

TABLE OF CONTENTS

Volume 1 Executive Summary	7
Volume 2 Petroleum Investment	23
Volume 3 Health, Safety, Security and Environment (HSSE)	37
Volume 4 Planning, Budgeting and Finance	65
Volume 5 Exploration and Appraisal	149
Volume 6 Field Development and Project Execution	191
Volume 7 Wells and Drilling Operations	279
Volume 8 Operational Excellence	391
Volume 9 Decommissioning & Abandonment	615
Volume 10 Business Support for Petroleum Operations	643

VOLUME 1 TABLE OF CONTENTS

1.1 Introduction	11
1.2 Using the PPG	12
1.3 User of PPG	13
1.4 Objective of PPG	13
1.5 Scope of PPG	13
1.6 Roles & Responsibilities, Performance Management & Compliance to PPG	16
1.6.1 Compliance and Performance Recognition	16
1.6.2 Non-Compliance and Consequence Management	16
1.6.3 Petroleum Contractor Key Obligations - Assurance and Approval	16
1.7 Anti-Bribery & Corruption and Code of Conduct & Business Ethics	17
1.7.1 Commitment	17
1.7.2 Expectations	18
1.8 Disclaimer and Confidentiality	18
1.9 Acknowledgement	18
1.10 PETROS Departments and Functions	19
Definitions	20
Abbreviations	22

VOLUME 2 TABLE OF CONTENTS

Volume 2 Summary	27
2.1 Section 1: Acreage Acquisition and Asset Acquisition	28
2.1.1 Introduction	28
2.1.2 Registering an Interest	29
2.1.3 Due Diligence and Data Review	29
2.1.4 Bidding and Award	30
2.2 Section 2: Farm In/Farm Out	32
2.2.1 Introduction	32
2.2.2 Farm In/Farm Out	32
Contact Information	34
Definitions	35
Abbreviations.....	36

VOLUME 3 TABLE OF CONTENTS

Volume 3 Summary	41
3.1 Section 1: HSSE Policy	42
3.2 Section 2: HSSE Regulatory Requirements and Standards	42
3.3 Section 3: Contractor HSSE-MS Procedures	43
3.3.1 Element 1: COMMIT	44
3.3.2 Element 2: PLAN	44
3.3.3 Element 3: PERFORM	45
3.3.4 Element 4: MEASURE	48
3.3.5 Element 5: REVIEW AND IMPROVE	49
Contact Information	50
Abbreviations	51
Appendices	53
Appendix A Compliance Checklist to HSSE PPG Requirements	53
Appendix B EIA/SIA Submission and Approval Process	63

VOLUME 4 TABLE OF CONTENTS

Volume 4 Summary	69
4.1 SECTION 1: WORK PROGRAMME AND BUDGET (WPB)	70
4.1.1 WPB (First and Annual Submission)	70
4.1.2 Approval for WPB	71
4.1.3 Budget Transfer (BT)	76
4.1.4 Additional Budget Request (ABR)	76
4.1.5 Year End Reporting (YER)	77
4.1.6 Appeal to WPB/ABR	77
4.1.7 WPB Quarterly Report	77
4.1.8 Quarterly Review (QR)	77
4.1.9 HSSE Reporting	78
4.1.10 Production Reporting	79
4.1.11 Subsurface Operations Reporting	80
4.1.12 Financial Reporting	80
4.1.13 Asset Integrity and Assurance Reporting	80
4.1.14 Hydrocarbon Measurement & Allocation (HMA) Reporting	80
4.1.15 Overall WPB Submission, Approval and Related Process	80
4.2 SECTION 2: ANNUAL REVIEW OF PETROLEUM RESOURCES (ARPR)	82
4.2.1 Introduction	82
4.2.2 Reserves Definition	86
4.2.3 Other Hydrocarbon Definitions	88
4.2.4 Production Balancing	90
4.2.5 Equivalent Hydrocarbon Conversion	90
4.2.6 Resources Entitlement and Recognition	91
4.2.7 Project-Based Resource Evaluations	91
4.2.8 Contractor Annual Submission	92
4.2.9 Reporting	93
4.2.10 Petroleum Resource Changes Review and Approval	93

