

Industry Guidelines for the Management of Competence and Training in Emer- gency Response for Offshore Installations

Issue 3
February 2010





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List of Abbreviations

ACoP	Approved Code of Practice
APOSC	Assessment Principles for Offshore Safety Case
BOSIET	Basic Offshore Safety and Induction and Emergency Training
CAA	Civil Aviation Authority
CRO	Control Room Operator
DCR	Design and Construction Regulations
EERTAG	Evacuation, Escape and Rescue Technical Advisory Group
FOET	Further Offshore Emergency Training
FPSO	Floating Production, Storage and Offloading
HSWA	Health and Safety at Work etc Act
HUET	Helicopter Underwater Escape Training
IADC	International Association of Drilling Contractors
IMCA	International Marine Contractors Association
MAR	Management and Administration Regulations
MCA	Maritime & Coastguard Agency
MHSWR	Management of Health and Safety at Work Regulations
MRCC	Maritime Rescue Co-ordination Centre
NOGEPa	Netherlands Oil and Gas Exploration and Production Association
NUI	Normally Unattended Installation
NUIER	Normally Unattended Installation Emergency Response
OCA	Offshore Contractors Association
OIM	Offshore Installation Manager
OLF	Norwegian Oil Industry Association
OPITO	Trading name of the Oil & Gas Academy
PFEER	Prevention of Fire and Explosion, and Emergency Response
SCR	Safety Case Regulations
UKCS	United Kingdom Continental Shelf
WSCA	Well Services Contractors Association

1 Acknowledgements

These Guidelines replace the previous UKOOA document 'The Management of Competence and Training in Emergency Response' Issue 2 April 2004.

In addition to all those who provided comments during the consultation process, Oil & Gas UK would like to acknowledge the contributions made by members of the workgroup who undertook the review of the guidelines during 2009. These included representatives from the following companies and organisations:

OPITO, The Oil & Gas Academy
Health and Safety Executive
Petans Ltd
Wood Group Engineering (North Sea) Limited
Shell U.K. Exploration and Production
ExxonMobil International Ltd
Petrofac Services Limited
Transocean Drilling UK Limited
Marathon Oil U.K. Ltd
Chevron Upstream Europe
Nexen Petroleum UK Ltd
BP
Centrica Energy (HRL)

2 Introduction

These Guidelines have been revised as part of a regular review process and incorporate the learning gained from applying them since their conception. An overview of the process can be found in Figure 1. They set out Oil & Gas UK recommendations on the Management of Competence and Training in Emergency Response for all persons who work on, or visit, offshore Installations in the United Kingdom Continental Shelf (UKCS). These Guidelines are non-mandatory and alternative standards may be adopted where to do so would maintain an equivalent or better level of safety. They seek to set out good practice and Duty Holders should make a judgement on how best to apply them to a specific location. Where Duty Holders approve exceptions to these Guidelines then this should be documented, along with alternative arrangements that apply in the Duty Holder's own policies and procedures.

These Guidelines are intended for all those involved in the industry, including oil and gas companies, rig owners/operators and contractor companies. These Guidelines will also have relevance for OPITO, Training Providers, Helicopter Operators, the Maritime and Coastguard Agency, the Health and Safety Executive and maritime organisations.

These Guidelines are designed to facilitate compliance with the following legislation, in so far as they relate to competence and training for emergencies. This list is not intended to be exhaustive and these Guidelines may have relevance to other legislation:

- The Health and Safety at Work etc Act (HSWA) 1974
- The Management of Health and Safety at Work Regulations (MHSWR) 1999
- The Offshore Installations (Safety Case) Regulations (SCR) 2005 and, associated guidance
- The Offshore Installations (Prevention of Fire and Explosion, and Emergency Response) Regulations (PFEER) 1995 and the associated Approved Code of Practice (ACoP)
- The Offshore Installations and Pipeline Works (Management and Administration) Regulations (MAR) 1995 and the associated guidance
- The Offshore Installations (Emergency Pollution Control) Regulations 2002

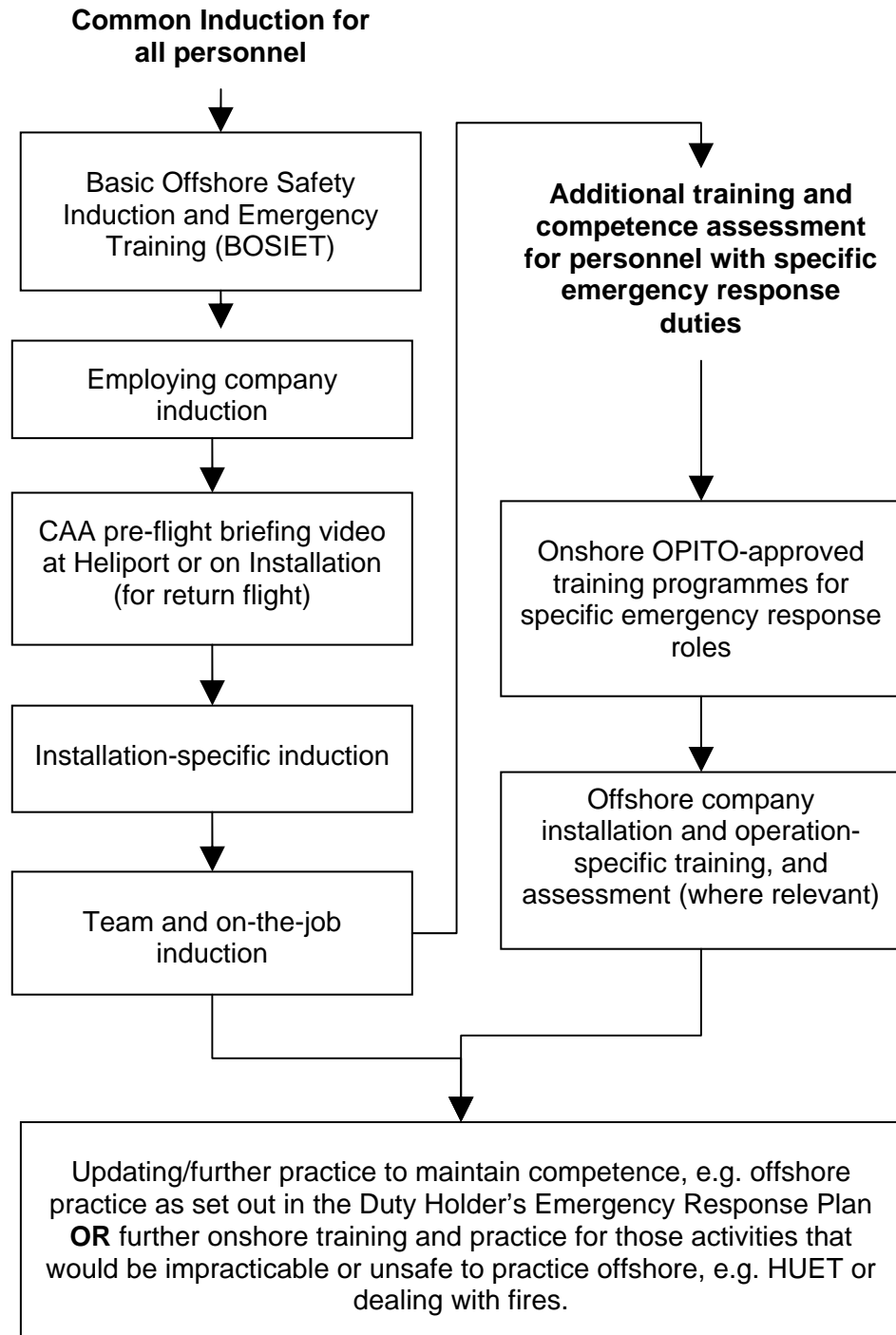


Figure 1 Competence and Training in Emergency Response - an Integrated System

These Guidelines make reference to other Oil & Gas UK Guidelines as listed below, which may provide further information and guidance. This information does not form part of these Guidelines and it is up to the reader to ascertain if the information is appropriate and ensure that the latest version is available.

- The Management of Emergency Response for Offshore Installations
- The Management of Offshore Helideck Operations
- The Medical Aspects of Fitness for Offshore Work
- Ship/Installation Collision Avoidance

3 Background and Philosophy

The Cullen Report, the subsequent Offshore (Safety Case) Regulations and the associated underpinning regulations produced major changes in safety and emergency responsibilities throughout the industry. These Guidelines recommend and encourage the adoption of a 'goal-setting' approach based on the identification and development of competence for key roles.

For personnel with specific emergency response roles there is an increased focus on what they actually need to be able to do in an emergency situation. Increased emphasis has been placed on ensuring that such individuals develop the necessary competencies before taking up their emergency response roles in the Emergency Response Team, through completing approved onshore training programmes and competence assessment where appropriate. Thereafter, increased recognition is given to practising, testing, reinforcing and enhancing these competencies as an individual or as part of a team through practise in the offshore environment or, where appropriate and necessary, participating in specially designed onshore exercises. In this way, those people who are responsible for responding to, coping with and making decisions on how to manage an emergency are equipped for their individual or team responsibility to save lives, or protect assets and the environment.

Personnel who have no specific responsibility during an emergency are trained to take responsibility for their own personal safety, evacuation and survival in accordance with instructions given to them. These Guidelines set out their initial training, their opportunity for offshore practise and their further training onshore.

These Guidelines do not deal with the day-to-day vocational competence of the jobs referred to, but are concerned rather with competence in the emergency role. It should, however, be recognised that, for certain roles, vocational competencies are critical in an emergency response situation e.g. the competence of the Control Room Operator who has to handle increased and more critical information during an emergency.

These Guidelines are designed to ensure that effort and investment in emergency response training is directed to where it can have most impact – that is, in ensuring that every person knows, and has practised, what they need to do in any reasonably foreseeable emergency.

4 Framework

The framework set out in these Guidelines shows how competence in emergency response can be developed, demonstrated and maintained.

These Guidelines will assist with the identification of what needs to be done to ensure that personnel are competent to discharge their emergency responsibilities.

4.1 Duty Holders

These Guidelines serve to link the competence of individuals to the Duty Holder's Safety Case and the Emergency Response Plan as required by PFEER 1995. These Guidelines also show how the Emergency Response Plan may be tested. The roles identified in these Guidelines may not be sufficient to meet the needs of an Installation Emergency Response Plan; it is for Duty Holders to identify all the roles required to implement the plan effectively, including those that may be additional to the roles defined here.

Duty Holders should identify the tasks likely to be carried out in an emergency as well as the command structure and ensure that the roles and responsibilities of persons performing these tasks, or who are part of the command structure, are clearly defined and understood. Regulation requires the Duty Holder to address the selection and competence of personnel to undertake emergency duties and the provision of instruction for everyone else on the Installation on the appropriate action to take in an emergency. Duty Holders should determine what training and competence requirements should apply to roles not defined in these, or related, guidelines. Further guidance is available in the Approved Code of Practice 'Prevention of Fire and Explosion and Emergency Response on Offshore Installations' and in the Oil & Gas UK Guidelines for 'The Management of Emergency Response for Offshore Installations'.

4.2 Individuals

These Guidelines are intended to:

- Identify, for the purpose of emergency response, the different categories of personnel who work on or visit offshore Installations
- Show how the key functions and responsibilities for each category may be established
- Set out how each individual should be trained in those functions and responsibilities
- Introduce methods of assessing the competence of individuals to discharge their emergency response duties against established criteria
- Encourage the regular practise and review of these emergency response activities to ensure that individuals maintain their level of competence

5 Scope

These Guidelines cover the following categories of personnel:

5.1 Personnel with No Specific Emergency Response Duties

Training requirements and Guidelines are set out for the following categories which have no specific responsibilities in an emergency:

- All personnel who travel offshore to take part in the work activity; and
- Visiting personnel who travel offshore for reasons other than to participate in the work activity e.g. people on familiarisation trips to the offshore environment or people representing outside interests, such as a government minister.

5.2 Personnel with Specific Emergency Response Duties

Training requirements or, where appropriate, guidance and standards of competence have been developed for each of the following roles:

- Offshore Installation Manager (OIM)
- Deputy for OIM
- Fire/Emergency Response Team Leader
- Fire/Emergency Response Team Member
- Offshore Lifeboat Coxswain
- Radio Operator
- Muster Checker
- Muster Co-ordinator
- Helicopter Landing Officer
- Emergency Helideck Team Member
- Control Room Operator

These Guidelines also make reference to the following roles, although training requirements and standards of competence for these roles are not detailed:

- Standby/Rescue Vessel Crews
- Marine Crews – Support Vessels
- Production and Drilling Personnel
- Well Control
- Wellsite Training and Drills

Notes:

- (1) No specific attention is given in these Guidelines to the role of Medics or First Aiders, whose training and competence is governed by regulations. Duty Holders should give appropriate consideration to the inclusion of Medics and First Aiders in both offshore and onshore emergency response exercises.
- (2) There are several other emergency response roles that are particular to some organisations, such as On-scene Co-ordinator and Search and Rescue Mission Co-ordinator (SMC) used by the MCA. In some cases, this may be explained by a difference in terminology. It is the responsibility of Duty Holders to identify responsibilities, training and competence standards for such roles.
- (3) These Guidelines do not deal with emergency response roles involved with incidents with passing vessels. Guidance on this is contained within the latest version of the Oil & Gas UK Guidelines for Ship/Installation Collision Avoidance.

6 Summary

These Guidelines for the training and competence in emergency response are summarised as follows:

6.1 All Personnel Working Offshore

All personnel working offshore should undergo the following:

- Medical

In accordance with the latest version of the Oil & Gas UK Guidelines for 'Medical Aspects of Fitness for Offshore Work: Guidance for Examining Physicians'.

- Basic Offshore Safety Induction and Emergency Training

This course is run by OPITO-approved training providers and should be completed by all personnel working on an offshore Installation. Further offshore emergency training should be completed at 4-yearly intervals.

- Employing Company Induction

All personnel should receive an induction to the employing company.

- Civil Aviation Authority (CAA) pre-flight briefing video

All personnel travelling to or from an offshore Installation should attend the CAA pre-flight briefing video prior to each journey, unless they have travelled and seen the video within the previous 24 hours.

- Installation Safety Induction

Personnel arriving on an offshore Installation should participate in a safety induction specific to that location on their first visit. The Duty Holder is responsible for the content of the induction and for ensuring that it takes place. Personnel who have not visited or worked on the offshore Installation in the previous 12 months should participate in an additional Installation safety induction.

- Company-specific Training

Company-specific training may be carried out either onshore or offshore for the purpose of ensuring that personnel are trained in particular or emergency response procedures and/or equipment, e.g. training on the Installation's escape equipment.

- Offshore Practise

Offshore practise should be carried out at intervals as defined in the Duty Holder's Emergency Response Plan.

6.2 Personnel with Specific Emergency Response Duties

Personnel with specific emergency response duties should, in addition to the above, undergo the following:

- **Training and Assessment for Specific Emergency Response Roles**

The courses should be designed to train and assess individuals with specific emergency responsibilities to the level of competence required to take up an emergency response role. Additional training and assessment may be required at the work location prior to attaining full competence. Courses are run by OPITO-approved training providers, although Duty Holders may choose to run their own alternatives but should ensure, as a minimum, personnel with defined emergency response roles meet the competencies described in the relevant Industry Standards or an equivalent Duty Holder approved standard.

- **Further Training and Exercises**

Further onshore OPITO-approved training courses and/or an equivalent Duty Holder tailored alternative at intervals as detailed in these Guidelines.

Duty Holders who choose to run company-tailored alternative programmes should ensure that suitable standards are adopted and that to do so will achieve and maintain an equivalent or better level of emergency response capability. Where such a flexible approach is to be adopted, Duty Holders should take account of the views of the workforce and formally assess the risks involved. Any company-tailored alternative programmes and standards, or variations to the refresher training intervals recommended in this document, should be reviewed by those affected by them and set out for review in the Installation Safety Case.

For example, Duty Holders, in conjunction with OPITO-approved training providers, may elect to combine elements of training for emergency response roles where it is sensible and practicable to do so. Personnel with complementary emergency response roles may develop or maintain their competence during joint training while personnel with duplicate or overlapping emergency response roles may develop or maintain their competence by attending single courses that combine the essential elements for their roles but which minimise overlap.

Where combined courses are run for overlapping emergency response roles, the Duty Holder should ensure that a similar and appropriate standard of competence is achieved by participants as would have been achieved by attendance at separate, OPITO-approved training programmes for each of the roles. Competence may be developed, maintained and assessed through a combination of on and offshore training and practise. In determining the intervals between individual attendance at onshore training, practise and assessment for such roles, the Duty Holder should have regard to:

- The refresher intervals for the separate roles specified in these Guidelines and in the associated OPITO standards;
- The size and complexity of the Installation on which they will perform emergency response roles;
- The range of emergency response equipment available and the potential major accident events identified in the Installation Safety Case;
- The frequency, extent and content of offshore drills, exercises and role/team-specific practise;
- Formal assessments of individual and Emergency Response Team competence conducted in the workplace.

If the relevant industry standards are attained by participants and the training is either conducted at the intervals detailed in these Guidelines or in an approved Installation Safety Case then training providers may issue OPITO certificates for the relevant, individual roles. Where these provisions for flexibility on training standards, training content or refresher intervals are applied by Duty Holders then the completion of training may not be recorded on the OPITO Central Training Register.

6.3 Visiting Personnel:

Visitors are individuals who do not normally participate in any work activity on the Installation.

