OPITO International

Guidance for Effective Management of Competence and Training in Emergency Response in the Oil and Gas Industry

Issue No 1, Revision 0 (November 2010)

Amendment 9 (June 2019)

This document is the 'Master' copy of the International Guidance for Effective Management of Competence and Training in Emergency Response in the Oil and Gas Industry.

The table of Amendments below reflect the changing needs of the global industry as these Guidelines will be revised on a 5 yearly cycle. Thereafter, amendments will be translated and incorporated into all other non-English Guidance documents and made available via the OPITO website.

AMENDMENTS					
AMENDMENT & DATE		**PAGES**	**CHANGES MADE BY**	**CHECKED BY**	**APPROVED BY**
	Revision 0 released November 2010				
1	Added references to International Minimum Industry Safety Training (IMIST) wherever Minimum Industry Safety Training (MIST) is mentioned. Added two paragraphs in Section 6.2 to describe the allowance for combining elements of training for emergency response roles. 11-July 2012	10,16, 18, 57		P. Crowther	P. Lammiman
2	In the Request for Dispensation form, included additional bullet point "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" And the following statement: "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)." 6-March 2013	Appendix 1			
3	Removed references to 9 MIST/IMIST modules in the ER Guidelines. 17-June 2015	16-17	GTC	GTD	GTD
4	Amended Contact Addresses in Addendum 2	64			
5	Amended Contact Addresses for OPITO office (MEA) 3-May-2016	2, 64			
6	Amended Contact Number and Addresses for OPITO office (Americas) October-2016	64			
7	Amended Contact Address for OPITO office (MEA) March-2018	2, 64			

8	Removed contact details OPITO Cyprus office Jan-2019	65			
9	Amended Contact Number and Addresses for OPITO office (Americas) June-2019	65			

Contents

List of Abbreviations

ACoP	Approved Code of Practice
BOSIET	Basic Offshore Safety and Induction and Emergency Training
TBOSIET	Tropical Basic Offshore Safety and Induction and Emergency Training
CAA/DCA	Civil Aviation Authority/Department of Civil Aviation
CRO	Control Room Operator
FOET	Further Offshore Emergency Training
FPSO	Floating Production, Storage and Offloading
HUET	Helicopter Underwater Escape Training
IADC	International Association of Drilling Contractors
IMCA	International Marine Contractors Association
NUI	Normally Unattended Installation
NUIER	Normally Unattended Installation Emergency Response
OIM	Offshore Installation Manager
OPITO	OPITO International

1   Acknowledgements

OPITO International is an Industry-owned not-for-profit organisation that exists solely to service the needs of the Oil and Gas Industry. This guidance document is owned by the Oil and Gas Industry and maintained by OPITO International who are nominated as custodians of the guidelines by the board of OPITO International FZ LLC

This guidance was developed by OPITO International using a structured template originating from the Oil and Gas UK Guidelines applied in the United Kingdom Continental Shelf. A special acknowledgement of thanks is made to the Chief Executive and Board of Oil and Gas UK for allowing OPITO International to use their copyright template.

2   Introduction

This guidance document has been created to help provide an understanding of how effective management of Competence in Training and Emergency Response can be achieved using the OPITO standards within a development framework of training, assessment, workplace drills, exercises, ongoing practice and formal assessment

It is goal setting and does not seek to be definitive in its prescription. The standards and the competence framework in which they sit and interrelate are used extensively within the oil and gas industry as exemplars of best industry practice and the foundations of continual improvement in competence and training regimes. Ultimately it is for employers, asset owners and operators to decide what arrangements are appropriate to address their emergency response needs.

The document sets out a framework for applying the OPITO standards across the spectrum of basic training, to specialist training to those managing an Emergency. It demonstrates how the sum of the parts is greater than the whole and how knowledge, skills and competence progressed at each level of responsibility. It also shows how each role is integrated and linked within a comprehensive framework. E.g. the person managing and controlling an emergency (Offshore Installation Manager) has been assessed to the OPITO (OIM) standard will be less effective if the basic and specialist competence requirements are not consistent, aligned and verified.

The adoption of the principles and methodology defined within this document and the use of OPITO standards will also help the attainment of compliance with legislation, and regulations, in so far as they relate to competence and training for emergencies.

Whilst continual reference is made to the offshore environment it should be noted that this guidance is also applicable to onshore facilities such as refinery's, gas processing plants and general facilities where hydrocarbon processing and/ or storage and distribution occurs

Emergency Response Framework for an Offshore Installation

An effective framework for Managing Emergency Response activities requires clarity around the roles and responsibilities of all personnel on board the installation. Roles should be defined and a framework should be developed which sets out how they interrelate to others e.g.

Specialist Roles

Offshore Installation Manager (OIM)		Managing the Emergency
Control Room Operator	Muster Coordinator	Coordinating the response to an emergency
Offshore Lifeboat Coxswain	Fire /Emergency Response Team Leader	
Muster Checker	Fire/Emergency Response Team Member	
Helicopter Landing Officer/ER Helideck Team Leader	Emergency Response Heli-deck Team Member	Responding to instructions to control the emergency

All Personnel

Basic H$_2$S Training	
Minimum Industry Safety Training (MIST)/ International Minimum Industry Safety Training (IMIST)	Responding to instructions
Tropical /Basic Offshore Safety Induction & Emergency Training (T/BOSIET) Tropical/ Emergency Breathing System and Travel Safely by Boat	

Competence and Training in Emergency Response - an Integrated System

**Common Induction for
all personnel in the Oil and Gas
Industry**

Basic Offshore Safety Induction and Emergency Training (BOSIET) or Tropical (T/BOSIET) or/and Travel Safely by Boat (TSbB)

Additional training and competence assessment for personnel with specific emergency response duties

Minimum Industry Safety Training/ International Minimum Industry Safety Training/ Basic H2S Training

Employing Company Induction

Offshore OPITO-approved training programmes for specific emergency response roles

Pre-travel briefing video at Heliport or port or on the Installation (for return travel)

Onshore company installation and operation-specific training, and assessment (where relevant)

Installation-specific Induction

Team and on-the-job induction

Updating/further practice to maintain competence, e.g. offshore practice as set out in the Asset Owner/Operator's Emergency Response Plan **OR** further onshore training and practice for those activities that would be impracticable or unsafe to practice offshore, e.g. HUET or dealing with fires.

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

3 Background and Philosophy

For personnel with specific emergency response responsibilities 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 and reinforcing 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   Asset Owner/Operator

These Guidelines serve to link the competence of individuals to the Asset owners/ operators arrangements for the effective management of safety and Emergency Response. These Guidelines also show how the Effective Management of Emergency Response 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 Asset owners / operators to identify all the roles required to implement the plan effectively, including those that may be additional to the roles defined here. Asset Owner/Operator 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. National regulation may require the Asset Owner/Operator 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. The Asset Owner/Operator should determine what training and competence requirements should apply to roles not defined in these, or related, guidelines.

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 on an offshore installation (excluding sea farers) within the 500m zone; 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.

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
- 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 and company policies. Asset Owner/Operator 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. In some cases, this may be explained by a difference in terminology. It is the responsibility of Asset Owner/Operator to identify responsibilities, training and competence standards for such roles.

(3) These Guidelines do not deal with emergency response roles involved in incidents with passing vessels.

6 Personnel Working at an Oil and Gas Installation

6.1 All Personnel

All personnel working at an offshore Oil and Gas Installation should undergo the following:

Medical Check, to include: a valid, current offshore medical certificate **or** an operator approved medical certificate.

Tropical/Basic Offshore Safety Induction and Emergency Training (T/BOSIET) and Travel Safely by Boat

The aims of the Tropical/BOSIET safety training programs are to introduce delegates to the specific safety issues and regimes relevant to offshore installations, and to equip delegates with the basic emergency response knowledge and skills for commuting to and from offshore installations by helicopter and/or by Boat.

Delegates must be able to identify the hazards which are specific to the oil and gas industry, explain potential risks associated with those hazards, and how controls are put in place to eliminate or reduce risks, in a simulated environment, that they can use the safety equipment, and follow procedures in preparing for, and during helicopter and boat emergencies, with particular focus on escaping from a helicopter following ditching, that they can effectively use basic firefighting equipment, and practice self rescue techniques in low visibility situations e.g. smoke filled areas.

Key Elements
Safety Induction, Fire fighting, Self Rescue & Escape, Sea Survival, including use of the lifeboat/survival craft as a passenger, First Aid, Abandonment, Helicopter Escape, HUET and Emergency Breathing System (EBS contained in the BOSIET) TEBS is available for companies using EBS in Tropical environments and Travel Safely by Boat where applicable.

Minimum Industry Safety Training (MIST) and International Minimum Industry Safety Training (IMIST)

This introductory safety training programme is competency based and designed to introduce the required fundamental safety elements of the oil & gas industry to new starts, giving an appreciation of the potential hazards and controls that might be encountered by personnel offshore. Each unit has been designed to focus the delegates' attention on their personal responsibility for safety thus influencing their behaviour and attitude towards their co-workers, the installation and the environment.

An online e-based MIST/IMIST assessment tool is available for those who are working in the industry.

Basic H2S Training

OPITO Basic H2S Training is designed to introduce the actions required to escape from an H2S environment and covers the required competencies.

Key Elements.

This training standard introduces the characteristics of hydrogen sulphide gas and the potential physiological effects of exposure as well as the use of H2S detection equipment, and how to escape from an H2S release using escape breathing apparatus with a hood and mask, including connecting and disconnecting to a pressurised cascade manifold.

Full details of the above programmes, along with a list of approved providers, are available from OPITO.

Employing Company Induction

All personnel should receive an induction to the employing company.

Pre-travel Briefing Video

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

Location Safety Induction

Personnel arriving on an Oil and Gas installation should participate in a safety induction specific to that location on their first visit. The Asset Owner/Operator is responsible for the content of the induction and for ensuring that it takes place. Personnel who have not visited or worked at the location in the previous 12 months should participate in an additional location 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 location's escape equipment.

Offshore Practise

Offshore practise should be carried out at intervals as defined in the Asset Owner/Operator's Effective Management of Emergency Response.

Notes:

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.

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

The company specific medical and or medical screening must be undertaken prior to commencement of training, A company specific medical must be completed prior to travel offshore in all cases.

6.2 Personnel with Specific Emergency Response Duties (Refer to Section 9)

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

- Training and Assessment for Specific Emergency Response Roles

OPITO courses are designed to enable the training and assessment of 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.

- Further Training and Exercises

Further onshore OPITO-approved training courses at intervals as detailed in these Guidelines.

