



# Europe Course Directory



# Petrofac Training Services

**We have been a leader in the field of oil & gas industry, safety, survival and emergency response training for more than 30 years. Working closely with organisations and industry regulators, we have helped pioneer the development of many industry standards and training courses over the years.**

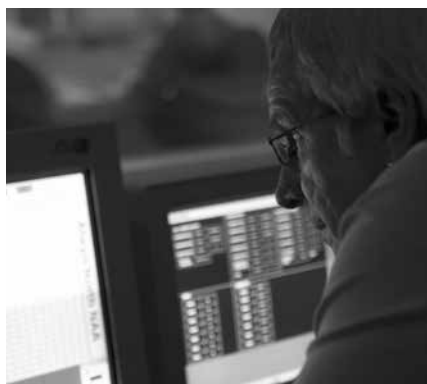
We have a global reach, with a presence in Europe, the Americas, the Middle East and Asia Pacific. Our training centres are fitted out with modern classrooms, state-of-the-art training equipment and high tech modules and simulators, including our recently upgraded training centre in Montrose. This allows delegates to experience real-life training in safe, professionally managed environments.

Many of our highly skilled staff have specialised in oil & gas industry training for over 20 years. Others bring with them experience of best practice in a range of industries, including the armed forces, emergency services and education. Collectively, our people provide a rich resource that informs all our work and we are proud to be able to offer this level of experience to our customers.

Wherever relevant, our courses are accredited to the highest industry standards. Our experience, depth of knowledge and breadth of offering also allows us to design and deliver bespoke training programmes to suit the specific needs of our customers.

When you or your personnel are training with us, we'll make your experience as comfortable as possible, so you'll be able to concentrate fully on the task at hand. We will provide the tools needed to further enhance skills, inform safety and assure competency.

We deliver over 200,000 training days worldwide to develop and improve competence levels. Invest in your future by making Petrofac Training Services your number one choice for industry training.



# Our Approach

We have developed a flexible structure to our global business in order to meet the differing requirements of our diverse client base. We focus on global delivery through four key service lines and our experienced teams in each region have the knowledge and capability to meet local needs. Our service lines cover:

- Fire, Safety and Survival Training
- Emergency Response and Crisis Management
- Technical Training
- Competency Consulting

We can deliver fully accredited training programmes relevant to your business and we can also design and deliver bespoke programmes that meet your specific objectives.

You can also rely on us to deliver quality, consistent programmes. A sharing of best practice and a strong culture of communication and co-operation amongst our teams ensures that wherever you have operations and personnel based in the world, you can be confident that we will deliver the same level of high standards in our approach to safety, training and competency development.

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## Technical Skills Training

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We provide operations, maintenance and construction skills training across the world, including from key facilities in Baku, Azerbaijan (Caspian Technical Training Centre); Jurong Island, Singapore (Chemical Process Technology Centre); and Sakhalin Island, Russia (Sakhalin Technical Training Centre).

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## Fire, Safety & Survival Skills Training

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We have the strongest track record of all training providers working in the industry today when it comes to the design and delivery of fire, survival, safety and marine training programmes. We are also fortunate to be able to offer our clients access to the most experienced range of training instructors available. Many of our staff have accumulated as much as 25 years operational and training experience.

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## Emergency Response & Crisis Management – Consultancy and Training

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Involvement in any high-risk industry means putting a great deal of thought and training into the mitigation of a wide range of disaster scenarios. Our specialist consultants can deliver a full emergency response and crisis management (ERCM) service, helping clients to develop strategies and solutions to protect individuals and the environment, while minimising the impact of disruption to the business.

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## Competency Solutions

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Through our Competency Solutions service line, we work in close collaboration with our customers to identify and address areas where workforce capability can be enhanced. Leveraging our global network of experts, we can support the complete design and implementation of competence assurance systems; we can audit and enhance existing systems; or we can support specific competency assurance needs, such as the design of a bespoke assessment or learning programme.



# Bookings and Contacts

## How to book

To book any of our courses, call our customer care team on **0845 606 2 909** and quote the course reference number that is listed in the course price list at the back of each section of the directory.

Our specialist team will advise you of course dates and availability and will take the necessary details from you so that they can complete the booking transaction.

When the booking has been processed, joining instructions will be sent out immediately to you, detailing your course venue, start time and highlighting any items that you need to bring with you.

Please note that all bookings are made subject to our terms and conditions, which are set out in full on pages 195-198 of this directory.

## Payment terms

Customers using our services for the first time and self sponsor delegates are required to pay at the time of booking. We accept most major credit and debit cards. Payment by cheque can only be accepted if the cheque is received and cleared five days before the commencement of training.

Account customers will be invoiced after the training has taken place.

The course prices displayed in this directory are valid until the end of 2014 and are **not** inclusive of VAT.

Petrofac Training Services reserves the right to revise prices at any time. Customers will be advised of any price changes at the time of booking.

## Contacts

To learn more about our full service capabilities and experience of working with a range of clients around the world, visit [www.petrofactraining.com](http://www.petrofactraining.com)

To find out more specifically about our training courses and to book, visit [www.petrofactrainingcourses.com](http://www.petrofactrainingcourses.com)

For all course enquiries and bookings:

Tel: **0845 606 2 909**

E-mail: [bookings@petrofactraining.com](mailto:bookings@petrofactraining.com)

For enquiries not related to bookings please contact the relevant department:

**Business Development**  
[busdev-europe@petrofactraining.com](mailto:busdev-europe@petrofactraining.com)

**Customer Service**  
[customerservice@petrofactraining.com](mailto:customerservice@petrofactraining.com)

**General**  
[info@petrofactraining.com](mailto:info@petrofactraining.com)

## Company

Petrofac Training Limited  
Company No. 179707  
Incorporated in: Scotland  
Registered Office: Forties Road, Montrose,  
Angus DD10 9ET, UK  
VAT Registration No: 751 1414 65

### Training Centre locations:

Altens Training Centre,  
Blackness Avenue, Altens  
Aberdeen AB12 3PG Scotland

Marine Training Centre  
North Esplanade East  
Aberdeen AB11 5QD Scotland

Montrose Training Centre  
Forties Road, Montrose  
Angus DD10 9ET Scotland

# Quality & Environmental Management

We work to the highest levels of quality, health & safety and environmental management system standards across our operations. We are accredited to ISO 9001:2008 and ISO 14001:2004 standards and effectively operate to HSG65 guidelines. Our quality management system ensures consistency and continuous improvement through external quality standards and internal monitoring.

## Industry Standards

We offer global standards with local emphasis to ensure that customers' requirements are met. We have a range of accredited courses to international and national standards from the following industry bodies:

- OPITO (Oil & Gas Academy)
- OLF (Oljeindustriens Landsforening)
- IWCF (International Well Control Federation)
- IMO (International Maritime Organisation)
- NEBOSH (The National Examination Board in Occupational Safety and Health)
- IOSH (Institution of Occupational Safety and Health)
- IFE (Institute of Fire Engineers)
- SQA (Scottish Qualifications Authority)
- IATA (International Air Transport Association)
- JOIFF (Joint Oil and Industry Fire Forum)
- ECITB (Engineering and Construction Industry Training Board)
- MCA (Maritime and Coastguard Agency)

By underpinning our training delivery with universally recognised standards, our customers can be confident of a consistent, best-in-class service, no matter where they are in the world.

# Abbreviations

AMERC	Association of Marine Electronics and Radio Colleges	ISSOW	Introduction to Safe Systems of Work
BOP	Blow Out Preventer	IWCF	International Well Control Forum
BOSIET	Basic Offshore Safety Induction and Emergency Training	LOLER	Lifting Operations and Lifting Equipment Regulations
CAA	Civil Aviation Authority	LRC	Long Range Certificate
CARA	Chemical Agent Risk Assessment	MCA	Maritime and Coastguard Agency
CAM	Competence Assurance Management	MF	Medium Frequency
CBT	Computer Based Training	MFA	Medical First Aid
COMAH	Control of Major Accidents and Hazards	MNTB	Merchant Navy Training Board
COSHH	Control of Substances Hazardous to Health	NEBOSH	National Examination Board of Occupational Safety and Health
DBERR	Department for Business Enterprise and Regulatory Reform (formerly DTI)	NVQ	National Vocational Qualification
EBIDA	Earnings Before Interest, Depreciation and Amortisation	OIM	Offshore Installation Manager
EBS	Emergency Breathing Systems	OLF	Oljeindustriens Landsforening (Norwegian equivalent of OPITO)
ECITB	Engineering Construction Industry Training Board	OODTP	Ongoing Onboard Development and Training Programme
EFA	Elementary First Aid	OPITO	The Oil & Gas Academy
EI-E	Energy Isolations – Electrical	PCWS	Petrofac Competent Workforce Scheme
EI-P	Energy Isolations - Process	PFEER	Prevention of Fire, Explosion and Emergency Response
ERRV	Emergency Response and Rescue Vessel	POR	Price on Request
ERRVA	Emergency Response and Rescue Vessel Association	PPE	Personal Protective Equipment
FOET	Further Offshore Emergency Training	PST	Personal Survival Techniques
FRB	Fast Rescue Boat	PSV	Platform Supply Vessel
FRC	Fast Rescue Craft	PTL	Petrofac Training Limited
FROG	Marine Transfer Capsule	PTW	Permit to Work
GMDSS	Global Maritime Distress and Safety System	PUWER	Provision and Use of Work Equipment Regulations
GOC	General Operators Certificate	ROC	Restricted Operators Certificate
HASAWA	Health and Safety at Work Act	RYA	Royal Yachting Association
HDA	Helideck Assistant	SBV	Stand By Vessel
HF	High Frequency	SIRP	Safe Isolation and Reinstatement of Plant
HLO	Helicopter Landing Officer	SNH	Scottish National Heritage
HSE	Health & Safety Executive	SOLAS	Safety of Lives at Sea
HSMOB	High Speed Man Overboard Boat	SOSREP	Secretary of State's Representative
HUET	Helicopter Underwater Escape Trainer	SQA	Scottish Qualifications Authority
HWO	Hydraulic Workover Operations	SSOW	Safe Systems of Work
IATA	International Air Transport Association	SSSV	Sub-Surface Safety Valves
IMDG	International Maritime Dangerous Goods Code	STCW	Standards of Training, Certification and Watch-keeping
IMO	International Maritime Organisation	TEMPSC	Totally Enclosed Motor Propelled Survival Craft
IOSH	Institute of Occupational Health and Safety	TRA	Task Risk Assessment
IRATA	Industrial Rope Access Trade Association	UKCS	United Kingdom Continental Shelf
		VHF	Very High Frequency





**Survival**



# Survival training in the hands of experts



Petrofac Training Services has been delivering survival training to the oil & gas industry since 1979 through our legacy company RGIT Montrose, and has played a key role in the development and ongoing refinement of many of the industry's recognised standards used today.

Quality and safety is at the heart of our training operations. Our highly experienced team of instructors, divers and support personnel provide realistic and challenging training in a controlled environment from our state-of-the-art pools and training facilities in Altens, Aberdeen.

Survival training is essential for all individuals wishing to travel offshore via helicopter and provides delegates with a range of important survival tools.

If you are undertaking survival training for the first time but are unsure which course is appropriate for you, see our guide below.

## Basic Offshore Safety Induction and Emergency Training (BOSIET)

This three-day course is the best choice for new delegates who have never undertaken survival training before or for delegates who have allowed their original certification to expire. It is valid for working in the UKCS and can be upgraded for working in Norway by completing the Escape System Training. The BOSIET certificate is valid for four years.

## Universal Basic Survival

This is a three-day basic course similar to the BOSIET but appropriate for all delegates who know that they will be working in other European sectors including Norway. The Universal Basic Survival is relevant for delegates who have not undertaken training before or who have allowed their certification to expire.

## Further Offshore Emergency Training (FOET)

This one-day course can be undertaken by individuals who have an in-date valid BOSIET certificate. The FOET certificate revalidates the BOSIET certificate for a further four years for the UKCS.

## Universal Refresher Survival

This one-day course revalidates the Universal Basic Survival certificate for all delegates working in the UKCS and other sectors including Norway, and is valid for four years.

## Escape System Training

This course meets the additional training requirements for holders of BOSIET or FOET certificates who require to work offshore in Norway.

## Other courses

We design and deliver bespoke courses to meet the survival training requirements of a range of working environments. Please contact us with your specific requirements.

# Basic Offshore Safety Induction and Emergency Training (BOSIET)

3 days

Ref Code: MS00191UKPTL

## Course Overview

This course is designed to provide delegates with a basic knowledge of safety and emergency response procedures for working in the UK sector of the North Sea.

## Course Structure

Delegates will gain a basic level of understanding and awareness of the hazards encountered when working on offshore installations, and of the safety regime and safety management systems in place to control and mitigate those hazards. The course is a mix of theoretical and practical sessions, during which delegates will be required to demonstrate their level of knowledge and understanding of the training programme content.

## Prerequisites

Delegates must be at least 16 years of age.

## Target Audience

All personnel employed on an offshore installation or seeking employment in the UKCS.

## Certification

An OPITO-approved Basic Offshore Safety Induction and Emergency Training certificate will be issued on successful completion of the course.

## Revalidation

Every four years.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen.

## Items to bring

All delegates must bring swimwear and a towel. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

## Health

All delegates will be asked to complete a medical questionnaire prior to course commencement.

## Dates

Courses run weekly.

## Course Content

The syllabus focuses on:

- Basic safety induction
- Emergency Breathing Systems (EBS)
- Fire fighting and self rescue
- Helicopter safety and escape
- Sea survival
- Survival first aid

# Further Offshore Emergency Training (FOET)

1 day

Ref Code: MS00103UKPTL

## Course Overview

This course is designed to meet further emergency training requirements for oil & gas industry personnel. Delegates will be required to demonstrate their level of knowledge and understanding of the training course content.

## Course Structure

Delegates will be given further training to enhance and complement their existing knowledge of the hazards encountered when working on offshore installations and the course forms part of their ongoing emergency training programme.

## Prerequisites

Delegates must have an in-date BOSIET/FOET certificate or equivalent.

## Target Audience

Delegates who have attended a Basic Offshore Safety Induction and Emergency Training (BOSIET) course and wish to maintain their current certification for working in the UKCS.

## Certification

An OPITO-approved Further Offshore Emergency Training certificate will be issued on successful completion of the course.

## Revalidation

Every four years.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen.

## Items to bring

All delegates must bring swimwear and a towel. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

## Health

All delegates will be asked to complete a medical questionnaire prior to course commencement.

## Dates

Courses run daily.

## Course Content

The syllabus focuses on:

- Helicopter safety and escape - actions to be taken in the event of a helicopter emergency, including operation and use of Emergency Breathing Systems (EBS)
- Fire fighting and self-rescue - operation of hand held portable fire extinguishers and use of respiratory protective equipment
- Emergency first aid

# Universal Basic Survival

3 days

Ref Code: MS00200UKPTL

### Course Overview

This course is designed to provide delegates with a basic knowledge of safety and emergency response procedures for working in the UK and other European sectors.

### Course Structure

Delegates will gain a basic level of understanding and awareness of the hazards encountered when working on offshore installations, and of the safety regime and safety management systems in place to control and mitigate those hazards. The course is a mix of theoretical and practical sessions, and delegates will be required to demonstrate their level of knowledge and understanding of the training programme content.

### Prerequisites

Delegates must be at least 16 years of age.

### Target Audience

Personnel requiring certification to allow them to work in the UK and other European sectors.

### Certification

An OPITO-approved Basic Offshore Safety Induction and Emergency Training certificate and an Escape Systems Training certificate, will be issued on successful completion of the course.

### Revalidation

Every four years.

### Venue

Held at Petrofac Training Services, Altens, Aberdeen.

### Items to bring

All delegates must bring swimwear and a towel. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

### Health

All delegates will be asked to complete a medical questionnaire prior to course commencement.

### Dates

Courses run weekly.

### Course Content

The syllabus focuses on:

- Basic safety induction
- Emergency Breathing Systems (EBS)
- Fire fighting and self rescue
- Helicopter safety and escape
- Sea survival
- First aid
- Escape systems



# Universal Refresher Survival

1 day

Ref Code: MSOU201UKPTL

### Course Overview

This course is designed to provide delegates employed on offshore installations in the UK and other sectors with refresher/further training in emergency response.

### Course Structure

Delegates will undertake refresher training to enhance and complement their existing knowledge of the hazards encountered when working on offshore installations and forms part of their ongoing emergency training programme. The course is a mix of both theoretical and practical sessions, and delegates will be required to demonstrate their level of knowledge and understanding of the training programme content.

### Prerequisites

Delegates must hold an in-date BOSIET/FOET certificate or equivalent.

### Target Audience

Delegates who have attended basic training and wish to maintain current certification for the UK and other European sectors.

### Certification

An OPITO-approved FOET certificate together with an Escape System Training certificate will be issued on successful completion of the course.

### Revalidation

Every four years.

### Venue

Held at Petrofac Training Services, Altens, Aberdeen.

### Items to bring

All delegates must bring swimwear and a towel. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

### Health

All delegates will be asked to complete a medical questionnaire prior to course commencement.

### Dates

Courses run daily.

### Course Content

The syllabus focuses on:

- Emergency Breathing Systems (EBS)
- Fire fighting and self rescue
- Helicopter safety and escape
- Sea survival
- First aid
- Escape systems

# Helicopter Underwater Escape Training (HUET)

61/2 hours

Ref Code: MS00182UKPTL

## Course Overview

This course is designed to provide personnel who travel by helicopter with an understanding of helicopter escape procedures and, in particular, action to be taken to evacuate or escape from a ditched/capsized helicopter.

## Course Structure

Delegates are introduced to HUET training in a theoretical manner which is supplemented by demonstration and delegate participation.

## Prerequisites

Delegates must be at least 16 years of age.

## Target Audience

Personnel who travel by helicopter over water. It is also suitable for personnel who have undertaken survival training which did not include helicopter underwater escape training.

## Certification

An OPITO-approved Helicopter Underwater Escape Training certificate will be issued on successful completion of the course.

## Revalidation

Every four years.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen.

## Items to bring

All delegates must bring swimwear and a towel. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

## Health

All delegates will be asked to complete a medical questionnaire prior to course commencement.

## Dates

Courses run weekly and on request.

## Course Content

The syllabus focuses on:

- Action prior to ditching
- Actions following simulated ditching including submersion and inversion of helicopter
- Deployment and operation of Emergency Breathing Systems (EBS)
- Helicopter emergency procedures

# Escape System Training

2 hours

Ref Code: MS00200UKPTL

**Course Overview**

This course is designed to provide training in the principals and operation of escape systems.

**Course Structure**

Delegates will gain an understanding of the design, features, deployment and use of a typical escape system. The training consists of a theory session followed by a demonstration and delegate practice in the use of the escape system.

**Prerequisites**

None.

**Target Audience**

Delegates who currently hold BOSIET/FOET certification or equivalent and who are required to work offshore in the Norwegian sector.

**Certification**

Petrofac Training Services-approved certification will be issued on successful completion of the course.

**Revalidation**

Every four years in conjunction with existing BOSIET/FOET certification.

**Venue**

Held at Petrofac Training Services, Altens, Aberdeen.

**Items to bring**

All delegates must bring swimwear and a towel. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

**Health**

All delegates will be asked to complete a medical questionnaire prior to course commencement.

**Dates**

Courses run weekly and on request.

**Course Content**

The syllabus focuses on:

- Introduction to escape system
- Procedures for deployment
- Method of descent
- Escape system practical exercise





# SURVIVAL

## Course Price List 2014

Course	Code	Duration	Price	Fees	Total
Basic Offshore Safety Induction & Emergency Training (BOSIET)	MS00191UKPTL	3 days	£707.00	£25.00	£732.00
Further Offshore Emergency Training (FOET)	MS00103UKPTL	1 day	£432.00	£25.00	£457.00
Universal Basic Survival	MS0U200UKPTL	3 days	£816.00	£25.00	£841.00
Universal Refresher Survival	MS0U201UKPTL	1 day	£541.00	£25.00	£566.00
Helicopter Underwater Escape Training (HUET)	MS00182UKPTL	6½ hrs	£242.00	£25.00	£267.00
Escape System Training	MS00200UKPTL	2 hrs	£111.00	£ -	£111.00

# Marine



# Fast Rescue Craft Boatman

2 days

### Course Overview

This course is designed to meet the fast rescue craft boatman training and development requirements for Emergency Response and Rescue Vessel (ERRV) crew-members.

### Course Structure

The course is a combination of theoretical and practical sessions. Delegates are assessed continuously during the course.

### Prerequisites

Delegates must hold an OPITO certificate in Initial Training and Shipboard Operations and have three months sea time.

### Target Audience

Crew-members on board emergency response and rescue vessels.

### Certification

An OPITO-approved certificate will be awarded to delegates who successfully complete the training and assessment.