In exceptional circumstances, it may be neither sensible nor practicable for visitors to undergo full safety induction and emergency training, for example for a one-off visit or for a necessary trip at very short notice. In such cases, the individual should still, if it can be arranged, attend a HUET EBS course covering self-rescue techniques. If this is not practicable, dispensation must be obtained from a senior representative of the Duty Holder, who should make a judgement on the risks associated with each case and ensure the controls are appropriate.

Visitors are required to undergo the CAA pre-flight video briefing and the Installation safety briefing.

Visitors will normally be accompanied throughout their trip, except when in areas such as the accommodation.

Duty Holders should, so far as reasonably practicable, make suitable arrangements to ensure that visitors are accompanied at all times during an emergency.

Duty Holders should also take account of the reference to visitors in the latest version of the Oil & Gas UK Guidelines for 'Medical Aspects of Fitness for Offshore Work: Guidance for Examining Physicians'.

7 Process for Competence and Training in Emergency Response

7.1 Identifying the Competencies for Each Role

The Duty Holder should identify the main functions and responsibilities that each individual worker would be expected to fulfil in an emergency. OPITO Industry Standards give a written description of the Standards of Performance and knowledge and understanding necessary to perform effectively each emergency response role.

Copies of the OPITO Emergency Response Training Standards may be obtained from OPITO.

Note: OPITO is the trading name of OPITO – The Oil & Gas Academy, which controls the issue of approved certificates and the Industry Standards for Emergency Response used in the oil and gas extraction industry.

7.2 Training the Individual to Achieve the Required Competence

The OPITO Emergency Response Training Standards contain full details of the onshore training requirements for each category of personnel including those with specific emergency response roles, along with entry criteria, training outcomes, training programmes, exercises and further practise. These also set out standards of qualification and experience for trainers and assessors, instructor/delegate ratios, specifications for training equipment and facilities and details of training provider responsibilities.

7.3 Assessing that the Individual Demonstrates the Desired Level of Competence

Assessor Checklists are available from OPITO and will be used by OPITO-approved training providers as an aid to assessing competence during onshore training programmes and exercises. Not all emergency response competencies can be assessed fully during onshore training programmes. The Duty Holder should, therefore, ensure that those competencies which can only be checked offshore are assessed, in which case the Assessor's Checklist or a suitable alternative method may be used.

7.4 Practising and Maintaining the Appropriate Level of Competence

Offshore practise is achieved through the schedule for practise as set out in the Installation Emergency Response Plan. Elements which cannot be practised offshore are achieved through further onshore practise in the form of OPITO-approved training courses or an equivalent Duty Holder tailored alternative or an appropriate combination of these.

8 Practice, Simulation and Testing

8.1 Introduction

PFEER 1995 require the formulation of an Emergency Response Plan and require that the Duty Holder shall, after consulting persons who are likely to become involved in emergency response, prepare and, as often as is appropriate, revise the Emergency Response Plan. This plan is required to be tested by practise and otherwise as often as may be appropriate. Reference should also be made to the latest version of the Oil & Gas UK Guidelines for the Management of Emergency Response for Offshore Installations.

Having trained and assessed personnel to take up their emergency roles and deemed them competent, the Duty Holder should provide regular opportunities for them to practise and maintain competence in those roles. This process, as detailed in Figure 2, may be through following up the initial training courses with further OPITO-approved training programmes at recommended intervals, coupled with offshore practise. Alternatively, the Duty Holder may decide on equivalent tailored programmes, onshore and/or offshore.

Integration and realism are important elements in practising and maintaining competence. Participants have the opportunity to strengthen teamwork in an emergency situation and can work together through scenarios drawn up to closely reflect the potential hazards they might encounter on their Installation. The route chosen should therefore test the people, equipment, procedures, the interfaces between all of these and, in essence, the Emergency Response Plan itself.

These Guidelines seek to assist Duty Holders to decide which method, or combination of methods, might be appropriate for their company and Installations in order to achieve a balance of offshore and onshore exercises which ensures the range of responses to potential emergencies are tested.

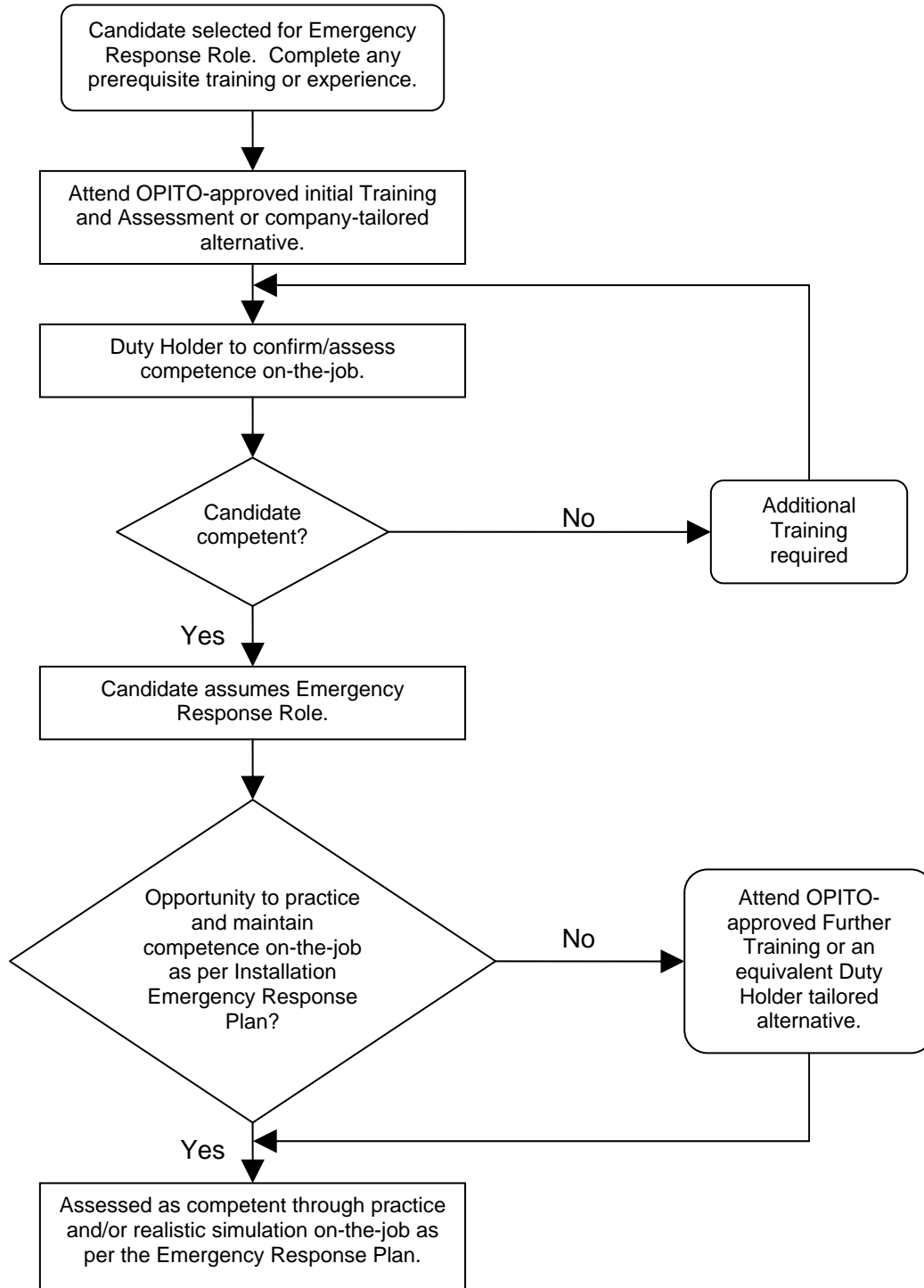


Figure 2: Considerations for Competence and Training in Emergency Response

8.2 Offshore Practise and Exercises

The Oil & Gas UK Guidelines for the Management of Emergency Response is the main document Duty Holders should refer to in the management of emergency response. It sets out the management processes to be followed, the frequency of drills and exercises and the members of the Emergency Response Team.

Duty Holders should draw up a schedule that ensures regular offshore practise takes place and which links such practise both to the hazards identified in the Installation's Safety Case and to the essential functions and responsibilities of personnel with specific emergency response duties. In this way, offshore practise will serve to test relevant elements of the Installation's Emergency Response Plan.

Such practise may take the form of a drill, whereby personnel receive training on specific emergency equipment, techniques or procedures; or of a prearranged exercise where personnel can demonstrate their ability to apply skills, knowledge and techniques learned during basic training or during offshore drills and instruction.

In drawing up a schedule for offshore practise and testing of the Emergency Response Plan, the Duty Holder should include, but not be limited to the following:

- Mustering and evacuation methods
- Fire fighting
- Breathing apparatus
- All emergency equipment
- Casualty handling
- Process emergencies
- Loss of station keeping
- Means of escape to sea
- First aid
- Man overboard
- Emergency response & rescue vessels
- Well control
- Environmental incidents
- Collision
- Security – terrorist threat
- Loss of stability
- Loss of structural integrity
- Helideck emergencies
- Loss of essential personnel

Note: All onboard exercises which result in the platform going to muster should be notified by telephone to the appropriate MRCC who will log the call and provide information on available resources (for exercise) if required.

8.3 Regular Practise and Assessment

It is desirable to test as many competencies and as much of the plan as is practicable and safe to do so in the offshore environment. The Duty Holder should make alternative arrangements to practise and test those competencies that cannot be examined and verified in a safe manner offshore. Offshore scenario exercises have the obvious advantage that those with emergency response duties can practise in their own location, using their own procedures, equipment, alarms etc.

Offshore practise may be impacted by the demands of running the Installation and its processes and by the amount of time which can be devoted to the exercise and to holding briefing/debriefing sessions. In addition, due to operational restrictions and to the presence of hydrocarbons, it is not possible to realistically simulate all emergency conditions offshore, e.g. incidents involving helicopters or dealing with fires or launching the lifeboats for coxswains. In these circumstances, the Duty Holder shall make arrangements for these members of the Emergency Response Team to receive further practise by attending the appropriate OPITO-approved Further Training Programme or an equivalent Duty Holder alternative that, as a minimum, meets the relevant Industry Standards.

Where members of the Emergency Response Team do not have the opportunity to practise their competence, e.g. long periods away from the Installation, it is for the Duty Holder to assess and decide what action is appropriate, taking into account the circumstances that have prevented an individual from participating in regular practise.

In addition to testing the offshore effectiveness of the Installation Emergency Response Plan, the Duty Holder should also arrange to test the onshore elements of emergency response/co-ordination. This should be done by involving all onshore personnel with emergency response roles in at least one exercise or other practise each year. Such an exercise may be either conducted independently or linked to an exercise on an offshore Installation. Where onshore and offshore exercises are linked, Duty Holders should make an assessment of any potential benefits from designing and running these exercises in conjunction with neighbouring Installations.

In addition to testing the effectiveness of its internal systems and processes, the Duty Holder should hold exercises involving the appropriate external bodies. Such exercises should be designed to test the interface procedures between each Operator/Duty Holder and the key external bodies such as the Coastguard and Police as available. Each Duty Holder should conduct such an exercise at least once every 3 years, and this may involve participants from the key external bodies or consist of live simulations and/or role-playing.

8.4 Onshore Exercise

Duty Holders may choose to test a significant part of the Installation Emergency Response Plan by specially designed exercises at an onshore facility. These exercises should be designed to test the interfaces between all the members of the offshore Emergency Response Team. Participation should be formally recorded and any improvement actions identified in conjunction with the Emergency Response Management Team.

It is for the Duty Holder to decide who should participate in such an onshore exercise, which should test the interfaces between the participating members of the Emergency Response Team in as realistic conditions as possible. Whilst the exercises are conducted in simulated conditions, they have the advantage of enabling participants to focus solely on their emergency response duties, free from the considerations of their normal operational or management duties on the Installation.

If onshore exercises are chosen as the main vehicle for practising and testing personnel, with specific emergency response roles, they should participate at the same frequency as personnel attending OPITO-approved further training programmes. Arrangements should be made to assess or re-assess their competence using the relevant Industry Standards or equivalent Duty Holder approved alternative standards.

During such onshore exercises, assessment will identify any specific areas where further practise or training is required and the Duty Holder can then make appropriate arrangements to address these.

8.5 Confidence and Involvement of the Workforce

An essential component of successful response to a major emergency is effective participation by all those with emergency response duties and full co-operation of all other personnel who are required to muster in a disciplined fashion and prepare to be evacuated or to abandon the Installation. To achieve such participation and co-operation, those involved should have confidence that the Emergency Response Plan represents the best option for their personal safety and survival. In order to gain this confidence, appropriate information about the Emergency Response Plan should be communicated to all personnel concerned. This communication should not be limited to information concerning the individual's own role, but should give all concerned an insight as to how the Emergency Response Plan will be executed.

8.6 Safety Representatives

Safety Representatives, who are elected to represent the workforce and their constituencies and who have special rights and roles under the law, play an important part in contributing to the effectiveness of the Emergency Response Plan. The Duty Holder should seek the active participation of Safety Representatives in exercises and debriefings, and as an effective communication link between those who formulate the plan and control emergencies and all other personnel on the Installation.

8.7 Further Guidance

Further guidance is available to Duty Holders that specifically refers to the management of emergency response and the competence of those involved with emergency response on offshore Installations. These include, but are not limited to, PFEER and the Oil & Gas UK Industry Guidelines for the Management of Emergency Response for Offshore Installations. In particular, Duty Holders should have regard to having adequate numbers of competent persons available on the Installation at all times to perform the emergency response roles. These persons should be suitably trained and assessed so that an alternate can assume responsibility, should the prime nominee for any emergency response role become incapacitated.

8.8 Implementation

Duty Holders should nominate a person, or persons, responsible for considering these Guidelines and for implementing the recommendations as appropriate.

9 Guidelines for Training and Competence in Emergency Response for Personnel with Specific Emergency Response Roles

9.1 Role: Offshore Installation Manager

In addition to the training and competence process outlined for personnel with no specific emergency response duties, the Guidelines for the above specific emergency response role are as follows:

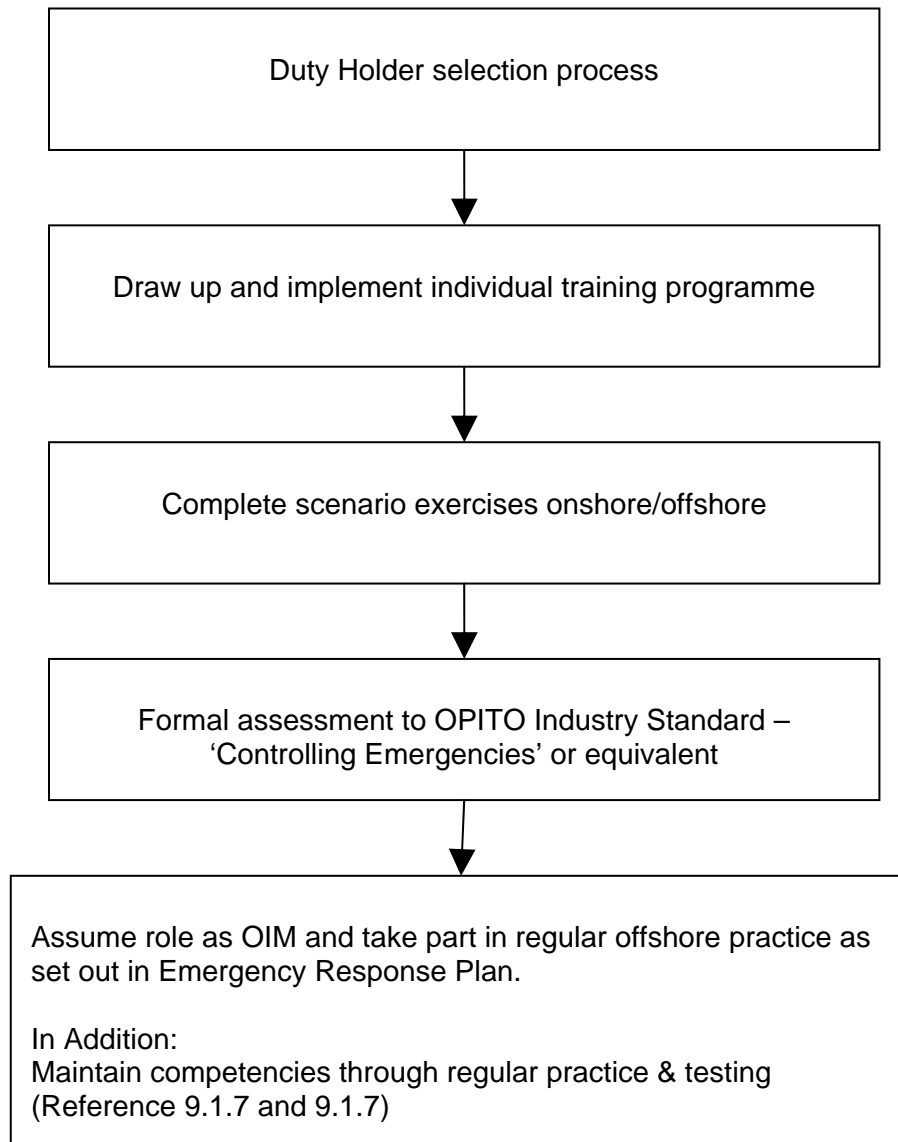


Figure 3 Competence and Training in Emergency Response - OIM

9.1.1 Introduction

The assessment of competence of an OIM to control emergencies is a judgement which must be made by the Duty Holder (assisted by external assessment providers if required). This process might include selection, training and on-the-job appraisal and assessment procedures, the Curriculum Vitae and competence profile of the OIM or potential OIM, together with a record of their past experience, particularly that of effectively maintaining a state of readiness and of controlling real incidents or emergencies.