Asset Owners/Operators, 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 OPITO-approved training providers should ensure that the 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. In these circumstances, OPITO certificates can be issued for the separate OPITO-approved training courses.

6.3 Visiting Personnel

Visitors are individuals who do not normally participate in any work activity at offshore locations. Travel arrangements and training required are subjected to national and company policy/regulation.

7   Process for Competence and Training in Emergency Response

7.1   Identifying the Competencies for Each Role

The Asset Owner/Operator 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 www.opito.com

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. The Standards also contain qualifications 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 Expected Level of Competence

OPITO Approved Training providers develop Assessor Checklists that are referenced to the OPITO standards 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 Asset Owner/Operator should, therefore, ensure that those competencies which can only be checked offshore are assessed, in which case an Assessor's Checklist or a suitable alternative method may be used. Records of assessment are maintained by the OPITO Approved Training providers

7.4   Practising and Maintaining the Expected Level of Competence

Offshore practise is achieved through the schedule for practise as set out in the Installation Emergency Response Management System. Elements which cannot be practised offshore are achieved through further onshore practise in the form of OPITO-approved training courses

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8 Practice, Simulation and Testing

8.1 Introduction

Common industry practice requires the formulation of an Effective Management of Emergency Response and requires that the Asset Owner/Operator shall, after consulting persons who are likely to become involved in emergency response, prepare and, as often as is appropriate, revise the Emergency Response Management System. This system is required to be tested by practise and otherwise as often as may be appropriate.

Having trained and assessed personnel to take up their emergency roles and deemed them competent, the Asset Owner/Operator 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.

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 effective Management of Emergency Response itself.

These Guidelines seek to assist Asset Owner/Operator 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.

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┌─────────────────────────────┐
│ Candidate selected for       │
│ Emergency                    │
│ Response Role. Complete any  │
│ prerequisite training or     │
│ experience.                  │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│ Attend OPITO-approved initial│
│ Training and Assessment      │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│ Asset Owner/Operator to      │
│ confirm/assess               │
│ competence on-the-job.       │
└─────────────────────────────┘
              │
              ▼
        ◇ Candidate ◇                      ┌──────────────┐
        ◇ competent? ◇ ──── No ────────▶   │ Additional   │
        ◇           ◇                       │ Training     │
              │                             │ required     │
             Yes                            └──────────────┘
              ▼
┌─────────────────────────────┐
│ Candidate assumes Emergency  │
│ Response Role.               │
└─────────────────────────────┘
              │
              ▼
   ◇ Opportunity to practice ◇
   ◇ and maintain            ◇              ┌──────────────┐
   ◇ competence on-the-job   ◇ ── No ──▶   │ Attend OPITO-│
   ◇ as per Installation     ◇              │ approved     │
   ◇ Emergency Response      ◇              │ Further      │
   ◇ Plan?                   ◇              │ Training     │
              │                             └──────────────┘
             Yes
              ▼
┌─────────────────────────────┐
│ Assessed as competent through│
│ practice and/or realistic    │
│ simulation on-the-job as per │
│ the Emergency Response Plan. │
└─────────────────────────────┘
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Figure 2: Considerations for Competence and Training in Emergency Response

8.2 Onsite Practise and Exercises

Asset Owner/Operator should draw up a schedule that ensures regular offshore emergency response practise takes place and is linked 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, onsite practise will serve to ensure relevant elements of the Location's Emergency Response Plan are practiced.

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 effective Management of Emergency Response, the Asset Owner/Operator 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

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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 Asset Owner/Operator 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 Asset Owner/Operator shall make arrangements for these members of the Emergency Response Team to receive further practise by attending the appropriate OPITO-approved Further Training Programme

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 Asset Owner/Operator 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 Asset Owner/Operator 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 or as determined by company policy. Such an exercise may be either conducted independently or linked to an exercise on an offshore Installation. Where onshore and offshore exercises are linked, Asset Owner/Operator(s) 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 Asset Owner/Operator should hold exercises involving the appropriate external bodies. Such exercises should be designed to test the interface procedures between each Operator/Asset Owner/Operator and the key external bodies such as government agencies as available. Each Asset Owner/Operator 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

The Asset Owner/Operator may choose to test a significant part of the Location 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 Asset Owner/Operator 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.

During such onshore exercises, assessment will identify any specific areas where further practise or training is required and the Asset Owner/Operator 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 effective Management of Emergency Response represents the best option for their personal safety and survival. In order to gain this confidence, appropriate information about the effective Management of Emergency Response 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 effective Management of Emergency Response will be executed.

8.6 Safety Representatives (where applicable)

Safety Representatives, who are elected to represent the workforce and their constituencies and who may have special rights and roles under any applicable law, play an important part in contributing to the effectiveness of the Emergency Response Plan. The Asset Owner/Operator 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 Implementation

The Asset Owner/Operator 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:

Asset Owner/Operator Selection Process

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Draw up and implement individual training programme. This may include completion of OPITO Industry Training Course Major Emergency Management and Initial Response

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Complete Scenario exercises onshore/offshore

↓

Formal Assessment to OPITO Industry Competence Standard – 'Controlling Emergencies'

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Assume role as OIM and take part in regular offshore practice as set out in Emergency Response Plan.

In Addition:
Maintain competencies through regular practice & testing (Reference 9.1.6)
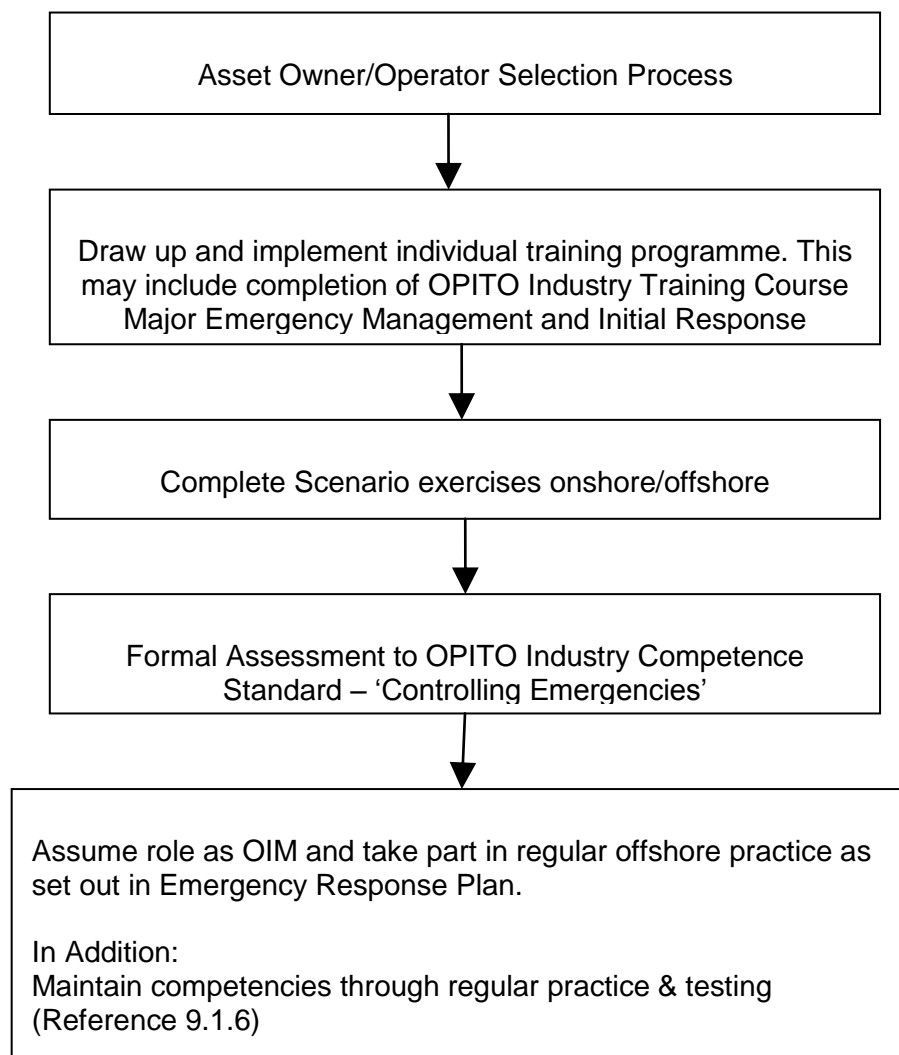
Figure 3: Competence and Training in Emergency Response - OIM

9.1.1 Introduction

The assessment of competence of an OIM to control emergencies is a judgement which must be made by the Asset Owner/Operator (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 Asset Owner/Operator.

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 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 Asset Owner/Operator's onshore Effective Management of Emergency Responses
- is knowledgeable about the OIMs emergency response role
- is knowledgeable about the role of the emergency services
- is familiar with the OPITO or Asset Owner/Operator'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 OIMs services next trip making the assessment.

9.1.3 Preparation for the Assessment

Scenarios should be prepared using relevant data from the Company Safety Management Systems, the location Safety Case; this may also include the Company Emergency Response Management System 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 OIMs 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.

OIMs 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 OIMs knowledge of major hazards identified in the Installation's Safety Case/Management System. It should be noted that certain items of knowledge might be best assessed out with 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 Asset Owner/Operator 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

OIMs 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. Asset Owner/Operator may consider nominating potential OIMs on the OPITO Approved Course – Major Emergency Management and Initial Response (MEMIR) training course.

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. 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. Asset Owner/Operator should review the OIMs 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 OIMs assigned to Floating Production, Storage and Offloading (FPSOs) and when testing the effective Management of Emergency Response, the Asset Owner/Operator 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 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 relevant external agencies.

- Training for the control of emergencies should include experience of playing the role of OIM during realistically simulated emergencies either onshore or offshore. This can be supported by attendance and completion of the OPITO Approved Training Course: Major Emergency Management and Initial Response (MEMIR).

- 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 Competence Standard: OIM Controlling Emergencies

- Training for oil spill response should be delivered though 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 where applicable.

- 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 Asset Owner/Operator 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 Asset Owner/Operator 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)

The Asset Owner/Operator should assess the OIMs 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 Asset Owner/Operator should also assess the OIMs 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 9.11.

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

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┌─────────────────────────────────────────┐
│    Asset Owner/Operator Selection Process │
└─────────────────────────────────────────┘
                     │
                     ▼
┌─────────────────────────────────────────┐
│  Training and assessment in Control of   │
│        Emergencies onshore or offshore    │
└─────────────────────────────────────────┘
                     │
                     ▼
┌─────────────────────────────────────────┐
│  Participate in offshore practice as set  │
│  out in Emergency Response Plan and       │
│  deputising in Emergency Scenarios        │
└─────────────────────────────────────────┘
                     │
                     ▼
┌─────────────────────────────────────────┐
│         Feedback on performance           │
└─────────────────────────────────────────┘
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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.