4.3 SECTION 3: CRUDE OIL, GAS SUPPLY AND CONDENSATE ANNUAL PRODUCTION TARGETS	94
4.3.1 Introduction	94
4.3.2 Expectation and Aspiration	94
4.3.3 Requirement	94
4.4 SECTION 4: FINANCE FOR PETROLEUM CONTRACTS	95
4.4.1 Introduction	95
4.4.2 Quarterly Adjustments	95
4.4.3 Production Entitlement, Lifting and Sales Volume Allocation	97
4.4.4 Cargo Allocation	98
4.4.5 Crude Oil and Condensate Sales Volume Allocation	99
4.4.6 Remittance for Disposal of Assets and Surplus Materials	101
4.4.7 Facilities Charging Mechanism	103
4.4.8 Reporting and Submission	104
4.4.9 Cost Recovery Audit Exercise	107
4.4.10 Provisional Petroleum Contract Account Adjustment (PPAA)	111
4.4.11 Finalisation of QAA (Petroleum Contracts Accounts Restatement) ...	113
4.4.12 Quarterly Weighted Article Price (QWAP)	115
4.4.13 Reinstatement of Properties Covered Under Insurance Contract	118
4.4.14 Bank Guarantee (BG)	124
4.4.15 General Administration of Property, Plant and Equipment (PPE)	126
4.4.16 Cost Recovery Appeal Committee (CRAC)	128
CONTACT INFORMATION	130
DEFINITIONS	131
ABBREVIATIONS	132
APPENDICES	135
Appendix A Sample of Structured Job Activity	135
Appendix B Cost Recovery Appeal (CRA) Form	137
Appendix C Requirements for Management Reports & Technical Reports ...	145

VOLUME 5 TABLE OF CONTENTS

Volume 5 Summary	153
5.1 SECTION 1: EXPLORATION PETROLEUM CONTRACT MANAGEMENT	154
5.1.1 Introduction	154
5.1.2 Minimum Work Commitment (MWC)	154
5.1.3 Pre-execution of Exploration	154
5.1.4 Annual Review of Petroleum Resources (ARPR) Reporting & Submission	155
5.1.5 Gas Holding	156
5.1.6 Commercial Quantity Declaration (CQD)	158
5.1.7 Exploration Period Extension	159
5.1.8 Petroleum Contract Management	160
5.1.9 Exploration Petroleum Contract Relinquishment	160
5.1.10 Exploration Assurance Process	161
5.2 SECTION 2: EXPLORATION WELL DRILLING	164
5.2.1 Well Proposal	164
5.2.2 Notification to Government Authorities	165
5.2.3 Well Drilling Operation	166
5.2.4 Post Drilling Evaluation	167
5.3 SECTION 3: SEISMIC DATA ACQUISITION AND PROCESSING OPERATION	169
5.3.1 Seismic Acquisition and Processing Proposal	169
5.3.2 Land Seismic Acquisition	169
5.4 SECTION 4: NON-SEISMIC SURVEY	174
5.4.1 Specific Health, Safety, Security and Environment (HSSE) and Technical Audit	174
5.4.2 Land Electro Magnetic or Onshore Transient Electro Magnetic	174
5.4.3 Airborne Gravity, Magnetic and Gradiometric Survey	177
5.4.4 Onshore Geochemical Survey	178

5.5 SECTION 5: GEOHAZARDS SURVEY	180
5.5.1 Specific Health, Safety, Security and Environment (HSSE) Requirements	180
5.5.2 Notification to Authorities	181
5.5.3 Geohazards Site Investigation	181
5.5.4 Geohazard Pipeline or Cable Route Survey	183
5.5.5 Geotechnical Investigation	184
CONTACT INFORMATION	185
ABBREVIATIONS	186
APPENDICES	187
Appendix A: Gas Holding Technical Data Requirement	187