The nature of the role dictates that confirmation or establishment of competence will be very much a matter of judgement and will seldom be a 'pass or fail' situation. Therefore, in addition to providing valuable indicators for the judgement of competence, performance under simulated emergency conditions should be seen as an opportunity to identify areas for development and improvement thereby making a tangible contribution to the likelihood of competent performance in real emergencies.

A major factor in the judgement should be the performance of the OIM in controlling emergencies under simulated conditions according to the OPITO Industry Standard 'Controlling Emergencies'. It is, however, important to note that such simulated assessments should be firmly placed in the context of the overall process employed by the Duty Holder.

9.1.2 Method of Assessment of Performance against OPITO Industry Standards

The method of assessment is direct observation of the performance of the OIM in controlling emergencies under simulated conditions according to the OPITO Industry Standards or a Duty Holder approved alternative. The assessment should be carried out by a team of suitably experienced personnel, one of which is a qualified assessor. One of the team should be a 'discipline expert'. Criteria for discipline expert would be someone who:

- has served in a position of authority within an operational group;
- is familiar with the layout of and the major accident hazards on the installation on which the OIM will serve;
- is familiar with the installation and the duty holder's onshore emergency response plans;
- is knowledgeable about the OIM's emergency response role;
- is knowledgeable about the role of the emergency services;
- is familiar with the OPITO or Duty Holder's competency standards for OIMs.

Where possible, a person who has served as OIM on the Installation or an equivalent Installation should be involved. Care should be taken to avoid a conflict of interest, e.g. a line manager, who needs the OIM's services next trip, making the assessment.

9.1.3 Preparation for the Assessment

Scenarios should be prepared using relevant data from the Installation Safety Case, Emergency Response Plan and Operating Procedures. The assessors should consider the ability of the OIM to follow predetermined procedures for recognised emergencies or events, but should also consider the OIM's ability to assess a situation that has not been envisaged, to formulate and execute a plan to deal with the emergency, and to respond to changing and/or unforeseen circumstances.

Each scenario should have clear and justifiable decision-making requirements and intermediate decision-making points or events. Some responses may be critical or mandatory, others may rely on judgement. The assessors should define the required response at each critical point. Some events may require an immediate response and some may require monitoring prior to deciding what, if any, action is taken. The scenario should contain a balance between situations which require a defined response and those which require the use of judgement to assess viable alternative solutions. The assessors should

recognise this in the preparation of the scenario and acknowledge it in his assessment. The assessors should discuss these points with the OIM during the debrief session.

OIM's should be briefed as to the criteria against which their performance is judged and given the opportunity to become familiar with the assessment process and facilities.

9.1.4 The Assessment

The assessment should include a thorough examination of the essential knowledge and specific requirements for different types of Installations (taking account of size, age, location, plant/process complexity, whether manned or unmanned etc) as set out in the OPITO Industry Standards.

Particular attention should be paid to the OIM's knowledge of major hazards identified in the Installation's Safety Case. It should be noted that certain items of knowledge might be best assessed outwith the simulation e.g. process knowledge might be assessed offshore and understanding of decision-making models during the debrief or after training courses.

Assessors should be aware that an assessment of competence is a judgement to be made by the assessor and is not necessarily dependant on every last performance criterion being 'ticked off', since some tasks and judgements are obviously of critical importance and others not. The assessment procedure should include an opportunity for the OIM to explain or justify the reasons for decisions made and actions taken. This is to take place prior to the formal assessment decision.

The method of assessment, including details of the selection and training of persons conducting the assessments, should be recorded. The Duty Holder should take full and proper account of the assessment result in deciding to appoint an OIM or to allow a person to continue as an OIM. In making this judgement, it may be necessary for the assessors to consult with others who may also have witnessed the candidate's performance, either in simulated conditions or in real emergencies, or can provide other valuable information which can contribute to the final judgement of competence.

The final question to be asked should always be 'having had regard to all of the information and evidence available, is this person capable of making the correct decisions and taking the correct actions in a real emergency on an offshore Installation?'

9.1.5 OIM Training

OIM's or candidates for appointment to the position of OIM are likely to come from differing backgrounds and bring to the position different ranges of skills, knowledge and experience. It is therefore not possible to identify a particular training course, or series of courses, which would meet the varied training needs that may be identified.

These Guidelines therefore concentrate on the general approach and give advice on areas that should be considered when designing a training and development programme for OIMs or for candidates to the position of OIM to supplement existing skills, knowledge and experience.

9.1.6 Regular Practise

Ongoing practise in the management of emergencies is essential for all 'in-post' OIMs. This is achieved by taking part in offshore practise as set out in Emergency Response Plan.

Participation should be recorded and assessed and any improvement actions identified in conjunction with all members of the Installation Emergency Management Team along with other platform personnel, e.g. Safety Representatives. These improvement actions should be reviewed and agreed with onshore line management.

In addition, 'in-post' OIMs should:

- Participate at least annually in an offshore exercise designed to test the interfaces between all of the members of the offshore Emergency Response Team.
- Participate at least every 3 years in an exercise involving communication with the key members of the onshore Emergency Management Teams including, where appropriate, the relevant external agencies. OIMs should be given feedback on their performance by independent observers (assessors). These observers should be familiar with the OIM competence standards, as well as the Installation Emergency Response Plan, and trained in assessment techniques. Duty Holders should review the OIM's performance during the scenarios and assess whether further training or practise may be necessary to maintain competence. These exercises may involve participants from the onshore Management Teams and the external bodies or consist of live simulations and/or role playing.

In addition to the above, when assessing OIM's assigned to Floating Production, Storage and Offloading (FPSOs) and when testing the Emergency Response Plan, Duty Holders should ensure that the person responsible for the marine activities on the FPSO is included.

9.1.7 Recommendations

- An individual training programme based on identified training needs should be prepared for prospective OIMs and for OIMs in position. Training should, where possible, be competence based and its outcomes recorded;
- New OIMs should spend an induction period offshore with an experienced incumbent if they have not previously worked on the Installation to which they have been appointed;
- All OIMs should receive training to enable them to respond to, and control, emergencies before they are appointed;
- OIMs should have an awareness of the role and responsibilities of HM Coastguard, the co-ordination authority for all civil maritime Search and Rescue (SAR) incidents;
- Training for the control of emergencies should include experience of playing the role of OIM during realistically simulated emergencies either onshore or offshore. Personal feedback should be provided;
- The training content should be designed to ensure that the OIM has suitable and sufficient information and knowledge to enable him to control emergencies offshore. This should include meeting the underpinning knowledge and understanding as defined in the OPITO Industry Standard: OIM Controlling Emergencies;
- Training for oil spill response should be delivered through a training module designed to ensure the OIM is able to assess situations, understand consequence, activate contingency plans and report correctly within the statutory regulations. These training modules may be part of any OPITO-approved OIM course or may be taken as a half-day course at a training centre, accredited by the Nautical Institute.
- Training providers should have knowledge of the offshore oil industry and how emergencies are controlled offshore, including due recognition of continuing developments in temporary refuge arrangements and abandonment philosophies;
- Where such training is generic, the Duty Holder should ensure that the prospective OIM is trained and competent to apply the mitigation measures and emergency response procedures to be adopted in any foreseeable emergency on the Installation to which s/he is assigned;
- Training for the control of emergencies should include exercises for the OIM with the offshore Emergency Management Team and other key personnel with specific emergency response duties;
- OIMs in post should participate in at least one offshore exercise per annum designed to practise and test the essential functions and responsibilities associated with the emergency response role, and to test the interfaces with other relevant members of the offshore Emergency Response Team, including communication with key members of the onshore Management Team. Participation should be recorded and any improvement actions identified in conjunction with members of the Installation Emergency Management Team;
- At least every 3 years, OIMs should participate in an exercise in which they are not briefed as to the content and be given feedback of their performance by a trained and independent observer.

The requirement for further training and assessment of OIMs in post should be considered when any significant changes occur that are likely to demand additional skills or knowledge on the part of the OIM, if the OIM is assigned to a different Installation or if regular performance appraisal and feedback identifies that the training needs exist.

9.1.8 Deputy for OIM

The Duty Holder should ensure that, on normally manned Installations, a designated deputy is available in case the nominated OIM is incapacitated. Sufficient competent persons should also be appointed to act as manager of the offshore Installation to cover shift and leave arrangements and occasions where the manager is absent.

Personnel who deputise for OIMs under such planned, or other reasonably foreseeable circumstances, should be trained, assessed and practised in accordance with this section of the Guidelines and to the same level in emergency response management as nominated OIMs.

9.1.9 OIMs on Normally Unattended Installations (NUIs)

Duty Holders should apply the principles described in Paragraph 9 to their processes and procedures for the competence assessment and training of OIMs on NUIs.

The Duty Holder should assess the OIM's ability to manage and apply safe working practices on the NUI, and ensure that they have sufficient technical knowledge to fulfil the requirements of the role. The Duty Holder should also assess the OIM's ability to manage emergencies, taking account of the following:

- Safety Case requirements
- Size and complexity of the Installation
- Number of personnel onboard at any one time
- Procedures to be followed by personnel during an emergency

Further guidance for Normally Unattended Installations can be found in Paragraph 9.12.

9.2 Role: Emergency Deputy for Offshore Installation Manager

In addition to the training and competence process outlined for personnel with no specific emergency response duties, the Guidelines for the above specific emergency response role are as follows:

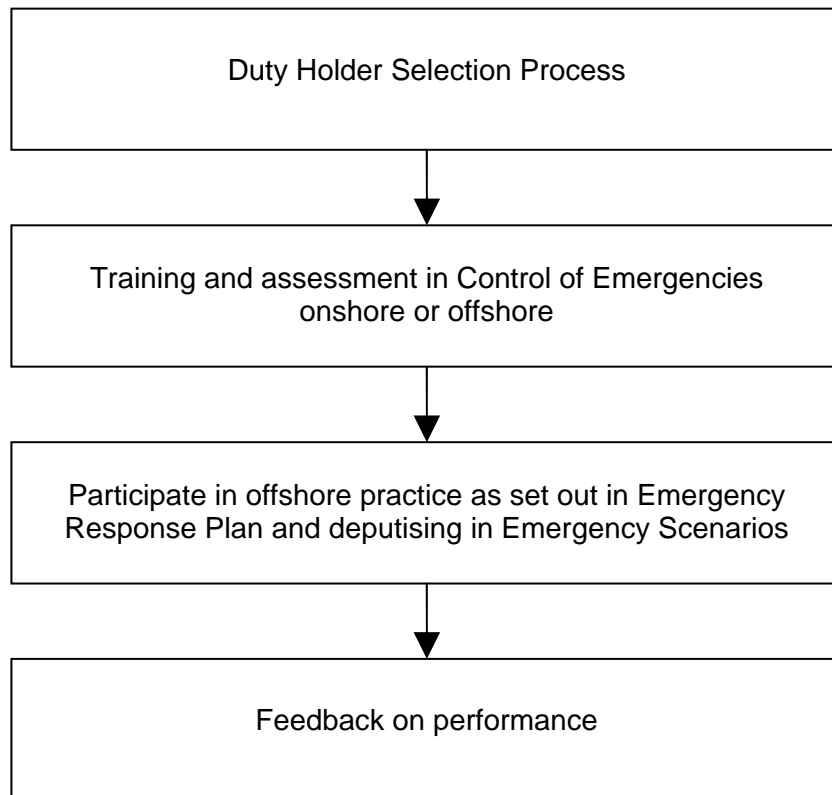


Figure 4 Competence and Training in Emergency Response – Deputy OIM

9.2.1 Training and Assessment

Emergency Deputy OIMs are those persons who are judged to be sufficiently competent to assume the emergency response duties of an OIM, should the primary OIM and/or his fully qualified Deputy be incapacitated or absent from the Installation. They will not normally act as OIMs on a planned basis or under circumstances that may be reasonably foreseen and will be relieved by a trained and assessed OIM or deputy as soon as practicable. In these Guidelines, the term 'Emergency Deputy OIM' is used as an indicative title for this person.

This section of the Guidelines does not apply to personnel who may be described as 'stand-in' OIMs or 'deputy' OIMs who are rostered to relieve existing OIMs for holidays or planned absences – refer to Paragraph 9.1.8.

Duty Holders should ensure that the Emergency Deputy OIM receives sufficient tuition and practise offshore in order to deputise during an emergency.

Duty Holders should ensure that the training and assessment of an Emergency Deputy OIM is such that they have sufficient evidence of their competence to deputise for the OIM in the circumstances described above. In particular, consideration should be given to the following:

- Emergency Deputy OIMs should receive training and assessment either onshore or offshore to enable them to take control of emergencies
- Training and assessment for the control of emergencies should include playing the role of OIM during realistically simulated emergencies, either onshore or offshore. Personal feedback should be provided
- Emergency Deputy OIMs should participate in at least one offshore scenario per year in which they are not briefed as to the content. They should be given feedback on their performance by their OIM or by an independent or more senior observer

9.3 Role: Fire/Emergency Response Team Leader

In addition to the training and competence process outlined for personnel with no specific emergency response duties, the Guidelines for the above specific emergency response role are as follows:

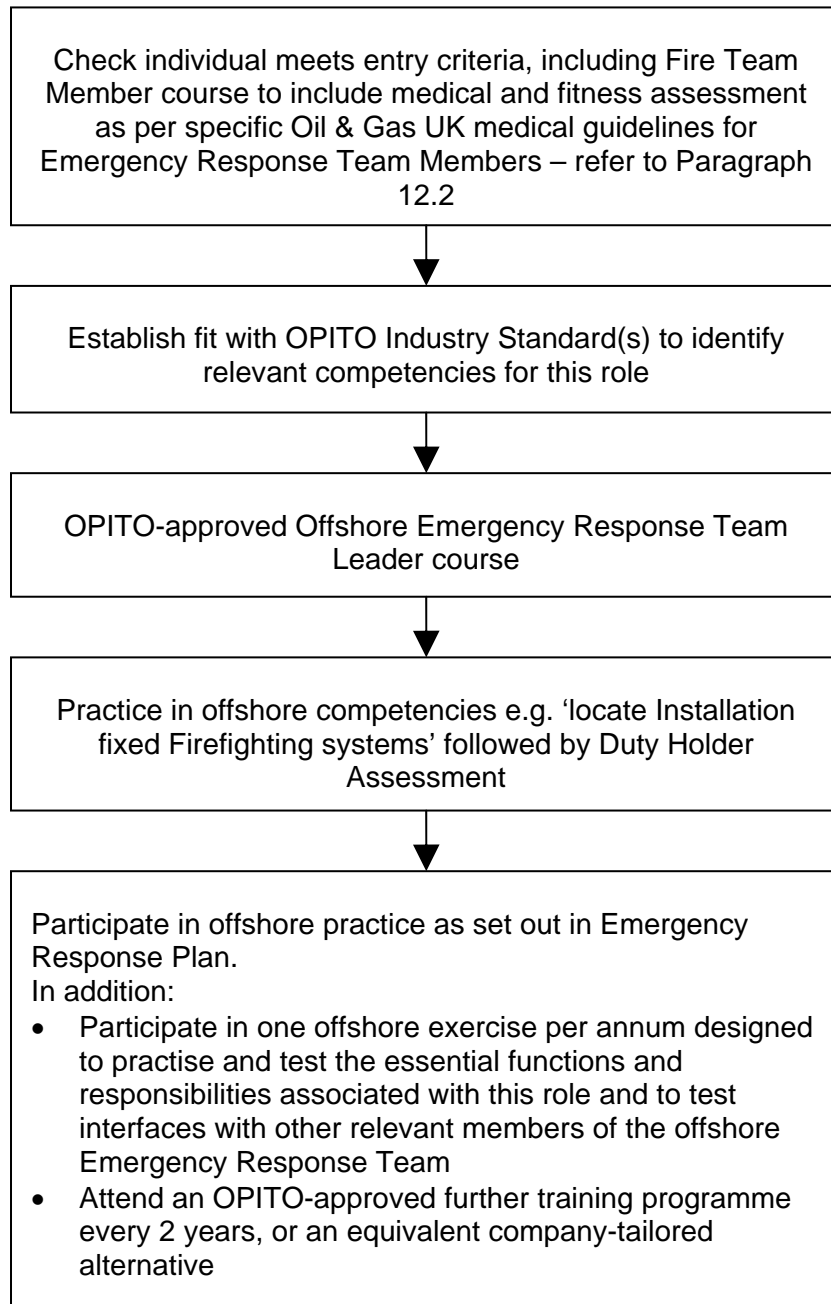


Figure 5 Competence and Training in Emergency Response - OERTL

Note: Refer to the Oil & Gas UK Guidelines for Medical Aspects of Fitness for Offshore Work

9.3.1 Entry Criteria

Fire/Emergency Response Team Leaders should:

- (1) Meet the requirements for 'Common Induction for all personnel' as detailed in Section 2, **and**;
- (2) Hold valid, in-date certificates for Offshore Fire/Emergency Response Team Member training to the agreed OPITO Standard, or other appropriate and relevant qualifications and experience.

Duty Holders should ensure that Fire/Emergency Response Team Leaders continue to follow the medical and fitness assessment as per specific Oil & Gas UK medical guidelines for ERT members as contained within the latest version of the Oil & Gas UK Guidelines for 'Medical Aspects of Fitness for Offshore Work: Guidance for Examining Physicians'.