Asset Owner/Operator should ensure that the Emergency Deputy OIM receives sufficient tuition and practise offshore in order to deputise during an emergency.

Asset Owner/Operator 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:

```
┌──────────────────────────────────────────────────┐
│ Check individual meets entry criteria, including   │
│ Fire Team Member course to include medical and     │
│ fitness assessment as per specific company         │
│ medical guidelines for Emergency Response Team     │
│ Members – Refer to Paragraph 12.2                  │
└──────────────────────────────────────────────────┘
                        │
                        ▼
┌──────────────────────────────────────────────────┐
│ Establish fit with OPITO Industry Training         │
│ Standard(s) to identify relevant competencies for  │
│ this role                                          │
└──────────────────────────────────────────────────┘
                        │
                        ▼
┌──────────────────────────────────────────────────┐
│ Complete OPITO-approved Offshore Emergency         │
│ Response Team Leader course                        │
└──────────────────────────────────────────────────┘
                        │
                        ▼
┌──────────────────────────────────────────────────┐
│ Practice in offshore competencies e.g. 'locate     │
│ Installation fixed Fire fighting systems' followed  │
│ by Asset Owner/Operator Assessment                 │
└──────────────────────────────────────────────────┘
                        │
                        ▼
┌──────────────────────────────────────────────────┐
│ Participate in offshore practice as set out in     │
│ Emergency Response Plan.                            │
│ In addition:                                       │
│ • Participate in 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.                         │
└──────────────────────────────────────────────────┘
```

Figure 5: Competence and Training in Emergency Response - OERTL

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,

Asset Owner/Operators should ensure that Fire/Emergency Response Team Leaders continue to follow the medical and fitness assessment as per company specific medical guidelines for ERT members Refer also to Paragraph 11.2

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.

9.3.3 Training the Individual in those Functions and Responsibilities

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 Asset Owner/Operator 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 Asset Owner/Operator to determine which method of assessment to use for this purpose, although it may be useful to develop an Assessor's Assessment Checklist, which indicates those competencies which need to be assessed offshore.

9.3.5 Practising and Maintaining Competence in Emergency Response

Competence is maintained through offshore practise carried out according to the schedule set out in the Asset Owner/Operator's Emergency Response Management System. 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 must also attend an OPITO-approved further training programme every 2 years to practise those activities which cannot be practised offshore.

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:

Check individual meets entry criteria (to include medical and fitness assessment as per company specific medical guidelines for Emergency Response Team Members – refer to Paragraph 11.2)

↓

Establish fit with OPITO Industry Training Standard(s) to identify relevant competencies for this role

↓

Complete OPITO-approved Fire Team Member course followed by Assessment

↓

Practice in offshore competencies e.g. 'locate equipment and controls' followed by Asset Owner/Operator Assessment

↓

Participate in offshore practice as set out in Emergency Response Plan.
In addition:

- Participate in 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

Figure 6: Competence and Training in Emergency Response - OERTM

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

Asset Owner/Operator should ensure that Fire/Emergency Response Team Members continue to follow the medical and fitness assessment as per company specific medical guidelines for ERT members. 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.

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 Asset Owner/Operator 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 Asset Owner/Operator to determine which method of assessment to use for this purpose, although it may be useful to develop an Assessor's Assessment Checklist, which indicates those competencies which need to be assessed offshore.

.

9.4.5 Practising and Maintaining Competence in Emergency Response

Competence is maintained through offshore practise carried out according to the schedule set out in the Asset Owner/Operator'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 must also attend an OPITO-approved further training programme every 2 years, 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 the Asset Owner/Operator in agreement with training providers to tailor Fire/Emergency Team training for Fire/Emergency 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 certificates can be issued. During audit OPITO may request copy of agreements made between the Asset Owner/Operator and Training Provider.

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:
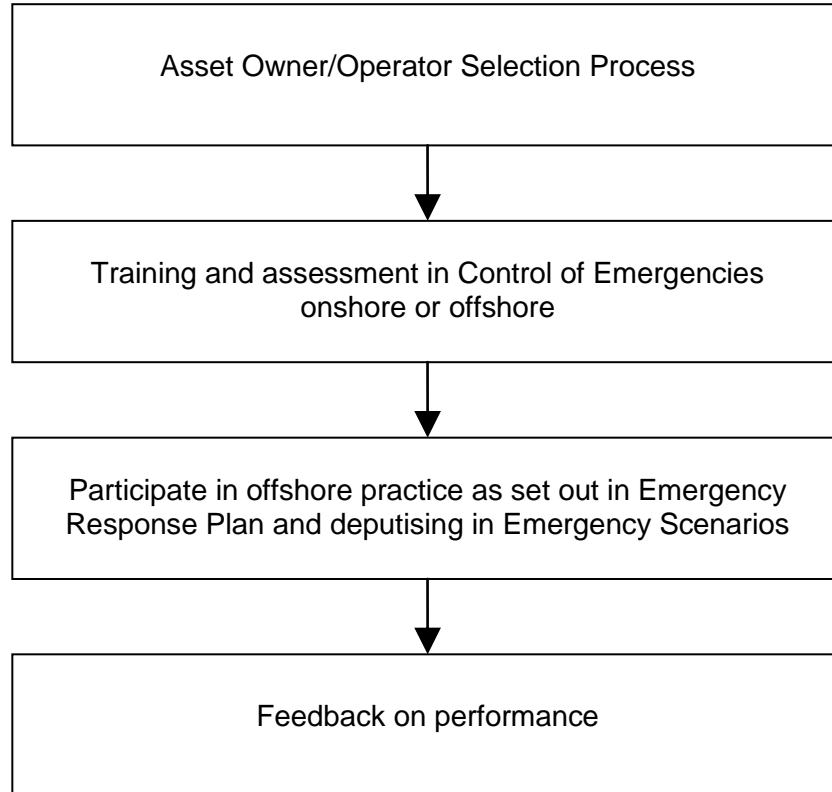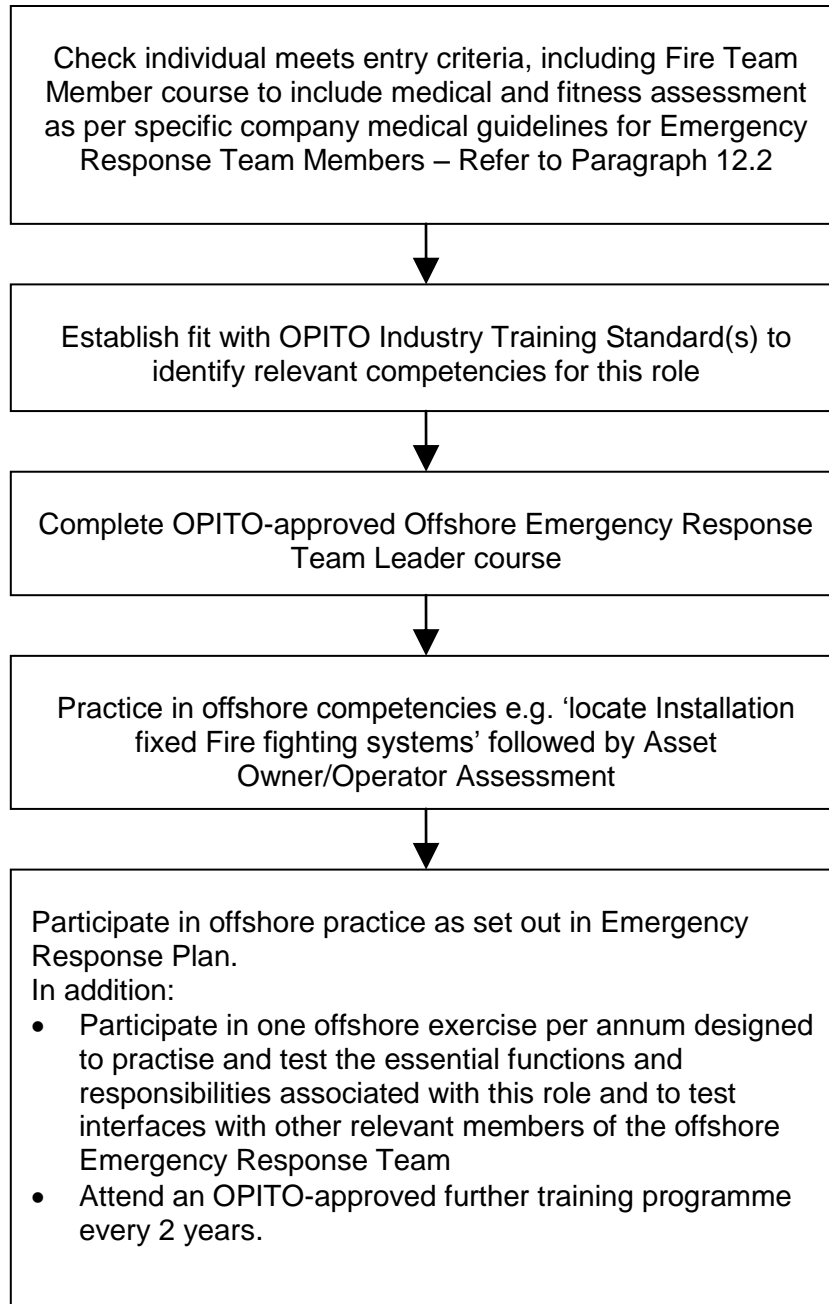
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┌─────────────────────────────────────┐
│   Check individual meets entry       │
│              criteria                │
└─────────────────────────────────────┘
                   │
                   ▼
┌─────────────────────────────────────┐
│   Establish fit with OPITO Industry  │
│   Training Standard(s) to identify   │
│   relevant competencies for this role│
└─────────────────────────────────────┘
                   │
                   ▼
┌─────────────────────────────────────┐
│   Complete OPITO-approved Offshore   │
│   Lifeboat Coxswain course followed  │
│            by Assessment             │
└─────────────────────────────────────┘
                   │
                   ▼
┌─────────────────────────────────────┐
│   Assessment by Asset Owner/         │
│   Operator in offshore competencies  │
│   against OPITO Industry Competence  │
│   Standard e.g. 'Report to assigned  │
│          survival craft'             │
└─────────────────────────────────────┘
                   │
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```

(Supplementary fall training for competence in more than one fall system)

Regular offshore practice as set out in Emergency Response Plan.
In addition:
- Participate in 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

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.