### Revalidation

Valid for three years and revalidated through the 'Ongoing Onboard Training Programme' at sea.

### Venue

Held at Petrofac Training Services Quay, North Esplanade East, Aberdeen.

### Items to bring

A change of clothing. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

### Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

### Dates

Courses run weekly.

### Course Content

The syllabus focuses on:

- Assisting in the preparation, launch and recovery of the FRC
- Assisting in the rescuing and recovering of a casualty
- Assessment and treatment of casualty's injuries
- Basic boat handling and use of communication equipment
- Towing operations

# Fast Rescue Craft Coxswain

4 1/2 days

## Course Overview

This course is designed to meet the initial fast rescue craft coxswain training and development requirements for Emergency Response and Rescue Vessel (ERRV) crew-members.

## Course Structure

The course is a combination of theoretical and practical sessions. Delegates are assessed continuously during the course.

## Prerequisites

Attendance on this training course is open to delegates who have a valid OPITO Initial Shipboard Operations training certificate, a valid OPITO ERV Crew FRC Boatman certificate and who have three months sea service as an FRC boatman.

## Target Audience

This course is intended to meet the initial emergency response training requirements for an FRC coxswain.

## Certification

An OPITO-approved certificate will be awarded to delegates who successfully complete the training and assessment.

## Revalidation

Valid for three years and revalidated through the 'Ongoing Onboard Training Programme' at sea.

## Venue

Held at Petrofac Training Services Quay, North Esplanade East, Aberdeen.

## Items to bring

A change of clothing, swimwear and a towel. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

## Dates

Courses run weekly.

## Course Content

The syllabus focuses on:

- Launching and release of FRC
- Preparation of FRC
- Recovering an FRC
- Rescuing and recovering a casualty
- Righting a capsized FRC



# Daughtercraft Coxswain

5 days

### Course Overview

This course is designed to meet the daughtercraft coxswain training and development requirements for Emergency Response and Rescue Vessel (ERRV) crew-members.

### Course Structure

The course is a combination of theoretical and practical sessions. Delegates are assessed continuously during the course.

### Prerequisites

Delegates must hold an OPITO Fast Rescue Craft Coxswain certificate and have three months sea time as a fast rescue craft coxswain and complete a pre-course learning pack. Delegates must also achieve a pass mark of 80% in an initial assessment at course commencement.

### Target Audience

This course is designed to meet the training requirements for a stand-by vessel daughtercraft coxswain.

### Certification

An OPITO-approved certificate will be awarded to delegates who successfully complete the training and assessment.

### Revalidation

Valid for three years and revalidated through the 'Ongoing Onboard Training Programme' at sea.

### Venue

Held at Petrofac Training Services Quay, North Esplanade East, Aberdeen.

### Items to bring

Pre-course learning material. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

### Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

### Dates

On request.

### Course Content

The syllabus focuses on:

- Daughtercraft handling techniques
- International regulations for the prevention of collision at sea
- Introduction to chartwork, buoyage, chart symbols and abbreviations
- Preparation, launch and recovery of the daughtercraft
- Use of navigation aids such as Radar, GPS and VHF Radio

# Command and Control for Masters and Mates

4<sup>1</sup>/<sub>2</sub> days

## Course Overview

This course is designed to meet the onshore training, development and assessment requirements for Command and Control for Masters and Mates of Emergency Response and Rescue Vessels (ERRVs).

## Course Structure

The course consists of a series of lectures, discussion and practical exercises using computer-generated scenarios.

## Prerequisites

Attendance on this training course is open to delegates who are in possession of appropriate deck officer qualifications in accordance with Flag State requirements and who hold an OPITO Initial Training Shipboard Operations certificate.

## Target Audience

Masters and mates of emergency response and rescue vessels.

## Certification

An OPITO-approved certificate will be awarded to delegates who successfully complete the training and assessment.

## Revalidation

Valid for three years and revalidated through the 'Onboard Ongoing Training Programme' at sea.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen on day one; and Marine Operations Centre, Aberdeen Harbour, Aberdeen for the rest of the course.

## Items to bring

Pre-course learning material. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

## Course Content

The syllabus focuses on:

- Assessing situations
- Dealing with stress in self and others
- Delegating authority to act
- Establishing and maintaining communication
- Managing self and team performance
- Maintaining a state of readiness
- Taking effective action

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

# Initial Training for Shipboard Operations

5 days

## Course Overview

This course is designed to meet the initial training and assessment requirements for all Emergency Response and Rescue Vessel (ERRV) crew-members.

## Course Structure

The course is a combination of theoretical and practical sessions. Delegates are assessed continuously during the course.

## Prerequisites

None.

## Target Audience

Aimed at personnel working aboard ERRVs.

## Certification

An OPITO-approved certificate will be awarded to delegates who successfully complete the training and assessment.

## Revalidation

Valid for three years and revalidated through the 'Ongoing Onboard Training Programme' at sea.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen.

## Items to bring

Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

## Dates

Courses run weekly.

## Course Content

The syllabus focuses on:

- Assisting in the preparation of deck rescue equipment including the launch and recovery of the FRC
- Assisting in the use of rescue equipment, stretchers and communication systems
- Assisting with the receiving, assessing, treating, caring and transferring of casualties
- Use and wearing of personal protective equipment

# Advanced Medical Aid

5 days

## Course Overview

This course is designed to meet the advanced medical aid training requirements for Emergency Response and Rescue Vessel (ERRV) crew-members.

## Course Structure

Delegates will be given the opportunity to demonstrate their knowledge, skills and understanding required to meet the emergency response training and assessment requirements for a standby vessel's advanced medical aider.

## Prerequisites

Attendance on this training course is only open to delegates who are in possession of an OPITO Initial Training Shipboard Operation certificate.

## Target Audience

Advanced medical aiders on ERRVs.

## Certification

An OPITO-approved certificate will be awarded to delegates who successfully complete the training and assessment.

## Revalidation

Valid for two years.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen.

## Items to bring

Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Course Content

The syllabus focuses on:

- The role and function of the ERRV advanced medical aider
- Maintaining a state of readiness
- Preparing to receive casualties
- Receiving and treating casualties

# Advanced Medical Aid Further Training

2 days

## Course Overview

This course is designed to meet the advanced medical aid further training requirements for Emergency Response and Rescue Vessel (ERRV) crew-members.

## Course Structure

Delegates will be given the opportunity to demonstrate their knowledge, skills and understanding required to meet the emergency response training and assessment requirements for an ERRV advanced medical aider.

## Prerequisites

Attendance on this training course is only open to delegates who are in possession of an Advanced Medical Aid certificate.

## Target Audience

Advanced medical aiders on ERRVs.

## Certification

An OPITO-approved certificate will be awarded to delegates who successfully complete the training and assessment.

## Revalidation

Valid for two years.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen.

## Items to bring

Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Course Content

The syllabus focuses on:

- The role and function of the ERRV advanced medical aider
- Maintaining a state of readiness
- Preparing to receive casualties
- Receiving and treating casualties

# Offshore Lifeboat Coxswain Freefall

4 days

## Course Overview

The aim of this course is to provide delegates who have a current offshore survival training certificate with sufficient training to enable them to act as coxswain of freefall lifeboats.

## Course Structure

The delegates will use theory, demonstration, practice and assessments to gain a basic level of understanding and awareness. During the training, delegates will be required to demonstrate their level of knowledge and understanding of the training programme content. Formal assessment will be used to ascertain the candidate's competence.

## Prerequisites

This programme is open to candidates who are in possession of either a current BOSIET or FOET certificate, or suitable alternative certification (see Survival section for details).

## Target Audience

This programme is designed to meet the initial training and assessment requirements for Offshore Lifeboat Coxswains.

## Certification

An OPITO-approved certificate will be awarded to delegates who successfully complete the training and assessments.

## Revalidation

Every two years.

## Venue

Held at Petrofac Training Services Quay, North Esplanade East, Aberdeen.

## Items to bring

Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Coxswains' roles and responsibilities
- Craft handling, recovery of persons from water, use of controls, steering craft, launch and recovery
- Moving TEMPSC to a safe area
- Preparing craft for evacuation
- Towing and pacing
- Use of compass
- Use of radio, pyrotechnics and emergency equipment

# Offshore Lifeboat Coxswain Further Practice: Freefall

## 11/2 days

### Course Overview

The aim of this course is to allow Offshore Lifeboat Coxswains the opportunity to demonstrate the knowledge and actions they are required to take as a freefall lifeboat coxswain, that cannot reasonably be practised offshore.

### Course Structure

The course consists of an initial knowledge assessment, then practical assessments using a freefall lifeboat. Remedial training can be given within the allotted time.

### Prerequisites

Attendance on this programme is open to delegates who are preferably in possession of a current BOSIET certificate and current Offshore Lifeboat Coxswain (TEMPSC) or suitable alternative certification. However, a minimum requirement is that the delegate has previously undertaken Offshore Lifeboat Coxswain training within the period defined by the Oil & Gas UK Guidelines for the Management of Competence and Emergency Training.

### Target Audience

Delegates who have previously attended an Offshore Lifeboat Coxswains course and wish to maintain current certification.

### Certification

An OPITO-approved certificate will be awarded to delegates who successfully complete the training and assessment.

### Revalidation

Every two years.

### Venue

Held at Petrofac Training Services Quay, North Esplanade East, Aberdeen.

### Items to bring

Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

### Course Content

The syllabus focuses on:

- Disembarking and transferring of personnel from TEMPSC
- Launching the TEMPSC
- Maintaining communications
- Maintaining safety of personnel and TEMPSC
- Moving the TEMPSC to safe area

### Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

### Dates

On request.



# Offshore Lifeboat Coxswain Twinfall

4 days

## Course Overview

The aim of this course is to provide delegates who have a current offshore survival training certificate with sufficient training to enable them to act as coxswains of twinfall lifeboats.

## Course Structure

The delegates will use theory, demonstration, practice and assessments to gain a basic level of understanding and awareness of the areas outlined above. During the training, delegates will be required to demonstrate their level of knowledge and understanding of the training programme content. Formal assessment will be used to ascertain the delegate's competence.

## Prerequisites

This programme is open to delegates who are in possession of either a current BOSIET or FOET certificate or suitable alternative certification (see Survival Section for details).

## Target Audience

This programme is designed to meet the initial training and assessment requirements for offshore lifeboat coxswains.

## Certification

An OPITO-approved certificate will be awarded to delegates who successfully complete the training and assessments.

## Revalidation

Every two years.

## Venue

Held at Petrofac Training Services Quay, North Esplanade East, Aberdeen.

## Items to bring

Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

## Course Content

The syllabus focuses on:

- Coxswains' roles and responsibilities
- Craft handling, recovery of persons from water, use of controls, steering craft, launch and recovery
- Moving TEMPSC to a safe area
- Preparing craft for evacuation
- Towing and pacing
- Use of compass
- Use of radio, pyrotechnics and emergency equipment

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

## Dates

Courses run weekly.

# Offshore Lifeboat Coxswain Further Practice: Twinfall

## 11/2 days

### Course Overview

The aim of this course is to allow offshore lifeboat coxswains the opportunity to demonstrate the knowledge and actions they are required to take as twinfall lifeboat coxswains that cannot reasonably be practised offshore.

### Course Structure

The course consists of an initial knowledge assessment, then practical assessment using the lifeboats.

### Prerequisites

Attendance on this programme is open to delegates who are preferably in possession of a current BOSIET certificate and current Offshore Lifeboat Coxswain (TEMPSC) or suitable alternative certification. However, a minimum requirement is that the delegate has previously undertaken Offshore Lifeboat Coxswain training within the period defined by the Oil & Gas UK Guidelines for the Management of Competence and Emergency Training.

### Target Audience

Offshore Lifeboat Coxswains who wish to maintain current certification.

### Certification

An OPITO-approved certificate will be awarded to delegates who successfully complete the training and assessment.

### Revalidation

Every two years.

### Venue

Held at Petrofac Training Services Quay, North Esplanade East, Aberdeen.

### Course Content

The syllabus focuses on:

- Disembarking and transferring of personnel from TEMPSC
- Launching the TEMPSC
- Maintaining communications
- Maintaining safety of personnel and TEMPSC
- Moving the TEMPSC to safe area

### Items to bring

Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

### Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

### Dates

Courses run weekly.

# Offshore Lifeboat Coxswain: Supplementary Fall Training

4 hours

## Course Overview

This course is designed to train and assess existing certified coxswains in different types of fall systems, other than freefall.

## Course Structure

The course is conducted on board TEMPSC and is a combination of theoretical and practical demonstration and practice followed by competence assessment. The programme can be undertaken consecutively with initial or further practice programmes or at any time during the validity period of the current certificate.

## Prerequisites

Attendance on this training course is open to delegates who are preferably in possession of a current BOSIET certificate and either a current Offshore Lifeboat Coxswain (TEMPSC) certificate or equivalent recognised certification. However, a minimum requirement is that the delegate has previously undertaken offshore lifeboat coxswain training.

## Target Audience

Offshore TEMPSC coxswains who require training in a different launch system excluding freefall.

## Certification

An OPITO-approved certificate will be awarded to delegates who successfully complete the training and assessment.

## Revalidation

In accordance with existing coxswain certification.

## Venue

Held at Petrofac Training Services Quay, North Esplanade East, Aberdeen.

## Items to bring

Coveralls, hard hat and safety boots. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

## Course Content

The syllabus focuses on:

- Boarding TEMPSC
- Launching TEMPSC
- Preparing TEMPSC
- Preparing to launch
- Recovering TEMPSC

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

# Medical First Aid

4 days

### Course Overview

This course is intended for seafarers who are designated to provide medical first aid on board ship, in accordance with regulation VI/4(1-3) of the STCW Code.

### Course Structure

The course is a combination of theoretical and practical sessions. Delegates are assessed continuously during the course.

### Prerequisites

Delegates must be at least 16 years of age.

### Target Audience

Personnel who will be required to supply immediate first aid in the event of an accident or illness on board.

### Certification

A certificate of proficiency will be issued to delegates who successfully complete the training and assessment.

### Revalidation

Not applicable.

### Venue

Held at Petrofac Training Services, Altens, Aberdeen.

### Items to bring

Discharge book, or other document with unique number, e.g. passport, in order to personalise the certificate. Photographic ID.

### Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

### Dates

On request.

### Course Content

The syllabus focuses on:

- Appreciation of body structure and functions
- General principles relating to pharmacology
- Principles for dealing with accidents or other medical emergencies using available equipment and medical guidelines

# Medical Care On Board Ship

5 days

## Course Overview

This course is intended for seafarers who are designated to take charge of medical care on board ship, in accordance with Regulation V1/4(4-6) of the STCW Code.

## Course Structure

The course is a combination of theoretical and practical sessions. Delegates are assessed continuously during the course.

## Prerequisites

Before commencing training candidates must:

- Be at least 16 years of age
- Have completed training in Medical First Aid

## Target Audience

Personnel who will take charge of medical care on board ship.

## Certification

A certificate of proficiency will be issued to delegates who successfully complete the training and assessment.

## Revalidation

Refresher training must be undertaken every five years for masters and designated person in charge of medical care on UK or EU flag vessels.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen.

## Items to bring

Discharge book, or other document with unique number, e.g. passport, in order to personalise the certificate. Photographic ID.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Participation in co-ordinated schemes for medical assistance to ships
- Providing medical care to the sick and injured while they remain on board
- The diagnosis of medical problems on board ship

# Medical Care On Board Ship Refresher

3 days

### Course Overview

This course is intended for the master and any other person in charge of medical care on a UK flag vessel, in accordance with Regulation V1/4(4-6) of the STCW Code.

### Course Structure

The course is a combination of theoretical and practical sessions. Delegates are assessed continuously during the course.

### Prerequisites

Every candidate for a certificate of updated proficiency for persons in charge of medical care on board ship shall have received approved or recognised training in Proficiency in Medical Care on Board Ship (in accordance with Section A-V1/4-2 of the STCW Code) or hold a Certificate of Updated Proficiency in Medical Care On Board Ship

### Target Audience

Personnel who will take charge of medical care on board ship, on a UK registered vessel.

### Certification

A certificate of proficiency will be issued to delegates who successfully complete the training and assessment.

### Revalidation

Every five years.

### Venue

Held at Petrofac Training Services, Altens, Aberdeen.

### Items to bring

Discharge book, or other document with unique number, e.g. passport, in order to personalise the certificate. Photographic ID.

### Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

### Dates

On request.

### Course Content

The syllabus focuses on:

- Participation in co-ordinated schemes for medical assistance to ships
- Providing medical care to the sick and injured while they remain on board
- The diagnosis of medical problems on board ship

# Medical First Aid Conversion

1 day

## Course Overview

This course is intended for delegates holding the OPITO Initial Training Shipboard Operations Certificate or OPITO Advanced Medical Aid Certificate and wish to convert it to an STCW Medical First Aid course in accordance with Regulation V1/4(1-3) of the STCW Code.

## Course Structure

The course is a combination of theoretical and practical sessions. Delegates are assessed continuously during the course.

## Prerequisites

- Delegates must be at least 16 years of age
- Have successfully completed a programme of Initial Training in Shipboard Operations for Standby Vessel Crew or Standby Vessel Crew Advanced Medical Aid approved by OPITO within the preceding five years

## Target Audience

Personnel who will be required to supply immediate first aid in the event of an accident or illness on board.

## Certification

A certificate of proficiency will be issued to delegates who successfully complete the training and assessment.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen.

## Items to bring

Discharge book, or other document with unique number, e.g. passport, in order to personalise the certificate. Photographic ID.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Appreciation of body structure and functions
- General principles relating to pharmacology
- Principles for dealing with accidents or other medical emergencies using available equipment and medical guidelines



# Proficiency in Fast Rescue Boats

3 days

### Course Overview

This course is designed to give delegates knowledge in all aspects of rescue, handling, manoeuvring and driving their craft in various conditions and situations and in righting after capsized.

### Course Structure

This course is structured to MNTB guidelines. Instruction is progressive with alternating theory and practical sessions involving the preparation and launching of fast rescue boats and their handling in the water.

### Prerequisites

- Certificate of Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats (STCW Regulation VI/2, paragraph 1) or
- UK-approved Lifeboatman certificate or other national equivalent

### Target Audience

Seafarers required to take charge of a Fast Rescue Boat (FRB) in emergency situations during and after launch, in accordance with:

- Regulation VI/2 of the Annex to the STCW Convention and Section A-VI/2 of the STCW code
- The Merchant Shipping (Training and Certification) regulations 1997

### Certification

A certificate of proficiency will be issued to delegates who successfully complete the training.

### Revalidation

Updating training to be undertaken every five years.

### Venue

Held at Petrofac Training Services Quay, North Esplanade East, Aberdeen. Training on location on board the parent vessel can be carried out, subject to the approval of the MCA.

### Course Content

The syllabus focuses on:

- Capsized reversal procedure
- Casualty recovery
- Emergency response
- FRB operation
- Launch and recovery
- Search and rescue
- Towing survival craft, helicopter operations, self rescue
- Use of onboard equipment

### Items to bring

Seafarers discharge book, evidence of prerequisites, gloves, towel and swimwear. Photographic ID.

### Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

### Dates

Courses run weekly.

# Updating Proficiency in Fast Rescue Boats

1 day

## Course Overview

The aim of this course is to allow seafarers who have previously been assessed as competent to take charge of a ship-borne Fast Rescue Boat the opportunity to demonstrate they have retained the knowledge and skills of a Fast Rescue Boat Coxswain that cannot reasonably be practiced onboard ship as per STCW 2010 Manila Amendments (STCW Section A-VI/2-2).

## Course Structure

The course is structured to MNTB guidelines. It will consist of practical assessments using Fast Rescue Boats and participation in a Fast Rescue Boat capsize recovery drill.

## Prerequisites

A Proficiency in Fast Rescue Boats certificate (STCW Section A-VI/2-2).

## Target Audience

Seafarers holding an existing PFB qualification who have not undergone the required updating training onboard ship and wish to undertake the full updating training at an MCA approved training centre.

## Certification

A MCA approved STCW certificate of proficiency will be issued to delegates who successfully complete the training.

## Revalidation

Qualified seafarers are required to complete this updated proficiency training course every five years to maintain proficiency under the STCW 2010 Manila Amendments.

## Venue

Held at Petrofac Training Services Quay, North Esplanade East, Aberdeen.

## Course Content

The syllabus focuses on:

- Being able to take charge of launching and recovery of a Fast Rescue Boat and how to prevent and manage capsize situations

## Items to bring

Seafarers discharge book/ photo ID, evidence of prerequisites, towel and swimwear.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

## Dates

To be announced.

# Proficiency in Survival Craft & Rescue Boats (other than Fast Rescue Boats)

5 days

## Course Overview

This course is designed to give delegates knowledge of the construction and function of different types of survival craft, rescue boats and associated equipment. It is approved by the UK MCA.

## Course Structure

The course is a mixture of practical and theoretical sessions followed by formal oral and practical assessment.