Refer also to Paragraph 12.2

9.3.2 Establishing Key Emergency Response Functions and Responsibilities

The key functions of the Fire/Emergency Response Team Leader are set out in the OPITO Industry Standard, which describes the competence for the role of Fire/Emergency Response Team Leader in terms of Units and Elements.

9.3.3 Training the Individual in those Functions and Responsibilities

Initial training is through an OPITO-approved Training Programme for Offshore Fire/Emergency Response Team Leaders. Full details of this programme, along with a list of approved providers, are available from OPITO.

9.3.4 Assessing that the Individual Can Demonstrate Competence in those Functions and Responsibilities

Competence for taking up this role will be assessed during the onshore training programme and on return to the offshore Installation. The Duty Holder should then ensure that those areas of competence which can only be acquired offshore are assessed, e.g. 'locate fixed fire fighting systems'. It is for the Duty Holder to determine which method of assessment to use for this purpose, although it may be useful to refer to the OPITO Assessor's Checklist, which indicates those competencies which need to be assessed offshore.

9.3.5 Practising, Maintaining and Enhancing Competence in Emergency Response

Competence is maintained and enhanced through offshore practise carried out according to the schedule set out in the Duty Holder's Emergency Response Plan. In addition, Fire/Emergency Response Team Leaders should participate in at least one offshore exercise per annum designed to practise and test the essential functions and responsibilities associated with this emergency response role, and to test interfaces with other relevant members of the offshore Emergency Response Team. They should also attend an OPITO-approved further training programme every 2 years, or an equivalent Duty Holder tailored alternative, to practise those activities which cannot be practised offshore.

If Fire Team Leaders are also expected to conduct duties such as live fire fighting and rescue, with or without the use of breathing apparatus, they should participate in separate offshore practise and onshore training for these duties, taking into account the guidelines for Fire Team Members set out in Paragraph 9.4

9.4 Role: Fire/Emergency Response Team Member

In addition to the training and competence process outlined for personnel with no specific emergency response duties, the Guidelines for the above specific emergency response role are as follows:

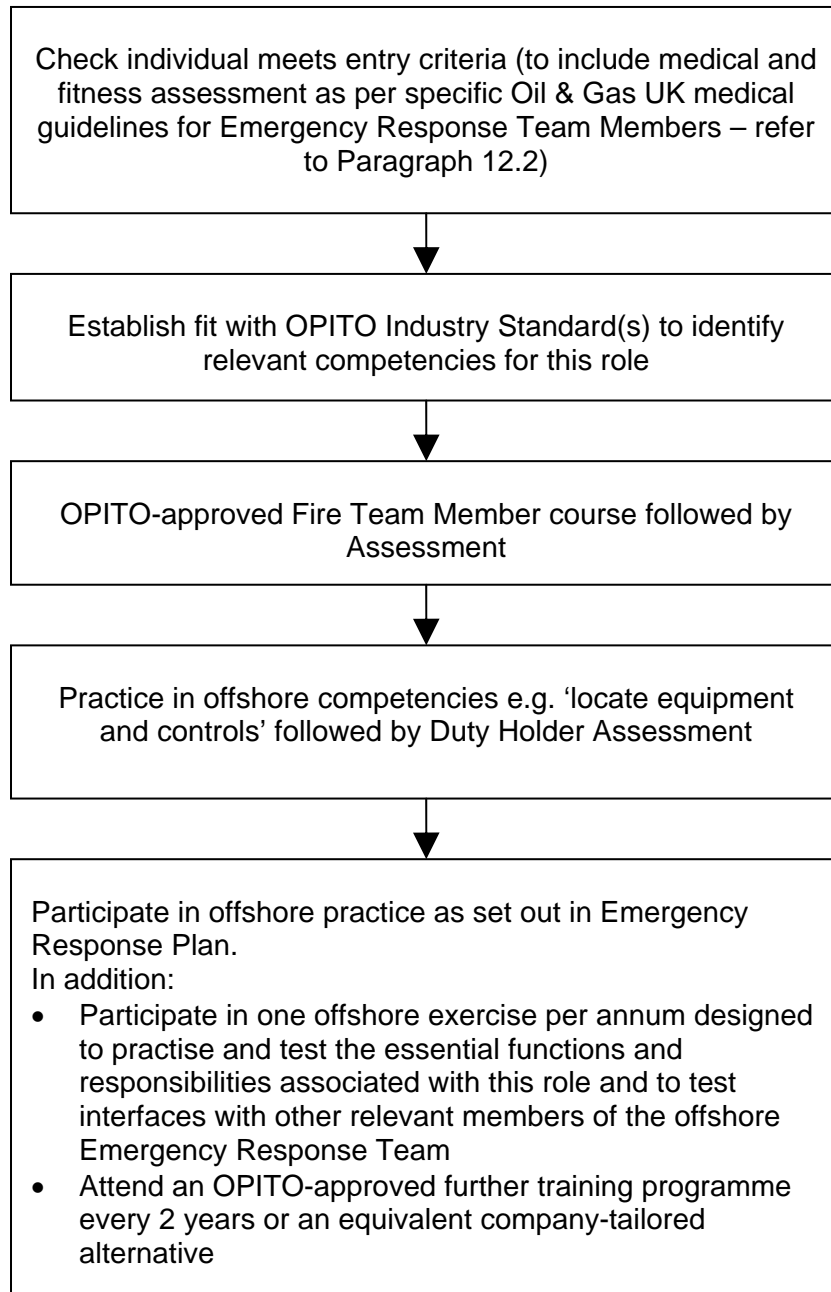


Figure 6 Competence and Training in Emergency Response - OERTM

Note: Refer to the Oil & Gas UK Guidelines for Medical Aspects of Fitness for Offshore Work

9.4.1 Entry Criteria

Fire/Emergency Response Team Members should meet the requirements for Common Induction for all personnel as detailed in Section 2.

Duty Holders should ensure that Fire/Emergency Response Team Members continue to follow the medical and fitness assessment as per specific Oil & Gas UK medical guidelines for ERT members as contained within the latest version of the Oil & Gas UK Guidelines for 'Medical Aspects of Fitness for Offshore Work: Guidance for Examining Physicians'. Refer also to Paragraph 12.2.

9.4.2 Establishing Key Emergency Response Functions and Responsibilities

The key functions of the Fire/Emergency Response Team Member are explained in the OPITO Industry Standard, which describes the competence for the role of Fire/Emergency Response Team Member in terms of Units and Elements.

9.4.3 Training the Individual in those Functions and Responsibilities

Initial training is through an OPITO-approved Training Programme for Offshore Fire/Emergency Response Team Members. Full details of this programme, along with a list of approved providers, are available from OPITO.

9.4.4 Assessing that the Individual Can Demonstrate Competence in those Functions and Responsibilities

Competence for taking up this role will be assessed during the onshore training **and** on return to the offshore Installation. The Duty Holder should then ensure that those areas of competence which can only be acquired offshore are assessed, e.g. 'locate equipment and controls'. It is for the Duty Holder to determine which method of assessment to use for this purpose, although it is recommended to refer to the Assessor's Checklist contained within the OPITO-approved Offshore Emergency Response Team Leader Standard, which sets out those competencies which need to be assessed offshore.

9.4.5 Practising, Maintaining and Enhancing Competence in Emergency Response

Competence is maintained and enhanced through offshore practise carried out according to the schedule set out in the Duty Holder's Emergency Response Plan. In addition, Fire/Emergency Response Team Members should participate in at least one offshore exercise per annum designed to practise and test the essential functions and responsibilities associated with this emergency response role, and to test the interfaces with other relevant members of the offshore Emergency Response Team. They should also attend an OPITO-approved further training programme every 2 years, or an equivalent Duty Holder tailored alternative, to practise those activities which cannot be practised offshore.

Note: Due to the differences between types of Installation, including NUIs and FPSOs, it may be necessary for Duty Holders to tailor Fire/Emergency Team training for Fire Team members and leaders to suit their specific needs. Such training will be acceptable, provided it is carried out at an OPITO-approved establishment. OPITO may authorise the issue of OPITO certificates if requested and if satisfied the training is suitable.

9.5 Role: Offshore Lifeboat Coxswain

In addition to the training and competence process outlined for personnel with no specific emergency response duties, the Guidelines for the above specific emergency response role are as follows:

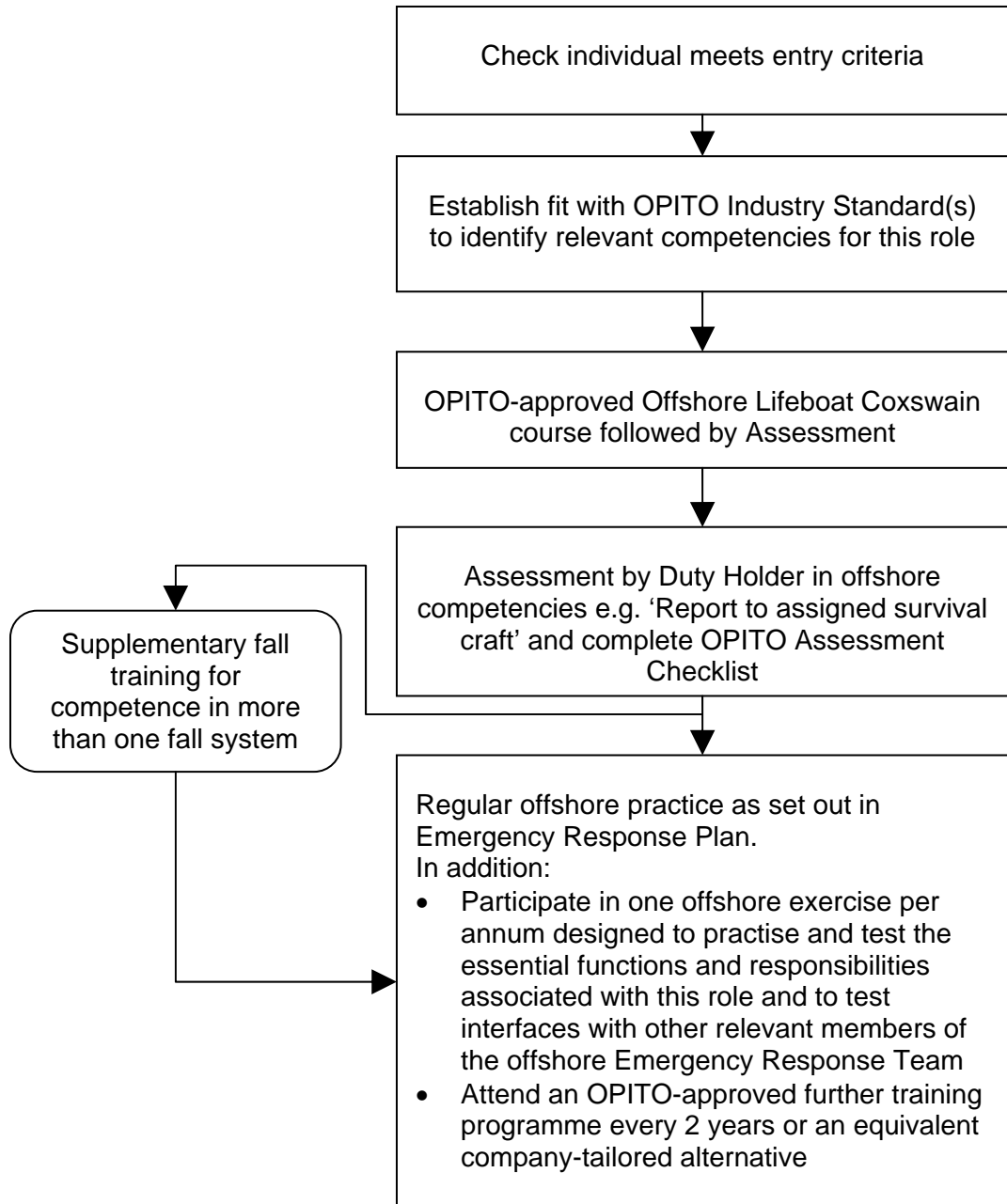


Figure 7 Competence and Training in Emergency Response - OLC

9.5.1 Entry Criteria

Coxswains should meet the requirements for 'Common Induction for all personnel' as detailed in Section 2.

9.5.2 Establishing Key Emergency Response Functions and Responsibilities

The key functions of the Coxswain are explained in the OPITO Industry Standard, which describes the competence for the role of Offshore Lifeboat Coxswain in terms of Units and Elements.

9.5.3 Training the Individual in those Functions and Responsibilities

Initial training is through an OPITO-approved Training Programme for Offshore Lifeboat Coxswains. Full details of this programme, along with a list of approved providers, are available from OPITO.

9.5.4 Assessing that the Individual Can Demonstrate Competence in those Functions and Responsibilities

Competence for taking up this role will be assessed during the onshore OPITO-approved Offshore Lifeboat Coxswain (Training) programme **and** when the candidate returns to the Installation. OPITO assessment checklists, contained within the OPITO-approved Offshore Lifeboat Coxswain (Competence) Standard, indicate those competencies that need to be assessed offshore and are issued at the end of the onshore training programme. These should be completed within three full offshore cycles. It is for the Duty Holder to determine which method of assessment to use for this purpose. Prior to assuming full responsibility for the role, Duty Holders should ensure that suitable arrangements are in place to practise and maintain the competence of Offshore Lifeboat Coxswains who may have attended a training programme at training establishments which operate a different type of lifeboat to that used on the Installation.

9.5.5 Practising, Maintaining and Enhancing Competence in Emergency Response

Competence is maintained and enhanced by offshore practise carried out according to the schedule set out in the Duty Holders Emergency Response Plan. Offshore Lifeboat Coxswains should participate in at least one offshore exercise per annum designed to practise and test the essential functions and responsibilities associated with this emergency response role, and to test interfaces with other relevant members of the offshore Emergency Response Team. They should also attend an OPITO-approved further training programme every 2 years, to practise those activities which cannot be practised offshore.

Coxswains who are required to be competent in more than one type of fall system are required to undergo Supplementary Fall Training approved by OPITO. This programme may be taken concurrently or consecutively with initial or further programmes, although it should **not** be used in place of either.

9.6 Role: Muster Checker

In addition to the training and competence process outlined for personnel with no specific emergency response duties, the Guidelines for the above specific emergency response role are as follows:

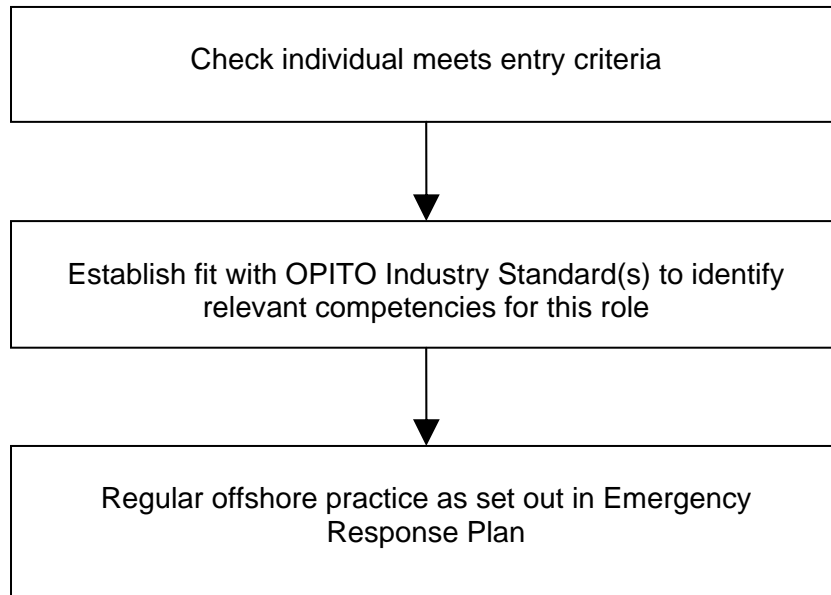


Figure 8 Competence and Training in Emergency Response - Muster Checker

9.6.1 Entry Criteria

Muster Checkers should meet the requirements for ‘Common Induction for all personnel’ as detailed in Section 2.

9.6.2 Establishing Key Emergency Response Functions and Responsibilities

The key functions of the Muster Checker are explained in the OPITO Industry Standard, which describes the competence for the role of Muster Checker in terms of Units and Elements.

9.6.3 Assessing that the Individual Can Demonstrate Competence in those Functions and Responsibilities

Competence for taking up the role of Muster Checker should be assessed offshore by the Duty Holder. It is for the Duty Holder to determine which method of assessment to use for this purpose, although it is recommended to refer to the OPITO Assessor’s Checklist contained within the OPITO-approved Muster Checker Standard, which indicates those competencies which need to be assessed offshore.

9.6.4 Practising, Maintaining and Enhancing Competence in Emergency Response

Competence is maintained and enhanced through offshore practise carried out according to the schedule set out in the Duty Holder’s Emergency Response Plan.