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. Assessment checklists, referenced against the OPITO 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 Asset Owner/Operator to determine which method of assessment to use for this purpose. Prior to assuming full responsibility for the role, Asset Owner/Operators 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 and Maintaining Competence in Emergency Response

Competence is maintained by offshore practise carried out according to the schedule set out in the Asset Owner/Operator Emergency Response Management System. 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 must 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 Approved Training Providers. 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:
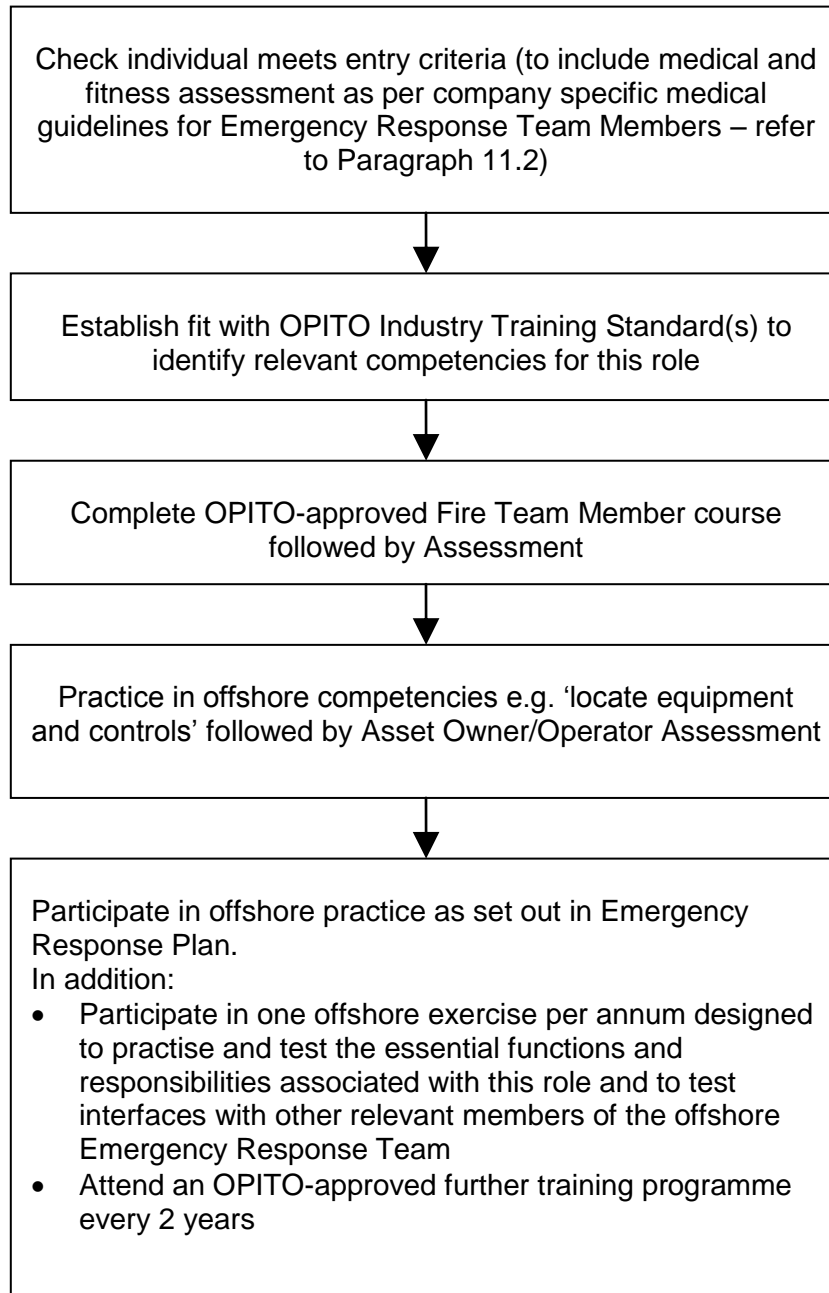
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┌─────────────────────────────────────────────┐
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│      Check individual meets entry criteria  │
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┌─────────────────────────────────────────────┐
│  Establish fit with OPITO Industry          │
│  Competence Standard(s)                     │
│  to identify relevant competencies for      │
│  this role                                  │
└─────────────────────────────────────────────┘
                      │
                      ▼
┌─────────────────────────────────────────────┐
│                                             │
│  Regular offshore practice as set out in    │
│  Emergency Response Plan                     │
│                                             │
└─────────────────────────────────────────────┘
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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.

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 Asset Owner/Operator. It is for the Asset Owner/Operator to determine which method of assessment to use for this purpose, although it is recommended to use an Assessor's Checklist, which indicates those competencies which need to be assessed offshore.

9.6.4 Practising and Maintaining Competence in Emergency Response

Competence is maintained through offshore practise carried out according to the schedule set out in the Asset Owner/Operator's Emergency Response Management System.

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:
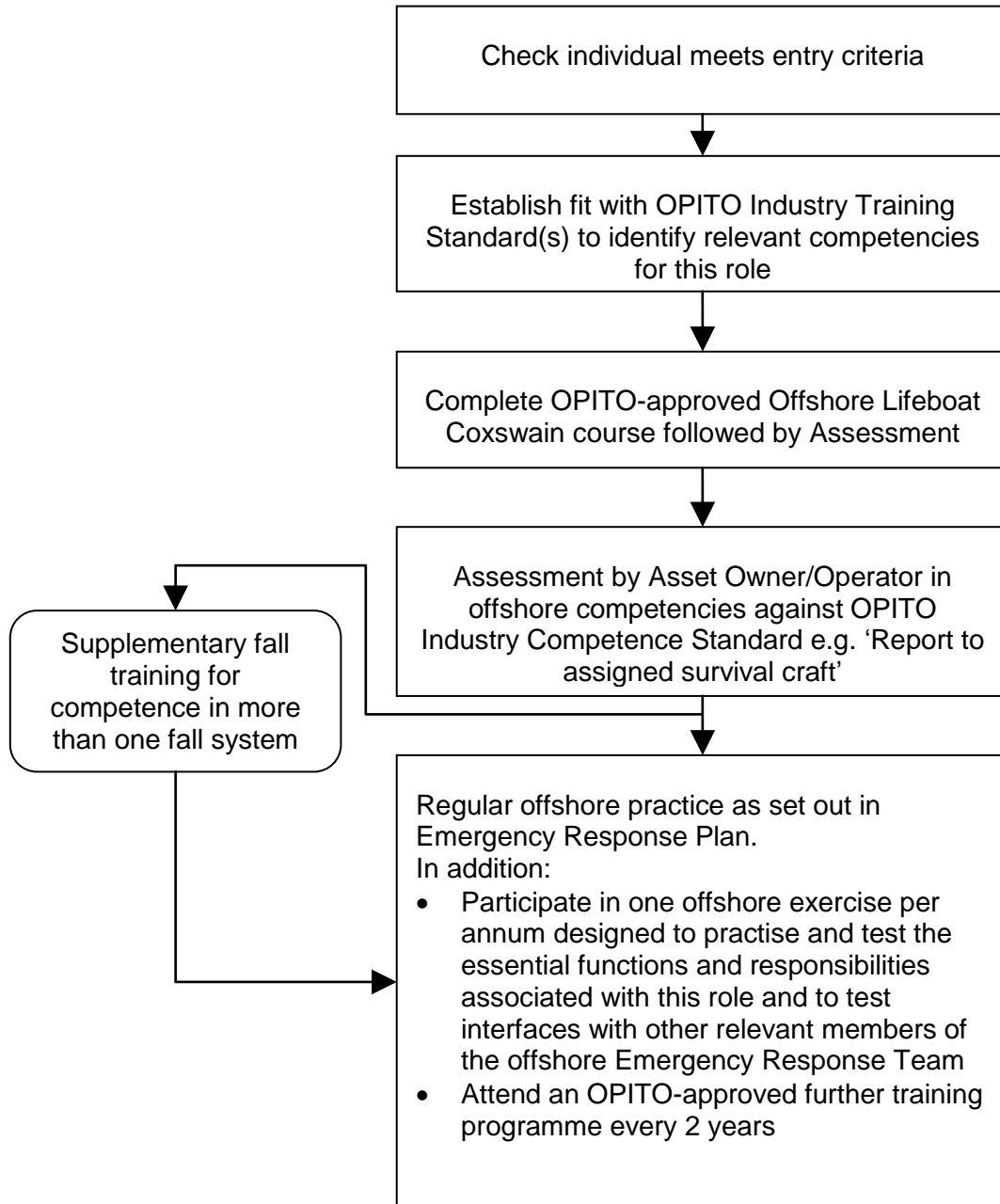
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┌─────────────────────────────────────────────────────┐
│                                                       │
│          Check individual meets entry criteria        │
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└─────────────────────────────────────────────────────┘
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┌─────────────────────────────────────────────────────┐
│                                                       │
│   Establish fit with OPITO Industry Competence        │
│   Standard(s) to identify relevant competencies       │
│   for this role                                       │
│                                                       │
└─────────────────────────────────────────────────────┘
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┌─────────────────────────────────────────────────────┐
│                                                       │
│   Offshore practice to assess competence in role      │
│   followed by Asset Owner/Operator assessment         │
│                                                       │
└─────────────────────────────────────────────────────┘
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┌─────────────────────────────────────────────────────┐
│                                                       │
│   Regular offshore practice as set out in Emergency   │
│   Response Plan                                        │
│                                                       │
└─────────────────────────────────────────────────────┘
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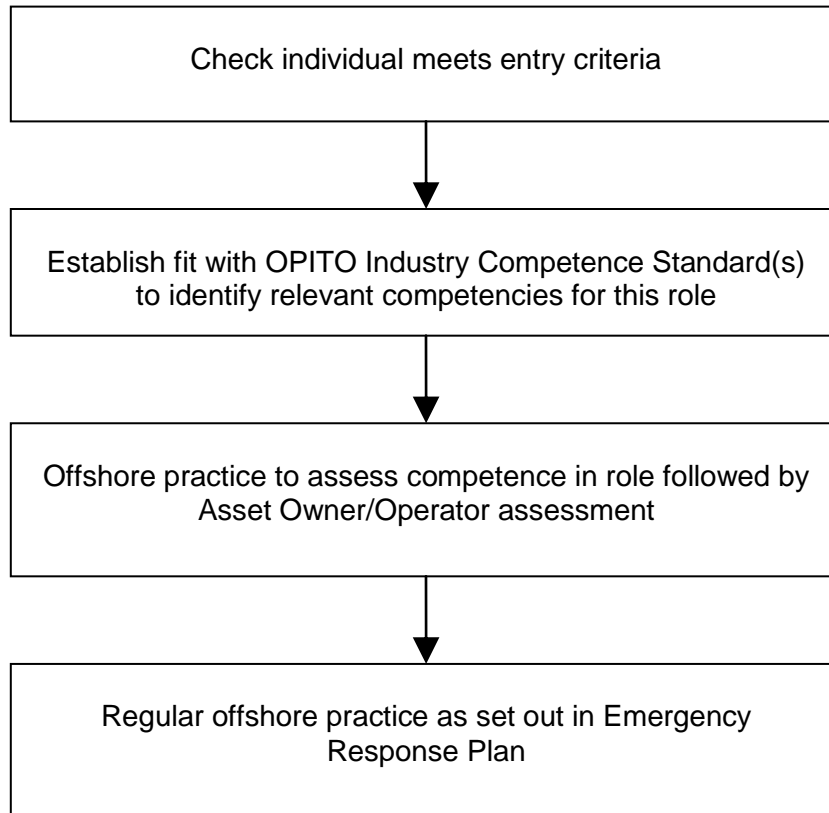
Figure 9: Competence and Training in Emergency Response – Muster Co-ordinator

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.