VOLUME 6 TABLE OF CONTENTS

Volume 6 Summary	197
6.1 SECTION 1: ASSET DEVELOPMENT AND MANAGEMENT	199
6.1.1 Introduction	199
6.1.2 Field Development and Project Decision Gate Process	199
6.1.3 Decision Gates (DGs) Activities and Deliverables	201
6.1.4 Description of Decision Gates and Work Scope	204
6.1.5 Decision Gate Reviews – Key Activities List	213
6.1.6 FDP Submission and Approval	213
6.1.7 Process for Divergence from Approved FDP	214
6.1.8 Full Field Review (FFR)	216
6.1.9 Area Development Plan (ADP)	217
6.2 SECTION 2: HEALTH, SAFETY, SECURITY AND ENVIRONMENT (HSSE)	219
6.2.1 Introduction	219
6.2.2 Objectives	219
6.2.3 HSSE Activities and Deliverables	219
6.3 SECTION 3: PROJECT EXECUTION MANAGEMENT & PLANNING (PEMP) AND ASSURANCE	224
6.3.1 Introduction	224
6.3.2 Requirements and Expectation	224
6.3.3 Project Assurance Plan (PAP)	225
6.3.4 Execute Phase Activities and Assurance	227
6.4 SECTION 4: ENGINEERING MANAGEMENT	229
6.4.1 Introduction	229
6.4.2 Objective	229
6.4.3 Front End Scope Definition	229
6.4.4 Detailed Design	230
6.4.5 Technical Standards	231
6.4.6 Technical Control and Authority	231
6.4.7 Submission to PETROS	232

6.5 SECTION 5: CONTRACTING AND PROCUREMENT	233
6.5.1 Introduction	233
6.5.2 Requirement and Expectation	233
6.5.3 Overall Contracting Strategy (OCS)	235
6.5.4 Procurement Plan (PP)	236
6.5.5 Management Of Surplus Material in Execution Phase	236
6.5.6 Factory/Site Acceptance Test and Final Inspection	237
6.6 SECTION 6: SITE EXECUTION MANAGEMENT	238
6.6.1 Introduction	238
6.6.2 Requirements and Expectation	238
6.6.3 Construct, Install and Pre-commission Facilities	239
6.6.4 Material Management	241
6.6.5 Commissioning, Start-Up and Handover	242
6.7 SECTION 7: DEVELOPMENT DRILLING	246
6.7.1 Introduction	246
6.7.2 Requirement and Expectation	246
6.8 SECTION 8: HANDOVER TO OPERATION AND PROJECT CLOSEOUT	246
6.8.1 Introduction	246
6.8.2 Facility Handover Process	246
6.8.3 Project Close-Out	248
6.9 SECTION 9: REPORTING AND DOCUMENTATION	250
6.9.1 Progress Report	250
6.9.2 Summary of Key Documents for Submission to PETROS	251
6.9.3 Summary of Key Project Activities for Contractor Invitation to PETROS	253
6.10 SECTION 10: REGULATORY REQUIREMENTS	253
6.10.1 Government Permits, Approvals and Notifications for Upstream Activities Under Development	253

CONTACT INFORMATION.....	254
ABBREVIATIONS	255
APPENDICES	259
Appendix A: FRAME - Project Initiation and Feasibility Study (DG1)	259
Appendix B: SELECT - Concept Selection (DG2)	261
Appendix C: DEFINE - Basic Design (DG3)	271
Appendix D: Drilling Requirements for FDP	275
Appendix E: Post Drilling Report (PDR)	277

VOLUME 7 TABLE OF CONTENTS

Volume 7 Summary	286
7.1 SECTION 1: WELL PROGRAMME APPROVAL	288
7.1.1 Introduction	288
7.1.2 Expectations and Aspiration	288
7.1.3 Wellsite Survey and Shallow Hazard Report	288
7.1.4 Well Positioning	289
7.1.5 Notice of Operations (NOOP)	289
7.1.6 Well Materials Management	290
7.1.7 Wells Review Committee and Assurance Process	291
7.2 SECTION 2: RECORDING AND REPORTING	292
7.2.1 Introduction	292
7.2.2 Expectations and Aspiration	292
7.2.3 Priority Reporting	292
7.2.4 Rig Arrival and Release Notice	293
7.2.5 Daily Drilling Report (DDR)	293
7.2.6 Weekly Drilling Summary	294
7.2.7 Final Drilling and Completion Report (FDCR)	295
7.2.8 Monthly NPT Report	297
7.3 SECTION 3: DRILLING QUALITY ASSURANCE OR QUALITY CONTROL ..	298
7.3.1 Introduction	298
7.3.2 Expectations and Aspiration	298
7.3.3 Quality Plan	298
7.3.4 Quality Requirements	299
7.3.5 Quality Implementation and Continuous Improvement	299