9.7 Role: Muster Co-ordinator

In addition to the training and competence process outlined for personnel with no specific emergency response duties, the Guidelines for the above specific emergency response role are as follows:

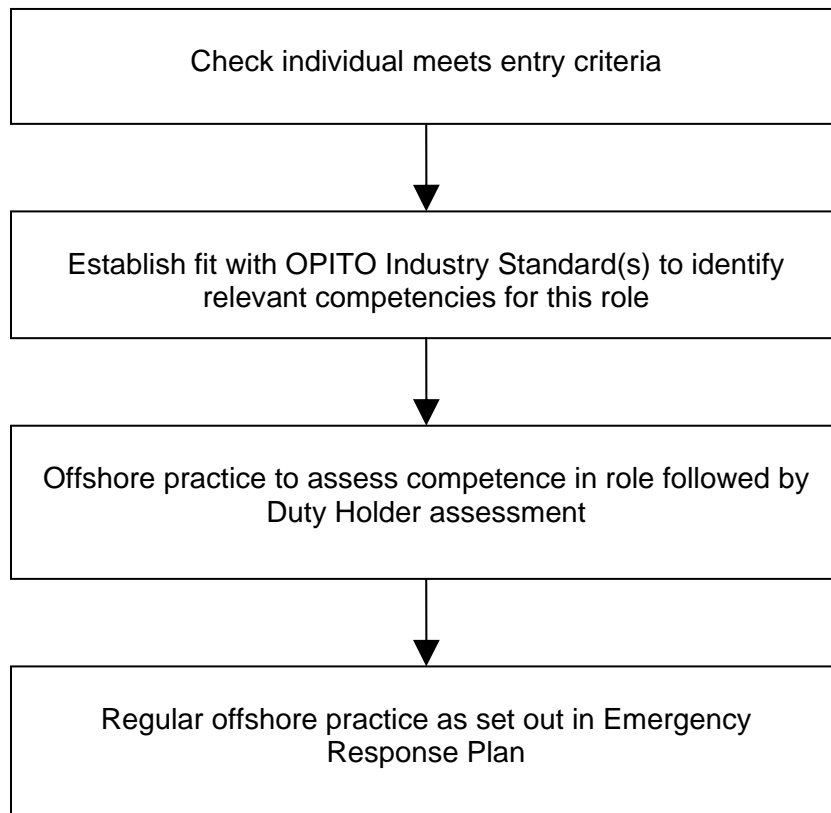


Figure 9 Competence and Training in Emergency Response – Muster Co-ordinator

9.7.1 Entry Criteria

Muster Co-ordinators should meet the requirements for ‘Common Induction for all personnel’ as detailed in Section 2.

9.7.2 Establishing Key Emergency Response Functions and Responsibilities

The key functions of the Muster Co-ordinator are explained in the OPITO Industry Standard, which describes the competence for the role of Muster Co-ordinator in terms of Units and Elements.

9.7.3 Assessing that the Individual Can Demonstrate Competence in those Functions and Responsibilities

Competence for taking up the role of Muster Co-ordinator should be assessed offshore by the Duty Holder. It is for the Duty Holder to determine which method of assessment to use for this purpose, although it may be useful to refer to the OPITO Assessor’s Checklist, which indicates those competencies which need to be assessed.

9.7.4 Practising, Maintaining and Enhancing Competence in Emergency Response

Competence is maintained and enhanced through offshore practise carried out according to the schedule set out in the Duty Holder’s Emergency Response Plan.

9.8 Role: Helicopter Landing Officer (ER Helideck Team Leader)

(See also the Oil & Gas UK Guidelines for the Management of Offshore Helicopter Operations)

In addition to the training and competence process outlined for personnel with no specific emergency response duties, the Guidelines for the above specific emergency response role are as follows:

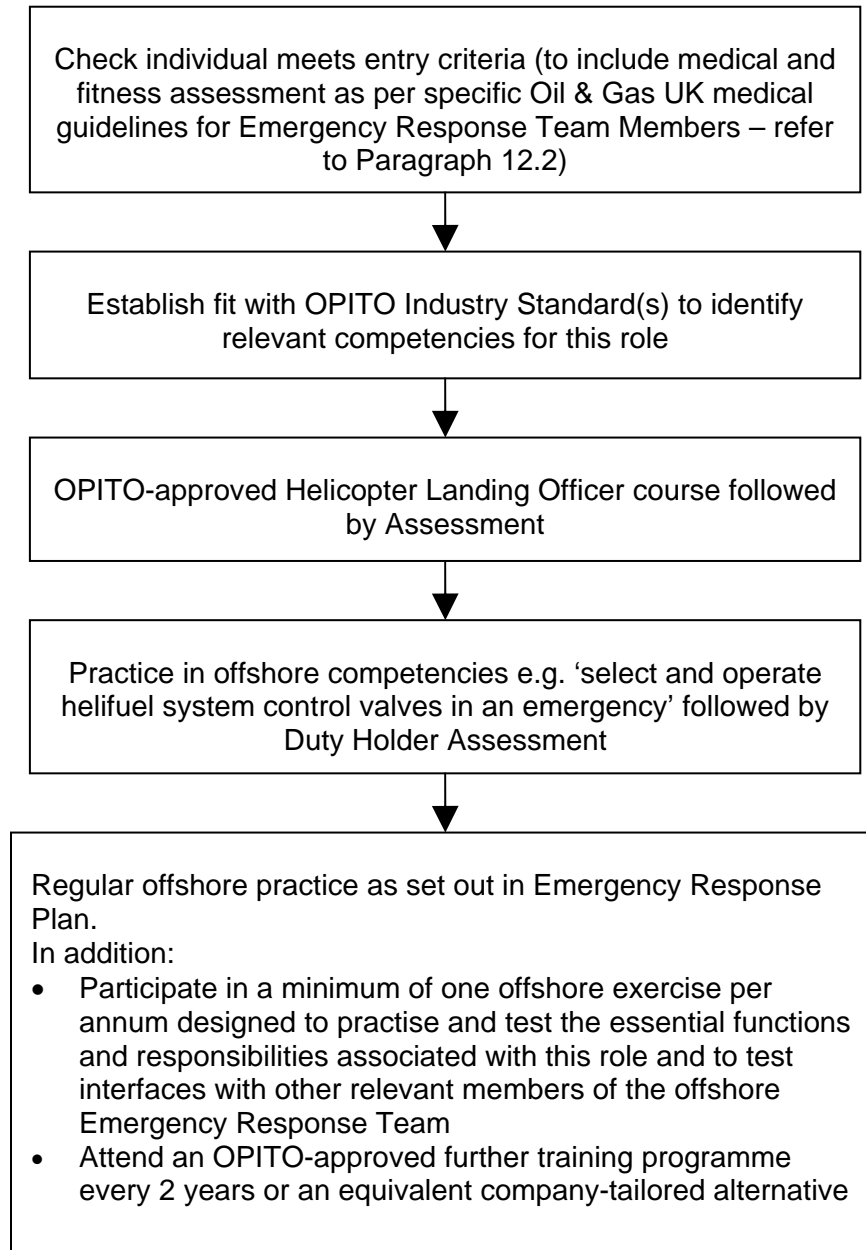


Figure 10 Competence and Training in Emergency Response – HLO

Note: Refer to the Oil & Gas UK Guidelines for Medical Aspects of Fitness for Offshore Work

9.8.1 Entry Criteria

Helicopter Landing Officers should meet the requirements for 'Common Induction for all personnel' as detailed in Section 2. Helicopter Landing Officers should also have previously served as a Helideck Assistant onboard an offshore Installation or have previous experience of handling helicopters either onshore or offshore and be in possession of a current Offshore Emergency Helideck Team Member Certificate and a relevant statutory certificate covering the operation of aeronautical communications equipment. Duty Holders should ensure that Helicopter Landing Officers comply with the latest version of the Oil & Gas UK Guidelines for 'Medical Aspects of Fitness for Offshore Work: Guidance for Examining Physicians'. Refer also to Paragraph 12.2

9.8.2 Establishing Key Emergency Response Functions and Responsibilities

The key functions of the Helicopter Landing Officer are explained in the OPITO Industry Standard, which describes the competence for the role of Helicopter Landing Officer in terms of Units and Elements.

9.8.3 Training the Individual in those Functions and Responsibilities

Initial training is through an OPITO-approved Training Programme for Helicopter Landing Officers. Full details of this programme along with a list of approved providers are available from OPITO.

9.8.4 Assessing that the Individual Can Demonstrate Competence in those Functions and Responsibilities

Competence for taking up this role will be assessed during the onshore training programme. The Duty Holder should then ensure that those areas of competence which can only be acquired offshore are assessed, e.g. 'operate helifuel system control valves'. It is for the Duty Holder to determine which method of assessment to use for this purpose, although it may be useful to refer to the OPITO Assessor's Checklist, which indicates those competencies which need to be assessed offshore.

9.8.5 Practising, Maintaining and Enhancing Competence in Emergency Response

Competence is maintained and enhanced through offshore practise carried out according to the schedule set out in the Duty Holder's Emergency Response Plan. The Helicopter Landing Officer should participate in at least one offshore exercise per annum designed to practise and test the essential functions and responsibilities associated with this emergency response role, and to test interfaces with other relevant members of the offshore Emergency Response Team.

HLOs should:

- Regularly (at least once per year) view the industry approved Helicopter and General Helideck Crew Briefings Videos.
- Participate in a minimum of one offshore exercise per annum designed to practise and test the essential functions and responsibilities associated with this role and to test interfaces with other relevant members of the offshore Emergency Response Team
- Attend an OPITO-approved further training programme every 2 years or an equivalent company-tailored alternative along with the full helideck Emergency Response Team, in order to practise the emergency response part of their duties which cannot be practised offshore.

Drills and exercises and onshore training should include scenarios detailed in the Oil & Gas UK Guidelines for the Management of Offshore Helicopter Operations.

9.8.6 Normally Unattended Installations

Special arrangements are in place for Helicopter Landing Officers operating on a Normally Unattended Installation. Guidance is available on these arrangements in Paragraph 9.12.

9.9 Role: *Emergency Helideck Team Member*

(See also the Oil & Gas UK Guidelines for the Management of Offshore Helicopter Operations)

In addition to the training and competence process outlined for personnel with no specific emergency response duties, the Guidelines for the above specific emergency response role are as follows:

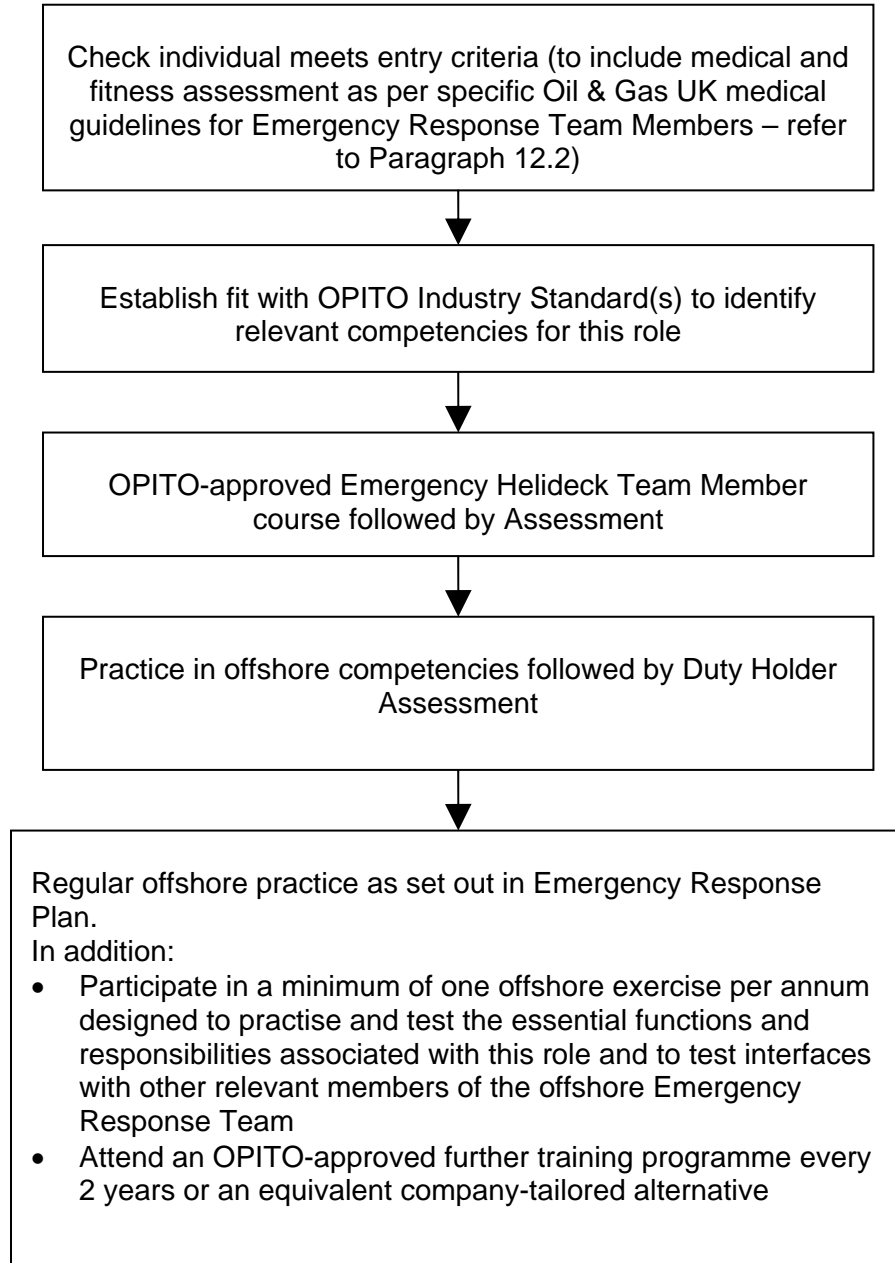


Figure 11 Competence and Training in Emergency Response - HTM

Note: Refer to the Oil & Gas UK Guidelines for Medical Aspects of Fitness for Offshore Work

9.9.1 Entry criteria

Emergency Helideck Team Members should meet the requirements for 'Common Induction for all personnel' as detailed in Section 2. Duty Holders should ensure that Emergency Helicopter Team Members comply with the latest version of the Oil & Gas UK Guidelines for 'Medical Aspects of Fitness for Offshore Work: Guidance for Examining Physicians'. Refer also to Paragraph 12.2

9.9.2 Establishing Key Emergency Response Functions and Responsibilities

The key functions of the Helideck Team Member are explained in the OPITO Industry Standard, which describes the competence for the role of Helideck Team member in terms of Units and Elements.

9.9.3 Training the Individual in those Functions and Responsibilities

Initial training is through an OPITO-approved Training Programme for Helideck Team Members. Full details of this programme, along with a list of approved providers, are available from OPITO.

9.9.4 Assessing that the Individual Can Demonstrate Competence in those Functions and Responsibilities

Competence for taking up this role will be assessed during the onshore training programme. The Duty Holder should then ensure that those areas of competence which can only be acquired offshore are assessed. It is for the Duty Holder to determine which method of assessment to use for this purpose, although it may be useful to refer to the OPITO Assessor's Checklist, which indicates those competencies which need to be assessed offshore.

9.9.5 Practising, Maintaining and Enhancing Competence in Emergency Response

Competence is maintained and enhanced by offshore practise carried out according to the schedule set out in the Duty Holder's Emergency Response Plan. Emergency Helideck Team members should participate in at least one offshore exercise per annum designed to practise and test the essential functions and responsibilities associated with this emergency response role, and to test interfaces with other relevant members of the offshore Emergency Response Team.

Emergency Helideck Team members should:

- Regularly (at least once per year) view the industry approved Helicopter and General Helideck Crew Briefings Videos;
- Participate in a minimum of one offshore exercise per annum designed to practise and test the essential functions and responsibilities associated with this role and to test interfaces with other relevant members of the offshore Emergency Response Team;
- Attend an OPITO-approved further training programme every 2 years or an equivalent company-tailored alternative along with the full helideck Emergency Response Team, in order to practise the emergency response part of their duties which cannot be practised offshore.

Drills and exercises and onshore training should include scenarios detailed in the Oil & Gas UK Guidelines for the Management of Offshore Helicopter Operations.

9.9.6 Normally Unattended Installations

Special arrangements are in place for Emergency Helicopter Team Members operating on a Normally Unattended Installation. Guidance is available on these arrangements in Paragraph 9.12.