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 Asset Owner/Operator. It is for the Asset Owner/Operator to determine which method of assessment to use for this purpose, although it may be useful to refer to an Assessor's Checklist, which should indicate those competencies which need to be assessed.

9.7.4 Practising and Maintaining Competence in Emergency Response

Competence is maintained through offshore practise carried out according to the schedule set out in the Asset Owner/Operator's Emergency Response Plan.

9.8 Role: Helicopter Landing Officer (ER Helideck 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:

Check individual meets entry criteria (to include medical and fitness assessment as per company specific medical guidelines for Emergency Response Team Members – refer to Paragraph 11.2)

↓

Establish fit with OPITO Industry Training Standard(s) to identify relevant competencies for this role

↓

Complete OPITO-approved Helicopter Landing Officer course followed by Assessment

↓

Practice in offshore competencies e.g. 'select and operate helifuel system control valves in an emergency' followed by Asset Owner/Operator Assessment

↓

Regular offshore practice as set out in Emergency Response Plan.
In addition:
- 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

Figure 10: Competence and Training in Emergency Response – HLO

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. Refer also to Paragraph 11.2

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.

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 Asset Owner/Operator 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 Asset Owner/Operator to determine which method of assessment to use for this purpose, although it is recommended to use an Assessor's Checklist, which indicates those competencies which need to be assessed offshore..

9.8.5   Practising and Maintaining Competence in Emergency Response

Competence is maintained through offshore practise carried out according to the schedule set out in the Asset Owner/Operator'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 an 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 along with the full Helideck Emergency Response Team, in order to practise the emergency response part of their duties which cannot be practised offshore.
.

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 9.11

9.9 Role: Emergency Helideck 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:
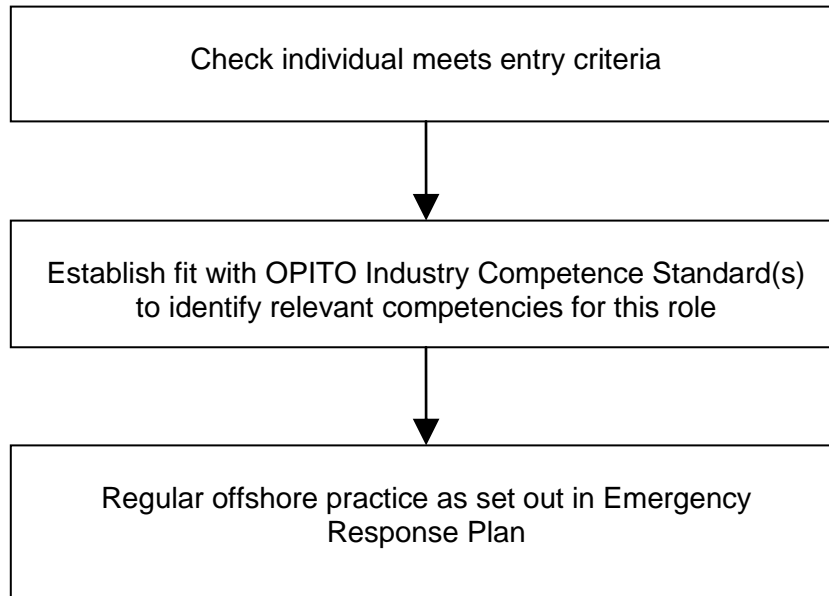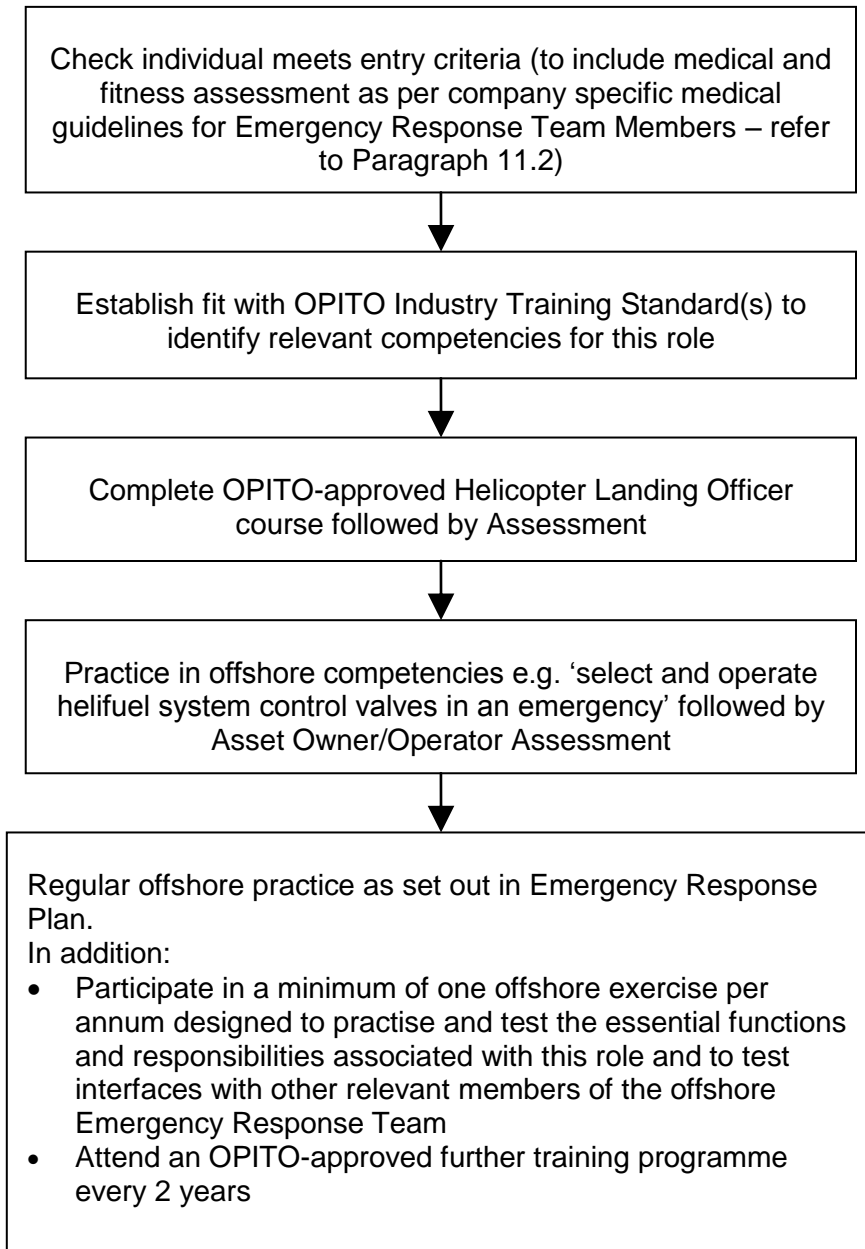
Check individual meets entry criteria (to include medical and fitness assessment as per company specific medical guidelines for Emergency Response Team Members – refer to Paragraph 11.2)

↓

Establish fit with OPITO Industry Standard(s) to identify relevant competencies for this role

↓

Complete OPITO-approved Emergency Helideck Team Member course followed by Assessment

↓

Practice in offshore competencies followed by Asset Owner/Operator Assessment

↓

Regular offshore practice as set out in Emergency Response Plan.
In addition:
- 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

Figure 11: Competence and Training in Emergency Response - EHTM

9.9.1   Entry criteria

Emergency Helideck Team Members should meet the requirements for 'Common Induction for all personnel' as detailed in Section 2. Asset Owner/Operator should ensure that Emergency Helicopter Team Members comply with the company specific medical Guidelines. Refer also to Paragraph 11.2

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.

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 Asset Owner/Operator should then ensure that those areas of competence which can only be acquired offshore are assessed. It is for the Asset Owner/Operator to determine which method of assessment to use for this purpose, although it is recommended to use an Assessor's Checklist, which indicates those competencies which need to be assessed offshore.

9.9.5   Practising and Maintaining Competence in Emergency Response

Competence is maintained by offshore practise carried out according to the schedule set out in the Asset Owner/Operator'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 an 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 along with the full helideck Emergency Response Team, in order to practise the emergency response part of their duties which cannot be practised offshore.