7.4 SECTION 4: DRILLING UNIT DESIGN, MANNING, AND LOGISTICS	300
7.4.1 Introduction	300
7.4.2 Expectations and Aspiration	300
7.4.3 Drilling Unit Design	300
7.4.4 Blowout Preventer (BOP) Equipment	301
7.4.5 Protection Against External Hazards	301
7.4.6 Personnel Safety and Welfare	302
7.4.7 Fire Protection	302
7.4.8 Gas Detection	303
7.4.9 Pollution Prevention	303
7.4.10 Electrical Installation	303
7.4.11 Air System and Ventilation	305
7.5 SECTION 5: WELL DESIGN AND DRILLING OPERATIONS	307
7.5.1 Introduction	307
7.5.2 Expectations and Aspiration	307
7.5.3 Drilling Unit Moving and Relocating	307
7.5.4 Casing and Cementing	308
7.5.5 Well Directional Survey	312
7.5.6 Well Control Equipment and Testing	312
7.5.7 Drilling Fluid Programme	316
7.5.8 Formation Strength Test	319
7.5.9 Lost Circulation	319
7.5.10 Detection of Overpressure	319
7.5.11 Suspension of Operations	320
7.5.12 Shallow Hazards and Hydrocarbons	320
7.5.13 Underbalanced Drilling	321
7.5.14 Hydrogen Sulphide (H ₂ S) Drilling Operations	322
7.5.15 HPHT Drilling Operations	326
7.5.16 Blowout Contingency Planning	329

7.6 SECTION 6: FORMATION EVALUATION	330
7.6.1 Introduction	330
7.6.2 Expectations and Aspiration	330
7.6.3 Drill Cutting Sampling	330
7.6.4 Coring	331
7.6.5 Formation Evaluation Logging	331
7.7 SECTION 7: COMPLETION OPERATIONS	332
7.7.1 Introduction	332
7.7.2 Expectations and Aspiration	332
7.7.3 Completion Design and Operations	332
7.7.4 Wellhead And Christmas Tree Equipment	333
7.7.5 Tubing Requirements	333
7.7.6 Subsurface Safety Valve	333
7.7.7 Packer Requirements	334
7.7.8 Separation of Zones	335
7.7.9 Sliding Sleeve Door (for Circulation, Production, or Injection)	336
7.7.10 Nipple Profiles	336
7.7.11 Completion Fluid	336
7.7.12 Packer Fluid	336
7.7.13 Wellbore Clean Out	336
7.8 SECTION 8: WELL BARRIERS AND WELL INTEGRITY	337
7.8.1 Introduction	337
7.8.2 Expectations and Aspiration	337
7.8.3 Number of Well Barriers	337
7.8.4 Well Barrier Failure and Restoration	338
7.8.5 Well Barrier Material	338
7.8.6 Temporary Barrier and Other Protective Equipment	339
7.8.7 Well Integrity Management	340
7.8.8 Well Integrity Categorization	341
7.8.9 Monitoring and Reporting	342