9.10 Role: Control Room Operator (CRO)

In addition to the training and competence process outlined for personnel with no specific emergency response duties, the Guidelines for the above specific emergency response role are as follows:

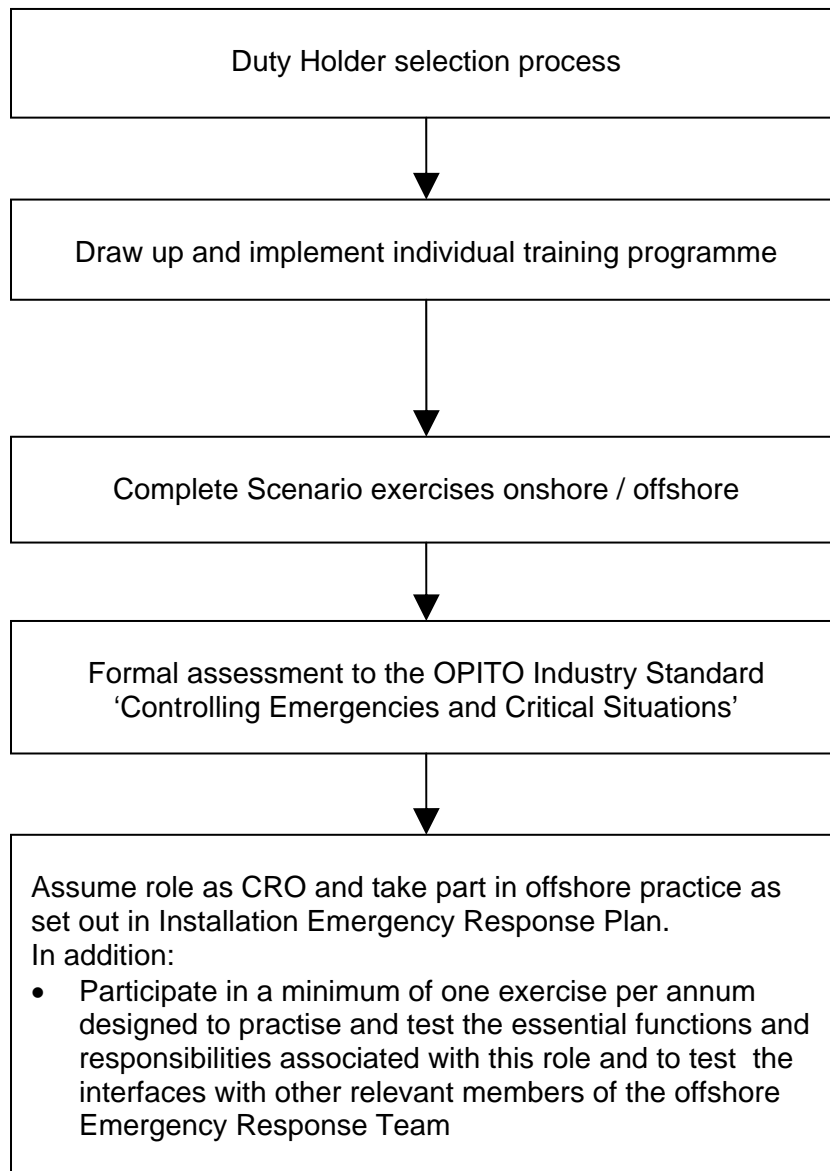


Figure 12 Competence and Training in Emergency Response - CRO

9.10.1 Introduction

A major factor in the Duty Holder's decision as to the suitability of the CRO or candidates for appointment to the position of CRO should be their performance in controlling emergencies and critical situations. As a minimum, the Duty Holder should assess the CROs ability in meeting the OPITO Industry Standard 'Control Room Operator Controlling Emergencies' or equivalent.

These recommendations concentrate on the general approach and give advice on areas that should be considered when designing a training and development programme for CROs or for candidates to the position of CRO to supplement existing skills, knowledge and experience.

9.10.2 Recommendations

- An individual training programme based on identified training needs should be prepared for prospective CROs and for CROs in position;
- New CROs should spend an induction period in the control room with an experienced incumbent if they have not previously worked in the control room to which they have been appointed;
- All CROs should receive training and assessment to enable them to respond to critical process upsets and emergencies before they are appointed. This should include meeting the underpinning knowledge and understanding as defined in the OPITO Industry Standard: Control Room Operator Controlling Emergencies;
- CROs should have an awareness of the role and responsibilities of HM Coastguard, the co-ordination authority for all civil maritime Search & Rescue (SAR) incidents;
- Training and assessment in the response to critical process upsets and emergencies should include experience of playing the role of CRO during realistically simulated process upsets and emergencies either onshore or offshore. Personal feedback should be provided;
- Training providers should have knowledge of the offshore oil industry and how critical process upsets and emergencies should be responded to offshore;
- Training for the control of emergencies should include regular exercises for the CRO with the offshore Process Team and other key personnel with specific emergency response duties. Where such training is generic, the Duty Holder should ensure that the prospective CRO is familiar with the process hazards and emergencies that may arise on the Installation to which they are assigned, and that s/he is trained and competent to apply the control measures and Installation-specific emergency response procedures to be adopted in any foreseeable emergency;
- In addition to taking part in exercises defined in the Installation Emergency Response Plan, CROs in post should participate in one exercise per annum designed to practise and test the essential functions & responsibilities associated with this role, and to test the interfaces with other relevant members of the offshore Emergency Response Team;
- CROs in post should also participate in at least one offshore drill or simulated emergency exercise per annum in which they are not briefed as to the content of the scenario and they are given feedback of their performance by an independent or more senior observer e.g. Line Manager, Safety Practitioner or Trained Assessor (Note: The previous two exercises can be run as separate or one single exercise);
- The requirement for further training of CROs in post should be considered when any significant changes occur that are likely to demand additional skills or knowledge on the part of the CRO, if the CRO is assigned to a different Installation or if regular performance appraisal and feedback identifies that training needs exist.

9.11 Role: Radio Operator

The guidance in this section applies to personnel who will be responsible on all offshore installations, in an emergency, for using offshore radio stations for communication with aircraft, vessels, other offshore Installations or onshore.

In addition to the training and competence process outlined for personnel with no specific emergency response duties, the Guidelines for the above specific emergency response role are as follows:

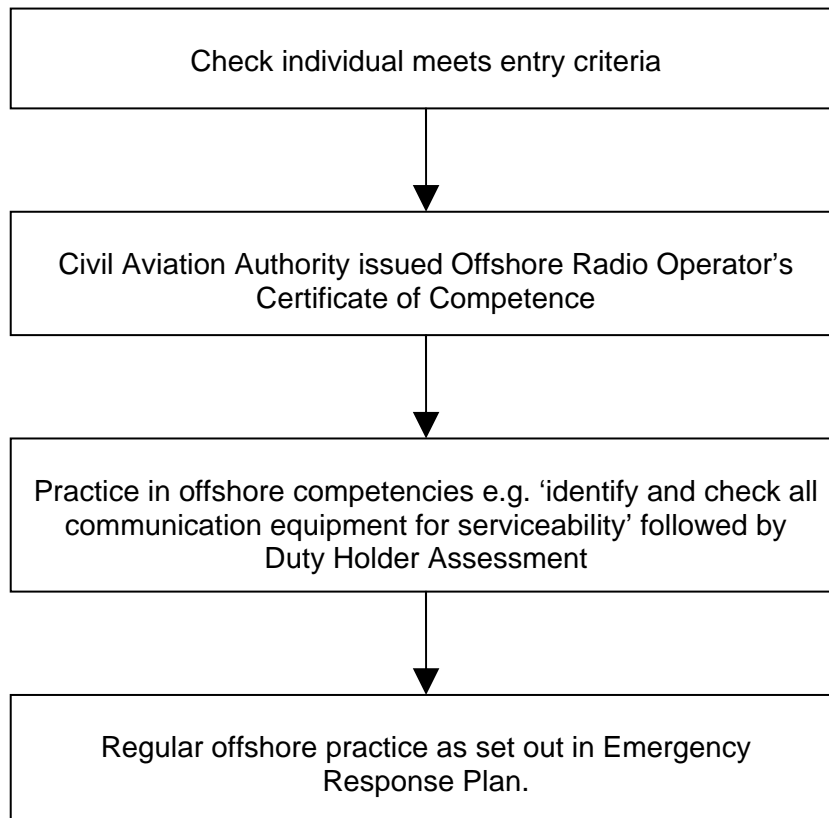


Figure 13 Competence and Training in Emergency Response – Radio Operator

See also the Oil & Gas UK Guidelines for Safety Related Telecommunications Systems on Fixed Offshore Installations.

9.11.1 Entry Criteria

Radio Operators, who operate radios in an emergency, should meet the requirements for 'Common Induction for all personnel' as detailed in Section 2. They should also be in possession of a Civil Aviation Authority issued Offshore Radio Operator's Certificate of Competence.

Where Radio Operators are required as part of their role to provide weather reports for helicopter operations, they must have attended a CAA/Met Office approved training course. Training requirements are set out in CAP 746

9.11.2 Establishing Key Emergency Response Functions and Responsibilities

The key functions of the Radio Operator are explained in the OPITO Competence Standard, which describes each Unit and Element of competence for the role of Radio Operator.

Radio Operator's should have an awareness of the role and responsibilities of HM Coastguard, the co-ordination authority for all civil maritime Search & Rescue (SAR) incidents

9.11.3 Training the Individual in those Functions and Responsibilities

Initial training is through an OPITO-approved Training Programme for Radio Operators. Full details of this programme, along with a list of approved providers, are available from OPITO.

9.11.4 Assessing that the Individual Can Demonstrate Competence in those Functions and Responsibilities

Competence for taking up this role will be assessed during the onshore training programme. The Duty Holder should then ensure that those areas of competence which can only be acquired offshore are assessed, e.g. 'identify and check all communications equipment for serviceability'. It is for the Duty Holder to determine which method of assessment to use for this purpose, although it may be useful to refer to the OPITO Assessor's Checklist, which indicates those competencies which need to be assessed offshore.

9.11.5 Practising, Maintaining and Enhancing Competence in Emergency Response

Competence is maintained and enhanced through offshore practise carried out according to the schedule set out in the Duty Holder's Emergency Response Plan.

9.12 Guidelines for Normally Unattended installations

(See also the Oil & Gas UK Guidelines for the Management of Offshore Helicopter Operations)
In addition to the training and competence process outlined for personnel with no specific emergency response duties, the Guidelines for the above specific emergency response role are as follows:

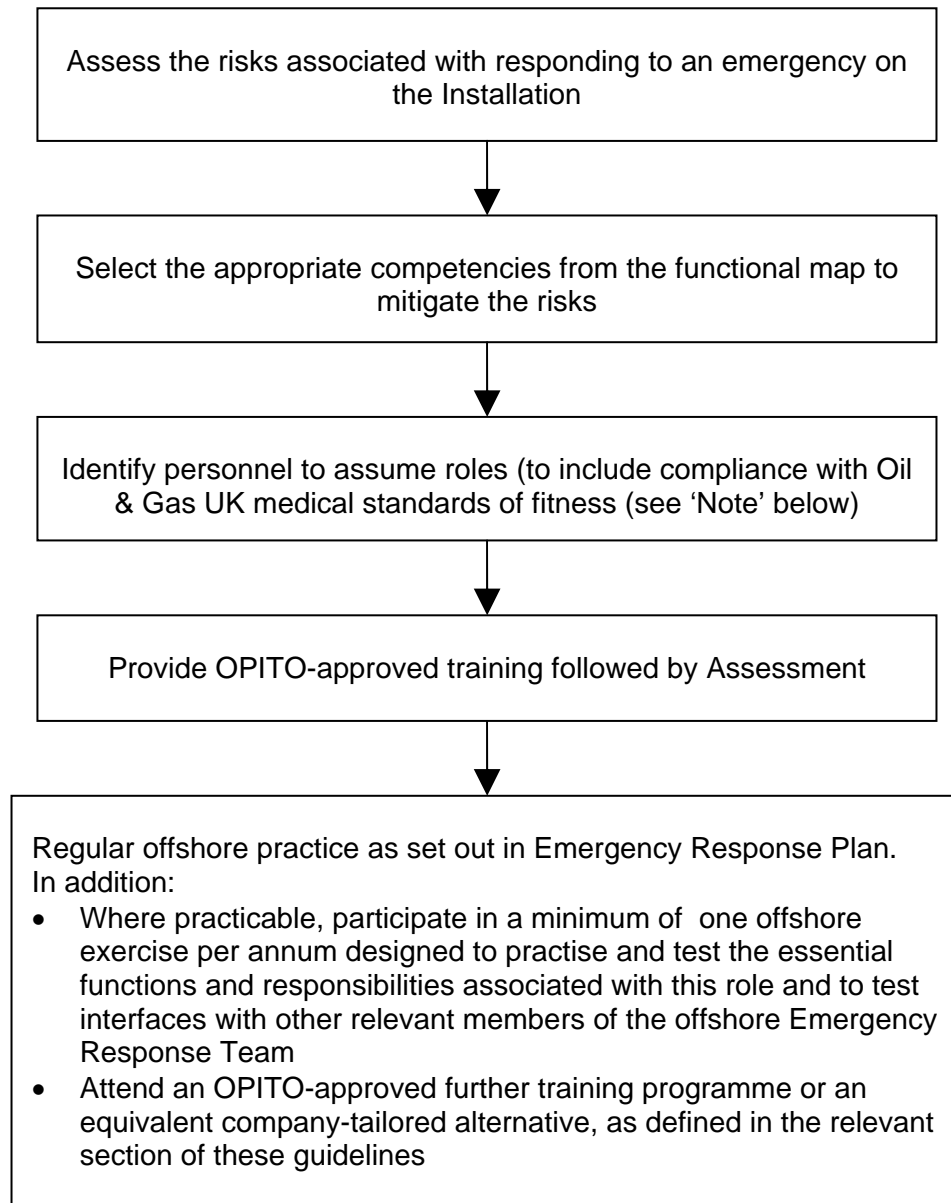


Figure 14 Competence and Training in Emergency Response - NUIs

Note: Refer to the Oil & Gas UK Guidelines for Medical Aspects of Fitness for Offshore Work

9.12.1 Competence of Personnel

It is necessary for Duty Holders to consider the competence of personnel with specific emergency response roles whilst working on NUIs. These Installations range from single-point mooring systems to more complex Installations with fully integrated process facilities. Similarly, the number of personnel working on these Installations at any one time will vary according to the type of work activity underway. In these circumstances, Duty Holders should select the appropriate competencies from the suite of available OPITO standards and arrange the training and assessment accordingly at an OPITO-approved training provider. It is likely that individuals will be allocated multiple roles where it is sensible and practicable to do so.

Note: OPITO currently have two industry standards specific to NUIs:

- Helicopter Landing Officer on a Normally Unattended Installation
- Helideck Team Member on a Normally Unattended Installation

9.12.2 Communication with Staff

Given the flexible nature of this category, the Duty Holder should take account of the views of the workforce whilst making the selection identified in Paragraph 9.12.1

The Duty Holder should ensure the briefing of staff prior to arrival on the Installation is unambiguous about the allocations of Emergency Response duties and that personnel with assigned emergency response duties are trained and competent for their role.

9.12.3 Establishing Key Emergency Response Functions and Responsibilities

The key functions of the NUI Emergency Response (NUIER) Team member are explained in the OPITO Industry Standard, which describes the competence for the role of NUI Emergency Response Team member in terms of Units and Elements.

9.12.4 Entry Criteria

NUIER Team members should meet the requirements for 'Common Induction for all personnel' as detailed in Section 2. Duty Holders should also ensure that the level of fitness for NUIER Team members complies with the latest version of the Oil & Gas UK Guidelines for 'Medical Aspects of Fitness for Work Offshore: Guidance for Examining Physicians'.

9.12.5 Training the Individual in those Functions and Responsibilities

Initial training is through an OPITO-approved Training Programme for the NUIER Team members. Full details of this programme, along with a list of approved providers, are available from OPITO.

9.12.6 Assessing that the Individual Can Demonstrate Competence in those Functions and Responsibilities

Competence for taking up this role will be assessed during the onshore training programme. The Duty Holder should then ensure that those areas of competence which can only be acquired offshore are assessed. It is for the Duty Holder to determine which method of assessment to use for this purpose, although it may be useful to refer to the OPITO Assessor's Checklist, which indicates those competencies which need to be assessed offshore.

9.12.7 Practising, Maintaining and Enhancing Competence in Emergency Response

Competence is maintained and enhanced through offshore practise carried out according to the schedule set out in the Duty Holder's Emergency Response Plan.

Further practise to maintain those competencies which cannot be carried out offshore is by attendance at an OPITO-approved programme for NUIER Team members every 2 years or an equivalent Duty Holder tailored alternative.

9.12.8 Equivalent Standards

Apart from the specific roles of Helicopter Landing Officer on a Normally Unattended Installation (Section 9.13) and Helideck Team Member on a Normally Unattended Installation (Section 9.14), there may be members of the NUIER Team who already have competencies for the roles identified in Paragraph 9 (Guidelines for Training and Competence in Emergency Response for Personnel with Specific Emergency Response Roles). Under these circumstances, it is not necessary for the NUIER Team member to repeat this section of training and competence. For example, Fire Team Members from the nodal Installation would not need to repeat this section of the training. Duty Holders should ensure that the team member is familiar with the location and operation of the emergency response equipment.

