1. The Standard is still up-to-date and requires no amendment (4.2);
2. The Standard is in need of a minor amendment (4.3) or a major amendment (4.4);
3. The Standard is no longer needed and can therefore be withdrawn (4.5).

An intermediate revision is triggered by a (foreseen or unforeseen) event which takes place after the approval of a Standard and prior to the expiry date of the Document, and which would necessitate the revision of such Standard. The intermediate revision of a Standard leads to the same actions 1, 2 and 3 as listed above for the periodic revision.

A minor amendment, a major amendment and a withdrawal of a Standard are all considered a revision of a Standard under this Standard 80. All revisions of Standards are subject to the approval of the EXCOM as per the processes described in this chapter.

### 4.2 No amendment required

When the periodic or intermediate revision leads the Responsible Committee to the conclusion that no amendment of a Standard is required, then:

- The chair of the Responsible Committee shall consult with the chairs of the other NOGEPA Committees, substantiating the reasons for that conclusion.
- The chairs of the other NOGEPA Committees shall consult with the drafters/reviewers in their respective Committees who were involved the drafting or review of that Standard.
- In case of a periodic review: if all chairs share the same view, then the chair of the Responsible Committee shall notify the EXCOM (through the Revision Form, attached as **Annex 4**), for the agenda of the first next EXCOM Meeting, that no amendment of the Standard is required.
- In case of an intermediate revision: if all chairs share the same view, then no notification to the EXCOM is required.
- The consent of the chairs shall be recorded by the NOGEPA Secretariat in their files on the specific Standard. The chair of the Responsible Committee shall provide the relevant information to the NOGEPA Secretariat.

#### 4.3 Minor amendment

A minor amendment is an amendment that does not lead to a major substantive change of a Standard. Examples of such minor amendments are:

- Amendments of (references to) the section numbers in legislation.
- Amendments of names of regulators, governmental authorities, institutions or organisations.
- Amendments of form or lay-out of examples or formats.
- Manifest editorial errors.
- Non-material amendments to appendices or annexes

In case of a minor amendment:

- The drafter(s) of the Responsible Committee shall include the proposed amendments in a mark-up version of the existing Standard.
- The Responsible Committee reviews the proposed amendments and determines whether the amendments should be processed or not; in case of doubt the chair of the Responsible Committee forwards the marked-up version of the subject Standard to the chair of the Legal Committee for review.
- The chair of the Legal Committee shall inform the chair of the Responsible Committee of the outcome of the review
- The amendments are noted in the revision history in the document control sheet.
- The mark up version will be published on the NOGEPA website
- 

#### 4.4 Major amendment

All amendments which are not a minor amendment of a Standard are considered to be a major amendment of a Standard.

In case of a major amendment:

- Paragraph 3.1 does not need to be applied.
- Paragraphs 3.2, 3.3 and 3.4 (as needed) shall be applied accordingly.
- Approval procedure:
  - A draft of the reviewed Standard will be forwarded to EXCOM members by e-mail. The e-mail will further contain a notice of a 2 weeks objection period.
  - In case any EXCOM member files an objection within those 2 weeks, the Standard will be bounced back to the Committee Chairmen and Secretariat, and be scheduled for the next EXCOM meeting (as described in paragraph 3.5).
  - In case of no objections, after the 2 weeks objection period, the Secretariat will forward the Standard for signatures in DocuSign to the EXCOM members. The

approval of the Standard will be minuted as a fact in the pre-read of the next EXCOM agenda.

- Paragraph 3.6 for publication shall be applied accordingly.

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#### 4.5 **Withdrawal**

As the result of the periodic or intermediate revision, an existing Standard may no longer be required and can therefore be withdrawn. The cause for such withdrawal may be in *e.g.* formal legislation or regulations replacing the Standard, or if the scope and content of a Standard becomes part of (an)other Standard(s).