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 9.11

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:
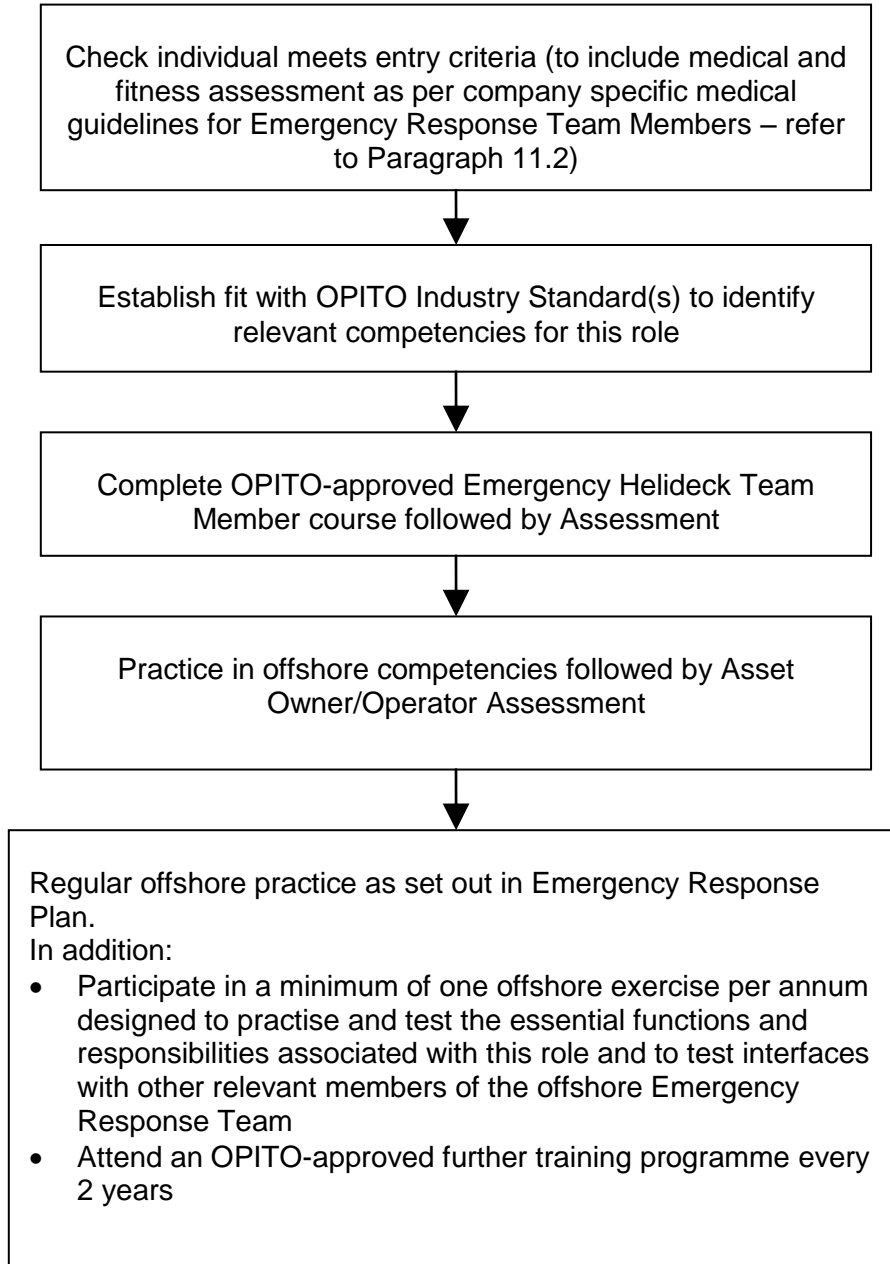
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┌─────────────────────────────────────────────┐
│        Asset Owner/Operator selection process │
└─────────────────────────────────────────────┘
                      │
                      ▼
┌─────────────────────────────────────────────┐
│  Draw up and implement individual training programme │
└─────────────────────────────────────────────┘
                      │
                      ▼
┌─────────────────────────────────────────────┐
│     Complete Scenario exercises onshore / offshore │
└─────────────────────────────────────────────┘
                      │
                      ▼
┌─────────────────────────────────────────────┐
│  Formal assessment to the OPITO Industry Competence │
│  Standard 'Controlling Emergencies and Critical Situations' │
└─────────────────────────────────────────────┘
                      │
                      ▼
┌─────────────────────────────────────────────┐
│  Assume role as CRO and take part in offshore practice as │
│  set out in Installation Emergency Response Plan.         │
│  In addition:                                            │
│  • Participate in a minimum of one exercise per annum    │
│    designed to practise and test the essential functions and │
│    responsibilities associated with this role and to test the │
│    interfaces with other relevant members of the offshore │
│    Emergency Response Team                               │
└─────────────────────────────────────────────┘
```

Figure 12: Competence and Training in Emergency Response - CRO

9.10.1 Introduction

A major factor in the Asset Owner/Operator'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 Asset Owner/Operator should assess the CROs ability in meeting the OPITO Industry Competence Standard 'Control Room Operator Emergency Response Standard'.

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 Competence Standard 'Control Room Operator Emergency Response Standard,

- CROs should have an awareness of the role and responsibilities of relevant agencies.

- 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 Asset Owner/Operator 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 Qualified 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 Guidelines for Normally Unattended installations

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:
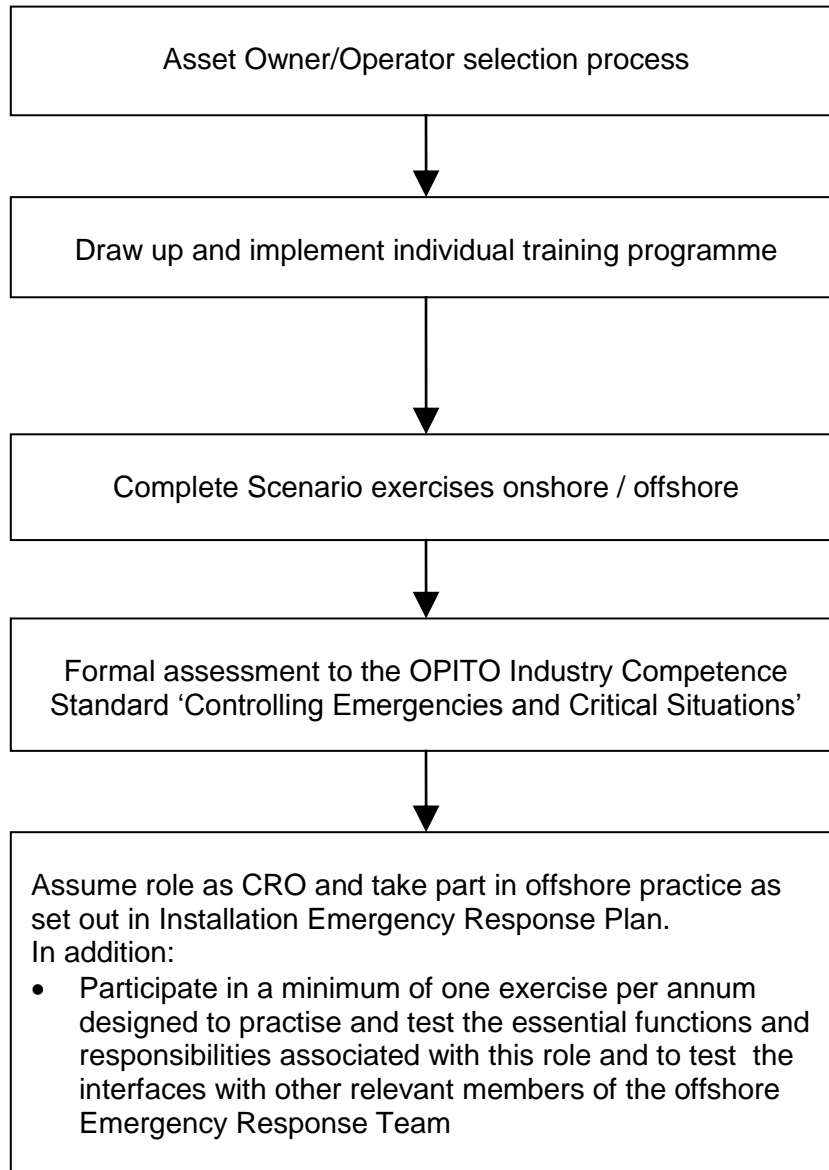
```
┌─────────────────────────────────────────────────────────┐
│     Assess the risks associated with responding to an    │
│              emergency on the Installation                │
└─────────────────────────────────────────────────────────┘
                              │
                              ▼
┌─────────────────────────────────────────────────────────┐
│      Select the appropriate competencies to mitigate     │
│                        the risks                         │
└─────────────────────────────────────────────────────────┘
                              │
                              ▼
┌─────────────────────────────────────────────────────────┐
│              Identify personnel to assume roles          │
└─────────────────────────────────────────────────────────┘
                              │
                              ▼
┌─────────────────────────────────────────────────────────┐
│      Provide OPITO-approved training followed by         │
│                      Assessment                          │
└─────────────────────────────────────────────────────────┘
                              │
                              ▼
┌─────────────────────────────────────────────────────────┐
│  Regular offshore practice as set out in Emergency       │
│  Response Plan.                                           │
│  In addition:                                            │
│  • Where practicable, 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 as defined in the relevant section of       │
│    these guidelines                                      │
└─────────────────────────────────────────────────────────┘
```
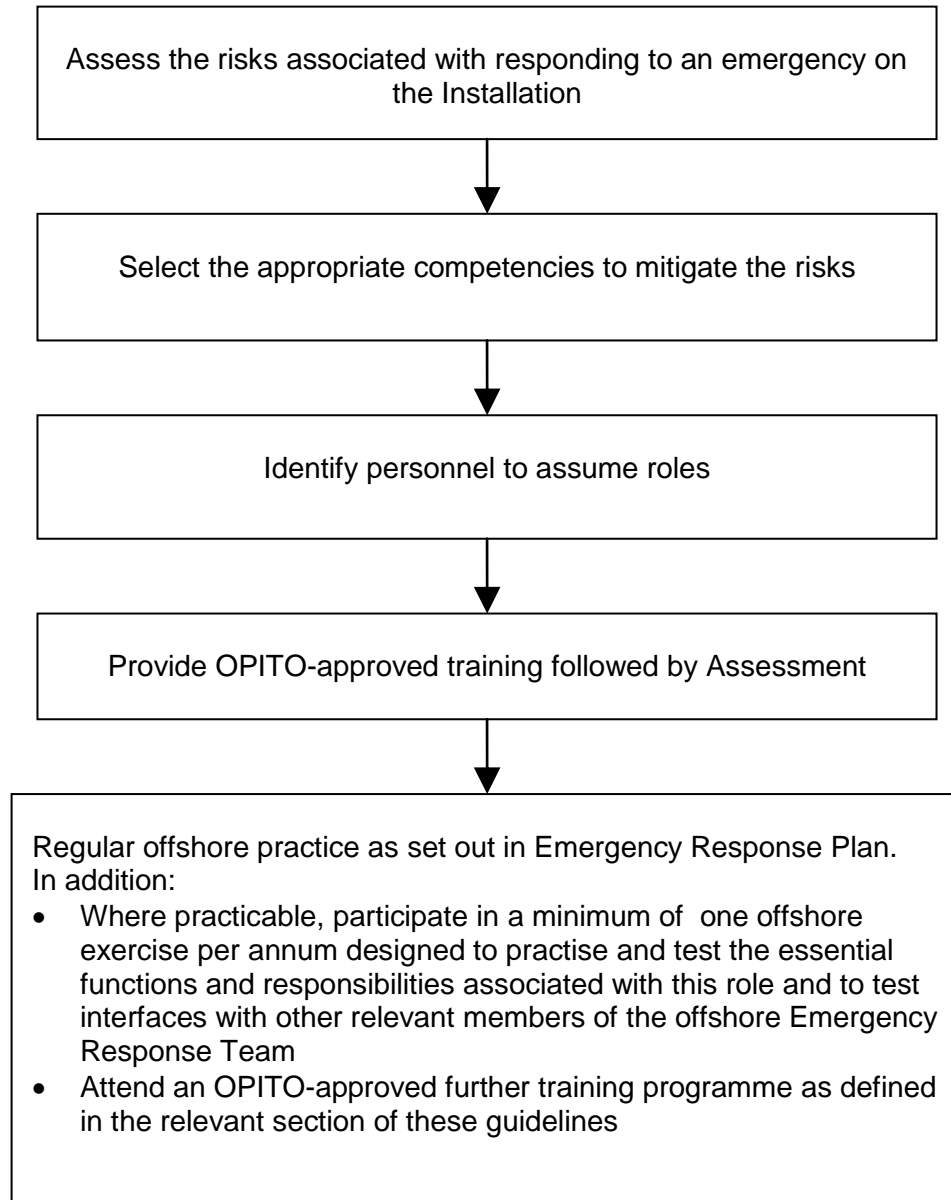
Figure 14: Competence and Training in Emergency Response - NUIs

9.11.1 Competence of Personnel

It is necessary for the Asset Owner/Operator 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, Asset Owner/Operators 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

9.11.2 Communication with Staff

Given the flexible nature of this category, the Asset Owner/Operator should take account of the views of the workforce whilst making the selection identified in Paragraph 9.11.1

The Asset Owner/Operator 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.

9.11.3 Establishing Key Emergency Response Functions and Responsibilities

The Asset Owner/Operator should identify the key emergency response functions and responsibilities of the NUI Emergency Response (NUIER) Team so that OPITO Industry Standards can be applied to the defined roles

9.11.4 Entry Criteria

NUIER Team should meet the requirements for 'Common Induction for all personnel' as detailed in Section 2. Asset Owner/Operator should also ensure that the level of fitness for the NUIER Team comply with the company specific medical Guidelines.

9.11.5 Training the Individual in those Functions and Responsibilities

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

9.11.6 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 Asset Owner/Operator should then ensure that those areas of competence which can only be acquired offshore are assessed. It is for the Asset Owner/Operator to determine which method of assessment to use for this purpose, although it is recommended to use an Assessor's Checklist, which indicates those competencies which need to be assessed offshore..

9.11.7 Practising and Maintaining Competence in Emergency Response

Competence is maintained through offshore practise carried out according to the schedule set out in the Asset Owner/Operator's Effective Management of Emergency Response.

Further practise to maintain those competencies which cannot be carried out offshore is by attendance at an OPITO-approved programme for the NUIER Team every 2 years.

9.11.8 Equivalent Standards

Apart from the specific roles of Helicopter Landing Officer on a Normally Unattended Installation (Section 9.12) and Helideck Team Member on a Normally Unattended Installation (Section 9.13), 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 to repeat this section of training and competence. The Asset Owner/Operator should ensure that the team is familiar with the location and operation of the emergency response equipment.

9.12 Role: Helicopter Landing Officer on a Normally Unattended Installation

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:

Check individual meets entry criteria (to include medical and fitness assessment as per company specific medical guidelines for the Emergency Response Team– refer to Paragraph 11.2)

↓