## Prerequisites

To attend this course, delegates must be at least 16 years of age and have undergone approved or recognised training in Personal Survival Techniques or Basic Sea Survival.

## Target Audience

Seafarers who are required to take charge of a survival craft or rescue boat in emergency situations during and after launch.

## Certification

For the issue of a certificate, delegates must be at least 18 years of age, meet the standard of competence in Section A-V1/2 of the STCW Code, successfully complete approved training as described in the MNTB guidelines and have approved sea service of not less than six months.

## Revalidation

Updating training to be undertaken every five years.

## Venue

Held at Petrofac Training Services Quay, North Esplanade East, Aberdeen.

## Items to bring

Discharge book, or other document with unique number (e.g. passport), proof of sea service, proof of attendance on a PST or BSS course.  
Photographic ID.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Physiology
- Recovery of personnel from the water
- Rigging and use of life-saving appliances, including electronic aids
- Search and rescue organisation and procedures
- Ship emergency situations
- Use of open lifeboats, totally enclosed lifeboats, rescue boats and davit launched liferafts

# Updating Proficiency in Survival Craft & Rescue Boats (other than Fast Rescue Boats)

1 day

## Course Overview

The aim of this course is to allow seafarers who have previously been assessed as competent to take charge of a ship-borne Survival Craft or Rescue Boat the opportunity to demonstrate they have retained the knowledge and skills of a Lifeboat Coxswain that cannot reasonably be practiced onboard ship as per STCW 2010 Manila Amendments (STCW Section A-VI/2).

## Course Structure

The course is structured to MNTB guidelines. Comprising theory and practical sessions where candidates are required to undertake practical drills in launching and handling life boats, rescue boats and life rafts.

## Prerequisites

A Proficiency in Survival Craft and Rescue Boats (other than fast rescue boats)(STCW Section A-VI/2) certificate, or equivalent.

## Target Audience

Seafarers holding an existing PSCRB qualification who have not undergone the required updating training onboard ship and wish to undertake the full updating training at an MCA approved training centre.

## Certification

A MCA approved STCW certificate of proficiency will be issued to delegates who successfully complete the training.

## Revalidation

Qualified seafarers are required to complete this updated proficiency training course every five years to maintain proficiency under the STCW 2010 Manila Amendments (STCW Section A-VI/2).

## Venue

Held at Petrofac Training Services Quay, North Esplanade East, Aberdeen.

## Course Content

The syllabus focuses on:

- Dangers associated with the use of off-load and on-load release devices
- The correct operation of off-load and on-load release devices
- The correct operation of fall prevention/ secondary safety devices or their equivalent
- Safely operate a survival craft engine
- Safely take charge of a survival craft or rescue boat during and after launch
- Prepare and safely launch survival craft and clear the ship's side quickly
- Safely manage survivors and survival craft after abandoning ship
- Rig and use locating devices
- Apply first aid to survivors and describe the management of injured persons

## Items to bring

Seafarers discharge book/ photo ID, evidence of prerequisites, towel and swimwear.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

## Dates

To be announced.

# STCW Basic Training

5 days

### Course Overview

This course is designed to meet the basic training requirements for all persons intending to go to sea on merchant and fishing vessels and complies with STCW '95 A-V1/1-1 to 1-4.

### Course Structure

The course consists of theoretical and practical sessions with continued assessment throughout.

### Prerequisites

None.

### Target Audience

Seafarers requiring basic training before going to sea.

### Certification

A certificate of proficiency will be issued to delegates who successfully complete the training and assessment.

### Revalidation

Updating training to be undertaken every five years.

### Venue

Course commences at Petrofac Training Services, Forties Road, Montrose and concludes at Petrofac Training Services, Blackness Avenue, Altness, Aberdeen.

### Items to bring

Discharge book or other document with unique number (e.g. NI number). Swimwear, towel and a change of clothing required for day four.  
Photographic ID.

### Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

### Dates

On request.

### Course Content

The syllabus focuses on:

- Elementary first aid
- Fire prevention and fire fighting
- Personal safety and social responsibilities
- Personal survival techniques

# Updating Personal Survival Techniques

1/2 day

## Course Overview

The aim of this course is to allow seafarers who have previously been assessed as competent to hold a Personal Survival Techniques certificate the opportunity to demonstrate they have retained the knowledge as per STCW 2010 Manila Amendments (STCW Section A-VI/1-1).

## Course Structure

The course is structured to MNTB guidelines. Comprising theory and practical sessions where candidates are required to undertake practical drills in a Training Pool using marine lifejackets and liferafts.

## Prerequisites

A Certificate in Basic Training (STCW Section A-VI/1-1 to 4) or Personal Survival Techniques (STCW Section A-VI/1-1) and have the signed self declaration form or evidence of 6 months approved seetime prior to 01st August 1998 and were exempt from basic safety courses.

## Target Audience

Seafarers who hold an existing Personal Survival Techniques (PST) certificate are required to complete this updating training course to maintain proficiency under the STCW 2010 Manila Amendments (STCW Section A-VI/1 & table A-VI/1-1).

## Certification

A MCA approved STCW certificate of proficiency will be issued to delegates who successfully complete the training.

## Revalidation

Every 5 years.

## Venue

Held at Petrofac Training Services, Blackness  
Avenue, Altness, Aberdeen.

## Items to bring

Seafarers discharge book/ photo ID, evidence of prerequisites, towel and swimwear.

## Course Content

The syllabus focuses on:

- Donning a lifejacket
- Boarding a survival craft from the ship while wearing a lifejacket
- Take initial actions on boarding a lifeboat to enhance chance of survival
- Stream a lifeboat drogue or sea anchor
- Operate survival craft equipment and operate location devices including radio equipment

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

## Dates

To be announced.

# GMDSS - General Operator (GOC)

9 days

## Course Overview

This course is designed to provide delegates with the level of knowledge needed to be competent in the use of VHF/HF/MF radiotelephony, telex, satellite procedures and equipment used commercially in the GMDSS.

## Course Structure

The course consists of both written and practical examinations assessed by an external examiner.

## Prerequisites

Candidates must be 18 years of age or over. Course notes will be sent to delegates on application.

## Target Audience

Deck officers operating on vessels required to be fitted with GMDSS equipment.

## Certification

Successful candidates will be issued with a GOC licence by AMERC on behalf of the MCA.

## Revalidation

Tickets are revalidated when master/mates tickets are revalidated at the normal five-year period through the MCA.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen.

## Items to bring

Discharge book, or other document with unique number, e.g. passport, in order to personalise the certificate, and two passport photographs.  
Photographic ID.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Detailed working knowledge of the equipment
- General knowledge of VHF/HF/MF/satellite radio-telephony/telex procedures in the maritime mobile service
- Operational procedures of the GMDSS and detailed practical operation of all sub-systems and equipment



# GMDSS - Restricted Operator (ROC)

3 days

## Course Overview

This course is designed to provide delegates with the level of knowledge needed to be competent in the use of VHF radiotelephony procedures and equipment used commercially in the GMDSS.

## Course Structure

The course consists of both written and practical examinations assessed by an external examiner.

## Prerequisites

Candidates must be 18 years of age or over. Course notes will be sent to delegates on application.

## Target Audience

Deck officers operating on vessels required to be fitted with GMDSS equipment.

## Certification

Successful candidates will be issued with a ROC licence by AMERC on behalf of the MCA.

## Revalidation

Tickets are revalidated when master/mates tickets are revalidated at the normal five-year period through the MCA.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen.

## Items to bring

Discharge book, or other document with unique number, e.g. passport, in order to personalise the certificate, and two passport photographs. Photographic ID.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Detailed working knowledge of the equipment
- General knowledge of VHF radiotelephony procedures in the maritime mobile service
- Operational procedures of the GMDSS and detailed practical operation of all sub-systems and equipment

# GMDSS - Short Range Certificate

1 day

## Course Overview

This course is designed to provide delegates with the level of knowledge needed to be competent in the use of VHF radiotelephony procedures and equipment used in GMDSS.

## Course Structure

The course consists of both written and practical assessments. Assessment results are forwarded to the Royal Yachting Association (RYA) who issue a Short Range Certificate.

## Prerequisites

None, although a copy of the course notes will be sent to each candidate and it is recommended that they are studied thoroughly, prior to attending the course.

## Target Audience

Personnel using non-compulsory fitted GMDSS short-range equipment.

## Certification

An RYA certificate of competence will be issued to those delegates who achieve the required standard.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen.

## Items to bring

Course notes and passport photograph.  
Photographic ID.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Detailed working knowledge of radio equipment
- General knowledge of VHF radiotelephone communications in the maritime mobile service
- Operational procedures of the GMDSS and detailed practical operations of GMDSS sub-systems and equipment
- Operational procedures and regulations for VHF radiotelephony communications

# Civil Aviation Authority (CAA) Offshore Operator

2 days

## Course Overview

This course is designed to provide delegates with the level of knowledge needed to be competent in the use of VHF air band telephony procedures for offshore operators.

## Course Structure

The course consists of a theory session followed by a practical and written examination.

## Prerequisites

None, although a copy of the course notes will be sent to each candidate and it is recommended that they are studied thoroughly, prior to attending the course.

## Target Audience

Personnel that are required to operate radios on the air band, e.g. HLOs, HDAs and standby vessel watchkeepers.

## Certification

The CAA Air Safety Standards will issue a licence to those candidates who reach the required standard.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen.

## Items to bring

Course notes. Photographic ID.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Abbreviations used in aircraft communications
- Background of organisation of call signs and stations
- Basic operating procedures in the air band
- Definition of terms used in aircraft communications
- Distress and urgency procedures

# High Speed Man Overboard Boat Coxswain (HSMOB)

4 days

### Course Overview

This course meets the training requirements for those who will take charge of high speed man overboard boats launching from ships and installations, particularly in the Norwegian sector.

### Course Structure

The course consists of theory and demonstration followed by practical exercises aboard HSMOB.

### Prerequisites

Delegates must hold a VHF restricted operator's licence or GMDSS Short Range Certificate.

### Target Audience

Individuals working within the Norwegian oil sector who are required to take charge of a high speed man overboard boat (HSMOB) on installations, rigs or vessels, in emergency situations during and after launch, in accordance with OLF guidelines.

### Certification

An HSMOB certificate, in accordance with OLF guidelines, will be issued on successful completion of the course.

### Revalidation

A two-day refresher course must be completed every two years.

### Venue

Held at Petrofac Training Services Quay, North Esplanade East, Aberdeen.

### Items to bring

Coveralls, safety boots, gloves, client specific PPE if preferred. Swimwear, towel and change of clothes. Photographic ID.

### Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

### Dates

On request.

### Course Content

The syllabus focuses on:

- All aspects of rescue and care of casualties from the water
- Knowledge of communications, co-operation between installation/rig and vessel, required actions and drills, search patterns
- Launch and recovery
- Navigation and compass use

# Freefall Passenger Training

1/2 day

## Course Overview

This course is designed to familiarise delegates with evacuation procedures associated with freefall lifeboats.

## Course Structure

A theoretical introduction, supported by practical launches aboard the freefall lifeboat.

## Prerequisites

Delegates must be over 16 years of age.

## Target Audience

Personnel who work on board installations or ships which have a freefall lifeboat facility as a means of evacuation.

## Certification

A Petrofac Training Services certificate of attendance is awarded on completion of the training.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services Quay, North Esplanade East, Aberdeen.

## Items to bring

Coveralls, hard hat, safety boots and gloves.  
Photographic ID.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Boat and cradle information
- Launch positions and actions
- Theory of abandonment

# Marine Awareness Course

11/2 days

## Course Overview

This course is intended to refresh and update knowledge and awareness of marine operations in connection with offshore installations. The course is recognised and endorsed by the Marine Safety Forum.

## Course Structure

Delegates will take part in discussion and group exercises supported with a workbook. The course includes visits to an onshore supply base and aboard a PSV. A written assessment must also be completed.

## Prerequisites

Delegates should have an awareness of regulations and procedures relating to the transportation of dangerous goods by sea and air, radio equipment and procedures.

Delegates should also be able to demonstrate a basic understanding of weather forecasts and terminology. An understanding of crane and supply vessel working limits would also be beneficial.

Pre-course reading of the Guidelines for the Safe Management of Offshore Supply and Rig Move Operations is also recommended.

## Target Audience

Personnel who have responsibility for, or are engaged in, marine operations in connection with offshore installations, in particular STL/PSS/OSC/ Deck Foremen, their reliefs and possible successors.

## Certification

Petrofac Training Services approved certification will be issued to delegates who successfully complete the course and the written assessment.

## Revalidation

Every three years.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen.

## Items to bring

Practical clothing and safety footwear.  
Photographic ID.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Bulk loading operations
- Clarification of roles/responsibilities of STL/PSS/OSC
- Dangerous goods
- Overboard discharges
- Planning, communication and contingency
- Relevant standards/procedures/guidelines
- Vessel types
- Visit to onshore supply base and shipboard visit
- Weather forecast interpretation

# Marine Safety Officers/Representatives

3 days

## Course Overview

This course is designed to give delegates knowledge of the duties and responsibilities associated with carrying out the function of safety officers or safety representatives on board a vessel. A certificate of attendance will be issued on completion of the course. This course is IOSH accredited.

## Course Structure

The course is classroom based, consisting of theory and principles supported by simulation and role play.

## Prerequisites

Delegates must be at least 18 years of age and have a minimum of 12 months sea time.

## Target Audience

Ships' officers who have the duties and responsibilities of safety officer, crew members elected to the position of Safety Representative, and personnel wishing to update their knowledge on shipboard safety management.

## Certification

Successful completion of this course will result in the issue of an IOSH-approved certificate.

## Revalidation

Not applicable.

## Venue

Can be held at any Petrofac Training Services facility, or on location at a suitable venue.

## Items to bring

Discharge book or other document with unique number (e.g. passport), in order to personalise the certificate. Photographic ID.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Accident prevention, investigation and reporting
- Duties and responsibilities of the safety officer/safety representative
- Health and safety legislation and regulations
- Risk assessment
- Safety audits and inspections
- Safety management systems



# Shipboard Security Officers

3 days

### Course Overview

The course is designed to train delegates to undertake the role of shipboard security officer, meeting the requirements laid down in STCW '78, as amended, regulation V1/5 and STCW code section A-V1/5. It is certified by the UK MCA.

### Course Structure

The course comprises input from security specialists, case studies, assessment of understanding, role play and exercises.

### Prerequisites

Delegates should have either:

- 12 months sea service or
- Appropriate sea service and knowledge of ship operations

### Target Audience

Officers seeking certification as shipboard security officers.

### Certification

MCA-approved certification will be issued on successful completion of the course.

### Revalidation

Not applicable.

### Venue

Can be held at any Petrofac Training Services facility, or on location at a suitable venue.

### Items to bring

Photographic ID.

### Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

### Dates

On request.

### Course Content

The syllabus focuses on:

- Assessment of security risks, threat and vulnerability
- Background and legislation
- Encouragement of security awareness and vigilance amongst crew
- Inspection, maintenance, review and audit of implemented security measures
- The development, maintenance and supervision of a ship security plan
- The relationship/interaction between the onboard security plan and security plans operating at port facilities

# Certificate of Proficiency in General Purpose/Rescue Boat Operations

3 days

## Course Overview

This course is designed to give delegates knowledge in all aspects of rescue, handling, manoeuvring and driving their craft in various conditions and situations, and in righting after capsize.

## Course Structure

The course is a combination of practical and theoretical sessions involving the preparation and launching of fast rescue boats and their handling in the water.

## Prerequisites

The aim of the course is to provide general purpose rescue boat training for personnel who do not require, or do not hold the prerequisites for an STCW Certificate of Proficiency in FRB operation.

## Target Audience

Personnel required to operate a fast rescue boat.

## Certification

Successful candidates will be issued with a Certificate of Proficiency in General Purpose/Rescue Boats.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services Quay, North Esplanade East, Aberdeen, or on location at a suitably assessed venue.

## Items to bring

Gloves, towel and swimwear. Photographic ID.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Operating General Purpose Rescue Boat (GPRB) power and propulsion systems
- Participation in operations associated with deployment of a GPRB from a mother ship or fixed unit
- Participation in the rescue and care of casualties from the water
- Taking charge of GPRB during and after launch and upon recovery

# Ship Handling and Manoeuvring Simulation

## Duration dependent on requirements

### Course Overview

This course is intended to provide exercises in ship handling and manoeuvring. The course is simulator based and enables delegates to practice using various steering and propulsion systems and to manage emergency situations that might arise during manoeuvres such as thruster or steering gear failure. The course can be tailored to meet specific customer requirements.

### Course Structure

The course consists of an introduction to the bridge simulator followed by various scenarios to allow each delegate to take command.

### Prerequisites

Delegates must have previous ship handling experience.

### Target Audience

Primarily intended for deck officers to allow them to practice ship handling techniques that they may not be able to routinely practice aboard ship, or to gain experience in an unfamiliar steering or propulsion system.

### Certification

On completion, delegates will be issued with a certificate referenced to STCW 95 Section B-I/12 Para 38 (Ship Handling and Manoeuvring Simulation).

### Revalidation

None.

### Venue

Held at the Marine Operations Centre, North Pier, Aberdeen Harbour, Aberdeen.

### Items to bring

Photographic ID.

### Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

### Dates

On request.


### Course Content

The course content can be varied to suit specific customer requirements but can include the following:

- Introduction to ship's bridge simulator and type of ship to be used
- Simulation of short coastal passage
- Harbour manoeuvres
- Exercises involving steering gear, thruster and/or propulsion failure
- Various weather and tidal conditions and day/night time can be simulated
- Specific exercises requested by the customer

# Additional course listings

In addition to the courses detailed, we can also provide the following:



	Duration
Elementary First Aid	1 day
Crisis Management and Human Behaviour	1 day
Crowd Management	1 1/2 day
Passenger Safety, Cargo Safety and Hull Integrity	1 1/2 day
Personal Safety and Social Responsibility	1 day
Personal Survival Techniques	1 day
RYA Power Boat Level 2	2 days
RYA Advanced Power Boat	4 days

Full descriptors for the above courses are available at [www.petrofactraining.com](http://www.petrofactraining.com) or call 0845 606 2 909

# MARINE

## Course Price List 2014

Course	Code	Duration	Price	Fees	Total
Fast Rescue Craft Boatman	MR00101UKPTL	2 days	£414.00	£25.00	£439.00
Fast Rescue Craft Coxswain	MR00102UKPTL	4 1/2 days	£908.00	£25.00	£933.00
Daughtercraft Coxswain	MR00103UKPTL	5 days	£1367.00	£25.00	£1392.00
Command and Control for Masters and Mates	MR00104UKPTL	4 1/2 days	£2698.00	£25.00	£2723.00
Initial Training for Shipboard Operations	MR00105UKPTL	5 days	£639.00	£25.00	£664.00
Advanced Medical Aid	MR00106UKPTL	5 days	£598.00	£25.00	£623.00
Advanced Medical Aid Further Training	MR00107UKPTL	2 days	£408.00	£25.00	£433.00
Offshore Lifeboat Coxswain Freefall	MR00196UKPTL	4 days	£3989.00	£25.00	£4014.00
Offshore Lifeboat Coxswain - Further Practice: Freefall	MR00296UKPTL	1 1/2 days	£1682.00	£25.00	£1707.00
Offshore Lifeboat Coxswain Twinfall	MR00203UKPTL	4 days	£943.00	£25.00	£968.00
Offshore Lifeboat Coxswain Further Practice: Twinfall	MR00207UKPTL	1 1/2 days	£403.00	£25.00	£428.00
Offshore Lifeboat Coxswain: Supplementary					
Fall Training	MR00223UKPTL	4 hours	£105.00	£ -	£105.00
Medical First Aid	MR00111UKPTL	4 days	£541.00	£ -	£541.00
Medical Care On Board Ship	MR00112UKPTL	5 days	£598.00	£ -	£598.00
Medical Care On Board Ship Refresher	MR00121UKPTL	3 days	£432.00	£ -	£432.00
Medical First Aid Conversion	MR00110UKPTL	1 day	POR	£ -	POR
Proficiency in Fast Rescue Boats	MR00108UKPTL	3 days	£558.00	£ -	£558.00
Updating Proficiency in Fast Rescue Boats	MR00108AUKPTL	1 day	POR	£ -	POR
Proficiency in Survival Craft and Rescue Boats (other than Fast Rescue Boats)	MR00218UKPTL	5 days	£593.00	£ -	£593.00
Updating Proficiency in Survival Craft and Rescue Boats (other than Fast Rescue Boats)	MR00218AUKPTL	1 day	POR	£ -	POR
STCW Basic Training	MR00141UKPTL	5 days	£953.00	£ -	£953.00
Updating Personal Survival Techniques	MR00216AUKPTL	1/2 day	POR	£ -	POR
GMDSS - General Operator (GOC)	MR00113UKPTL	9 days	£1091.00	£160.00	£1251.00
GMDSS - Restricted Operator (ROC)	MR00114UKPTL	3 days	£575.00	£140.00	£715.00
GDMSS - Short Range Certificate	MR00119UKPTL	1 day	£156.00	£30.00	£186.00
Civil Aviation Authority (CAA) Offshore Operator	MR00130UKPTL	2 days	£328.00	£35.00	£363.00
High Speed Man Overboard Boat Coxswain (HSMOB)	MR00167UKPTL	4 days	£740.00	£ -	£740.00
Freefall Passenger Training	MR00212UKPTL	1/2 day	£393.00	£ -	£393.00
Marine Awareness Course	MR00335UKPTL	1 1/2 days	£421.00	£ -	£421.00
Marine Safety Officers/Representatives	MR00221UKPTL	3 days	£679.00	£20.00	£699.00
Shipboard Security Officers	MR00327UKPTL	3 days	£707.00	£ -	£707.00
Certificate of Proficiency in General Purpose/ Rescue Boat Operations	MR00120UKPTL	3 days	£558.00	£ -	£558.00
Ship Handling and Manoeuvring Simulation	MR00195UKPTL	DOR	POR	£ -	POR
Elementary First Aid	MR00127UKPTL	1 day	£146.00	£ -	£146.00
Crisis Management & Human Behaviour	MR00237UKPTL	1 day	POR	£ -	POR
Crowd Management	MR00241UKPTL	1/2 day	POR	£ -	POR
Passenger Safety, Cargo Safety & Hull Integrity	MR00236UKPTL	1/2 day	£139.00	£ -	£139.00
Personal Safety & Social Responsibilities	MR00220UKPTL	1 day	£139.00	£ -	£139.00
Personal Survival Techniques	MR00216UKPTL	1 day	£156.00	£ -	£156.00
RYA Powerboat Level 2	MR00117UKPTL	2 days	£369.00	£ -	£369.00
RYA Advanced Power Boat	MR00118UKPTL	4 days	POR	£ -	POR

