

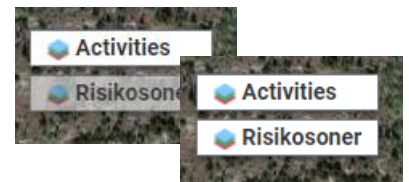
# Hot Work Registration

## User manual

1. Login using an updated web browser, i.e., Internet Explorer 10 or later, Google Chrome, Firefox, or Safari. The application is not designed for older web browsers.
2. Gå to Norsesea homepage: [www.norseagroup.com](http://www.norseagroup.com)
3. Choose the appropriate supply base in menu (Vestbase).
4. Go to Electronic Registration and click on Hot work – application form
5. The following message will appear on the screen

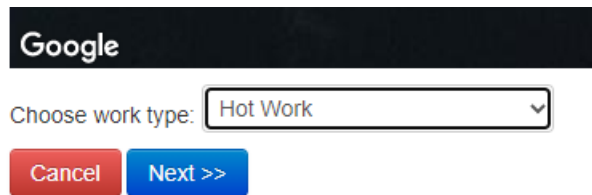


6. Click OK and the map will come up. Control that the risk zones are visible by activating the button for risk zones. Risk zones are active if the button has a white background colour and pink areas are visible on the map. Risk zones indicate areas where extra precautions are required when performing hot work.
7. Right click in the map where hot work is planned. The circle around is the safety zone and can be adjusted by dragging the arrow on the side. The circle can be moved by clicking and holding the left mouse button. Click on the «green V-icon» when finished.



NB! When registering hot work inside a risk zone, click and mark outside the zone. Drag the circle into the risk zone and adapted to the correct area for performing the hot work.

- Choose the proper activity in the next picture and choose «next».



A screenshot of a web interface. At the top is the Google logo. Below it is a search bar. Underneath the search bar, there is a label "Choose work type:" followed by a dropdown menu with "Hot Work" selected. At the bottom of the interface are two buttons: a red "Cancel" button and a blue "Next >>" button.

- By sending the request you also declare that the activity will be conducted according to all applicable rules and regulations governing this kind of activity.  
If the request is approved, information will be sent to you by email.  
A copy of the hot work permit must be available at the place where the hot work is carried out.

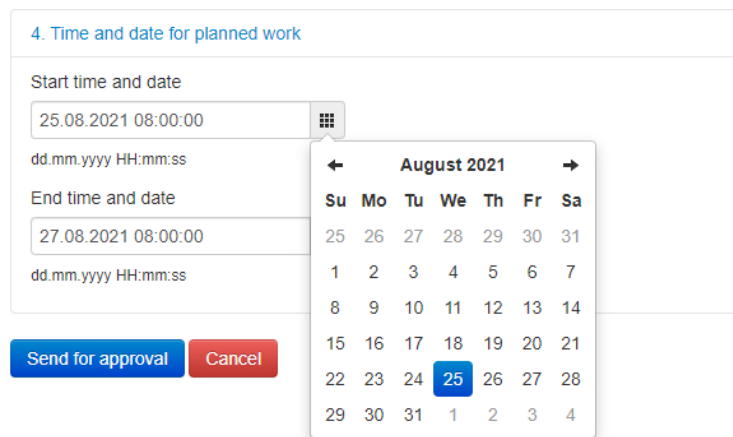
- Input all relevant information about the requested activity, including point of contact.

- Declare by ticking off the box, that you have understood and will comply to any mandatory measures required prior to commencement of the activity and/or after the activity has been completed. If the performing party sees the need for any additional measures, this must be clearly written.

- Enter Start time and date.

If the activity will be conducted over a period of days, make sure that the End time and date reflects this.

- Click on «**Send for approval**» when finished.



A screenshot of a form titled "4. Time and date for planned work". It contains two input fields for "Start time and date" and "End time and date", both showing "25.08.2021 08:00:00" and "27.08.2021 08:00:00" respectively. Below the fields are two buttons: "Send for approval" (blue) and "Cancel" (red). A calendar pop-up is visible, showing August 2021 with the 25th highlighted.

- You will receive an email notification from NorSea Logistics & Operations Center (LOC) when the request has been approved or rejected.

If any issues or questions, contact our Logistics & Operation Center (LOC).

**NorSea Logistics AS Vestbase;**

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