Establish fit with OPITO Industry Standard(s) to identify relevant competencies for this role

↓

Complete OPITO-approved Helicopter Landing Officer on a Normally Unattended Installation course followed by Assessment

↓

Practice in offshore competencies e.g. 'Ensured that rescue and firefighting equipment was available & manned' followed by Asset Owner/Operator Assessment

↓

Regular offshore practice as set out in Emergency Response Plan. In addition:
- Where practicable, 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

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

9.12.1 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 HLO has an OPITO HLO certificate and has NUI HLO experience, then he/she, at the discretion and with the written approval of the Asset Owner/Operator, can take the one day NUI HLO further training in order to achieve an OPITO approved NUI HLO certificate. Should they be deemed Not Yet Competent in the NUI HLO further training, they must then take the full NUI HLO training course.

Asset Owner/Operators should also ensure that NUI HLOs comply with company specific Medical guidelines Refer also to Paragraph 11.2

9.12.2 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.

9.12.3 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.

9.12.4 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 Asset Owner/Operator 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 Asset Owner/Operator to determine which method of assessment to use for this purpose, although it is recommended to use an Assessor's Checklist, which indicates those competencies which need to be assessed offshore.

9.12.5 Practising and Maintaining Competence in Emergency Response

Competence is maintained through offshore practise carried out according to the schedule set out in the Asset Owner/Operator's Emergency Management System. 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, 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.

9.13 Role: Helideck Team Member on a Normally Unattended Installation

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:
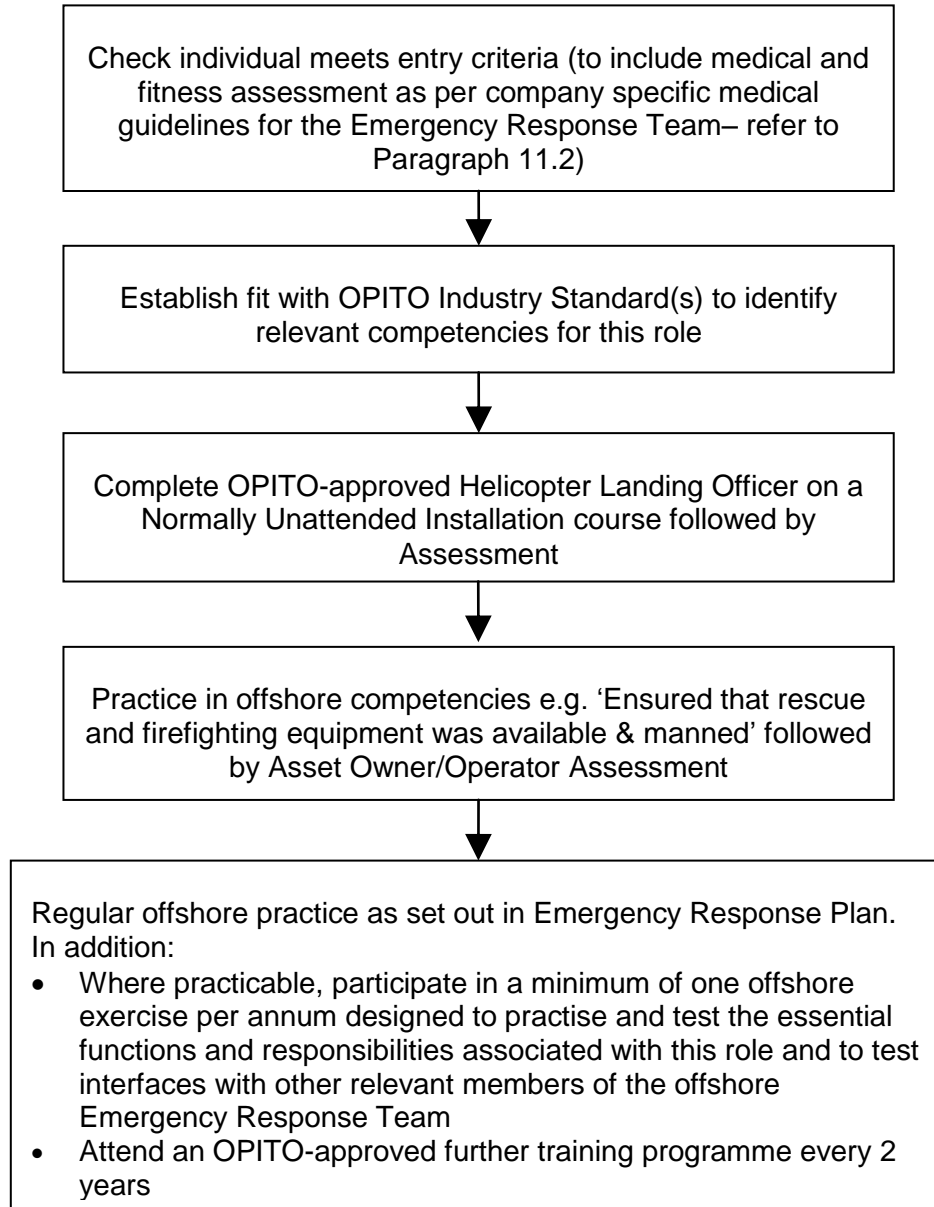
Check individual meets entry criteria (to include medical and fitness assessment as per company specific medical guidelines for Emergency Response Team Members – refer to Paragraph 11.2)

⬇

Establish fit with OPITO Industry Standard(s) to identify relevant competencies for this role

⬇

Complete an OPITO-approved Helideck Team Member on a Normally Unattended Installation course followed by Assessment

⬇

Practice in offshore competencies followed by Asset Owner/Operator Assessment

⬇

Regular offshore practice as set out in Emergency Response Plan.
In addition:
- Where practicable, 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,
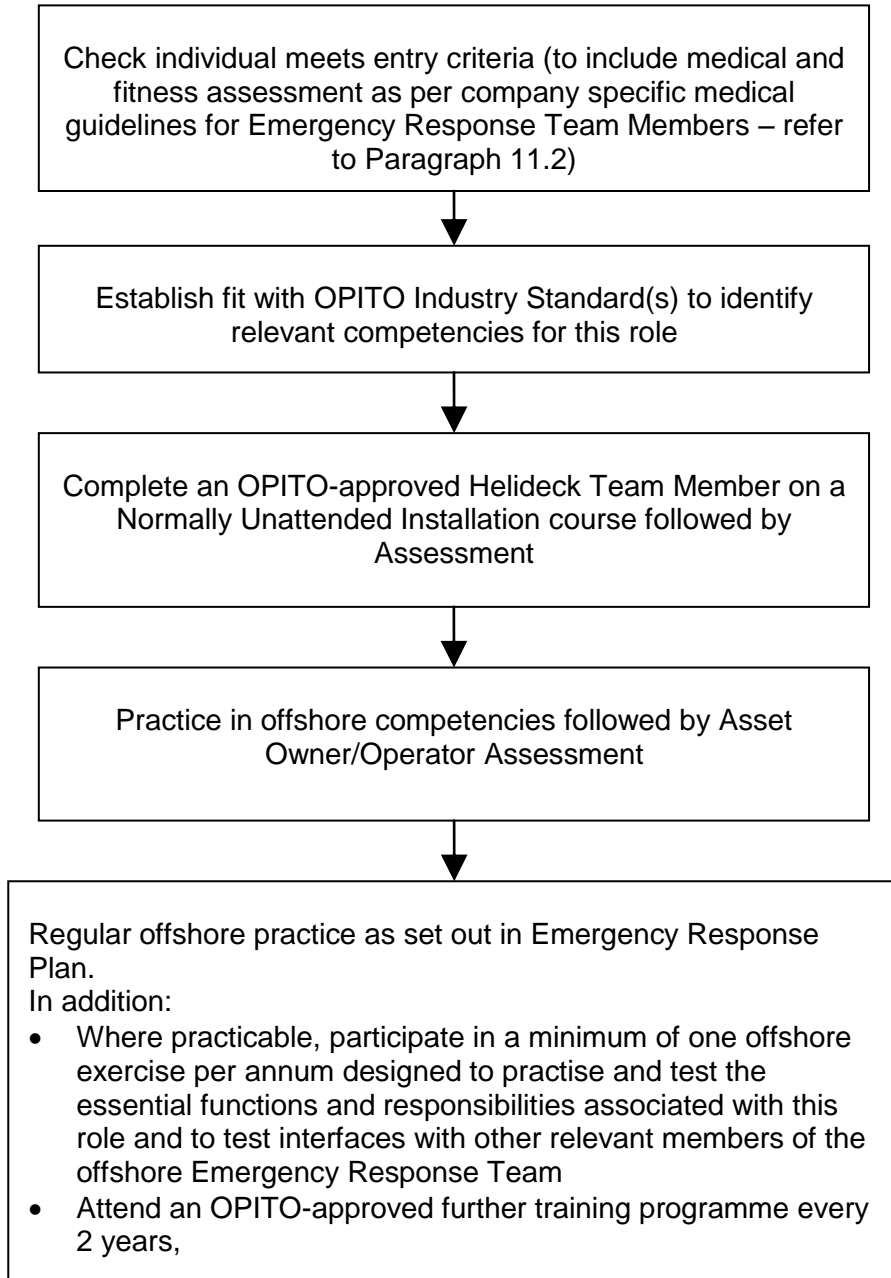
Figure 16: Competence and Training in Emergency Response – HTM-NUI

9.13.1 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.

The Asset Owner/Operator should also ensure that NUI HTMs comply with the company specific medical guidelines. Refer also to Paragraph 11.2

9.13.2 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.

9.13.3 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.

9.13.4 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 Asset Owner/Operator should then ensure that those areas of competence which can only be acquired offshore are assessed. It is for the Asset Owner/Operator to determine which method of assessment to use for this purpose, although it is recommended to use an Assessor's Checklist, which indicates those competencies which need to be assessed offshore.

9.13.5 Practising and Maintaining Competence in Emergency Response

Competence is maintained by offshore practise carried out according to the schedule set out in the Asset Owner/Operator'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 must also attend an OPITO-approved further training programme, for NUI HTMs every 2 years.

9.14 Other Roles for Consideration

9.14.1 Emergency Response and Rescue Vessel (ERRV) Crew

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

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.

Note: OPITO currently has industry training standards specific to Emergency Response and Rescue Vessels:

- ERRV Initial Shipboard Operations

- ERRV Advanced Medical Aid

- ERRV Crew Fast Rescue Craft Boatman

- ERRV Crew Fast Rescue Craft Coxswain

- ERRV Crew Daughter Craft Coxswain

- Command & Control for ERRV Masters & Mates

- Ongoing Onboard Dev & Training Programme for ERRV Masters & Crews

9.14.2 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 or by boat, they should receive OPITO Approved Helicopter Underwater Escape Training (HUET) and/or Travel Safely by Boat (TSbB).

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.

9.14.3 Production and Drilling Personnel

The Asset Owner/Operator should consider what is required of those production and drilling personnel who have emergency duties out with the 'specific' roles detailed in these Guidelines.

In particular, personnel who may be required to operate out with 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. The Asset Owner/Operator should therefore consult with appropriate training providers in compiling and delivering training tailored to meet their own requirements.

9.14.4 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

9.14.5 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 of drilling personnel, Asset Owner/Operators should consider the following:

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

The Asset Owner/Operator 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   Matrix

Category	Entry Criteria	Establish Competencies	Initial Training and Assessment	Practising Competence Offshore*	Further Onshore Training and Practise
Personnel with no specific emergency response duties should undergo training as indicated below for 'All offshore personnel'					
All Offshore Personnel	Company specific Medical	As detailed in the respective OPITO Industry Standard(s)	Tropical and/or Basic Offshore Safety Induction and Emergency Training	As set out in these Guidelines and the Asset Owner/Operator's ER Plan	Tropical and /or Further Offshore Emergency Training every 4 years
	When the travel to the offshore installation involves a journey by boat, personnel should also complete an OPITO Approved Travel Safely by Boat programme.				
	Where the potential release of H2S exists all personnel should complete the OPITO Approved Basic H2S Training.				
	Minimum Industry Safety Training (MIST) and International Minimum Industry Safety Training (IMIST). The MIST/IMIST programme introduces delegates to the key safety elements required by all employees for working offshore.				
In addition to the above, personnel responsible for roles with specific emergency response duties should undergo further training and practise as set out below					
Offshore Installation Manager	Asset Owner/Operator'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 Asset Owner/Operator'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	*See Paragraph 9.2 of these Guidelines*				
