OFFSHORE NORGE

Collabor8

EqHub

~~Deprecated version~~

Special terms

Content

1   Definitions and Abbreviations

In addition to definitions and abbreviations in the General terms section 1, the following shall apply to the Agreement with regards to the Services covered by these Special terms:

Term	Definition
Agent	A company that acts on behalf of another user company, typically a to do agreed work tasks on behalf of the user company.
Certified Verifier	A person, certified by Offshore Norge, who has been trained and certified in the process tied to technical verification of data and documents in the service.
Company Super user	A person from a given User organisation with extended privileges and duties related to the service. For details refer to section 8.
EPC Contractor	Engineering Production Construction contractor.
Equipment Supplier	Official agent of equipment delivered by a Manufacturer.
Manufacturer	Manufacturer of physical equipment and component and maker of standard documentation.
Package Supplier	Supplier of equipment packages, including information and documentation to an Operator or EPC Contractor.

2   Service

2.1   Description

Collabor8 EqHub (hereafter called "Service") is an industry initiative from Offshore Norge on behalf of the Operators on the NCS. The purpose of the Service is to support and simplify information and documentation delivery processes through standardization. The Service is a collaborative solution for sharing of technical standard information and documentation. The Service is used by:

- Operators
- EPC Contractors
- Package Suppliers
- Equipment Suppliers
- Manufacturers

For more detailed descriptions of the service see www.collabor8.no/eqhub/.

2.2   Access management

Refer to www.collabor8.no/eqhub/.

2.3   Support

Support contact info is available on www.collabor8.no/eqhub/.

2.4   Service level

2.4.1   Availability

Offshore Norge's goal is that the Service should be available at all times, except for during standard maintenance windows.

2.4.2   Standard Maintenance window

Standard Maintenance windows (planned maintenance) are used for carrying out technical and functional updates.

- Technical updates: Typically performed monthly, with the goal of not affecting the availability of the service.

- Functional updates: Performed in relation to releasing new functionality in the service. Maintenance notifications are published on the service login-page and/or in e-mail to the Users minimum 7 days in advance.

2.5   Data management

2.5.1   Data sharing principles

As a basic principle, information populated into the Service, regardless of source, is available for all User organisations enrolled in the Service.

However, the Service allows uploading party to limit and restrict access documents and data not intended to be available to the whole user community.

2.5.2   Company type – privileges

Below a high-level overview of various user company types and simplified descriptions of their privileges within the Service.

Company type	High-level description of privileges and responsibilities
Agent	- Acts on behalf of another user organization - Relevant privileges provided as needed to perform required work tasks.
Operators on the NCS	Read access to all documents and data.
EPC Contractors	- Read access to all documents and data. - Can submit documents and data related to own products.
Package Suppliers	- Read access to all documents and data. - Can submit documents and data related to own products.
Equipment Suppliers	- Read access to - own documents and data. - other supplier's documents and data, if own deliverables include equipment from those companies. - Can submit documents and data related to own products.
Manufacturers	- Read access to - own documents and data. - other supplier's documents and data, if own deliverables include equipment from those companies. - Can submit documents and data related to own products.
Offshore Norge	- Facilitate overall data governance. - Ensuring that the overall data quality in the Service is aligned with recognized and relevant standards. - Facilitate as required 3rd party verification of data uploaded into the Service by User organisations. - Train and approve Certified Verifiers

Other companies may get access to the Service based on a justified reason, and subject for approval by Offshore Norge.

2.5.3   Deletion of information

As a general principle, it shall not be possible to delete any information published in the Service. However, if required, information may be deleted by Offshore Norge.

3   Service fees

Terms as stated in General terms section 4 – "Service fees" applies, with following additions:

- The Service is financed by the Operators.

4   Processing of personal data

Terms in the General terms section 5 – "Processing of personal data" applies.

The Service Privacy Policy is available at www.collabor8.no/privacy-terms.

5   Security

Terms as stated in General terms section 6 – "Security" applies.

6   Termination

Terms in the General terms section 8 – "Termination" applies with following additions:

- Data will not be deleted for legal compliance.

7   Offshore Norge's additional obligations

Terms in the General terms section 13 – "Offshore Norge's general obligations" applies with following additions:

- None

8   User organisation's additional obligations

Terms in the General terms section 14 – "User organisation's general obligations" applies with following additions:

- All standard information in the Service is subject to 3rd party verification on behalf of Offshore Norge and the industry, however as stated in General terms article 14.5, the main responsibility of the correctness of the information is on the party uploading data to the Service.
- The User organisation acknowledges that information extracted by the User organisation, either via user interface or supported APIs, may only be used for fulfilling the purpose of the Service.
- Each User organisation shall appoint at least one Company Super user, that is responsible for user administration and access provisioning limited to own internal company Users. The Company Super User(s) will also be the main contact towards Offshore Norge's Service Responsible and Service support.

9   Governance

The Service is governed in dialog with the Operators on NCS, using Offshore Norge's governance model.

10 Additional provisions

None