7.9 SECTION 9: PLUG AND ABANDONMENT (P&A) OF WELLS	343
7.9.1 Introduction	343
7.9.2 Expectations and Aspiration	343
7.9.3 Responsibility to Abandon a Well	343
7.9.4 Application to Abandon a Well	343
7.9.5 Notification and Submittal Requirements	345
7.9.6 Permanent Abandonment	346
7.9.7 Testing of Cement Plugs	353
7.9.8 Abandonment Fluid	353
7.9.9 Clearance of Location	353
7.9.10 Well Suspension	354
7.9.11 Suspended Well Management	355
7.10 SECTION 10: WORKOVER AND WELL INTERVENTION OPERATIONS ..	356
7.10.1 Introduction	356
7.10.2 Expectation	356
7.10.3 Workover Unit and Equipment	357
7.10.4 Well Unloading Operations	358
7.10.5 Notification and Submittal Requirements - Workover and Well Intervention	359
7.10.6 Well Control Equipment	362
7.10.7 Emergency Shutdown (ESD)	366
7.10.8 Wireline Operations	366
7.10.9 Rigging Up or Down of Workover or Completion Equipment	367
7.11 SECTION 11: OTHER ONSHORE DRILLING REQUIREMENTS	368
7.11.1 Introduction	368
7.11.2 Expectations and Aspiration	368
7.11.3 Drill Site and Camp Design	368
7.11.4 Environment Protection and HSSE	372
7.11.5 Well Design and Drilling Operations	374

7.12 SECTION 12: OTHER REQUIREMENTS FOR ONSHORE COMPLETION, WORKOVER AND WELL INTERVENTION	376
7.12.1 Introduction	376
7.12.2 Expectations and Aspiration	376
7.12.3 Subsurface Safety Valve	376
7.12.4 Well Stimulation	376
7.12.5 Disposal of Produced Fluids	377
7.12.6 Onshore Wellhead Valve Assembly	377
7.12.7 Wells on Pump	377
7.13 SECTION 13: WASTE MATERIAL HANDLING AND DISPOSAL	378
7.13.1 Introduction	378
7.13.2 Expectation and Aspiration	378
7.13.3 Material Handling	378
7.13.4 Disposal of Material	379
CONTACT INFORMATION.....	382
DEFINITIONS	383
ABBREVIATIONS	385
APPENDICES	389
Appendix A: Caprock Abandonment Assessment	389

VOLUME 8 TABLE OF CONTENTS

Volume 8 Summary	398
8.1 SECTION 1: ASSET MANAGEMENT	398
8.1.1 Introduction	398
8.1.2 Annual Field Performance Review	398
8.1.3 Asset Relinquishment Pre-Requisites	399
8.1.4 Asset Abandonment Pre-Requisites	401
8.2 SECTION 2: WELL AND RESERVOIR MANAGEMENT	403
8.2.1 Introduction	403
8.2.2 Well And Reservoir Management Plan	403
8.2.3 Well Test And Surveillance	405
8.2.4 Record Keeping And Data Quality	407
8.2.5 Production Allocation	408
8.3 SECTION 3: PHYSICAL ASSET INTEGRITY AND RELIABILITY MANAGEMENT	409
8.3.1 Introduction	409
8.3.2 Expectation And Aspiration	409
8.3.3 Physical Asset Integrity and Reliability Management Framework	410
8.3.4 Asset Management System	411
8.3.5 Minimum Requirement For Asset Integrity, Reliability And Maintenance	411
8.3.6 Minimum Requirement For Major Facilities And Equipment	412
8.3.7 Deferral Management (DM)	419
8.3.8 Preservation	420
8.3.9 Major Failures And Corrective Action	421
8.3.10 Facilities Improvement Project (FIP)	421

8.4 SECTION 4: HYDROCARBON MEASUREMENT AND ALLOCATION	423
8.4.1 Introduction	423
8.4.2 Approval Requirements For Measurement And Allocation System .	424
8.4.3 Metering Design	428
8.4.4 Metering Calibration, Testing, Commissioning And Official Use	440
8.4.5 Metering System Operation And Validation	445
8.4.6 Hydrocarbon Accounting And Allocation	449
8.4.7 Measurement And Accounting For Terminal	452
8.4.8 Integrity Assurance	453
8.4.9 Final Provision	455
8.4.10 References	455
8.5 SECTION 5: ONSHORE OPERATIONS	456
8.5.1 Introduction	456
8.5.2 Expectation	456
8.5.3 Correspondence	457
8.5.4 Notice	457
8.5.5 Operations And Start-Up Readiness	457
8.5.6 Operations Manual, Equipment Dossier And As-Built Drawings	458
8.5.7 Simultaneously Operations (SIMOPS) Procedures	458
8.5.8 Shutdown	459
8.5.9 Start-Up Procedure	460
8.5.10 Daily Operations Requirements And Reporting (DOR)	460
8.5.11 Production Rate Adjustment	460
8.5.12 Gas Flaring And Venting Control And Reduction Efforts	461
8.5.13 Sand Management	464
8.5.14 Terminal Operations	465
8.5.15 Crude And Condensate Tanker Scheduling	466
8.5.16 Gas Operations And Delivery Requirements	466
8.5.17 Digital Integrated Operations	467
8.5.18 Inspection And Operations Audit	468
8.5.19 Performance Reporting	468