**Fire**

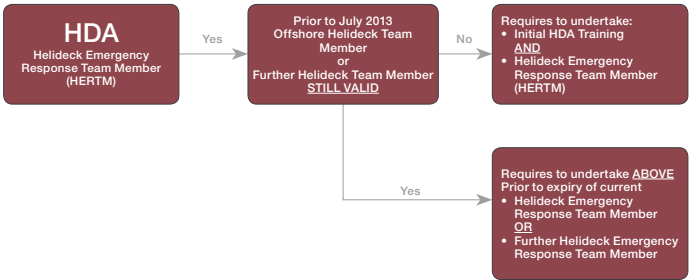
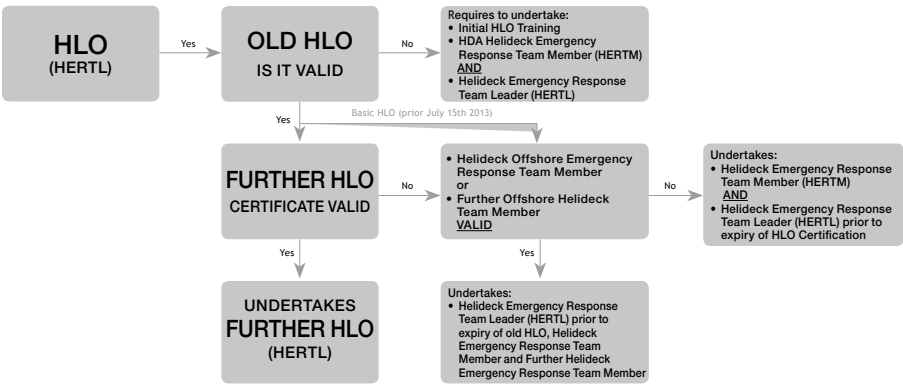


# Offshore Helideck Standards are changing

## Offshore Helideck Standards are changing

These changes are driven by the Offshore Industry working group comprising of major oil and gas organisations, Oil & Gas UK, OPITO, HCA (Helicopter Certification Agency) and other stakeholders.

Following a review of the current core competencies and skills of Offshore Helideck crews, the decision has been taken to refresh and update industry accreditation standards. This in turn has led to changes in the training requirements and courses. You will find detailed information below and about each of the new courses in the following descriptors.



# Offshore Emergency Response Team Member

5 days

### Course Overview

Delegates receive intensive training in the principles of responding to an emergency as part of a team.

### Course Structure

The course combines theoretical elements with practical exercises and debriefs.

### Prerequisites

Attendance on this training programme is open to delegates who have a valid Basic Offshore Safety Induction and Emergency Training (BOSIET) or Further Offshore Emergency Training (FOET)/T-BOSIET/T-FOET.

### Target Audience

The OERTM Initial Training programme is for personnel who are appointed to, or to be appointed to, the role of an Offshore Emergency Response Team Member.

### Certification

OPITO-approved certification will be issued on successful completion of the course. JOIFF certification is available on request.

### Revalidation

Every two years.

### Venue

Held at Petrofac Training Services, Forties Road, Montrose, or at other locations where facilities are suitable, including overseas.

### Items to bring

Towel, toiletries and change of clothing are required. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

### Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement and be in possession of medical form B if appropriate.

### Course Content

The syllabus focuses on:

#### Theoretical

- Breathing apparatus
- Casualty handling
- Closed containers
- Confined spaces
- Fixed systems/detection systems
- Gas characteristics
- Hazardous substances
- Hose handling/water protection
- Internal firefighting
- Pressure vessels
- Teamwork/communications

#### Practical

- Breathing apparatus techniques
- Casualty handling
- Chemical incident including decontamination procedures
- Closed containers
- Confined space rescue
- Foam equipment
- Hose reels
- Incident stabilisations including cooling and isolation
- Internal/external fire fighting involving class A, B and C fires
- Portable wheeled extinguisher units
- Vessel cooling - flame control

Course Dates											2014
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
13	10	03	07	05	02	07	04	01	06	17	01
27	17	17	21	19	09	21	11	15	20		15
		31			23		25	22	27		



# Further Offshore Emergency Response Team Member

## 2 days

### Course Overview

This course is designed to update knowledge gained on the Offshore Emergency Response Team Member course and maintain the degree of competence previously achieved.

### Course Structure

Delegates are given demonstrations and practical exercises to demonstrate an acceptable level of competence.

### Prerequisites

Attendance on this training programme is open to delegates who are in possession of: a) a valid OPITO Offshore Emergency Response Team Member certificate; b) a valid OPITO OERTM Further Training certificate.

### Target Audience

Personnel who have completed the Offshore Emergency Response Team Member course and require re-certification.

### Certification

OPITO-approved certification will be issued on successful completion of the course. JOIFF certification is available on request.

### Revalidation

Every two years.

### Venue

Held at Petrofac Training Services, Forties Road, Montrose, or at other locations where facilities are suitable, including overseas.

### Course Content

The practical element of emergency response scenarios covering fire and non-fire situations

### Items to bring

Towel, toiletries and change of clothing are required. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

### Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement and be in possession of medical form B if appropriate.

Course Dates											2014
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
06	06	03	14	05	02	10	14	01	02	17	01
13	17	06	17	08	05	21	25	18	16	20	04
23	20	10		15	23	31	28	29	20		15
27		24		26	26				30		22
		27									
		31									

# Offshore Emergency Response Team Leader

4 days

## Course Overview

This course provides delegates with intensive training in the principles of leading a team in an emergency.

## Course Structure

The course includes theoretical input and practical assessment exercises.

## Prerequisites

Attendance on this training programme is open to delegates who have a valid Offshore Emergency Response Team Member Training (OERTM) certificate.

## Target Audience

The OERTL Initial Training programme is for personnel who are appointed to, or to be appointed to, the role of an Offshore Emergency Response Team Leader.

## Certification

OPITO-approved certification will be issued on successful completion of the course. JOIFF certification is available on request.

## Revalidation

Every two years.

## Venue

Held at Petrofac Training Services, Forties Road, Montrose, or at other locations where facilities are suitable, including overseas.

## Course Content

The syllabus focuses on:

### Theoretical

- Leadership
- Legislation
- Stress

### Practical

- Assessment exercises
- Mini exercises
- Table top exercises

## Items to bring

Towel, toiletries and change of clothing are required. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement and be in possession of medical form B if appropriate.

Course Dates											2014
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
07	04	11	15	13	17	01	05	09	07	11	16
21	18	25	29	27		15	19	23	21	25	
	25										

# Further Offshore Emergency Response Team Leader

## 2 days

### Course Overview

This course is designed to update knowledge gained on the Offshore Emergency Response Team Leader course and to maintain the degree of competence previously achieved.

### Course Structure

Delegates are given practical exercises to demonstrate an acceptable level of competence.

### Prerequisites

Attendance on this programme is open to delegates who are in possession of: a) a valid OPITO Offshore Emergency Response Team Leader certificate; b) a valid OPITO OERTL Further Training certificate.

### Target Audience

Personnel who have completed the Offshore Emergency Response Team Leader course and require re-certification.

### Certification

OPITO-approved certification will be issued on successful completion of the course. JOIFF certification is available on request.

### Revalidation

Every two years.

### Venue

Held at Petrofac Training Services, Forties Road, Montrose, or at other locations where facilities are suitable, including overseas.

### Course Content

The syllabus focuses on:

- Fire and non-fire elements
- Refresher on legislation and roles/responsibilities
- The practical element of taking charge in emergency situations

### Items to bring

Towel, toiletries and change of clothing are required. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

### Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement and be in possession of medical form B if appropriate.

Course Dates											2014
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
06	13	17	07	22	09	07	11	04	13	06	08
16			28			24					22
27											

# Further Offshore Emergency Response Team Member/Leader (incorporating Night Time Fire Fighting)

2 days

## Course Overview

This course is offered as an alternative to the standard Further Offshore Emergency Response Team Member/Leader course and is designed to update knowledge gained, and maintain the degree of competence previously achieved. Night time exercises are incorporated into the course to highlight the potential difficulties that delegates could be faced with when dealing with incidents that occur during the hours of darkness.

## Course Structure

Delegates are given demonstrations and undertake practical exercises designed to enable them to maintain an acceptable level of competence. This course takes place during evening hours throughout the autumn/winter months.

## Prerequisites

Attendance on this training programme is open to delegates who have a valid Basic Offshore Safety Induction & Emergency Training (BOSIET) or Further Offshore Emergency Training (FOET)/T-BOSIET/T-FOET certificate, a valid Offshore Emergency Response Team Member certificate or suitable alternative certificate (for Emergency Response Team Member recertification), or a valid Offshore Emergency Response Team Leader or Further Live Fire Scenario Exercises certificate or suitable alternative (for Emergency Response Team Leader re-certification).

## Target Audience

Personnel who have completed the Offshore Emergency Response Team Member/Leaders or Further Offshore Emergency Response Team Member/Leaders course and require re-certification. This course can also be tailored to meet company-specific emergency response team (ERT) training.

## Certification

OPITO-approved certification will be issued on successful completion of the course. JOIFF certification is available on request.

## Revalidation

Every two years.

## Course Content

The practical element of emergency response scenarios covering fire and non-fire situations.

The course incorporates:

- Dusk exercises - lead in exercises prior to undertaking the night time fire fighting training with the added complications that failing light can add to the problems of control, and the safety of the ERT
- Night time exercises - as above with emphasis on the control and movement and the risks associated with regard to the safety of the ERT whilst responding to an incident in total darkness

## Venue

Held at Petrofac Training Services, Forties Road, Montrose.

## Items to bring

Towel, toiletries and change of clothing are required. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement and be in possession of medical form B if appropriate.

## Dates

On request.

# Offshore Emergency Response Combined Helideck & Team Member

6 days

### Course Overview

This course is designed to teach the principles of emergency response to installation and helideck incidents as part of a team.

**Note:** (for helideck element) according to the Air Navigations (Dangerous Goods) Regulations, personnel may not legally undertake duties associated with the carriage of people, baggage and cargo unless dangerous goods training has been successfully completed. Relevant dangerous goods training for helideck personnel must, therefore, be taken in addition to the content of this standard.

### Course Structure

The course combines theoretical input/practical sessions/debriefs to provide understanding of fire/non-fire scenarios which may need to be considered for installation and helideck specific response.

### Prerequisites

Attendance on this training programme is open to delegates who have a valid Basic Offshore Safety Induction and Emergency Training (BOSIET) or Further Offshore Emergency Training (FOET)/T-BOSIET/T-FOET certificate.

### Target Audience

Personnel who are about to undertake an emergency response role with the installation Emergency Response Team and Emergency Helideck Team.

### Certification

OPITO-approved Emergency Response Team Member certificate and Emergency Helideck Team Member certificate will be issued on successful completion of course. JOIFF certification available for Team Member element on request.

### Revalidation

Emergency Response Team Member - two years;  
Emergency Response Helideck Team Member - two years.

### Venue

Held at Petrofac Training Services, Forties Road, Montrose, or at other locations where facilities are suitable, including overseas.

### Items to bring

Towel, toiletries and change of clothing are required. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

### Course Content

The syllabus focuses on:

#### Theoretical (Team Member)

- Breathing apparatus
- Casualty handling
- Confined spaces
- Fixed systems/detection systems
- Gas characteristics
- Hazardous substances
- Hose handling/water protection
- Internal fire fighting
- Pressure vessels/closed containers
- Teamwork (including heli team)

#### Practical (Team Member)

- Breathing apparatus techniques
- Casualty handling
- Chemical incident incl. decontamination procedures
- Closed containers/vessel cooling - flame control
- Confined space rescue
- Foam equipment
- Hose reels
- Incident stabilisation using cooling and isolation
- Internal/external fire fighting involving class A, B and C fires
- Portable wheeled extinguisher units

#### Theoretical (Helideck)

- Crash/fire techniques
- Helicopter construction
- Legislation overview
- Refuelling hazards
- Rescue techniques

#### Practical (Helideck)

- Helideck fire fighting
- Hose handling
- Portable wheeled extinguisher units
- Rescue techniques
- Stretchers

### Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement and be in possession of medical form B if appropriate.

## Course Dates

2014

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
06	03	10	07	12	16	14	18	08	13	03	08
20	17	24	14	26	30	28	25	29	20	10	
	24		28							24	

# Further Offshore Emergency Response Combined Helideck & Team Member

3 days

### Course Overview

This course is designed to update knowledge gained on both Offshore Emergency Response Team Member and Offshore Emergency Helideck Team Member courses and to confirm competencies previously achieved.

### Course Structure

Delegates are given instruction, demonstration and practical exercises to provide evidence of competence.

### Prerequisites

Attendance on this training programme is open to delegates who have a valid Basic Offshore Safety Induction & Emergency Training (BOSIET) or Further Offshore Emergency Training (FOET)/T-BOSIET/T-FOET certificate, a valid Offshore Emergency Response Team Member certificate and a valid Offshore Emergency Helideck Team Member certificate or suitable alternative certification.

### Target Audience

Personnel who have completed both the Emergency Response Team Member and Emergency Helideck Team Member courses and require recertification in both.

### Certification

OPITO-approved certification - Further Emergency Response Team Member certificate and Further Emergency Helideck Team Member certificate, will be issued on successful completion of the course. JOIFF certification is available for Team Member element on request.

### Revalidation

Every two years.

### Course Content

The syllabus focuses on:

#### Team Member element

- The practical element of emergency response scenarios covering fire and non-fire situations

#### Helideck Team Member element

- Review of casualty handling, crash, fire and rescue techniques. Comprehensive practical scenarios

### Venue

Held at Petrofac Training Services, Forties Road, Montrose or at other locations where facilities are suitable, including overseas.

### Items to bring

Towel, toiletries, and change of clothing are required. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

### Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement and be in possession of medical form B if appropriate.

\*Please note that should a delegate attend and complete this course in the role of helicopter landing officer, a further accreditation fee of £25 will be charged.

Course Dates											2014
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
13	10	24	07		02	07	11		13	17	

# HDA Helideck Emergency Response Team Member (HERTM) Training

4 days

### Course Overview

The aim of the HDA Helideck Emergency Response Team Member (HERTM) Training programme is to equip Offshore Helideck Assistants with the knowledge, understanding and skills required to perform an emergency response team member role in offshore helideck and helicopter emergencies.

### Course Structure

Delegates are given the opportunity to demonstrate their knowledge of the role and responsibilities of a HDA Helideck Emergency Response Team Member and practice responding to a variety of helideck firefighting and non-firefighting emergency scenarios.

### Prerequisites

There are no prerequisites for the Helideck Emergency Response Team Member (HERTM) Training.

### Target Audience

Personnel who are currently appointed or candidate Offshore Helideck Assistants (HDAs) that require OPITO-certified emergency response training in helideck and helicopter emergencies as part of their overall competence requirement.

### Certification

OPITO-approved certification will be issued on successful completion of the course.

### Revalidation

Every two years.

### Venue

Held at Petrofac Training Services, Forties Road, Montrose, or at other locations where facilities are suitable, including overseas.

### Course Content

The syllabus focuses on:

- Helideck Emergency Response Preparedness
- Helideck emergency response pre-planning
- Helideck and helicopter emergency systems and controls
- NUI HDA Emergency Response
- NUI emergency response requirements
- HDA: Helideck Emergency Response Team Member (HERTM)
- HDA HERTM response in helideck and helicopter emergencies practical scenario exercises

### Items to bring

Towels, toiletries and change of clothing are required. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

### Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement and be in possession of medical form B if appropriate.

Course Dates											2014
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
13		10 31		19	30		18	08	13	17	15

# HDA Further Training (HDA Further Helideck Emergency Response Team Member Training)

2 days

## Course Overview

This is designed to allow the delegate HDAs the opportunity to practice and maintain the skills required when dealing with helicopter emergency response situations or incidents as members of an Offshore Helideck Emergency Response Team, in aspects of their role which they cannot reasonably practise offshore.

## Course Structure

Delegates are given the opportunity to demonstrate their knowledge of the role and responsibilities of a helideck emergency response team member and to practice a variety of helideck firefighting and non-firefighting emergency scenarios. Written examination.

## Prerequisites

A valid OPITO HDA Helideck Emergency Response Team Member Certificate and a valid OPITO HDA Initial Training certificate or a valid OPITO HDA Further Training Certificate.

## Target Audience

This course is designed for currently-appointed OPITO-certified HDAs that are required to revalidate their OPITO HDA certification by refreshing and updating their knowledge and skills in aspects of their role that they cannot practice in the workplace.

## Certification

OPITO-approved certification will be issued on successful completion of the course.

## Revalidation

Every two years.

## Venue

Held at Petrofac Training Services, Forties Road, Montrose, or at other locations where facilities are suitable, including overseas.

## Course Content

The syllabus focuses on:

- Transport of Dangerous Goods by Air Awareness – Recurrent Training written examination
- HDA Further theory training
- HDA Further practical training in emergency response

## Items to bring

Towels, toiletries and change of clothing are required. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement and be in possession of medical form B if appropriate.

Course Dates											2014
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
09	03	13	10	01	12	14	14	15	06	03	01
30	24	20	21	12	23	28	25		23	20	11
				19					27		15
											22



# Helicopter Landing Officers (HLO) Initial Training

3 days

### Course Overview

This initial training course is designed to equip the delegate with the initial knowledge, understanding and skills required to preform the role of an Offshore Helicopter Landing Officer (HLO) safely and effectively.

**Note:** Additional training as determined by the duty holder in offshore site-specific elements and mandatory training is required before appointment to the HLO role.

### Course Structure

The course is designed to provide both theoretical and practical sessions with a written examination.

### Prerequisites

There are no prerequisites for the HLO Initial training.

### Target Audience

Personnel who are to be appointed to the role of an Offshore Helicopter Landing Officer.

### Certification

OPITO-approved certification will be issued on successful completion of the course.

### Revalidation

1. Certification has a validity of two years. With an expiry of two years in which time The HLO (Helideck Emergency Response Team Leader Training) must be completed.
2. Attendance on the HLO Further Training Programme will revalidate OPITO HLO certification.

### Venue

Held at Petrofac Training services, Forties Road Montrose. Or at other locations where facilities are suitable including overseas.

### Course Content

The syllabus focuses on:

- Offshore Helideck regulations and guidelines
- Helicopter and Helideck Hazards and Management Systems
- HLO responsibilities during helicopter landing and departure
- Supervision of passengers and cargo handling
- Transport of Dangerous Goods by Air (DGBA) Awareness
- HLO Normally Unattended Installations. HLO Responsibilities
- Supervision of HDA's
- Helicopter refuelling awareness

### Items to bring

Towel and toiletries are required. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

### Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement and be in possession of medical Form B if appropriate.