9.13 Role: Helicopter Landing Officer on a Normally Unattended Installation

(See also the Oil & Gas UK Guidelines for the Management of Offshore Helicopter Operations)
In addition to the training and competence process outlined for personnel with no specific emergency response duties, the Guidelines for the above specific emergency response role are as follows:

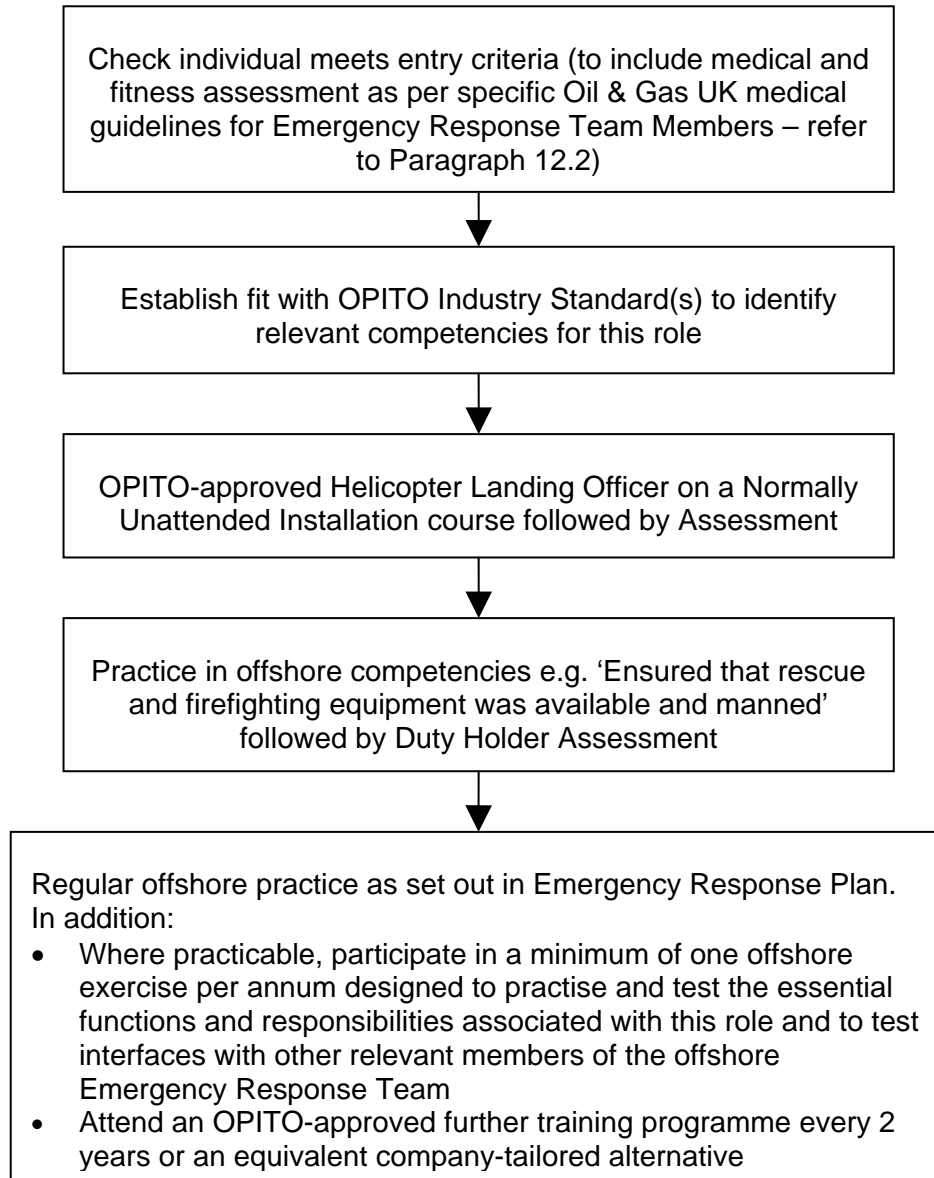


Figure 15 Competence and Training in Emergency Response – HLO-NUI

9.13.1 Entry Criteria

Helicopter Landing Officers on a Normally Unattended Installation (NUI HLOs) should meet the requirements for 'Common Induction for all personnel' as detailed in Section 2.

NUI HLOs should also satisfy Section B2. 'Delegate Prior Achievement' in the OPITO approved training standard 'Helicopter Landing Officer on a Normally Unattended Installation'. However, if an OPITO approved Offshore HLO has NUI HLO experience, then he/she, at the discretion and with the written approval of the Duty Holder, can take the one day NUI HLO refresher training in order to achieve an OPITO approved NUI HLO certificate. Should they be deemed Not Yet Competent in the NUI HLO refresher training, they must then take the full NUI HLO training course.

Duty Holders should also ensure that NUI HLOs comply with the latest version of the Oil & Gas UK Guidelines for 'Medical Aspects of Fitness for Offshore Work: Guidance for Examining Physicians'.

Refer also to Paragraph 12.2

9.13.2 Establishing Key Emergency Response Functions and Responsibilities

The key functions of the NUI HLO are explained in the OPITO Industry Standard, which describes the competence for the role of NUI HLO in terms of Units and Elements.

9.13.3 Training the Individual in those Functions and Responsibilities

Initial training is through an OPITO-approved Training Programme for NUI HLOs. Full details of this programme along with a list of approved providers are available from OPITO.

9.13.4 Assessing that the Individual Can Demonstrate Competence in those Functions and Responsibilities

Competence for taking up this role will be assessed during the onshore training programme. The Duty Holder should then ensure that those areas of competence which can only be acquired offshore are assessed, e.g. 'Disembarked the HTMs and directed them to standby with fire fighting equipment and BA sets in case of emergencies'. It is for the Duty Holder to determine which method of assessment to use for this purpose, although it may be useful to refer to the OPITO Assessor's Checklist, which indicates those competencies which need to be assessed offshore.

9.13.5 Practising, Maintaining and Enhancing Competence in Emergency Response

Competence is maintained and enhanced through offshore practise carried out according to the schedule set out in the Duty Holder's Emergency Response Plan. The NUI HLO should participate in at least one offshore exercise per annum designed to practise and test the essential functions and responsibilities associated with this emergency response role, and to test interfaces with other relevant members of the offshore Emergency Response Team. They should also attend an OPITO-approved further Training Programme, or an equivalent Duty Holder tailored alternative, along with the full helideck Emergency Response Team, in order to practise the emergency response part of their duties which cannot be practised offshore, at intervals of no more than 2 years.

9.14 Role: Helideck Team Member on a Normally Unattended Installation

(See also the Oil & Gas UK Guidelines for the Management of Offshore Helicopter Operations)
In addition to the training and competence process outlined for personnel with no specific emergency response duties, the Guidelines for the above specific emergency response role are as follows:

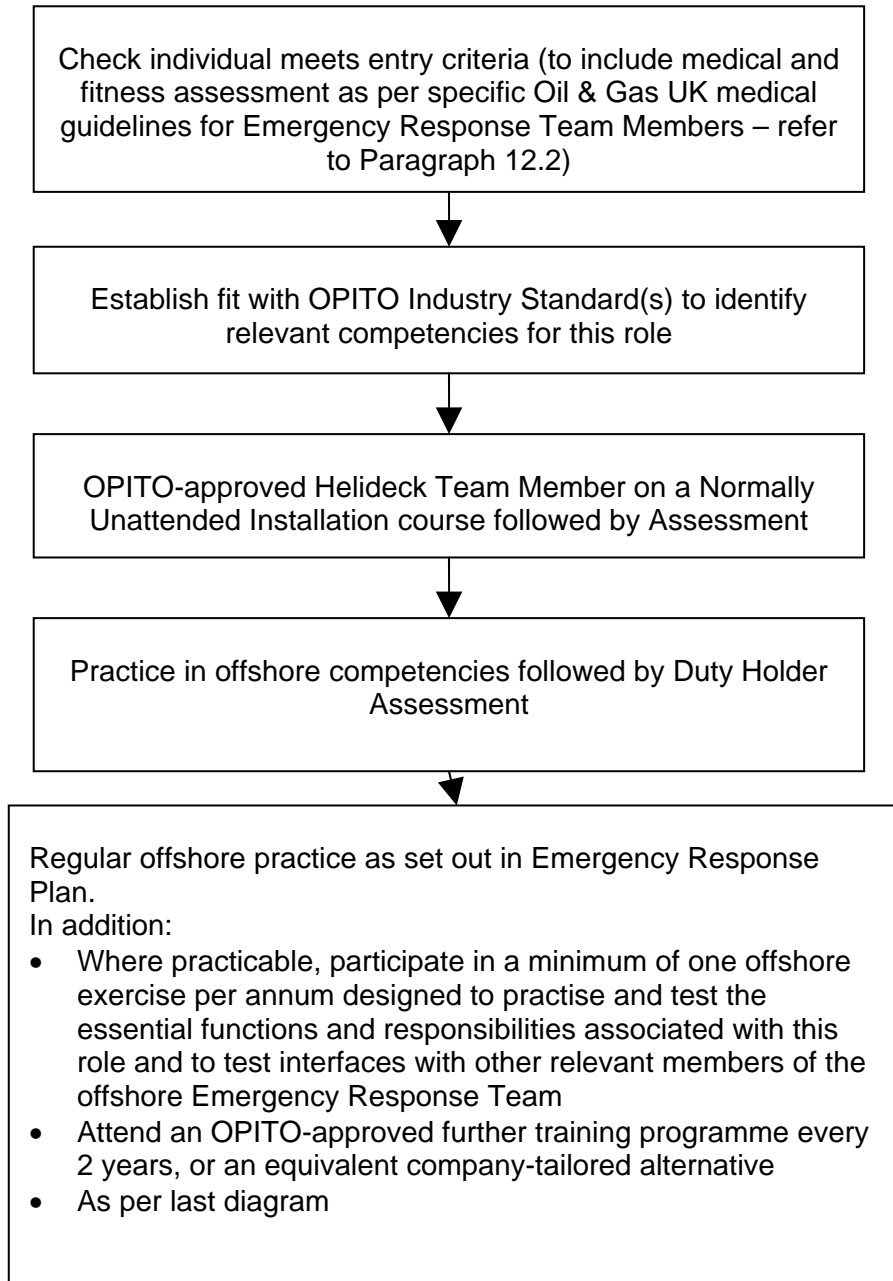


Figure 16 Competence and Training in Emergency Response – HTM-NUI

9.14.1 Entry criteria

Helideck Team Member on a Normally Unattended Installation (NUI HTMs) should meet the requirements for 'Common Induction for all personnel' as detailed in Section 2.

Duty Holders should also ensure that NUI HTMs comply with the latest version of the Oil & Gas UK Guidelines for 'Medical Aspects of Fitness for Offshore Work: Guidance for Examining Physicians'. Refer also to Paragraph 12.2

9.14.2 Establishing Key Emergency Response Functions and Responsibilities

The key functions of the NUI HTM are explained in the OPITO Industry Standard, which describes the competence for the role of NUI HTM in terms of Units and Elements.

9.14.3 Training the Individual in those Functions and Responsibilities

Initial training is through an OPITO-approved Training Programme for NUI HTMs. Full details of this programme, along with a list of approved providers, are available from OPITO.

9.14.4 Assessing that the Individual Can Demonstrate Competence in those Functions and Responsibilities

Competence for taking up this role will be assessed during the onshore training programme. The Duty Holder should then ensure that those areas of competence which can only be acquired offshore are assessed. It is for the Duty Holder to determine which method of assessment to use for this purpose, although it may be useful to refer to the OPITO Assessor's Checklist, which indicates those competencies which need to be assessed offshore.

9.14.5 Practising, Maintaining and Enhancing Competence in Emergency Response

Competence is maintained and enhanced by offshore practise carried out according to the schedule set out in the Duty Holder's Emergency Response Plan. NUI HTMs should participate in at least one offshore exercise per annum designed to practise and test the essential functions and responsibilities associated with this emergency response role, and to test interfaces with other relevant members of the offshore Emergency Response Team. They should also attend an OPITO-approved further training programme, or an equivalent Duty Holder tailored alternative, of live fire scenario exercises for NUI HTMs every 2 years.

9.15 Other Roles for Consideration

9.15.1 Emergency Response and Rescue Vessel (ERRV) Crew

The key functions of the ERRV Crew are explained in the OPITO Industry Standards, which describe the competence for the role of ERRV Crew in terms of Units and Elements.

Initial training is through an OPITO-approved Training Programme for ERRV Crews. Full details of this programme, along with a list of approved providers, are available from OPITO.

9.15.2 Marine Crews – Support Vessels

Crews of support vessels should receive training specified by the flag state and/or the vessel operator. If such crews travel to work offshore by helicopter, they should receive Helicopter Underwater Escape Training (HUET).

Where support vessels are also expected to provide rescue services as part of the rescue and recovery arrangements for an Installation, crew members should receive training to OPITO Standards for those parts of the rescue and recovery role that they are expected to perform.

9.15.3 Weather Reporting

CAA recommends that personnel, who carry out meteorological observations, undergo formal MET observer training and are certificated by an approved training organisation for this role.

Where an installation is equipped with an Automated Meteorological Observing System containing sensors for observing all the necessary weather parameters, the CAA recommends that the Met Observer should be trained to the level of a Restricted Met Observer.

- Note:**
1. CAA is the approval authority for Met Observer training providers.
 2. Where personnel are required as part of their role to provide weather reports for helicopter operations, they must have attended a CAA/Met Office approved training course. Training requirements are set out in CAP 746

9.15.4 Production and Drilling Personnel

Duty Holders should consider what is required of those production and drilling personnel who have emergency duties outwith the 'specific' roles detailed in these Guidelines.

In particular, personnel who may be required to operate outwith the Temporary Refuge in making safe the production and utilities plant, wellheads and drilling areas should be trained for the tasks they are required to perform and for the conditions they might be exposed to.

For example, if such personnel are likely to be involved in initial fire fighting, isolation of plant under protection of water sprays or in tasks requiring the use of breathing apparatus, they should be trained and given opportunities to regularly practise the techniques involved.

In view of the wide variation in procedures and practises in this area, it is not possible to identify a common suitable training programme. Duty Holders should therefore consult with appropriate training providers in compiling and delivering training tailored to meet their own requirements.

9.15.5 Well Control

The Training and Competence Assessment of personnel is a key element in effective well control. By providing personnel with the theoretical and practical training to understand and deal with well control problems, the likelihood of uncontrolled occurrences will be greatly reduced. Appropriate personnel should be trained in the principles of well control and in well control techniques. A well control simulator or a live well facility should be used to allow for practical application of theoretical techniques.

Following completion of well control training, identified personnel should be assessed to a recognised industry standard such as that of the International Well Control Forum (IWCF) Competence Examination or the IADC Well Control Accreditation Programme, both of which cover well control principles, kick detection and kill techniques.

The following testing levels should be considered according to well/operational requirements:

Position	Certificate Requirements
Drilling Supervisor	Standard Test – Supervisors Level Subsea Endorsement – Supervisors Level
Toolpusher	Standard Test – Supervisors Level Subsea Endorsement – Supervisors Level
Driller	Standard Test – Drillers Level Subsea Endorsement – Drillers Level
Assistant Driller	Standard Test – Drillers Level Subsea Endorsement – Drillers Level

9.15.6 Wellsite Training and Drills

Training and practising on the rig prepares operating personnel to deal with real well control problems. This training should be a logical extension of their classroom experience and should be conducted in such a manner as to build confidence and reduce reaction times. Drillers should understand they are responsible for kick recognition and rapid shut-in of the well.

In drawing up the Emergency Response Plan and actions on drilling personnel, Duty Holders should consider the following:

- Pit drill
- Diverter drill
- Trip drill
- Blowout preventer drill
- Hang-off drill
- Choke drill

Duty Holders should also recognise any specialised personnel training requirements that may be necessary in respect of deepwater well control, high pressure, high temperature drilling and operations in which hydrogen sulphide may be encountered.

10 Guidelines for Training and Competence in Emergency Response for Personnel with No Specific Emergency Response Duties

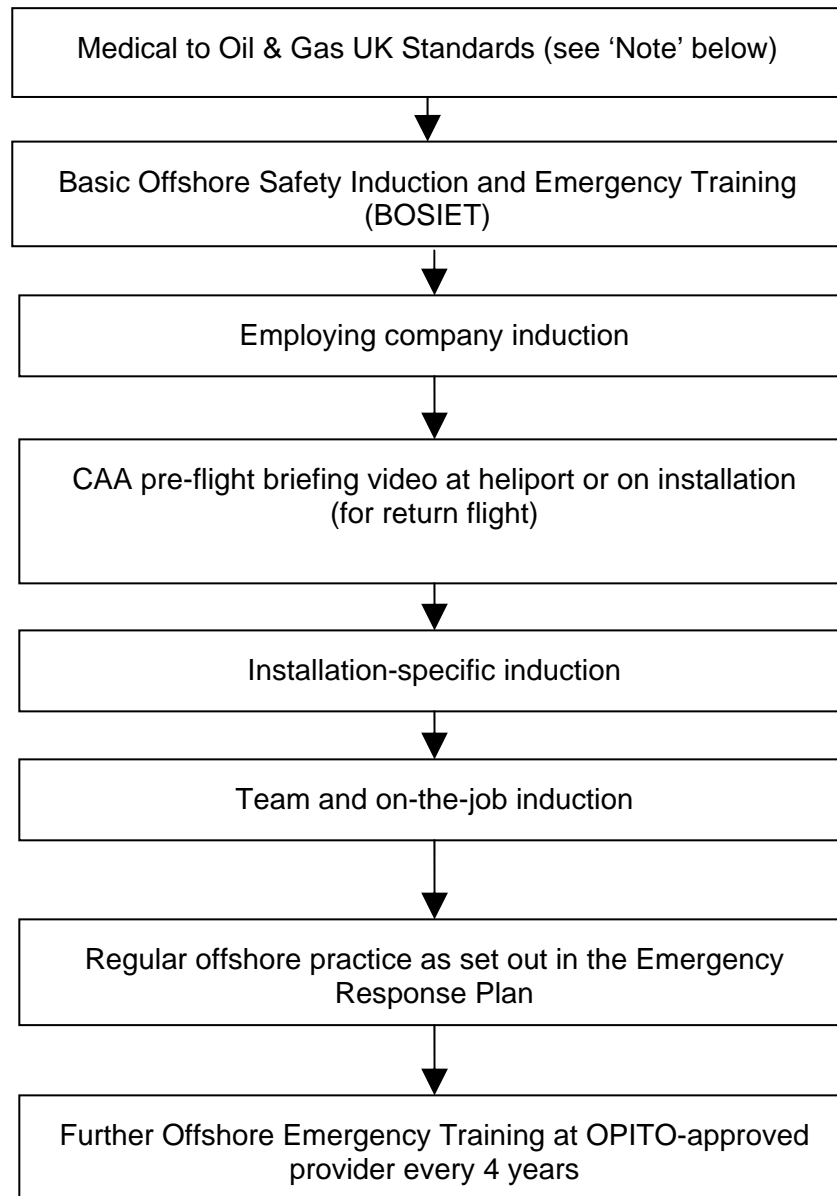


Figure 17 Competence and Training in Emergency Response – No specific duties

Note: Refer to the Oil & Gas UK Guidelines for Medical Aspects of Fitness for Offshore Work.