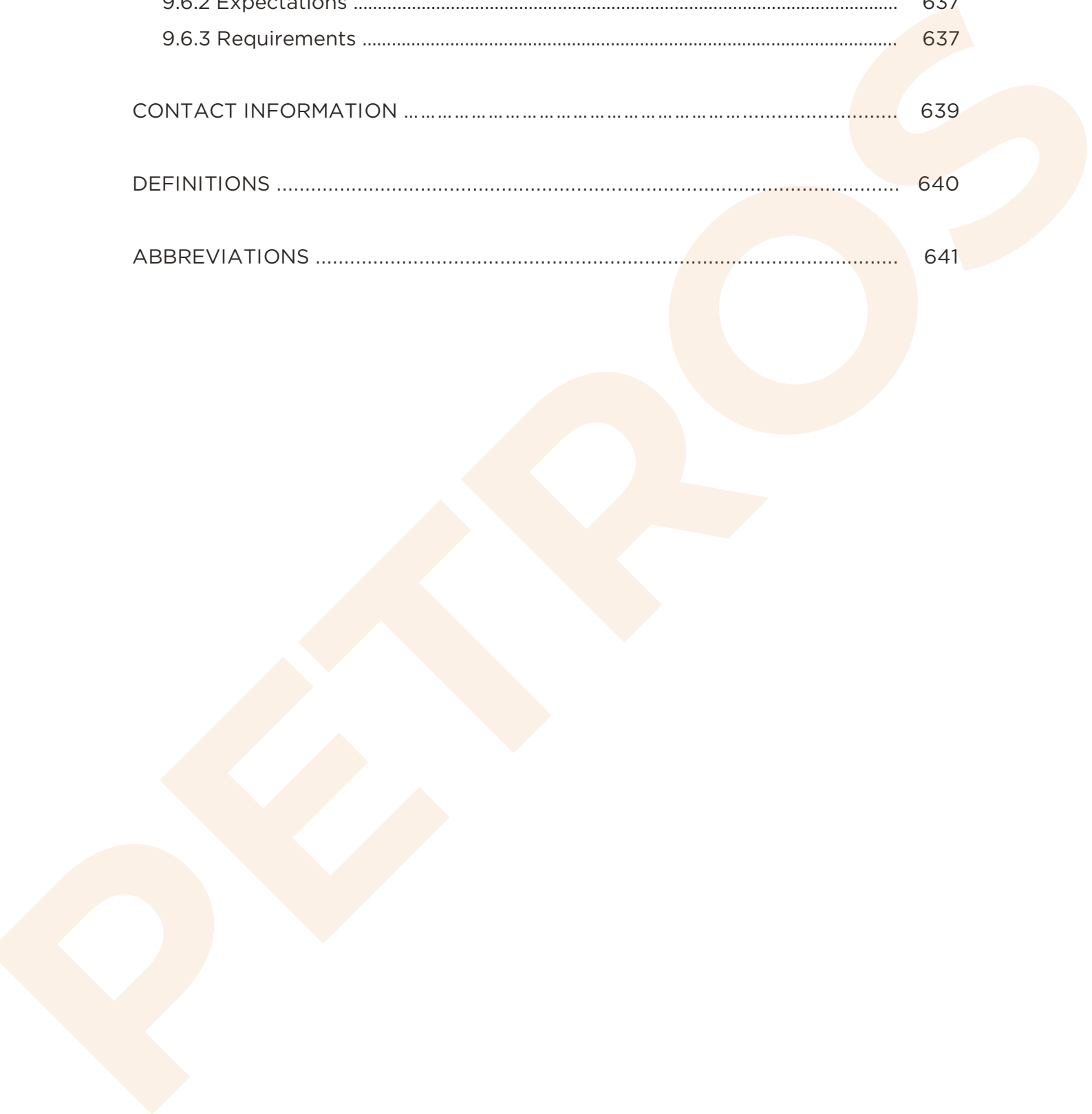
8.6 SECTION 6: ASSET RELINQUISHMENT	470
8.6.1 Introduction	470
8.6.2 Expectation	470
8.6.3 Relinquishment Process And Procedures	470
8.6.4 Notice To PETROS	471
8.6.5 Relinquishment Of Uneconomical Producing Field Earlier Than Contract Expiry	471
8.6.6 Conduct DDA	472
8.6.7 Commencement Of Shadowing Period (If Required)	473
8.6.8 Official Handover To PETROS	474
8.7 SECTION 7: OPERATIONAL EXCELLENCE STRATEGY	475
8.7.1 Introduction	475
8.7.2 Methodology	475
8.7.3 Key Controls Process	475
8.7.4 Asset Strategies And Plan	478
8.7.5 Production Planning And Volume Delivery	484
8.7.6 Field Operations	486
8.7.7 Manage Maintenance	498
8.7.8 Reporting and Management Meetings	508
CONTACT INFORMATION	509
DEFINITIONS	510
ABBREVIATIONS	514
APPENDICES	519
Appendix A: Typical Liquid Hydrocarbon Metering System	519
Appendix B: Typical Liquid Hydrocarbon Metering System	523
Appendix C: Validation Manual	525
Appendix D: Hydrocarbon Allocation System Enhancement Process Flow	527
Appendix E: MTAB Procedure	529
Appendix F: Measurement And Accounting Procedure	531