Course Dates											2014
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
15		19	23	21	11	16	27		08	05	08

# HLO Helideck Emergency Response Team Leader (HERTL) Training

4 days

## Course Overview

This course is designed to equip the delegate with the knowledge, understanding and skills required to perform the role of the (HLO) Helideck Emergency Response Team Leader in:

- Understanding the importance of pre-planning for and the main elements of the response requirement for a range of helideck and helicopter emergencies
- The importance of emergency response practice via onshore training and offshore drills
- HLOs to understand the requirement for different types of emergency response systems and controls
- How the limited emergency response capability on an NUI can affect NUI helideck emergency response
- The roles and responsibilities of both the HLO and the Helideck Emergency Response Team during a helicopter-related emergency
- Understanding the human factors issues during emergencies and how to manage them
- Leading the Helideck Emergency Response Team during a range of typical helideck simulated emergency scenarios – some of which involve live fires, in a safe and controlled manner

## Course Structure

Delegates are given the opportunity to demonstrate their knowledge of offshore helicopter routine operations, emergency response arrangements and the actions they are required to take as an (HLO) Helideck Emergency Response Team Leader including during Practical exercises.

## Prerequisites

Those attending this training course will require to be in possession of: a valid OPITO Offshore Helicopter Landing Officer Initial Training Certificate and a valid OPITO Helideck Emergency Response Team Member Certificate.

## Target Audience

Personnel who are currently-appointed or candidate Helicopter Landing Officers (HLOs) that require OPITO-certified emergency response leader training in helicopter emergencies as part of their overall competence requirement.

## Course Content

The syllabus focuses on:

- Helideck Emergency Response Preparedness
- Helideck emergency response pre-planning
- Helideck and helicopter emergency systems and controls
- NUI HLO Emergency Response
- NUI emergency response requirements
- Leading and Controlling Helideck Emergency Response
- HLO HERTL emergency response responsibilities and requirements
- Practical Emergency response exercises to consolidate previously taught classroom sessions

## Certification

OPITO-approved certification will be issued on successful completion of the course.

## Revalidation

Every two years.

## Venue

Held at Petrofac Training Services, Forties Road, Montrose, or at other locations where facilities are suitable, including overseas.

## Items to bring

Towels, toiletries and change of clothing are required. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement and be in possession of medical form B if appropriate.

Course Dates											2014
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
		24		26	16	21		22	28	10	08

# HLO Further Training (Helideck Emergency Response Team Leader)

2 days

## Course Overview

This course is designed to refresh elements of HLO (HERTL) training that cannot be completed in the workplace and updating HLOs on key changes to helicopter operations, systems, relevant legislation and regulation over the previous two years (approx.) Also, to provide recurrent awareness training on the Transport of Dangerous Goods by Air.

## Course Structure

Delegates are given the opportunity to demonstrate their knowledge of the role and responsibilities of a HLO (HERTL) and practise to a variety of helideck firefighting and non-firefighting emergency scenarios. Written examination.

## Prerequisites

A valid OPITO HLO Helideck Emergency Response Team Leader (HERTL) Certificate or a valid OPITO HLO Further Training Certificate.

## Target Audience

For personnel who are currently-appointed OPITO-certified Offshore Helicopter Landing Officers (HLOs) that require their OPITO certification to be revalidated by refreshing and updating their knowledge and skills in aspects of their role that they cannot practice in the workplace.

## Certification

OPITO-approved certification will be issued on successful completion of the course.

## Revalidation

Every two years.

## Venue

Held at Petrofac Training Services, Forties Road, Montrose, or at other locations where facilities are suitable, including overseas.

## Course Content

The syllabus focuses on:

- HLO Further Training
- Transport of Dangerous Goods by Air Awareness - Recurrent Training
- HLO further theory training
- HLO further practical training in emergency response

## Items to bring

Towels, toiletries and change of clothing are required. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement and be in possession of medical form B if appropriate.

## Course Dates

2014

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
09	03	13	10	01	12	14	14	15	06	03	01
30	24	20	21	12	23	28	25		23	20	11
				19					27		15
											22

# Helicopter Refuelling

## 1 day

### Course Overview

This course is designed to give delegates a basic knowledge of helicopter refuelling and quality control procedures, and provides a greater understanding of the roles and responsibilities of those involved in refuelling.

### Course Structure

The course includes theoretical input and practical sessions with a written examination.

### Prerequisites

None.

### Target Audience

Personnel already in the position of helideck assistant or those about to be appointed into this role.

### Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

### Revalidation

Not applicable.

### Venue

Held at Petrofac Training Services, Forties Road, Montrose, or at other locations where facilities are suitable, including overseas.

### Items to bring

Towel and toiletries. Photographic ID.

### Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

### Course Content

The syllabus focuses on:

- A full explanation of helifuel systems
- Documentation and record keeping
- Legislation and Government requirements
- Quality control
- Various practical exercises
- Written examination

Course Dates											2014
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
17		14		14		04		12		21	

# Fishing Officers Fire Fighting

1 day

### Course Overview

This course is designed for personnel with command responsibilities on board sea-going fishing vessels and can be undertaken immediately after the three-day Merchant Navy Basic Fire Fighting course.

### Course Structure

In-depth discussions including the need for drills and pre-planning.

### Prerequisites

Delegates must have completed the Merchant Navy Basic Fire Fighting Course.

### Target Audience

Fishing fleet officers working in the fishing industry.

### Certification

MCA-approved certification will be issued on successful completion of the course.

### Revalidation

Not applicable.

### Venue

Held at Petrofac Training Services, Forties Road, Montrose.

### Items to bring

Towel, toiletries and change of clothing are required.  
Discharge book number/other national ID number.  
Photographic ID.

### Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

### Dates

On request.

### Course Content

The syllabus focuses on:

- Delegates pre-plan/talk through final exercise
- Discussion on case histories (personal/general)
- Importance of drills, musters and training
- Responsibilities of ship personnel

# Breathing Apparatus Wearer

1 day

## Course Overview

This course is designed to train delegates to a basic level of competence, to allow them to use breathing apparatus safely and with confidence.

## Course Structure

Delegates are given instruction, demonstrations and practical exercises to allow them to provide evidence of competence in checking and wearing breathing apparatus.

## Prerequisites

None.

## Target Audience

Personnel called upon to wear breathing apparatus in irrespirable atmospheres.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Forties Road, Montrose, or at other locations where facilities are suitable, including overseas.

## Items to bring

Towel, toiletries and change of clothing are required. Photographic ID.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement and be in possession of medical form B if appropriate.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Basic wearing exercise
- Conditions requiring the use of breathing apparatus
- General components
- Operational checks
- Search and rescue techniques
- Use of breathing apparatus control procedures

# Confined Space Entry\*

1 day

## Course Overview

This course has been designed to cover arrangements for pre-entry and entry into confined spaces.

## Course Structure

Delegates are given instruction, demonstrations and practical exercises to allow them to demonstrate competence.

## Prerequisites

Attendance on this course requires the delegate to be competent in breathing apparatus wearing and procedures.

\*A one-day Breathing Apparatus Wearer course can be offered. Prior to attendance, call 0845 606 2 909 for details.

## Target Audience

Personnel called upon to enter a confined space for rescue purposes or as part of routine operations.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Forties Road, Montrose, or at other locations where suitable facilities are available including overseas.

## Items to bring

Towel, toiletries and change of clothing are required. Photographic ID.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement and be in possession of medical form B if appropriate.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Legislation relating to confined spaces
- Practical exercises
- Rescue equipment and rescue techniques
- The role of the stand-by person

# Merchant Navy Basic Fire Fighting STCW '95

3 days

## Course Overview

This course is designed for personnel who may encounter emergencies on board a merchant navy vessel. The course is run in accordance with STCW '95 Code AV/1/1-2.

## Course Structure

The course consists of theoretical and practical instruction with demonstrations as required.

## Prerequisites

None.

## Target Audience

All personnel working in merchant shipping.

## Certification

MCA-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Forties Road, Montrose, or at other locations where facilities are suitable, including overseas.

## Items to bring

Towel, toiletries and change of clothing are required.  
Discharge book/other national ID number.  
Photographic ID.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

## Course Content

The syllabus focuses on:

- Breathing apparatus/stenhouse equipment
- Emergency actions
- Emergency procedures
- First aid fire fighting equipment
- Fixed detection/protection systems
- Legal requirements
- Practical fire fighting techniques
- Search/rescue techniques
- Ship construction

Course Dates											2014
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
	24			26			18			10	



# Merchant Navy Advanced Fire Fighting STCW '95

4 days

### Course Overview

This course is designed to provide advanced fire fighting training in accordance with STCW '95 Code A-V1/3.

### Course Structure

The course consists of theoretical and practical instruction.

### Prerequisites

Delegates must hold the Merchant Navy Basic Fire Fighting certificate or an acceptable alternative.

### Target Audience

Personnel who have completed the Merchant Navy Basic Fire Fighting course or an acceptable alternative.

### Certification

MCA-approved certification will be issued on successful completion of the course.

### Revalidation

Not applicable.

### Venue

Held at Petrofac Training Services, Forties Road, Montrose, or at other locations where facilities are suitable, including overseas.

### Items to bring

Towel, toiletries and change of clothing are required.  
Discharge book/other national ID number.  
Photographic ID.

### Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

### Course Content

The syllabus focuses on:

- Compiling fire reports
- Control of fire parties
- First aid fire fighting equipment
- Fire fighting techniques
- Fixed systems and detection equipment
- Legislation regarding merchant shipping and vessels

Course Dates											2014
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec

22

30

# STCW Basic Training

5 days

## Course Overview

This course is designed to meet the basic training requirements for all persons intending to go to sea on merchant and fishing vessels and complies with STCW '95.

## Course Structure

The course consists of theoretical and practical sessions with continued assessment throughout.

## Prerequisites

None.

## Target Audience

Seafarers requiring basic training before going to sea.

## Certification

A certificate of proficiency will be issued to delegates who successfully complete the training and assessment.

## Revalidation

Updating training to be undertaken every five years.

## Venue

Course commences at Petrofac Training Services, Forties Road, Montrose and concludes at Petrofac Training Services, Blackness Avenue, Altens, Aberdeen.

## Items to bring

Discharge book or other document with unique number (e.g. NI number). Swimwear, towel and a change of clothing required for day four. Photographic ID.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Elementary first aid
- Fire prevention and fire fighting
- Personal safety and social responsibilities
- Personal survival techniques

# Basic H<sub>2</sub>S Training

4 hours

## Course Overview

This course is designed for personnel who are involved with oil & gas operations and other industries where hydrogen sulphide may be encountered.

## Course Structure

The course includes theoretical input, demonstrations and practical exercises coupled with a written examination for delegates to demonstrate an acceptable level of competence.

## Prerequisites

There are no prerequisites required for Basic H<sub>2</sub>S Training.

## Target Audience

This course is intended for personnel working in an environment that could become contaminated by H<sub>2</sub>S gas.

## Certification

OPITO-approved certification will be issued on successful completion of the course.

## Revalidation

Every two years.

## Venue

Held at Petrofac Training Services, Forties Road, Montrose or at other locations where facilities are suitable, including overseas.

## Items to bring

Towel, toiletries, and a change of clothing. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Actions to be taken in the event of an alarm
- Common definitions: PPM, WEL
- How H<sub>2</sub>S is detected and the use of onsite and personal detection equipment
- H<sub>2</sub>S gas, its common name where it can be ordinarily found
- Measurement and the WEL of H<sub>2</sub>S
- Physical properties and characteristics of H<sub>2</sub>S
- Physiological effects of exposure to H<sub>2</sub>S
- Role of emergency response teams in an H<sub>2</sub>S emergency
- Types of respiratory equipment available including escape breathing apparatus, self-contained breathing apparatus and cascade system
- Importance of a correct facemask fit

# Fire Extinguisher Training

2 hours

## Course Overview

This course is designed to give a basic level of understanding and competency in using first aid fire fighting equipment, in accordance with Fire (Scotland) Act 2005.

## Course Structure

The course has a theoretical element as well as practical sessions using fire extinguishers on live fires.

## Prerequisites

None.

## Target Audience

All personnel.

## Certification

Petrofac Training Services and Institute of Fire Engineers-approved joint certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Forties Road, Montrose, or at other locations where facilities are suitable, including overseas.

## Items to bring

None.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Actions to be taken in the event of a fire
- Classes of fire
- General good housekeeping
- Methods of fire spread
- Practical use of fire fighting equipment
- The theory of combustion
- Types of extinguishers

# Fire Risk Assessment

## Course Overview

This training course is conducted to comply with the Fire (Scotland) Act 2005/Fire Safety (Scotland) Regulations 2006 and Regulatory Reform Order (Fire Safety) 2005 England and Wales.

## Course Structure

The assessment consists of an on-site visit to appraise the systems in place and highlight any shortfalls/changes required. A portfolio and report is compiled for the customer detailing actions required. This then acts as a register in which all documentation regarding fire safety within the organisation is recorded. The local authority fire and rescue service, health and safety inspectors, or your own fire safety consultant may request this portfolio during routine inspections.

## Prerequisites

None.

## Target Audience

Companies and premises covered by the Fire (Scotland) Act 2005/Fire Safety (Scotland) Regulations 2006, who have five or more employees.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

The assessment will be conducted at the customer's premises.

## Dates

On request.

## Additional Information

It may be possible for the assessment to be conducted in conjunction with a course to train workplace fire risk assessors. Details available on request.

## Course Content

The syllabus focuses on:

- Communications
- Inspections/recording/reports
- Management of fire safety risk assessments
- Planning
- Premises profile
- Prevention/escape
- Training requirements

# Fire Warden

4 hours

## Course Overview

This course is designed to explain the duties and responsibilities of the fire warden.

## Course Structure

The course has a theoretical element with practical fire fighting exercises.

## Prerequisites

None.

## Target Audience

Personnel who have specific fire safety duties within their company.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Forties Road, Montrose, or at other locations where facilities are suitable, including overseas.

## Items to bring

Not applicable.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Fire detection and alarm systems
- Fire extinguishers
- Fire (Scotland) Act 2005
- Fire Safety (Scotland) Regulations 2006
- Fire safety procedures
- Fire spread
- Fire warden's duties and responsibilities
- Legislation
- Liaison with fire brigades
- Main causes of fire
- Practical exercise - fire extinguishers
- Structural fire protection
- Theory of combustion
- For courses conducted in England and Wales - Regulatory Fire Safety Order 2005

# Flare Ignition Shotguns and Pistols

1 day

## Course Overview

This course is designed to improve the safe handling of flare ignition shotguns and pistols, and is authorised by Grampian Police and Tayside Police.

## Course Structure

Delegates take part in a mixture of theoretical and practical activity.

## Prerequisites

Delegates must hold a firearms certificate.

## Target Audience

Personnel who use flare ignition shotguns/pistols offshore/onshore.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Forties Road, Montrose, or at other locations where facilities are suitable, including overseas.

## Items to bring

Firearms certificate. Photographic ID.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Equipment specification
- Maintenance
- Safety aspects
- Safe handling
- Storage
- Trajectories
- Wind factors

# Authorised Gas Tester Training (incorporating Levels 1, 2 & 3)

2 days

## Course Overview

The course is designed to ensure that personnel preparing for an Authorised Gas Tester role (at any level) are equipped with the knowledge to conduct gas tests for oxygen levels, flammable and toxic gases safely. Delegates will also learn about relevant legislative requirements, gas measuring and monitoring equipment and documenting gas test results.

## Course Structure

This course is primarily theory based, but has been extended to provide practical training. This does not prevent the need for the employing company to have in place their own competency assessments.

## Prerequisites

None.

## Target Audience

For personnel who are required to perform a test for oxygen, flammable and toxic gases. Those undertaking this training will be assessed against AGT 1, 2 & 3.

## Certification

OPITO-approved certification for each of AGT 1, 2 & 3 will be issued on successful completion of the course.

## Revalidation

Every three years.

## Venue

Held at Petrofac Training Services, Forties Road, Montrose, or at other locations where facilities are suitable, including overseas.

## Items to bring

Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement and be in possession of medical form B if appropriate.

## Course Content

The syllabus focuses on:

- Confined space criteria
- The hazards of operating within an oxygen deficient, toxic or flammable environment
- Carrying out a suitable and sufficient risk assessment (TBRA) or (KBRA)
- Using safe systems of work
- The implications of organisational and statutory requirements
- Interpreting operational requirements
- Selecting and using PPE and RPE
- Working within the Permit To Work system
- The operating principles of atmospheric monitoring and measuring equipment
- Gas detector pre-start checks
- Calibrating the instruments used in atmospheric testing
- How to set up relevant detectors for each gas testing application
- The behaviour of different flammable and toxic gases
- The range and frequency of tests
- Acceptable levels of flammable and toxic gases
- Performing gas tests in sequence
- Obtaining a representative atmosphere sample
- Monitoring and retesting
- Where to site ongoing monitoring equipment
- Interpreting and documenting the results
- Hot work and the production of flammable and toxic gases
- The principles of hot work gas testing
- The hazards and properties of flammable gases
- The strengths and weaknesses of flammable and toxic gas detection equipment
- Detectors used for flammable product
- How a flammable gas or vapour clouds could arrive at the work site
- Checking the controls on the equipment
- The importance of regular communication
- Written examination

\* This includes fees for all three certificates.

## Course Dates

2014

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
09	06	06	03	05	02	10	04	01	09	03	04
20	13	17	14	15	09	17	11	08	16	13	08
23	20	27	17	22	16	21	21	18	20	17	18
30	27		28	26	26		28	22	30	24	
					30						



# Further Authorised Gas Tester Training Level 1 (AGT 1)

## 1 day

### Course Overview

The aim and objectives of the Further AGT Level 1 training course is to refresh and update the knowledge of personnel who have previously successfully completed their AGT Level 1 initial training related to changes to equipment design, legislation, certification and company procedures.

### Course Structure

This course includes both theory sessions and practical exercises. This does not prevent the need for the employing company to have in place their own competency assessment.

### Prerequisites

The delegate must hold a valid AGT Training Level 1 certificate.

### Target Audience

Personnel who have completed the 2 day Authorised Gas Tester Level 1 course and are required to perform a test for oxygen, flammable and toxic gases for working in confined spaces.

### Certification

OPITO-approved certification will be issued on successful completion of the course.

### Revalidation

Every three years.

### Venue

Held at Petrofac Training Services, Forties Road, Montrose, or at other locations where facilities are suitable, including overseas.

### Course Content

The syllabus focuses on:

- Atmosphere measuring and monitoring of equipment
- Gas testing in confined spaces
- Gas testing for hot work
- Recent changes to equipment design, legislation, certification and any company procedures
- Safety Watch duties for hot work
- Practical scenarios on the above
- Written examination

### Items to bring

Towel, toiletries, and change of clothing. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

### Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

Course Dates										2014	
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
	19		16		20		13		22		10

# Authorised Gas Tester Training Level 2 (AGT 2)

2 days

## Course Overview

The course is designed to ensure that personnel preparing for an Authorised Gas Tester Level 2 role are equipped with the knowledge and skills to safely conduct tests for flammable gases in preparation for hot work in the workplace. Delegates will also learn about relevant legislative requirements, gas measuring and monitoring equipment and documenting gas test results.

## Course Structure

This course is primarily theory based, and is extended to provide practical training.

## Prerequisites

No prerequisites are required.

## Target Audience

Personnel preparing to work as Authorised Gas Testers Level 2 and will be required to be involved with testing for flammable gas in preparation for hot work.

## Certification

OPITO-approved certification will be issued on successful completion of the course.

## Revalidation

Every three years.

## Venue

Held at Petrofac Training Services, Forties Road, Montrose, or at other locations where facilities are suitable, including overseas.

## Items to bring

Towel, toiletries, and change of clothing. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Behaviour of different gases
- Hazards associated with working within flammable atmospheres
- How to document results and advise relevant personnel
- Implications of EH40 document (Workplace Exposure Limits)
- Range and frequency of tests and acceptable limits
- Selection care and use of PPE for gas testing
- Statutory requirements (HASAWA)
- Types of fixed, portable and personal monitors
- Working with permits and ICCs
- Written examination

# Authorised Gas Tester Training Level 3 (AGT 3)

1 day

## Course Overview

The course is designed to ensure that personnel preparing for an Authorised Gas Tester Level 3 role, involved in providing safety watch duties by the ongoing monitoring of a hot work site, are equipped with the relevant knowledge to safely carry out the role.

## Course Structure

This course is primarily theory based, and is extended to provide practical training.

## Prerequisites

No prerequisites are required.

## Target Audience

For personnel who are required to perform safety watch duties and continuous monitoring for flammable gases. Those undertaking this training will be assessed against AGT 3.

## Certification

OPITO-approved certification will be issued on successful completion of the course.

## Revalidation

Every three years.

## Venue

Held at Petrofac Training Services, Forties Road, Montrose, or at other locations where facilities are suitable, including overseas.