The main responsibility of personnel with no specific emergency response role is concerned with their own personal safety, evacuation and survival. In particular, this covers helicopter escape techniques, raising the alarm, mustering as instructed, preparing to be evacuated from the Installation and, if necessary, using self-rescue techniques and equipment.

All personnel with no specific emergency response duties should complete an OPITO-approved Basic Offshore Safety Induction and Emergency Training programme in order to acquire the necessary competence in these areas.

Assessment of competence in emergency response for personnel with no specific emergency response duties will be by exception, i.e. during the training programme, the training provider will highlight any aspect of the training which the individual is unable to perform to the required standard.

The individual's competence to act correctly in an emergency will be practised through:

- Offshore practise carried out as part of the Duty Holder's Emergency Response Plan
- Further Offshore Emergency Training course every 4 years

Notes:

Where individuals work offshore infrequently and therefore do not participate in regular offshore practises, the Duty Holder should consider, in consultation with the individuals and employers involved, whether it is necessary that they should attend the Basic Offshore Safety Induction and Emergency Training Course again or the Further Offshore Emergency Training Course at more frequent intervals or immediately prior to any particular offshore trip.

The Oil & Gas UK medical may be taken after commencement of training, but should be satisfactorily completed prior to the trainee being required to undertake any strenuous activity which might expose him or her to an element of risk, and must be completed prior to travel offshore in all cases.

Where individuals have not attended basic or further training within a 4-year period, it is for the Duty Holder to decide if the Further Offshore Emergency Training course is sufficient or whether additional training is required. Further guidance is given in Paragraph 12.6.

11 Matrix

Category	Entry Criteria	Establish Competencies	Initial Training and Assessment	Practising Competence Offshore*	Further Onshore Training and Practise
<i>Personnel with no specific emergency response duties should undergo training as indicated below for 'All offshore personnel'</i>					
All Offshore Personnel	Medical as Oil & Gas UK medical guidelines	As detailed in the respective OPITO Industry Standard(s)	Basic Offshore Safety Induction and Emergency Training	As set out in these Guidelines and the Duty Holder's ER Plan	Further Offshore Emergency Training every 4 years
<i>In addition to the above, personnel responsible for roles with specific emergency response duties should undergo further training and practise as set out below</i>					
Offshore Installation Manager	Duty Holder's Selection Process	As detailed in the respective OPITO Industry Standard(s)	See Paragraph 9.1 of these Guidelines	As set out in these Guidelines and the Duty Holder's ER Plan	Participation in re-assessment exercise every 3 years plus additional training as required by new developments, e.g. legislation
Emergency Deputy for Offshore Installation Manager	<i>See Paragraph 9.2 of these Guidelines</i>				
Fire/ Emergency Response Team Leader	Duty Holder selection process, Offshore Fire/Emergency Response Team member training or other relevant qualification and medical and fitness assessment as per specific Oil & Gas UK medical guidelines for ERT members	As detailed in the respective OPITO Industry Standard(s)	OPITO-approved Training Course	As set out in these Guidelines and the Duty Holder's ER Plan	Further OPITO-approved training programme every 2 years or an equivalent Duty Holder tailored alternative
Fire/ Emergency Response Team Member	Duty Holder's Selection Process and medical and fitness assessment as per specific Oil & Gas UK medical guidelines for ERT members	As detailed in the respective OPITO Industry Standard(s)	OPITO-approved Training Course	As set out in these Guidelines and the Duty Holder's ER Plan	Further OPITO-approved training programme every 2 years or an equivalent Duty Holder tailored alternative
Offshore Lifeboat Coxswain	Duty Holder's Selection Process	As detailed in the respective OPITO Industry Standard(s)	OPITO-approved Training Course	As set out in these Guidelines and the Duty Holder's ER Plan	Further OPITO-approved training programme every 2 years or an equivalent Duty Holder tailored alternative

- Duty Holders should arrange to confirm those competencies that can only be checked offshore. OPITO checklists for this are available for optional use.

- Reference should be made to the latest version of the Oil & Gas UK Guidelines for 'Medical Aspects of Fitness for Work Offshore: Guidance for Examining Physicians'.

Category	Entry Criteria	Establish Competencies	Initial Training and assessment	Practising Competence Offshore*	Further Onshore Training and Practise
Muster Checker	Duty Holder's Selection Process	As detailed in the respective OPITO Industry Standard(s)	Practise Offshore	As set out in these Guidelines and the Duty Holder's ER Plan	
Muster Co-ordinator	Duty Holder's Selection Process	As detailed in the respective OPITO Industry Standard(s)	Practise Offshore	As set out in these Guidelines and the Duty Holder's ER Plan	
Helicopter Landing Officer	Duty Holder's Selection Process and medical and fitness assessment as per specific Oil & Gas UK medical guidelines for ERT members. Previous experience as Helideck Assistant and in possession of Emergency Helideck Team member certificate and appropriate statutory certificate	As detailed in the respective OPITO Industry Standard(s)	OPITO-approved Training Programme	As set out in these Guidelines and the Duty Holder's ER Plan	Further OPITO-approved Training Programme every 2 years or an equivalent Duty Holder tailored alternative
Emergency Helideck Team Member	Duty Holder's Selection Process and medical and fitness assessment as per specific Oil & Gas UK medical guidelines for ERT members	As detailed in the respective OPITO Industry Standard(s)	OPITO-approved Training Programme	As set out in these Guidelines and the Duty Holder's ER Plan	Further OPITO-approved Training Programme every 2 years or an equivalent Duty Holder tailored alternative
Control Room Operator	Duty Holder's Selection Process	As detailed in the respective OPITO Industry Standard(s)	See Paragraph 9.10 of these Guidelines	As set out in these Guidelines and the Duty Holder's ER Plan	
Radio Operator	CAA issued Offshore Radio Operator's Certificate of Competence	As detailed in the respective OPITO Industry Standard(s)	OPITO-approved Training Programme	As set out in these Guidelines and the Duty Holder's ER Plan	
Normally Unattended Installations	Duty Holder's Selection Process and, if appropriate, medical to Oil & Gas UK standards	As detailed in the respective OPITO Industry Standard(s)	OPITO-approved Training Programme	As set out in these Guidelines and the Duty Holder's ER Plan	Further OPITO-approved Training Programme every 2 years or an equivalent Duty Holder tailored alternative
<i>Visitors and Exceptions – see Paragraph 6.3 of these Guidelines</i>					

- Duty Holders should arrange to confirm those competencies that can only be checked offshore. OPITO checklists for this are available for optional use.
- Reference should be made to the latest version of the Oil & Gas UK Guidelines for 'Medical Aspects of Fitness for Work Offshore: Guidance for Examining Physicians'.

12 Notes to Guidelines

12.1 Examples

Examples are provided within these Guidelines to aid understanding and to assist the reader to interpret these Guidelines in the way intended by the authors. Examples should not be taken as definitive or exhaustive, nor should they be taken as indicating that a certain set of circumstances should be treated in a certain fashion. Duty Holders will make best use of examples if they use them as a common sense aid to arriving at their own judgement in any particular set of circumstances.

12.2 Medical Fitness

The Duty Holder should be aware that emergency response training includes physically demanding and stressful elements. All personnel who participate in such training should, therefore, be medically fit and capable of undertaking the training.

Additional fitness levels apply to Fire Team Members, Fire Team Leaders, Helicopter Landing Officers and Emergency Helideck Team members. Full information on general standards of medical fitness and these additional fitness levels is given in the latest version of the Oil & Gas UK Guidelines for 'Medical Aspects of Fitness for Offshore Work: Guidance for Examining Physicians'.

Duty Holders, employers and training providers should ensure that the onshore or offshore training and practise provided to personnel with specific emergency response duties is commensurate with their assessed levels of fitness. Particular attention should be paid to those emergency response duties involving fire fighting, rescue or breathing apparatus use.

12.3 Variations in Emergency Roles

The emergency roles set out in these Guidelines have been identified by industry-wide work groups. There may, however, be circumstances where these roles do not match directly with the functions identified in the Emergency Response Plan of a particular Duty Holder. For example, on smaller Installations the Fire/Emergency Response Team might be led by an Offshore Fire/Emergency Response Team Leader who reports directly to the person or persons controlling the emergency, whereas on larger Installations they may report to an intermediate post such as Emergency Team Controller / Co-ordinator / On-site Controller or similar. In such circumstances, Duty Holders should consider which of the identified functions and responsibilities apply, taking account of the size, age, location, plant/process complexity of the Installation and whether it is manned or unmanned. The main criteria to be adopted are to ensure that personnel with emergency response duties are trained for the role they will actually be required to perform in an emergency and that proper steps are taken to confirm their competence in that role.

12.4 Acceptance of Suitable Alternative Standards

Whilst these Guidelines and the associated OPITO Training Standards should be the main reference points when making judgements on the training and competence of personnel, there will be cases where it will be appropriate to accept suitable alternative standards. Such circumstances could arise for example when personnel from other European Union Member States such as Denmark or the Netherlands or from other countries such as Norway, come to work on the UK Continental Shelf (UKCS).

Another example would be when a mobile accommodation or drilling unit and crew from outwith the UK are contracted to work in UKCS waters. When considering alternative standards, attention should be given to the inclusion of critical elements such as HUET.

An agreement of mutual acceptance exists between the representative organisations of Norway, Denmark, Netherlands and the United Kingdom (OLF, NSOC-D, NOGEPa and Oil & Gas UK respectively) to recognise the safety training given in each of the countries.

Information on the criteria for meeting this agreement is contained in a matrix. Further details and copies of the matrix can be downloaded from the Step Change in Safety website (www.stepchangeinsafety.net).

The decision to accept suitable alternative standards rests with Duty Holders.

OPITO – The Oil and Gas Academy may be able to provide assistance if requested.

12.5 Record Keeping

Duty Holders should be able to demonstrate there is an adequate system in place for ensuring competence in emergency response and this should be supported by fit for purpose records. Duty Holders may develop their own system for demonstrating and recording those competencies that can only be checked offshore, for example a list showing when and how these competencies were checked for each person with an emergency response role, a schedule for offshore practise supported by a record of when it took place and who attended, may be used to show that competence is being practised and maintained. It is not the intention of these Guidelines that Duty Holders should keep extensive paper records of training and competence conducted offshore beyond that which is necessary to show there is a system in place and that it is effective.

A certificate from an OPITO-approved provider will be sufficient evidence of competence for those parts of an emergency role which have been trained for and assessed onshore during an OPITO-approved training course, details of which are maintained in the OPITO central register called Vantage.

12.6 Intervals for Further (Refresher) Training

The intervals between further training and practise for personnel with specific and non-specific emergency response roles are set out in the appropriate OPITO standards however there may be occasions when there may be good reason to extend the interval. In such cases, it is for the Duty Holder to decide what course of action is appropriate.

In order that the extension process is not abused, the Duty Holder must ensure that requests for extensions are made by an OIM or a senior member of the operations management team. Applications from others such as administration personnel would not be acceptable. The form provided in Appendix I (on page 71) must be completed and submitted to training providers at time of course booking or booking amendment.

Duty Holders and employers should make all reasonable efforts to ensure that all emergency response related refresher training is completed before the individual's current certificate expires. In exceptional circumstances where it is not possible for an individual to complete a course before their current certificate expires then it may be possible for an employer, with approval of the Duty Holder of the Installation on which the individual works if the employer is not the Duty Holder, to extend the currency of the current certificate by up to 3 months:

- Such extensions will only be granted to cover unforeseen circumstances such as illness or abnormal work demands;
- Extensions will only be applied to personnel who have completed basic training and at least one related refresher course in the respective emergency response subject matter;
- Extensions will not be applied to visitors or personnel who work offshore occasionally;
- Duty Holder, in consultation with employer, should have regard to the risks involved and to the individual's training record, experience and frequency of participation in offshore drills and exercises before determining that postponed attendance at refresher course is acceptable;
- The reasons for granting an extension should be documented, approved on behalf of the Duty Holder by an authorised person and provided to the training provider using the form provided in Appendix I.

Where an extension is granted the effective start date of a new, OPITO-approved refresher training certificate will be the expiry date of the individual's corresponding, current certificate i.e. an existing OPITO-approved certificate or a Duty Holder approved alternative.

Addendum 1

13 Definitions:

The following terms are used throughout these Guidelines:

13.1 Competence

Competence can be defined as 'possessing the necessary skills, experience, knowledge and attitude, and being able to apply them in a particular work environment to perform defined tasks to a predefined standard'.

13.2 Assessment

An assessment is the judgement that an individual is competent or not competent to execute an emergency response role.

13.3 Duty Holder

On fixed Installations and FPSOs the Duty Holder is the Operator. On Mobile Drilling Units (MDUs) the Duty Holder is the owner.

Duty Holders are responsible for Safety Case, arrangements for prevention of fire and explosion, emergency response and the appointment of the Offshore Installation Manager (OIM).

13.4 Employer

The employer is the company or individual who employs people and has a duty of care to those employees and others affected by the undertaking.

13.5 Operator

The Operator is the company or consortium which is appointed by the concession owner to operate an Installation or group of Installations.

13.6 Contractor

A contractor is a company or individual who has a contract for services with the Operator or, in the case of a mobile Installation, the owner.

13.7 OPITO

OPITO – The Oil and Gas Academy is the industry's focal point for skills, learning and workforce development.

13.8 OPITO-approved Course

An OPITO-approved training course refers to any course that has been approved by OPITO – The Oil and Gas Academy.

13.9 Visitor

A visitor is a person who travels offshore for a reason other than to participate in the work effort, e.g. someone on a familiarisation trip to the offshore environment or someone representing outside interests such as a government minister.

13.10 Exceptions

Personnel in respect of whom the Duty Holder has decided an exception from these Guidelines is appropriate (refer to Paragraph 6.3).

Addendum 2

14 Contact Names and Addresses:

Department of Energy & Climate Change
Atholl House
86-88 Guild Street
Aberdeen
Telephone: 01224 254000
Website: <http://www.decc.gov.uk>

Health and Safety Executive
Offshore Safety Division
Lord Cullen House
Fraser Place
Aberdeen
AB25 3UB
Telephone: 01224 252500
Website: <http://www.hse.gov.uk>

International Association of Drilling Contractors (North Sea Chapter)
Rowan House
Peterseat Drive
Altens
Aberdeen
AB12 3HT
Telephone 01224 216588
Website: <http://www.iadc.org>

International Marine Contractors Association
Carlyle House
235 Vauxhall Bridge Road
London
SW1V 1EJ
Telephone: 020 7931 8171
Website: <http://www.imca-int.com>

Maritime and Coastguard Agency (Offshore Energy Unit)
Marine House
Blaikies Quay
Aberdeen
AB11 5EZ
Telephone: 01224 597900
Website: <http://www.mcga.gov.uk>

Offshore Contractors Association
58 Queens Road
Aberdeen
AB15 4YE
Telephone: 01224 326070
Website: <http://www.oca-online.co.uk>

Oil & Gas UK
2nd Floor
232-242 Vauxhall Bridge Road
London
SW1V 1AU
Telephone: 020 7802 2400
Website: <http://www.oilandgasuk.co.uk>

Oil & Gas UK (Aberdeen Office)
3rd Floor
The Exchange 2
62, Market Street
Aberdeen
AB11 5PJ
Telephone: 01224 577250

OPITO – The Oil and Gas Academy
Minerva House
Bruntsland Road
Portlethen
Aberdeen AB12 4QL
Telephone: 01224 787800
Website: <http://www.opito.com>

Step Change in Safety
3rd Floor
The Exchange 2
62 Market Street
Aberdeen
AB11 5PJ Telephone: 01224 577268
Website: <http://www.stepchangeinsafety.net>

The British Rig Owners Association
Carthusian Court
12 Carthusian Street
London
EC1M 6EB
Telephone: 0207 417 2827
Website: <http://www.broa.org>

Request for Dispensation

(Extension to an expired emergency response training certificate)

Notes:

All reasonable efforts must be made to ensure that emergency response related refresher training is completed before the individual's current certificate expires.

In exceptional circumstances, where it is not possible for an individual to complete a refresher training course before their current refresher certificate expires, it may be possible for the Duty Holder of the Installation on which the individual works, or is due to work, to extend the currency of the individual's current training certificate by up to 3 months. Such extensions should only be granted to cover unforeseen circumstances such as illness or abnormal work demands.

- Extensions will only be applied to personnel who work offshore regularly and not to visitors or personnel who work offshore occasionally.
- Extensions will only be applied to personnel who have completed basic training and at least one related refresher course in the respective emergency response subject matter
- The 'Responsible Person' named below must be nominated by the Duty Holder and will normally be an OIM or senior member of the onshore operational staff. The Responsible Person should review the individual's training record, experience and frequency of participation in relevant drills and exercises before determining that attendance at a refresher course is adequate. Otherwise, the individual should complete the relevant basic training course again.
- Where an extension is granted, the effective start date of the new refresher training certificate will be the expiry date of the individual's corresponding, current certificate.

Name of person requiring dispensation:		
Date of Birth:		Vantage number:
Training Course name:		
Current Certificate Expiry Date:		
Organisation requesting dispensation:		
Responsible Person:		
Job Title:		
Contact telephone number:		
Contact email address:		
Reason for granting dispensation:		
Responsible Person Signature:		Date:

For your information: Please also note that valid 'Emergency Response' Training Certificates can be 'refreshed' up to 3 months prior to the existing certificate expiry date (without loss of validity).