Fire/ Emergency Response Team Leader	Asset Owner/Operator selection process, Offshore Fire/Emergency Response Team member training or other relevant qualification and medical and fitness assessment as per company specific 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 Asset Owner/Operator's ER Plan	Further OPITO-approved training programme every 2 years
Fire/ Emergency Response Team Member	Asset Owner/Operator's Selection Process and medical and fitness assessment as per company specific 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 Asset Owner/Operator's ER Plan	Further OPITO-approved training programme every 2 years
Offshore Lifeboat Coxswain	Asset Owner/Operator's Selection Process	As detailed in the respective OPITO Industry Standard(s)	OPITO-approved Training Course	As set out in these Guidelines and the Asset Owner/Operator's ER Plan	Further OPITO-approved training programme every 2 years

Category	Entry Criteria	Establish Competencies	Initial Training and assessment	Practising Competence Offshore*	Further Onshore Training and Practise
Muster Checker	Asset Owner/Operator's Selection Process	As detailed in the respective OPITO Industry Standard(s)	Practise Offshore	As set out in these Guidelines and the Asset Owner/Operator's ER Plan	
Muster Co-ordinator	Asset Owner/Operator's Selection Process	As detailed in the respective OPITO Industry Standard(s)	Practise Offshore	As set out in these Guidelines and the Asset Owner/Operator's ER Plan	
Helicopter Landing Officer	Asset Owner/Operator's Selection Process and medical and fitness assessment as per company specific medical guidelines for ERT members. Previous experience as Helideck Assistant and in possession of Emergency Helideck Team member certificate and appropriate recognised VHF Radio certificate	As detailed in the respective OPITO Industry Standard(s)	OPITO-approved Training Programme	As set out in these Guidelines and the Asset Owner/Operator's ER Plan	Further OPITO-approved Training Programme every 2 years
Emergency Helideck Team Member	Asset Owner/Operator's Selection Process and medical and fitness assessment as per company specific 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 Asset Owner/Operator's ER Plan	Further OPITO-approved Training Programme every 2 years
Control Room Operator	Asset Owner/Operator'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 Asset Owner/Operator's ER Plan	
Normally Unattended Installations	Asset Owner/Operator's Selection Process and, if appropriate company specific, medical	As detailed in the respective OPITO Industry Standard(s)	OPITO-approved Training Programme	As set out in these Guidelines and the Asset Owner/Operator's ER Plan	Further OPITO-approved Training Programme every 2 years
Visitors – see Paragraph 6.3 of these Guidelines					

- Asset Owner/Operator should arrange to confirm those competencies that can only be checked offshore. .

11 Notes to Guidelines

11.1 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. The Asset Owner/Operator 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.

11.2 Medical Fitness

The Asset Owner/Operator 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/Emergency Team Members, Fire/Emergency Team Leaders, Helicopter Landing Officers and Emergency Helideck Team members. These additional fitness levels should be developed by the Asset Owner/Operator using industry practices.

Asset Owner/Operators, 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.

11.3 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 Management System of a particular Asset Owner/Operator. 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, Asset Owner/Operators 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.

11.4   Record Keeping

The Asset Owner/Operator 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. Asset Owner/Operators 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 Asset Owner/Operator should keep extensive 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 should 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. Access to this data base is free of charge and available to Asset Owner/Operators and Training Providers

11.5   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 Asset Owner/Operator to decide what course of action is appropriate.

In order that the extensions process is not abused, the Asset Owner/Operator 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 must be completed and submitted to training providers at time of course booking or booking amendment.

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 the Asset Owner/Operator 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.

- Asset Owner/Operator 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 Asset Owner/Operator 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 current certificate i.e. an existing OPITO-approved certificate.

Addendum 1

12 Definitions:

The following terms are used throughout these Guidelines:

12.1 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'.

12.2 Assessment

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

12.3 Asset Owner/Operator

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

Asset Owner/Operators are responsible for Safety Case, arrangements for prevention of fire and explosion, emergency response and the appointment of the Offshore Installation Manager (OIM).

12.4 Employer

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

12.5 Operator

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

12.6 Contractor

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

12.7 OPITO International

OPITO develops and maintains the industry's standards and guidance documentation, and quality assures the delivery of the OPITO standards by the OPITO approved network of Training Providers.

12.8 OPITO-approved Course

An OPITO-approved training course refers to any course that has been approved by OPITO

12.9   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.

Addendum 2

13   Contact Names and Addresses:

OPITO International FZ LLC
PO Box 500726
Block 11 Room F12
Knowledge Park
Dubai
United Arab Emirates

Tel: +971 4 445 8482

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10th Floor, UBN Tower
10 Jalan P. Ramlee
50250 Kuala Lumpur, Malaysia

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OPITO LLC
2925 Richmond Ave
Suite 1200
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T: +1 713 338 3492 (VP Gulf of Mexico)
T: +1 832 532 1504 (Americas Approvals)

Website: www.opito.com

Appendix 1

Appendix 1 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 Asset Owner/Operator 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.

- o Extensions will only be applied to personnel who work offshore regularly and not to visitors or personnel who work offshore occasionally.
- o 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
- o The 'Responsible Person' named below must be nominated by the Asset Owner/Operator 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.
- o 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).