## Items to bring

Towel, toiletries, and change of clothing. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Behaviour of different gases
- Hazards and properties of flammable gases
- Implications of EH40 document (Workplace Exposure Limits)
- Range and frequency of tests and acceptable limits
- Selection, care and use of PPE for gas testing
- Statutory requirements (HASAWA)
- Types of fixed, portable and personal monitors
- Working with permits and ICCs

# Authorised Gas Tester Assessor

4 Hours

## Course Overview

This course is designed to provide the candidate with the knowledge and understanding to achieve a desired standard of confidence to enable them to carry out worksite assessments of personnel, using company procedures, to Authorised Gas Tester Levels 1, 2 or 3.

## Course Structure

This course is primarily theory based.

## Prerequisites

Delegates must hold a valid OPITO Authorised Gas Tester Level 1 certificate.

## Target Audience

Personnel who have an active role in the training and competence verification of others in Authorised Gas Testing in line with company procedures.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Forties Road, Montrose, or at other locations where facilities are suitable, including overseas.

## Items to bring

None.

## Health

All delegates will be asked to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Course Content

The syllabus focuses on:

- AGT Standards
- Assessment Plan
- Compilation of check lists
- Conducting an assessment
- Exercise development
- Gathering of evidence
- Preparation for conducting a gas test

# FIRE

## Course Price List 2014

Course	Code	Duration	Price	Fees	Total
Offshore Emergency Response Team Member	FT00103UKPTL	5 days	£1843.00	£25.00	£1868.00
Further Offshore Emergency Response Team Member	FT00107UKPTL	2 days	£667.00	£25.00	£692.00
Offshore Emergency Response Team Leader	FT00106UKPTL	4 days	£1551.00	£25.00	£1576.00
Further Offshore Emergency Response Team Leader	FT00110UKPTL	2 days	£707.00	£25.00	£732.00
Further Offshore Emergency Response Team Member/ Leader (incorporating Night Time Fire Fighting)	FT00111UKPTL	2 days	£707.00	£25.00	£732.00
HDA Helideck Emergency Response Team Member (HERTM) Training	HD00104UKPTL	4 days	£1728.00	£25.00	£1753.00
HDA Further Training (HDA Further Helideck Emergency Response Team Member Training)	HD00105UKPTL	2 days	£834.00	£25.00	£859.00
Offshore Emergency Response Combined Helideck and Team Member	FT00105UKPTL	6 days	£2652.00	£50.00	£2702.00
Further Offshore Emergency Response Combined Helideck and Team Member	FT00109UKPTL	3 days	£1175.00	£50.00	£1225.00
Helicopter Landing Officers (HLO) Initial Training	HD00108UKPTL	3 days	£871.00	£25.00	£896.00
HLO Helideck Emergency Response Team Leader (HERTL) Training	HD00106UKPTL	4 days	£1741.00	£25.00	£1766.00
HLO Further Training (Helideck Emergency Response Team Leader)	HD00107UKPTL	2 days	£834.00	£25.00	£859.00
Helicopter Refuelling	HD00103UKPTL	1 day	£236.00	£ -	£236.00
Fishing Officers Fire Fighting	FT00114UKPTL	1 day	POR	£ -	POR
Breathing Apparatus Wearer	FT00115UKPTL	1 day	£277.00	£ -	£277.00
Confined Space Entry	FT00116UKPTL	1 day	POR	£ -	POR
Merchant Navy Basic Fire Fighting - STCW '95	FT00112UKPTL	3 days	£826.00	£ -	£826.00
Merchant Navy Advanced Fire Fighting - STCW '95	FT00113UKPTL	4 days	£1024.00	£ -	£1024.00
STCW Basic Training	MR00141UKPTL	5 days	£953.00	£ -	£953.00
Basic H <sub>2</sub> S Training	FT00153UKPTL	4 hrs	£162.00	£14.00	£176.00
Fire Extinguisher Training	FT00101UKPTL	2 hrs	POR	£ -	POR
Fire Risk Assessment	FT00149UKPTL	DOR	POR	£ -	POR
Fire Warden	FT00102UKPTL	4 hrs	POR	£ -	POR
Flare Ignitions Shotguns and Pistols	FT00118UKPTL	1 day	POR	£ -	POR
Authorised Gas Tester Training (incorporating Levels 1, 2 & 3)	FT00171UKPTL	2 days	£346.00	£75.00	£421.00
Further Authorised Gas Tester Level 1 (AGT 1)	FT00171AUPTL	1 day	£186.00	£25.00	£211.00
Authorised Gas Tester Level 2 (AGT 2)	FT00172UKPTL	2 days	POR	£25.00	POR
Authorised Gas Tester Level 3 (AGT 3)	FT00173UKPTL	1 day	POR	£25.00	POR
Authorised Gas Tester Assessor	FT00170UKPTL	4 hrs	POR	£ -	POR

# Offshore Health & Safety



# Offshore Safety Representatives

4 1/2 days

## Course Overview

This course covers training for Safety Representatives (who have been elected under the Safety Representatives and Safety Committees Regulations SI 1989/971), to assist them to fulfil their functions as defined in those regulations.

The training covers generic skills and knowledge, and should be supplemented with training on the specific skills and knowledge required by individual installations and relevant health and safety policies, management systems and supporting processes and resources. This additional training should be supplied by the duty holder as defined by the Management and Administration Regulations. It is up to the Safety Representative to ensure they are provided with their own company-specific information and instruction.

## Course Structure

The course is a mixture of theory, practical and interactive sessions, designed to provide delegates with the knowledge and skills required of a Safety Representative.

## Prerequisites

None.

## Target Audience

Safety Representatives elected under the Safety Representatives and Safety Committee Regulations - SI 1989/971.

## Certification

Successful completion will result in the issue of an OPITO-approved certificate.

## Revalidation

OPITO recommend that revalidation is completed every two years.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen.

## Items to bring

Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

## Dates

Courses run weekly.

## Course Content

The syllabus focuses on:

- Accidents: costs, causes and prevention
- Accident investigation
- Current legislation including safety case
- Hazard identification and basic risk assessment
- Making effective presentations
- Report/memo writing and interviewing techniques
- Safety committee meetings
- Safety management systems
- The role of the Safety Representative
- Training and competence
- Waste management and pollution
- Workplace inspections and audits

# Offshore Safety Representatives Refresher

2 days

## Course Overview

This course is designed to keep re-elected personnel up-to-date with recent developments in offshore health and safety, or changes in legislation.

## Course Structure

The course refreshes communication and presentation skills, while dealing with accident investigation and workplace inspection techniques.

## Prerequisites

Delegates should previously have attended an Offshore Safety Representatives course.

## Target Audience

The course is intended for operational safety representatives.

## Certification

Successful completion will result in the issue of an OPITO-approved certificate.

## Revalidation

OPITO recommend that revalidation is considered every two years.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen.

## Items to bring

Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

## Course Content

The syllabus focuses on:

- New legislation
- Other Government Information (ACoPs Guidance etc)
- Codes of Practice (Oil & Gas UK, OIAC etc)
- Industry Guidance
- Operations notices
- The use of a facilitated discussion by Safety Representatives on their experiences as a Safety Representative
- Topics to further develop skills as identified in the discussion:
  - Practical and theoretical revision
    - Principles of legislation
    - Accident investigation
    - Principles of inspection
    - Risk assessment
    - Meeting participation
    - Hazard identification and accident prevention
    - Personal effectiveness
    - Current Health and Safety legislation

Course Dates											2014
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
16	10	20	28	22	19	28	14	08	23	03	15



# OIM Legislation

4 days

### Course Overview

This course is designed to give knowledge and management skills to those responsible for the implementation of health and safety matters in the offshore environment.

### Course Structure

Delegates participate in practical group exercises, and complete an 'open book' self-assessment test over the duration of the course.

### Prerequisites

None.

### Target Audience

Head office, asset and facilities managers, safety advisors, current OIMs and supervisors or safety officers.

### Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

### Revalidation

Recommended every three years.

### Venue

Held at Petrofac Training Services, Altens, Aberdeen.

### Items to bring

Photographic ID.

### Course Content

The syllabus focuses on:

- How the law is decided and put into practice
- Offshore first aid, LOLER and PUWER
- Risk management and quantified risk assessment
- Safety case regulations
- Health and Safety at Work Act 1974, EU legislation and employment law
- Legal situation offshore, including MAR, PFEER, DCR and safety representatives
- Roles of enforcement agencies - HSE, Police, Procurator Fiscal, MCA and DECC
- Waste management and pollution prevention and control
- COSHH, REACH and CLP regulations
- Pipeline safety
- Working time legislation, work at height, vibration and noise
- Control of asbestos and artificial optical radiation

Course Dates											2014
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
13	03 24	17	07	05 26	16 30	14	11	01 22	13	03 24	08

# OIM Legislation Refresher

1 1/2 days

### Course Overview

This course is designed to update and reinforce the health and safety message to those responsible for the implementation of health and safety matters in the offshore environment.

### Course Structure

Delegates take part in discussions relating to the current legislative situation and recent changes in the law.

### Prerequisites

None.

### Target Audience

Personnel who have completed a full OIM legislation training course within the last three years.

### Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

### Revalidation

Recommended every three years.

### Venue

Held at Petrofac Training Services, Altens, Aberdeen.

### Items to bring

Photographic ID.

### Course Content

The syllabus focuses on:

- How the law is decided and enforced
- Health and Safety at Work Act 1974
- Legal situation offshore
- The safety case
- Police Service of Scotland presentation
- European legislation updates
- Offshore specific and relevant legislation

Course Dates											2014
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
20		03	14	12		07	18	08	20		01

# Radiation Protection for Supervisors Offshore

3 days

## Course Overview

This course is designed to provide the knowledge and skills required by radiation protection supervisors appointed under the Ionising Radiations Regulations 1999. The hazards arising from radiography, gauges, well loggings and work with naturally occurring radioactive materials (NORM)/ low specific activity (LSA) scale will be highlighted. The emphasis will be to explain the precautions to be taken, and the extent to which they will restrict exposure to radiation when working offshore.

## Course Structure

The course is mainly theoretical with an assessment of knowledge and skills acquired being presented on the final day.

## Prerequisites

None.

## Target Audience

Personnel who are responsible for radiation safety, both on and offshore, i.e. radiation protection supervisors and safety personnel.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen.

## Items to bring

Photographic ID and a calculator.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Applying basic principles of protection
- Applying requirements of the Ionising Radiations Regulations 1999 to the offshore environment
- Appropriate actions in the event of an accident
- Making radiation measurements
- Packaging and label consignments of radioactive material
- Radiation terminology to discuss radiation safety
- Understanding the precautions required to safely use radiation sources found offshore

# Minimum Industry Safety Training (MIST)

2 days

### Course Overview

This introductory safety training programme is designed to introduce the fundamental safety elements of the offshore oil & gas industry, giving an appreciation of the potential hazards and controls that might be encountered by personnel working offshore.

### Course Structure

The course consists of lecture and discussion and includes case studies and some practical exercises. Each module also includes a written assessment.

### Prerequisites

It is expected that delegates will have previously attended the BOSIET course, as this course is designed to build on the safety-related topics included within BOSIET.

### Target Audience

The course is intended for new entrants to the offshore oil & gas industry.

### Certification

An OPITO-approved certificate will be issued on successful completion of the course.

### Revalidation

Every four years by on-line assessment.

### Venue

Held at Petrofac Training Services, Altens, Aberdeen, or at the customer's own premises if preferred, subject to suitability.

### Items to bring

Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

### Health

All delegates will be asked to complete a medical questionnaire prior to course commencement.

### Dates

Courses run weekly.

### Course Content

The syllabus consists of nine modules:

- Module 1 Introduction to the Hazardous Offshore Environment
- Module 2 Working Safely including Safety Observation Systems
- Module 3 Understanding the Risk Assessment Process
- Module 4 Tasks that require a Permit to Work
- Module 5 Personal Responsibility in Maintaining Asset Integrity
- Module 6 Using Manual Handling Techniques Every Day
- Module 7 Controlling the Use of Hazardous Substances Offshore
- Module 8 Knowledge and Practices of Working at Height
- Module 9 Being Aware of Mechanical Lifting Activities

# OFFSHORE HEALTH & SAFETY

## Course Price List 2014

Course	Code	Duration	Price	Fees	Total
Offshore Safety Representatives	HS00403UKPTL	4 1/2 days	£1029.00	£25.00	£1054.00
Offshore Safety Representatives Refresher	HS00404UKPTL	2 days	£408.00	£25.00	£433.00
OIM Legislation	HS00401UKPTL	4 days	£1647.00	£ -	£1647.00
OIM Legislation Refresher	HS00402UKPTL	1 1/2 days	£627.00	£ -	£627.00
Radiation Protection for Supervisors Offshore	HS00405UKPTL	3 days	£879.00	£ -	£879.00
Minimum Industry Safety Training (MIST)	HS00191UKPTL	2 days	£374.00	£25.00	£399.00



# Onshore Health & Safety

# Abrasive Wheels and Grinding Operations

1 day

## Course Overview

This course is designed to provide formal training for those responsible for abrasive wheels, in order to reduce the risk of accidents resulting from incorrect installation and use. It emphasises safe procedures and explains the regulations.

## Course Structure

The course is a mix of theoretical and practical demonstrations.

## Prerequisites

None.

## Target Audience

Personnel involved in the mounting and use of abrasive wheels, i.e. storemen, safety officers and supervisors.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen, or at the customer's own premises.

## Items to bring

Photographic ID.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Components of a grinding wheel
- Guards
- Handling and storage of wheels
- PUWER
- The Protection of Eyes Regulations
- Truing and dressing
- Types of wheels - shapes and speeds
- Wheel balancing
- Wheel marking systems
- Wheel selection and mounting
- Grinding fluids

# COSHH Appreciation

1 day

## Course Overview

This course is designed to provide an introduction to the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations. It will enable delegates to understand and communicate the requirements contained within the COSHH Regulations (as amended).

## Course Structure

The course covers the COSHH Regulations and how they impact on day-to-day operations.

## Prerequisites

None.

## Target Audience

Personnel involved with chemicals or any substances hazardous to health e.g. warehouse or materials staff, buyers, managers, supervisors - but who are not required to carry out COSHH assessments.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen, or at the customer's own premises.

## Items to bring

Photographic ID.

## Dates

On request.

## Course Content

The syllabus focuses on:

- An overview of COSHH regulations
- Basics of COSHH assessment
- Control methods
- Health effects and hazards of chemicals
- Interpreting material safety data sheets
- Personal protective equipment



# COSHH Assessors

11½ days

### Course Overview

This course is designed to provide the necessary skills and knowledge to carry out assessments, according to the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations (as amended).

### Course Structure

Videos are used to highlight important areas and there are also exercises with COSHH scenarios to give the delegates experience in the COSHH assessment process.

### Prerequisites

A knowledge of risk assessment procedures would be advantageous but is not mandatory.

### Target Audience

Personnel required to carry out assessments, either individually or as part of a team, and personnel responsible for working with hazardous substances.

### Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

### Revalidation

Not applicable.

### Venue

Held at Petrofac Training Services, Altens, Aberdeen, or at the customer's own premises.

### Items to bring

Photographic ID.

### Course Content

The syllabus focuses on:

- Control hierarchy
- COSHH regulations outline
- Exposure limits and EH40
- Health surveillance
- Labels and information sources
- Legislative framework
- Personal protective equipment
- Risk assessment
- Routes of entry
- Toxicology

## Course Dates

2014

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
06	17	24	10	19	09	21	04	15	27	17	18

# Directing Safely

1 day

## Course Overview

This course is designed to provide directors and senior management with an understanding of legal responsibilities, financial and moral issues relating to health and safety within organisations. The course should enable executives to review policy and strategies and, where necessary, introduce changes to enhance the safety culture within their organisation.

## Course Structure

The course is based around modular training. It can be run in-house or on an open course basis. Delegates are evaluated by means of a multi-format assessment paper and a personal project.

## Prerequisites

None.

## Target Audience

Managers/directors with strategic responsibilities, who determine active health and safety policies and delegate the day-to-day responsibility for safety to others.

## Certification

Successful completion of the course results in the award of an IOSH certificate.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen, or at the customer's own premises.

## Items to bring

Photographic ID.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Health and Safety Management - good business sense
- Health and Safety Management - getting it right
- Health and Safety Management - getting it wrong
- How well are you performing?
- Improving performance
- People - your most valuable asset
- Planning for success

# Environmental Awareness for Oil & Gas Personnel

1 day

## Course Overview

This one-day familiarisation course is designed to provide oil & gas industry personnel with the basic techniques to improve their effectiveness in understanding and managing environmental issues relating to their work.

## Course Structure

This is an interactive course involving short presentations, exercises and discussions.

## Prerequisites

None.

## Target Audience

HSE, technical and administrative personnel from oil & gas and related industries, who need to deal with, or be familiar with, environmental issues.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

None.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen, or at the customer's own premises, if preferred.

## Items to bring

Photographic ID.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Achieving your targets
- An easy guide to environmental management systems
- Benefits for your job and your company
- Drivers for improved environmental performance
- Effective environmental communication
- Environmental issues affecting your job
- Meeting environmental legislative requirements
- Setting realistic environmental objectives and targets

# Hand Arm Vibration (HAVS) Introduction

2 days

## Course Overview

This intensive two-day course has been prepared to meet the competence needs of the Hand Arm Vibration Co-ordinator. The role of the Hand Arm Vibration Co-ordinator as defined by the Offshore Contractors Association (OCA) is: "To manage the tool maintenance and vibration data, to ensure that job risk assessments are carried out, jobs are planned to control HAVS risks, personnel exposure information is recorded and personnel are informed of the risks and potential injuries".

## Course Structure

The course lecture covers the hazards and legislation associated with HAVS and includes hands on, practical measurement using a range of tools and vibration meters. In addition, delegates will be provided with templates, simple software tools and procedures forming the basis of an on-site HAVS management system. The course material has been drawn from HSE publications, OCA guidelines and from field proven practical procedures.

## Prerequisites

None.

## Target Audience

Safety, technical and managerial personnel with responsibility for Hand Arm Vibration monitoring, providing them with the necessary skills to develop and implement vibration management in line with regulations.

## Certification

Certification is awarded on completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen.

## Items to bring

PPE, photographic ID.

## Course Content

### Day 1

- Hand arm vibration risks
- Exposure calculations
- Legislation covering HAVS
- Worked examples
- Vibration level, HAV weighting
- Vibration measurement
- Vibration meters
- Vibration exposure (A8)

### Day 2

#### Management of HAVS:

- Co-ordinator role
- HAVS procedures
- Tool data and control

#### Task management:

- Risk assessment
- Control measures/PPE

#### Personnel issues:

- Information provision
- Exposure tracking
- Health surveillance
- Personnel case study work and presentation

Course Dates											2014
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
		25		20		15		30		25	

# Incident/Accident Investigation

2 days

### Course Overview

This course is designed to provide the knowledge and skills required to carry out effective incident and accident investigations. It covers accident and incident investigation, the process of gathering evidence, interviews and the compilation of reports and recommendations.

### Course Structure

The course includes practical scenarios as well as instruction to cover all of the relevant points of incident investigation.

### Prerequisites

None.

### Target Audience

Anyone involved in the process of investigating incidents and accidents.

### Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

### Revalidation

Not applicable.

### Venue

Held at Petrofac Training Services, Altens, Aberdeen, or at the customer's own premises.

### Items to bring

Photographic ID.

### Course Content

The syllabus consists of nine modules:

- Accident causation
- Analysing information obtained in an investigation
- Conducting a meaningful witness interview
- Effective documentation in an investigation
- Making effective recommendations for corrective actions
- Reporting and report writing
- Statistical analysis
- The priorities when responding to an incident
- The purpose of an investigation
- The sources of information to include when gathering facts

## Course Dates

2014

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
13	24	17	07	05	16		11	22	20	10	
					30						

# Managing Safely

4 days

## Course Overview

This course is designed to enable delegates to interpret, understand, implement and monitor various health and safety management techniques.

## Course Structure

The course is a mix of theory and practical demonstrations. Delegates are evaluated by means of a written and practical examination.

## Prerequisites

None.

## Target Audience

Personnel required to manage safely and effectively in compliance with their organisation's policy and best practice in health and safety.

## Certification

Successful completion of the course will result in the award of an IOSH certificate.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen, or at the customer's own premises.

## Items to bring

Photographic ID.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Introducing Managing Safely
- Assessing risks
- Controlling risks
- Understanding your responsibilities
- Identifying hazards
- Investigating accidents and incidents
- Measuring performance
- Protecting our environment

# Manual Handling Awareness

1/2 day

## Course Overview

This course has been designed to give delegates an awareness of the Manual Handling Operations Regulations 1992, SI 2793. It also provides delegates with knowledge of how to manage manual handling operations safely and reduce the risk of injury to personnel from manual handling operations.

## Course Structure

The course is a mix of practical demonstrations/ exercises and theoretical work.

## Prerequisites

None.

## Target Audience

Personnel involved in manual handling operations.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen, or at the customer's own premises.