If the periodic or intermediate revision leads the Responsible Committee to the conclusion that a Standard can be withdrawn:

- The chair of the Responsible Committee shall consult with the chairs of the other NOGEPA Committees, substantiating the reasons for that conclusion.
- The chairs of the other NOGEPA Committees forward the draft Standard to the members of their Committees, for discussion and endorsement in their next Committee meeting. By way of exception and when so needed in urgent matters, the chairs of the Committees may solicit the response of their Committee members through email.
- The chairs of the other Committees inform the chair of the Responsible Committee on the endorsement of the withdrawal of the Standard by their Committees.
- If all chairs share the same view, the chair of the Responsible Committee shall recommend the EXCOM, for the agenda of the first next EXCOM Meeting, that withdrawal of the Standard is required. This recommendation shall make note of the endorsement of the chairs of the other Committees.
- If the EXCOM approves the withdrawal of the Standard, the NOGEPA Secretariat shall take the Standard from the NOGEPA website and amend the Standards Register accordingly.
- The withdrawn Standard may remain published at the NOGEPA's Members area of the website provided the Standard is clearly marked as "No longer valid per [date]".

#### 4.6 **Revision trail**

The NOGEPA Secretariat shall provide the drafters of a revised Standard with a format for the Standard to show the revisions made and date thereof, in the Standard.

## Annex I NOGEPA Industry Standard – Proposal Form

<b>Proposed Standard</b>			
<b>No. and title of the Standard</b>			
<b>Purpose</b>			
<b>Scope</b>			
<b>NOGEPA Committee</b>			
<b>Responsible Committee</b>	HSECOM / LEGCOM / OPCOM		
	Name:	Company:	
<b>Project leader</b>			
<b>Drafters</b>			
<b>Drafting input from other Committees</b>			
<b>Co-drafting with external stakeholders</b>			
<b>Co-drafting with external stakeholder(s)</b>	Yes / No		
<b>External co-drafters</b>			
<b>External stakeholders involved</b>			
<b>External stakeholder(s)</b>			
<b>External consultation required</b>	Yes / No		
<b>Other</b>			
<b>Indicative timing</b>	Drafting	• weeks	
	Internal review	• weeks	
	External consultation	• weeks	
<b>Translation required</b>	Yes / No		
<b>Sign-off (initials and date)</b>	Chair RC:		Chair EXCOM:

## Annex II Project Progress Form

No Standard		plan	actual	delay	Support needed
Initial draft					
Meeting					
Review					
Approval date					
publishing					
Notes	<ul style="list-style-type: none"> <li>•</li> </ul>				

## Annex III Document Control Sheet

Control Sheet	
Responsible Committee	
Title Document (NL)	
Title Document (UK)	
Type Document (NL/UK)	
Control Number:	
Control Status:	Controlled / Uncontrolled when printed
Issue Status	This document has been published electronically on the NOGEP Website. In order to maintain this document as a "controlled copy" any formal revisions will be published via this Website and should replace all previously issued revisions.

Document update timeframe		
C1 - 12 Months	C2 - 24 Months	C3 – 36 Months
C4 – 60 Months		

Endorsed by		
Health Safety and Environment Committee	Name	
	Date:	
Legal Committee	Name	
	Date:	
Operations Committee	Name	
	Date:	

Approved by		
Executive Committee	Name	
	Date:	

Revision History					
Rev	Date	Description	Author	Reviewed	Approved

This document will be controlled in accordance with the NOGEP Industry Standard No. 80 on Standards and Document Control.

## Annex IV NOGEP A Industry Standard – Revision Form

<b>Standard</b>	
<b>No. and title of the Standard</b>	
<b>Responsible Committee *</b>	HSECOM / LEGCOM / OPCOM
<b>Revision of the Standard</b>	
<b>Purpose of this notice *</b>	Notification to EXCOM: no amendment required Request for approval of a minor amendment to the Standard Request for approval of a major amendment to the Standard Request for withdrawal of the Standard
<b>Revision *</b>	Periodic revision as determined in the Standard Intermediate revision
<b>Brief explanation</b>	
<b>Revision drafting information</b>	
	Name: <input type="text"/> Company: <input type="text"/>
<b>Project leader</b>	
<b>Drafters</b>	
<b>Drafting input from other Committees</b>	
<b>Co-drafting with external stakeholder(s) *</b>	Yes / No
<b>External co-drafters</b>	
<b>External stakeholder(s)</b>	
<b>External consultation *</b>	Yes / No
<b>Endorsement</b>	
<b>Endorsed by all Committees *</b>	Yes / No

<b>Sign-off (initials and date)</b>	Chair RC: <input type="text"/>	Chair EXCOM: <input type="text"/>
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\* Please delete as appropriate