Appendix G: Fit-For-Purpose Metering Guideline	533
Appendix H: Liquid Hydrocarbon Measurement - International Codes and Standards, Laws And Regulations	537
Appendix I: Natural Gas Measurement - International Codes and Standards, Laws and Regulations	541
Appendix J: Format of the Twenty-Four (24) Hours' Notification Report	543
Appendix K: Network Integrator (NI) Roles and Responsibilities	545
Appendix L: Performance Indicators, Formula and Criteria	547
Appendix M: Integrated Operations Meeting (IOM) Terms of Reference .	555
Appendix N: String Classification and Abandonment Classification	559
Appendix O: Candidate Selection Guideline for PE and IWR Jobs	573
Appendix P: Template For Production Enhancement Or Idle Well Re- Activation Activity	589
Appendix Q: Flow Chart for PE/IWR Candidate Well Selection	599
Appendix R: Post Job Analysis (PJA) and Lessons Learned (LL) Report Guidelines	601

VOLUME 9 TABLE OF CONTENTS

Volume 9 Summary	619
9.1 SECTION 1: LAWS, REGULATIONS AND GUIDELINES	620
9.1.1 Introduction	620
9.1.2 Expectations	620
9.1.3 Requirements	620
9.2 SECTION 2: HEALTH, SAFETY, SECURITY & ENVIRONMENT	623
9.2.1 Introduction	623
9.2.2 Expectations	623
9.2.3 Requirements	624
9.2.4 Processes And Procedures	625
9.3 SECTION 3: PRE-DECOMMISSIONING PROCESS	626
9.3.1 Introduction	626
9.3.2 Expectation	626
9.3.3 Requirements	626
9.4 SECTION 4: DECOMMISSIONING EXECUTION	630
9.4.1 Introduction	630
9.4.2 Expectations	630
9.4.3 Execution Requirements	630
9.4.4 Project Reporting	633
9.5 SECTION 5: POST-DECOMMISSIONING PROCESS	634
9.5.1 Introduction	634
9.5.2 Expectations	634
9.5.3 Requirements	634