## Items to bring

Photographic ID.

## Dates

On request.

## Course Content

The syllabus consists of nine modules:

- Complying with the Regulations
- HSE Guidance and Practical Demonstrations
- Kinetic Handling Techniques
- Legislation
- Manual Handling and Health
- Overview of Risk Assessments for Manual Handling Operations

# Manual Handling Assessor

1 day

## Course Overview

This course has been designed to give delegates knowledge of the Manual Handling Operations Regulations 1992, SI 2793. It also gives the delegate knowledge of how to manage manual handling operations safely and how to conduct risk assessments to ensure the risk of injury to personnel is sufficiently reduced.

## Course Structure

The course is a mix of practical demonstrations/ exercises and theoretical work.

## Prerequisites

None.

## Target Audience

Managers, supervisors and personnel who have knowledge of health and safety legislation and have been tasked with performing manual handling assessments to reduce the risk of injury from manual handling operations.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training, Altens, Aberdeen, or at the customer's own premises.

## Items to bring

Photographic ID.

## Course Content

The syllabus consists of nine modules:

- Key legal concepts necessary for manual handling assessors
- Manual Handling Assessment Chart (MAC) tool
- Manual handling risk assessment process
- Manual handling sources of information
- Nature and size of the manual handling problem in the UK
- The requirements of the Manual Handling Operations Regulations
- Types of manual handling injuries and their effects

Course Dates											2014
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
08	12	12	02	21	04	16	06	17	08	12	03
29	26		23		25		27		29		



# NEBOSH National General Certificate Units NGC 1, GC 2 & 3

11 days

## Course Overview

This course is designed to give delegates a solid understanding of health and safety. It will enable candidates to interpret, understand, implement and monitor health and safety management systems.

## Course Structure

The course consists of three units:

- NGC 1 - Management and Health and Safety (four days)
- GC 2 - Controlling Workplace Hazards and
- GC 3 - Health and Safety Practical Application (together within six days)

NGC 1 and GC 2 examinations are 1/2 day per examination.

## Prerequisites

None.

## Target Audience

Managers and supervisors who have responsibility for health and safety.

## Certification

Certification will be awarded by NEBOSH on successful completion of each individual unit. However to gain the full group award certificate all three individual units must be successfully completed.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen.

## Items to bring

Photographic ID.

## Course Content

### Unit NGC 1 - The Management of Health and Safety

- Foundations in health and safety
- Health and safety management systems 1 – Policy
- Health and safety management systems 2 – Organising
- Health and safety management systems 3 – Planning
- Health and safety management systems 4 – measuring, audit and review

### Unit GC 2 - Controlling Workplace Hazards

- Workplace hazards and risk control
- Transport hazards and risk control
- Musculoskeletal hazards and risk control
- Work equipment hazards and risk control
- Electrical safety
- Fire safety
- Chemical and biological health hazards and risk control
- Physical and psychological health hazards and risk control

### Unit GC 3 - Health and Safety Practical Application

This Unit consists of a workplace inspection, immediately followed by the completion of a short report on the main findings of the inspection

## Course Dates

2014

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
NGC 1	20		03	14	26		07	25		06		01
GC 2 & 3	24		07	18	30		11	29		10		05

# NEBOSH International Technical Certificate in Oil & Gas Operational Safety

5 days

### Course Overview

This course is designed specifically for those with safety responsibilities in the oil & gas industry and focuses on international standards and management systems, enabling delegates to effectively discharge workplace safety responsibilities both onshore and offshore. The course is not a stand-alone safety qualification.

### Course Structure

The course consists of one unit, divided into five elements and is classroom-based. Some private study is recommended in addition to scheduled course attendance. The course is assessed by a two-hour written examination on the final day of the course, or at a later date if preferred.

### Prerequisites

It is recommended that delegates have attained NEBOSH National General Certificate or International General Certificate or equivalent and have knowledge of hydrocarbon production and process operations.

### Target Audience

The course is intended for those who have responsibility for safety in the oil & gas industry as part of their day-to-day duties, including:

- Managers
- Supervisors
- Employee representatives
- Newly appointed health and safety advisers

### Certification

NEBOSH certification will be issued on successful completion of the course.

### Revalidation

Not applicable.

### Venue

Held at Petrofac Training Services, Altens, Aberdeen.

### Items to bring

Photographic ID.

### Course Content

The five course elements are:

- Health, safety and environmental management in context
- Hydrocarbon process safety 1
- Hydrocarbon process safety 2
- Fire protection and emergency response
- Logistics and transport operations

Course Dates											2014
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
	03				23			29		24	

# Noise at Work: Competent Persons Certificate

3 days

### Course Overview

Under the Control of Noise at Work Regulations (2006), a competent person is required to carry out personal noise exposure assessments in the workplace.

### Course Structure

The lecture material covers from a basic understanding of noise properties and its effects on hearing, through to the calculation, assessment and reporting of noise data. The measurement of noise, including the correct application of sound level meters, noise sampling and recording is reinforced by practical measurements on field visits by arrangement with local industry.

By the end of the course delegates will be able to:

- Work unaided
- Select and use noise measuring equipment
- Plan and carry out noise surveys in the workplace
- Identify personnel at risk from noise exposure
- Record and report on noise assessment findings
- Understand the principles of noise control and hearing protection

### Prerequisites

None.

### Target Audience

Individuals with responsibility for noise monitoring, involved with on-site noise management, health and safety, and procurement.

### Certification

On successful completion of the course, candidates will be awarded a certificate of competence.

### Course Content

#### Day 1

- Physical aspects
- Decibels
- Physiology
- Noise and man
- Industrial deafness
- dB(A),Leq and Noise Dos
- Sound level measurement
- Practical exercises

#### Day 2

- Noise at work regulations
- Employer requirements
- Employee requirements
- Noise assessments
- Analysis and reporting
- Risk assessment

#### Day 3

- Practical exercises
- Worked examples
- Noise control
- Hearing protection

### Revalidation

Not applicable.

### Venue

Held at Petrofac Training Services, Altens, Aberdeen.

### Items to bring

PPE, photographic ID.

## Course Dates

2014

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
		18		13		08		23		18	
Additional fourth day (NEMS & Dosimetry) strongly recommended for all offshore personnel attending Noise at Work: Competent Persons Certificate											
		21		16		11		26		21	

# Noise at Work: NEMS and DOSIMETRY

1 day

### Course Overview

Many offshore installations use NEMS (Noise Exposure Management System) and associated software to manage their noise survey data, to calculate noise exposures and to identify noise risks. Noise Dosimetry is then used for individual workers to verify noise exposures.

This course provides training in the application of NEMS and the use of the software to maintain noise survey data and noise exposure information, and to understand the risk analysis information provided, and in the use of Noise Dosimetry to determine individual noise exposures.

### Course Structure

The lecture material includes an understanding of how the NEMS methodology is used to manage the noise survey data and work pattern data to provide noise exposures and risk ranking for a large workforce. This is supplemented by hands-on use of the NEMS software including how to create a NEMS system from scratch, to update noise survey data and work pattern data on an existing NEMS model, and to use and interpret the risk analysis functions to prioritise noise actions.

For Dosimetry, the lecture material provides an understanding of the purpose and benefits of using individual noise Dosimetry, including selecting suitable subjects and using the results to verify overall noise exposure and to identify any specific noise issues associated with that worker's job. This is followed by a session on the use of Dosimeter instruments and practicalities of running a noise Dosimetry programme.

By the end of the course, delegates will be able to:

- Use and update the noise and work pattern data on the NEMS model used on their installation
- Use the NEMS to determine the noise exposure levels of the workforce
- Use the risk indicators to prioritise noise actions and to trend progress in noise management
- Set up and run a noise Dosimetry scheme including selecting subjects, using the noise dosimeters, recording and analysing results and identifying specific worker's noise issues

### Course Content

The course covers the use of NEMS to manage, update and review the generic noise exposure assessments for a large number of workers, including the principles of the methodology and hands-on use of the software.

The course also covers the use of noise Dosimeters to provide individual noise exposure assessments. The course also includes practical advice on operating a Dosimetry scheme efficiently and successfully.

### Prerequisites

Completion of the Noise at Work: Competent Persons three-day Certificate.

### Target Audience

Individuals with responsibility for noise monitoring, involved with on-site noise management, health and safety, and procurement.

### Certification

Covered by the Noise at Work Competent Persons certificate.

### Revalidation

Not applicable.

### Venue

Held at Petrofac Training Services, Altens, Aberdeen.

### Items to bring

Photographic ID.

## Course Dates

2014

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
		21		16		11		26		21	

# NORM/LSA Scale Awareness

1 day

## Course Overview

This course is designed to provide the knowledge and skills required for working with, or supervising work with naturally occurring radioactive material (NORM)/low specific activity (LSA) scale. The emphasis is on discussing the practical precautions required to safely work with NORM/LSA scale to ensure doses from radiation are minimised.

## Course Structure

The course is mainly theoretical with an end of course assessment based on the skills and knowledge acquired.

## Prerequisites

None.

## Target Audience

Personnel who require an understanding of the hazards from NORM/LSA scale and the precautions required.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen.

## Items to bring

Photographic ID.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Applying the requirements of the Ionising Regulations 1999 when working with NORM/LSA scale
- Making radiation measurements
- Putting the risks from NORM/LSA scale in context
- Taking appropriate precautions when working with NORM/LSA scale safely
- The use of radiation terminology to discuss radiation safety

# Onshore Safety Representatives

2 days

## Course Overview

Health and Safety (Consultation with Employees) Regulations came into force in 1996 as a result of a ruling by the European Court of Justice, that consultation with Employer on health and safety cannot be limited to Trade Union appointed Safety Representatives. This course provides employers and employees with sufficient knowledge and information to discharge their local duties of consultation effectively and fully.

## Course Structure

This programme has been specifically designed to provide delegates with the knowledge and skills required of a safety representative. It is a combination of theoretical and practical sessions.

## Prerequisites

None.

## Target Audience

This course is suitable for any person representing employee safety, including managers and supervisors.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen, or at the customer's own premises.

## Items to bring

Photographic ID.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Functions of appointed representative
- Introduction to Health and Safety (Consultation with Employees) Regulations
- Legislation background
- Overview of accidents
- Principles of communication
- Safety and effective organisations
- Techniques of representation
- Workplace hazards - recognition and solution

# Presentation Skills

2 days

## Course Overview

This course is designed to be interactive and to build practical skills in delivering presentations, and boost the confidence of all participants.

## Course Structure

The course is a combination of theoretical and practical sessions, providing delegates with the opportunity to practice the essential skills of delivering presentations.

## Prerequisites

None.

## Target Audience

Personnel who have to deliver presentations to others.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at any Petrofac Training Services facility, or on location at a suitable venue.

## Items to bring

As the course is aimed at building on existing knowledge and developing skills, delegates are requested to bring to the course, and be prepared to deliver, a presentation they have developed. Photographic ID.

## Dates

On request.

## Course Content

The syllabus focuses on:

- The role of a presenter and different styles of delivery
- The skills that presenters need to present
- How to plan presentation sessions and use a variety of presentation methods
- How to develop and use presentation material
- Delivery of a videoed presentation with feedback

# Task Based Risk Assessment

1 day

## Course Overview

This course is designed to ensure employers assess the risks in their workplace and put in place appropriate control measures following the Management of Health and Safety at Work Regulations.

## Course Structure

The course trains delegates to carry out basic level risk assessments.

## Prerequisites

None.

## Target Audience

Personnel who carry out risk assessments or participate in a corporate risk management programme.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen or at the customer's own premises.

## Items to bring

Photographic ID.

## Course Content

The syllabus focuses on:

- Identification of hazards
- Identifying control measures
- Outline of current legislation
- Principles of health and safety
- Risk evaluation
- Risk management and monitoring

Course Dates											2014
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
15	19	19	09	07	11	02	13	24	22	19	17



# Train the Trainer

2 days

### Course Overview

This course is designed to be interactive and to build practical skills in designing, delivering and facilitating learning, and to boost the confidence of all participants. Whilst delegates will undertake some presentation of activities they have devised, it is not intended to primarily be a presentation skills course.

### Course Structure

The course is a combination of practical and theoretical sessions, providing delegates with the opportunity to practice the essential skills of assessing training needs, designing training interventions and their delivery.

### Prerequisites

None.

### Target Audience

Personnel who have an active role in training others.

### Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

### Revalidation

Not applicable.

### Venue

Held at any Petrofac Training Services facility, or on location at a suitable venue.

### Items to bring

As the course is aimed at building on existing knowledge and developing skills, delegates are requested to bring to the course, and be prepared to deliver, an example of training material/ presentation they have developed. Photographic ID.

### Dates

On request.

### Course Content

The syllabus focuses on:

- The role of a trainer and different styles of delivery
- The skills that trainers need to train colleagues
- How to assess training needs and draw up learning objectives
- How to develop and use training materials
- How to plan training sessions and use a variety of training methods
- How people learn and the impact on course design and delivery
- How to give effective feedback
- How to evaluate the effectiveness of training and transfer of learning

# Waste Management

1 day

### Course Overview

This course is designed to provide an overview of legislation governing the handling, transfer and disposal of waste and to familiarise delegates with the requirements of the consignment process, including the relevant paperwork.

### Course Structure

The morning session deals with the legislation, and the moral, ethical and legal reasons for waste management. The afternoon session focuses on the consignment of waste, including various exercises on the completion of appropriate paperwork. There is an open-book written test at the end to demonstrate understanding of the course content.

**Prerequisites**  
None.

**Target Audience**  
All personnel, specifically those involved with waste production, handling, transportation and/or disposal.

**Certification**  
Petrofac Training Services-approved certification will be issued on successful completion of the course.

**Revalidation**  
Not applicable.

**Venue**  
Held at Petrofac Training Services, Altness, Aberdeen, or at any suitable customer location.

**Items to bring**  
Photographic ID.

### Course Content

- The syllabus focuses on:
- Commercial benefits of effective environmental management
  - Designing an environmental management system to minimise risks, liabilities and issues
  - Drivers for environmental awareness and improved environmental performance
  - Environmental issues affecting your company
  - Existing and impending environmental legislation
  - Management of the environmental effects of oil & gas operations
  - Setting realistic environmental objectives and targets
  - Application and completion of relevant consignment notes

Course Dates											2014
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
22		05		14		09		10		10	

# Working Safely

1 day

## Course Overview

This course is designed to enable delegates to define safe working conditions, identify hazards and risks, select or seek advice on workplace precautions and assist managers to prepare risk assessments.

## Course Structure

The course, although theory-based, is very interactive and includes individual and group exercises.

## Prerequisites

None.

## Target Audience

Personnel wishing to ensure their actions contribute to health and safety in the workplace and to understand their individual responsibilities.

## Certification

Successful completion of the course will result in the award of an IOSH certificate.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen, or at the customer's own premises.

## Items to bring

Photographic ID.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Introducing working safely
- Defining hazard and risk
- Identifying common hazards
- Improving safety performance
- Protecting our environment



# ONSHORE HEALTH & SAFETY

## Course Price List 2014

Course	Code	Duration	Price	Fees	Total
Abrasive Wheels & Grinding Operations	HS00101UKPTL	1 day	£270.00	£ -	£270.00
COSHH Appreciation	HS00102UKPTL	1 day	£277.00	£ -	£277.00
COSHH Assessors	HS00103UKPTL	1½ days	£484.00	£ -	£484.00
Directing Safely	HS00124UKPTL	1 day	£294.00	£20.00	£314.00
Environmental Awareness for Oil & Gas Personnel	HS00253UKPTL	1 day	£277.00	£ -	£277.00
Hand Arm Vibration (HAVS) Introduction	HS00501UKPTL	2 days	£851.00	£ -	£851.00
Incident/Accident Investigation	HS00105UKPTL	2 days	£541.00	£ -	£541.00
Managing Safely	HS00107UKPTL	4 days	£943.00	£20.00	£963.00
Manual Handling - Awareness 1/2 day	HS00108UKPTL	1½ day	£174.00	£ -	£174.00
Manual Handling - Assessor	HS00109UKPTL	1 day	£277.00	£ -	£277.00
NEBOSH National General Certificate	HS00211UKPTL/				
Units NGC 1, GC 2 & 3	HS00212UKPTL	11 days	£1969.00	£105.00	£2074.00
NEBOSH International Technical Certificate in					
Oil & Gas Operational Safety	HS00220UKPTL	5 days	£1718.00	£60.00	£1778.00
Noise at Work: Competent Persons Certificate	HS00502UKPTL	3 days	£1241.00	£ -	£1241.00
Noise at Work: NEMS & DOSIMETRY	HS00503UKPTL	1 day	£552.00	£ -	£552.00
NORM/LSA Scale Awareness	HS00106UKPTL	1 day	£323.00	£ -	£323.00
Onshore Safety Representatives	HS00112UKPTL	2 day	£541.00	£ -	£541.00
Presentation Skills	HS00520UKPTL	2 days	£541.00	£ -	£541.00
Task Based Risk Assessment	HS00113UKPTL	1 day	£277.00	£ -	£277.00
Train the Trainer	HS00656UKPTL	2 days	£541.00	£ -	£541.00
Waste Management	HS00254UKPTL	1 day	£325.00	£ -	£325.00
Working Safely	HS00115UKPTL	1 day	£242.00	£20.00	£262.00

# Lifting Operations



# Rigger Training Stage 1

3 days

## Course Overview

Rigging operations involve the use of lifting equipment to lift and transfer loads, often in restricted areas where a crane cannot be sited. Rigging and lifting operations are carried out by riggers and other disciplines including operations technicians, deck crew and drill crew. To ensure these operations can be carried out safely, it is vital that operatives of lifting equipment and accessories for lifting are aware of the safe and correct use of equipment and the probable consequences if safe and best practice is not followed.

## Course Structure

The course is a mix of theory and practical with a bias towards practical exercises and delegates are evaluated by means of an examination.

## Prerequisites

None.

## Target Audience

The target group for Stage 1 is personnel who have had little or no training and experience in rigging and lifting operations and wish to gain an OPITO Rigger Training Certificate by completing the OPITO-approved Initial Training Course for riggers in the oil and gas industry.

## Certification

An OPITO-approved certificate will be issued on successful completion of the course.

## Revalidation

The Rigger Stage 1 certificate is valid for two years.

Note: The Rigger Stage 2 logbook must be completed and Rigger Stage 3 Competence Assessment must be undertaken during this two-year period if the candidate wishes to achieve an OPITO-approved Rigger Stage 3 certificate of competence.

Rigger Stage 2: No certificate awarded on completion of Stage 2.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen.

## Course Content

The initial training programme consists of the following modules and elements:

### Module 1 - The Role of the Rigger and an Introduction to Lifting Operations

- Element 1.1 The role of the Rigger
- Element 1.2 Introduction to lifting operations - relevant legislation and management of the hazards

### Module 2 - Rigging and Lifting Operations

- Element 2.1 The principles of rigging
- Element 2.2 Preparing for the lifting operation
- Element 2.3 Carrying out the lifting operation
- Element 2.4 Restoring the work area and post-operation responsibilities

## Items to bring

PPE - safety boots, coveralls, gloves and hard hat. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

## Health

All delegates will be asked to complete a medical questionnaire prior to course commencement.

## Dates

Courses run fortnightly.

# Banksman and Slinger Training Stage 1

3 days

## Course Overview

The Banksman role is primarily to replay instructions to the crane operator during lifting activities, and the Slinger role is to prepare and 'sling' loads for lifting, and release the loads at their destination.

## Course Structure

The course is a mix of theory and practical with a bias towards practical exercises. Delegates are evaluated by means of an examination.

## Prerequisites

None.

## Target Audience

The OPITO-approved Banksman & Slinger Stage 1 Initial Training Standard specifies the initial training programme for personnel wishing to become competent in the banksman and slinger role in the oil and gas industry.

## Certification

An OPITO-approved certificate will be issued on successful completion of the course.

## Revalidation

Stage 1 certificate is valid for two years, during which time the Stage 2 logbook must be completed.

## Venue

Held at Petrofac Training Services, Forties Road, Montrose.

## Items to bring

PPE - safety boots, coveralls, gloves, warm/wet weather clothing and hard hat. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

## Health

All delegates will be asked to complete a medical questionnaire prior to course commencement.

## Dates

Courses run fortnightly.

## Course Content

The training programme consists of the following modules and elements:

### Module 1 - Introduction to Lifting Operations

- Element 1.1 Regulations and safety issues
- Element 1.2 Introduction to lifting roles and equipment
- Element 1.3 Preparing for the lift
- Element 1.4 Carrying out the lift
- Element 1.5 Restoring the work area

### Module 2 - The Banksman's Role

- Element 2.1 The banksman's duties
- Element 2.2 Communications and visibility

### Module 3 - Slinging Operations

- Element 3.1 Principles of slinging

### Module 4 - Practical Exercises

- Element 4.1 The role of a banksman and slinger in a planned lift



# Combined Intro to Rigging, Lifting and Banksman Slinger Stage 1

5 days

## Course Overview

The banksman role is primarily to relay instructions to the crane operator during lifting activities, and the slinger role is to prepare and 'sling' loads for lifting, and release the loads at their destination. The aim and objectives of the OPITO Rigger Stage 1 Initial Training Programme are to provide the delegate with knowledge of the rigging principles, general hazards and risks of rigging and lifting operations, an awareness of relevant legislation and regulation, and an opportunity to practice basic rigging operations following a lifting plan.