9.6 SECTION 6: ABANDONMENT CESS	637
9.6.1 Introduction	637
9.6.2 Expectations	637
9.6.3 Requirements	637
CONTACT INFORMATION	639
DEFINITIONS	640
ABBREVIATIONS	641



VOLUME 10 TABLE OF CONTENTS

Volume 10 Summary	649
10.1 SECTION 1: MANPOWER	650
10.1.1 Introduction	650
10.1.2 Capability Building Plan	650
10.1.3 Manpower, Salary, Wages, Benefits and Training Cost	651
10.1.4 Annual Performance Report	651
10.2 SECTION 2: Training	652
10.2.1 Introduction	652
10.2.2 Priority Areas for Training	652
10.2.3 Types Of Training Programmes	652
10.2.4 Reporting	653
10.3 SECTION 3: INFORMATION RELEASE	654
10.3.1 Introduction	654
10.3.2 Objective	654
10.3.3 Release of E&P Data, Information and Samples by Contractor	654
10.4 SECTION 4: PETROS INVENTORY MANAGEMENT SYSTEM (PIMS)	656
10.4.1 Executive Summary	656
10.4.2 PIMS Requirements	657
10.4.3 Payment Remittance	665
10.4.4 Document Management	666
10.4.5 Prudent Practices in Inventory and Warehouse Management	666
10.5 SECTION 5: LICENSING, TENDERS AND CONTRACTS	667
10.5.1 Introduction	667
10.5.2 Expectations	668

10.6 SECTION 6: AFFILIATE SERVICES (AS)	669
10.6.1 Introduction	669
10.6.2 Expectations, Principles and Requirements	669
10.7 SECTION 7: UPSTREAM DATA GOVERNANCE	672
10.7.1 Introduction	672
10.7.2 Expectations	672
10.7.3 Data Submission Guidelines	673
10.7.4 Data Format Standard for Submission	673
10.7.5 Data Storage, Preservation, Retention and Disposal	673
10.8 SECTION 8: TECHNOLOGY DEPLOYMENT	674
10.8.1 Introduction	674
10.8.2 Aspiration and Expectation	674
10.8.3 Technology Definition	674
10.8.4 Technology Management System (TMS)	675
10.8.5 Expectations Concerning Technology Deployment	676
10.8.6 Technology and Research Collaboration	676
10.8.7 WPB or Cost Recovery	676
10.8.8 Reporting	677
10.9 SECTION 9: REGULATORY COMPLIANCE FOR ONSHORE OIL & GAS ACTIVITIES	678
10.9.1 Introduction	678
10.9.2 Expectations	678
10.9.3 Regulatory Compliance Management Process	679
10.9.4 Operations Committee	681
10.10 SECTION 10: LAND MATTERS	682
10.10.1 Introduction	682
10.10.2 Registrable Interest on The Land	682
10.10.3 Land Application for Land Acquisition	683
10.10.4 Land Management	685
10.10.5 Surrendering of Land	686

10.11 SECTION 11: ENTERPRISE RISK MANAGEMENT	688
10.11.1 Introduction	688
10.11.2 Minimum Expectations	688
10.11.3 Risk Management Governance Structure	690
10.11.4 Risk Management Process and Control	690
10.12 SECTION 12: BUSINESS CONTINUITY	694
10.12.1 Introduction	694
10.12.2 Objectives	694
10.12.3 Building an Effective Business Continuity Plan (BCP)	695
10.12.4 Components of Business Continuity Plan (BCP)	696
10.12.5 Preparation for Specific Crisis Scenarios	696
10.12.6 Training and Preparedness	697
10.13 SECTION 13: INSURANCE PROCUREMENT FOR CONTRACT ASSET, WELLS AND LIABILITIES	698
10.13.1 Introduction	698
10.13.2 Expectation	698
CONTACT INFORMATION	700
DEFINITIONS	701
ABBREVIATIONS	702
APPENDICES	703
Appendix A: Operations Committee Meeting - Terms of Reference (TOR)	703
Appendix B: Risk Assessment Matrix (RAM) - Enterprise and Operational .	705