## Course Structure

The course is a mix of theory and practical with a bias towards practical exercises. Delegates are evaluated by means of an examination.

## Prerequisites

None.

## Target Audience

The OPITO-approved Banksman & Slinger Stage 1 Initial Training Standard specifies the Initial Training Programme for personnel wishing to become competent in the banksman and slinging role in the oil and gas industry. The target group for Rigger Stage 1 is personnel who have had little or no training and experience in rigging and lifting operations and wish to gain an OPITO Rigger Training certificate by completing the OPITO-approved Initial Training Course in the oil and gas industry.

## Certification

An OPITO-approved certificate will be issued on successful completion of the course.

## Revalidation

The Rigger Stage 1 certificate is valid for two years. Note: The Rigger Stage 2 logbook must be completed and Rigger Stage 3 Competence Assessment must be undertaken during this two-year period if the candidate wishes to achieve an OPITO-approved Rigger Stage 3 certificate of competence.

Rigger Stage 2: No certificate awarded on completion of Stage 2.

Stage 1 Banksman certificate is valid for two years, during which time the Stage 2 logbook must be completed.

## Venue

Part one: Banksman/Slinging - Petrofac Training Services, Forties Road, Montrose. Part two: Rigging - Petrofac Training Services, Altners, Aberdeen.

## Course Content

The training programme consists of the following modules and elements:

### Module 1 - Introduction to Lifting Operations

- Element 1.1 Regulations and safety issues
- Element 1.2 Introduction to lifting roles and equipment
- Element 1.3 Preparing for the lift
- Element 1.4 Carrying out the lift
- Element 1.5 Restoring the work area

### Module 2 - The Banksman's Role

- Element 2.1 The banksman's duties
- Element 2.2 Communications and visibility

### Module 3 - Slinging Operations

- Element 3.1 Principles of slinging

### Module 4 - Practical Exercises

- Element 4.1 The role of a banksman and slinger in a planned lift

### Module 1 - The Role of the Rigger and an Introduction to Lifting Operations

- Element 1.1 The role of the Rigger
- Element 1.2 Introduction to lifting operations - relevant legislation and management of the hazards

### Module 2 - Rigging and Lifting Operations

- Element 2.1 The principles of rigging
- Element 2.2 Preparing for the lifting operation
- Element 2.3 Carrying out the lifting operation
- Element 2.4 Restoring the work area and post-operation responsibilities

## Items to bring

PPE - safety boots, coveralls, gloves, warm/wet weather clothing and hard hat. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

## Health

All delegates will be asked to complete a medical questionnaire prior to course commencement.

## Dates

Courses run fortnightly.

# Greenhand Training

5 days

## Course Overview

This course is designed for entrants preparing/ aspiring for a career in the offshore industry. The course includes the approved three-day OPITO-approved banksman and slinging operations course.

## Course Structure

The course is a mix of theory and practical with a bias towards practical exercises and includes written and practical examination.

## Prerequisites

None.

## Target Audience

Personnel with limited or no offshore experience wishing to begin a career in the oil & gas industry.

## Certification

Petrofac Training Services-approved certification and an OPITO-approved banksman and slinger stage 1 certificate will be issued on successful completion of the course.

## Revalidation

Although no revalidation for Greenhand is required, the Banksman and Slinging Operations revalidation is repeated every two years unless a Stage 3 Assessment is undertaken.

## Venue

Held at Petrofac Training Services, Forties Road, Montrose.

## Items to bring

PPE - safety boots, coveralls, gloves, warm/wet weather clothing and hard hat. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

## Health

All delegates will be asked to complete a medical questionnaire prior to course commencement.

## Dates

Courses run fortnightly.

## Course Content

The syllabus focuses on:

- An overview of the offshore oil industry
- Helideck safety awareness
- Manual handling
- Risk assessment
- Safety observation
- Banksman and slinging operations - OPITO-approved
- Understanding of applicable legislation
- Basic drilling understanding

# Lifting Equipment Inspection Course

1 day

## Course Overview

The aim of this course is to familiarise delegates with the construction and operation of all types of lifting gear to allow them to inspect items of equipment with confidence.

## Course Structure

The course is a mix of theory and practical with a bias towards practical exercises. Delegates are evaluated by means of inspection checklists.

## Prerequisites

None.

## Target Audience

Engineering, operations and maintenance personnel and site and base employees who are involved in deck/mechanical/supervisory/crane/rigging/drilling, operating and inspecting lifting equipment before and after use.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen or at the customer's own premises.

## Items to bring

Full PPE required. Photographic ID.

## Health

All delegates will be asked to complete a medical questionnaire prior to course commencement.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Cumulative discard factors of wire ropes
- Examination of various types of lifting gear
- Examination of wire ropes
- Lifting gear rejection criteria
- Normal wear and discard criteria
- Rope deterioration causes
- Safe working loads

# LOLER Planning

1 day

## Course Overview

This course is intended to provide delegates with the most recent best practices and theoretical knowledge to deliver lift-planning techniques within the offshore oil & gas industry. In order for persons to be deemed competent in planning of lifting operations, this course will establish competence in both theory and practical application and understanding using practical rigging of loads.

## Course Structure

The course is a mix of both theory and practical with a bias towards practical.

## Prerequisites

Delegates must have practical and theoretical knowledge and experience of lifting operations.

## Target Audience

Persons with responsibility for carrying out rigging and lifting operations, and crane operations. The course is beneficial to personnel with mechanical, deck crew, drilling, rigger backgrounds and supervisors such as HSE advisors who may in the course of their duties require an improved understanding for correct planning and supervision of lifting operations.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen.

## Items to bring

Full PPE required. Photographic ID.

## Health

All delegates will be asked to complete a medical questionnaire prior to course commencement.

## Dates

On request.

## Course Content

On completion the delegate will be able to:

- Identify safe and correct procedures in planning operations
- Identify safe and unsafe practices
- Plan lifting operations and understand requirements for routine, non-routine, complicated and complex lifts
- Understand relevant LOLER regulations applicable to planning and organisation
- Understand relevant risk assessment processes for lifting operations

# LOLER Awareness

1/2 day

## Course Overview

This course provides delegates with knowledge and an awareness of best practice relating to lifting operations and lifting regulations.

## Course Structure

The course is theory-based.

## Prerequisites

None.

## Target Audience

Persons who are responsible for carrying out rigging and lifting operations, and crane operations. The course is beneficial to personnel with mechanical, deck crew, drilling, rigger backgrounds and supervisors such as HSE advisors who may in the course of their duties require a better understanding for correct planning and supervision of lifting operations.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen.

## Items to bring

Photographic ID.

## Health

All delegates will be asked to complete a medical questionnaire prior to course commencement.

## Dates

On request.

## Course Content

On completion the delegate will be able to:

- Identify with current and correct legislation
- Identify safe and correct procedures in lifting operations
- Identify safe and unsafe practices
- Understand requirements for routine, simple, complicated and complex lifts
- Understand relevant LOLER regulations applicable to planning and organisation
- Understand relevant risk assessment processes for lifting operations

# LIFTING OPERATIONS

## Course Price List 2014

Course	Code	Duration	Price	Fees	Total
Rigger Training Stage 1	RF00108UKPTL	3 days	£622.00	£25.00	£647.00
Banksman and Slinger Training Stage 1	RF00101UKPTL	3 days	£622.00	£25.00	£647.00
Combined Intro to Rigging, Lifting and Banksman Slinger Stage 1	RF00140UKPTL	5 days	£1052.00	£50.00	£1102.00
Greenhand Training	RF0U200UKPTL	5 days	£1057.00	£25.00	£1082.00
Lifting Equipment Inspection Course	RF00104UKPTL	1 day	£294.00	£ -	£294.00
LOLER Planning	RF00114UKPTL	1 day	£255.00	£ -	£255.00
LOLER Awareness	RF00115UKPTL	1/2 day	£174.00	£ -	£174.00



# **Dangerous Goods**

# Transportation of Dangerous Goods by Air and Sea

5 days

## Course Overview

This course is designed to cover aspects of both the Transportation of Dangerous Goods by Air and Transportation of Dangerous Goods by Sea courses. The aim is to enable personnel to recognise the classes of dangerous goods and to pack, mark, label and document articles and items correctly. Delegates will also be able to understand and use the International Air Transport Association (IATA) and International Maritime Dangerous Goods (IMDG) codes correctly.

Note: Radioactive materials are not covered.

## Course Structure

Delegates take part in practical exercises involving the use of IATA and IMDG codes, as well as sitting written examinations.

## Prerequisites

None.

## Target Audience

Personnel, both on and offshore, who are involved in the preparation of dangerous goods for transportation by air or sea.

## Certification

An OPITO-approved sea certificate and a CAA approved air certificate will be issued on successful completion of the course.

## Revalidation

Both certificates are valid for two years.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen, or at the customer's own premises.

## Items to bring

Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

## Course Content

The syllabus focuses on:

- Airline acceptance procedures
- Classification of items not listed by name
- Classification of substances with multiple hazards
- Documentation
- Legislation and the shipper's responsibility
- Marine pollutants
- Packaging, including tanks, IBCs and CTUs
- State and operator variations

Course Dates											2014
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
13	03	10	07	05	02	14	04	01	20	03	01
27	10		14		09	28	18			17	08
					16						



# Transportation of Dangerous Goods by Air and Sea Refresher

4 days

## Course Overview

This course is designed to refresh aspects of the Transportation of Dangerous Goods by Air and Transportation of Dangerous Goods by Sea courses. Note: Radioactive materials are not covered.

## Course Structure

Delegates take part in practical exercises involving the use of IATA and IMDG codes, as well as sitting written examinations.

## Prerequisites

An in-date valid CAA air certificate and OPITO-approved sea certificate.

## Target Audience

Personnel, both on and offshore, who are involved in the preparation of dangerous goods for transportation by air or sea who require to maintain their certification.

## Certification

An OPITO-approved sea certificate and a CAA approved air certificate will be issued on successful completion of the course.

## Revalidation

Both certificates are valid for two years.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen, or at the customer's own premises.

## Items to bring

Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

## Course Content

The syllabus focuses on:

- Classification and identification of dangerous goods
- Documentation including the shipper's declaration
- IMDG code
- Marine pollutants
- Marking and labelling and documentation
- Packaging of dangerous goods
- Segregation
- Stowage
- The application of dangerous goods by air regulations
- The general philosophy of dangerous goods transportation
- The limitations on the transportation of certain dangerous goods by air
- The Merchant Shipping Dangerous Goods and Marine Pollutant Regulations
- UN specification packaging

Course Dates											2014
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
	17	24					11		13		

# Transportation of Dangerous Goods by Air

3 days

### Course Overview

This course is designed to provide training which complies with the requirements of the International Air Transportation Association (IATA) and the International Civil Aviation Organisation (ICAO) technical instructions for the safe transportation of dangerous goods by air.

Note: Radioactive materials are not covered.

### Course Structure

Delegates take an examination, approved by the Civil Aviation Authority.

### Prerequisites

None.

### Target Audience

Personnel engaged in the handling, packing and documentation of any dangerous goods that are intended for shipment as air freight.

### Certification

A CAA-approved air certificate will be issued on successful completion of the course.

### Revalidation

The CAA certificate is valid for two years.

### Venue

Held at Petrofac Training Services, Altens, Aberdeen, or at the customer's own premises.

### Items to bring

Photographic ID.

### Course Content

The syllabus focuses on:

- Classification and identification of dangerous goods
- Documentation including the shipper's declaration
- Labelling and marking
- Packaging of dangerous goods
- The application of Dangerous Goods by Air Regulations
- The general philosophy of dangerous goods transportation
- The limitations on the transportation of certain dangerous goods by air

Course Dates										2014	
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
13	03	10	07	05	02	02	04	01	20	03	01
27	10		14		09	14	18			10	08
					16	28				17	

# Transportation of Dangerous Goods by Air Refresher

## 2 days

### Course Overview

This course is designed to provide training which complies with the requirements of the International Air Transportation Association (IATA) and the International Civil Aviation Organisation (ICAO) technical instructions for the safe transportation of dangerous goods by air.

Note: Radioactive materials are not covered.

### Course Structure

Delegates take an examination, approved by the Civil Aviation Authority (CAA).

### Prerequisites

An in-date valid CAA certificate.

### Target Audience

Personnel engaged in the handling, packing and documentation of any dangerous goods that are intended for shipment as air freight.

### Certification

A CAA-approved air certificate will be issued on successful completion of the course.

### Revalidation

The CAA certificate is valid for two years.

### Venue

Held at Petrofac Training Services, Altens, Aberdeen or at the customer's own premises.

### Items to bring

Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

### Course Content

The syllabus focuses on:

- Classification and identification of dangerous goods
- Documentation including the shipper's declaration
- Labelling and marking
- Packaging of dangerous goods
- The application of dangerous goods by air regulations
- The limitations on the transportation of certain dangerous goods by air
- The general philosophy of dangerous goods transportation

Course Dates											2014
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
	17	24			30		11		13		

# Transportation of Dangerous Goods by Sea

3 days

### Course Overview

This course is designed to provide delegates with the knowledge necessary to comply with the requirements of the International Maritime Dangerous Goods (IMDG) code.

Note: Radioactive materials are not covered.

### Course Structure

Delegates are given details of IMDG codes and the session concludes with a written examination.

### Prerequisites

None.

### Target Audience

Shippers or staff from shipping departments or personnel responsible for the transportation of dangerous goods by sea.

### Certification

An OPITO-approved sea certificate will be issued on successful completion of the course.

### Revalidation

Every two years.

### Venue

Held at Petrofac Training Services, Altens, Aberdeen, or at the customer's own premises.

### Items to bring

Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

### Course Content

The syllabus focuses on:

- Classification of hazards
- Containerisation of dangerous goods
- Marine pollutants
- Marking and labelling and documentation
- Packaging of dangerous goods
- Segregation
- Stowage
- The Merchant Shipping, Dangerous Goods and Marine Pollutant Regulations IMDG code
- UN specification packaging

Course Dates										2014	
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
20		17	21	12		07	25	08	08	24	15

# Transportation of Dangerous Goods by Sea Refresher

## 2 days

### Course Overview

This course is designed to refresh delegates with the knowledge necessary to comply with the requirements of the International Maritime Dangerous Goods (IMDG) Code.

Note: Radioactive materials are not covered.

### Course Structure

Delegates are given details of IMDG codes and the session concludes with a written examination.

### Prerequisites

An in-date valid sea certificate.

### Target Audience

Shippers or staff from shipping departments, or personnel responsible for the transportation of dangerous goods by sea.

### Certification

An OPITO-approved sea certificate will be issued on successful completion of the course.

### Revalidation

Every two years.

### Venue

Held at Petrofac Training Services, Aitens, Aberdeen, or at the customer's own premises.

### Items to bring

Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

### Course Content

The syllabus focuses on:

- Classification of hazards
- Containerisation of dangerous goods
- IMDG code
- Marine pollutants
- Marking and labelling and documentation
- Packaging of dangerous goods
- Segregation
- Stowage
- The Merchant Shipping, Dangerous Goods and Marine Pollutant Regulations
- UN specification packaging

Course Dates											2014
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
	19	26				10	13		15		

# DANGEROUS GOODS

## Course Price List 2014

Course	Code	Duration	Price	Fees	Total
Transportation of Dangerous Goods by Air and Sea	DG00105UKPTL	5 days	£822.00	£25.00	£847.00
Transportation of Dangerous Goods by Air and Sea Refresher	DG00108UKPTL	4 days	£661.00	£25.00	£686.00
Transportation of Dangerous Goods by Air	DG00101UKPTL	3 days	£432.00	£ -	£432.00
Transportation of Dangerous Goods by Air Refresher	DG00102UKPTL	2 days	£346.00	£ -	£346.00
Transportation of Dangerous Goods by Sea	DG00107UKPTL	3 days	£512.00	£25.00	£537.00
Transportation of Dangerous Goods by Sea Refresher	DG00106UKPTL	2 days	£374.00	£25.00	£399.00

# First Aid



# OLF Basic First Aid

5 days

Ref Code: FA00204UKPTL

**Course Overview**

This course is approved by the OLF and complies with requirements set out in the OLF/NR recommended guidelines for safety and emergency training.

**Course Structure**

The course includes lectures, demonstrations and practical exercises.

**Prerequisites**

None.

**Target Audience**

Personnel who work in the Norwegian sector with first aid duties.

**Certification**

On successful completion of the course, the delegate will receive a basic first aid certificate in accordance with OLF guidelines. This is valid for one year. All delegates also receive a course pack including an up-to-date first aid manual.

**Revalidation**

Revalidation of this certificate must be undertaken before the one year validity period expires.

**Venue**

Held at Aberdeen First Aid School, Norton Centre, Poynernook Road, Aberdeen.

**Items to bring**

Photographic ID.

**Dates**

Courses run weekly, Monday-Friday.

**Course Content**

The syllabus focuses on:

- Accident site with several injured - triage at the scene of an accident
- Abdominal injuries
- Aims and principles of first aid
- Assisting the nurse in the administration of an infusion
- Back and neck injuries
- Basic life support (CPR), including the use of defibrillators, the use and maintenance of manual resuscitators, manual suction devices, oropharyngeal airways and oxygen supplies
- Bleeding and traumatic amputation
- Breathing difficulties and seizures
- Burns and caustic injuries, including electrical and radiation
- Chest injuries
- Cold injuries - hypothermia
- Chest pains (cardiac arrest)
- Emergency/Organisation
- Fractures
- Head injuries
- Head-to-toe survey
- Loss of circulation
- Management of the unconscious casualty
- Measuring blood pressure
- Mental reactions and dealing with stress (during accidents and disasters)



# OLF Basic First Aid Refresher

2 days

Ref Code: FA00205UKPTL

## Course Overview

This course is approved by the OLF and complies with requirements set out in the OLF/NR recommended guidelines for safety and emergency training.

## Course Structure

The course includes lectures, demonstrations and practical exercises.

## Prerequisites

Delegates must have an in-date OLF basic first aid certificate or equivalent.

## Target Audience

Personnel who have attended a basic first aid course and who wish to revalidate their certificate for working in the Norwegian sector.

## Certification

On successful completion of the course and final assessment, the delegate will receive a basic first aid certificate in accordance with OLF guidelines. This is valid for one year. All delegates also receive a course pack including an up-to-date first aid manual.

## Revalidation

Revalidation of this certificate must be undertaken before the one year validity period expires.

## Venue

Held at Aberdeen First Aid School, Norton Centre, Poynerook Road, Aberdeen.

## Items to bring

Photographic ID.

## Dates

Courses run weekly, Thursday-Friday.

## Course Content

A representative selection of the content of the basic first aid course adapted to prior knowledge of the students with major emphasis on practical training and exercises.

# First Aid at Work

3 days

Ref Code: FA00123UKPTL

### Course Overview

This is an SQA-approved three-day course that complies with the Health and Safety (First Aid) Regulations 1981. Personnel are trained to a standard where they can administer basic first aid in the workplace until more qualified help arrives.

### Course Structure

The course includes lectures, demonstrations and practical exercises.

### Prerequisites

None.

### Target Audience

Personnel who will be responsible for first aid activities within their workplace.

### Certification

On successful completion of the course and final assessment, the delegate will receive the SQA National Unit first aid at work certificate. This is valid for three years. All delegates also receive a course pack including an up-to-date first aid manual.

### Revalidation

It is a statutory requirement that revalidation of this SQA-approved certificate must be undertaken before the three year validity period expires.

### Venue

Held at Aberdeen First Aid School, Norton Centre, Poynerook Road, Aberdeen.

### Items to bring

Photographic ID.

### Dates

Courses run weekly, Monday-Wednesday.

### Course Content

The syllabus focuses on:

- Aims and principles of first aid
- Assessment and treatment of common major and minor illnesses
- Assessment and treatment of a casualty who is wounded, bleeding or shocked
- Basic life support (CPR)
- Emergency transport of casualties
- How to deal with burns and eye injuries
- How to deal with the effects of poisons, gases and fumes
- Legal aspects of first aid at work, record keeping and the use of equipment
- Management of the unconscious casualty
- Personal hygiene and the prevention of cross-infection during first aid procedures
- Treatment of injuries to bones, muscles and joints

# First Aid at Work Refresher

2 days

## Course Overview

This is an SQA-approved two-day course that complies with the Health and Safety (First Aid) Regulations 1981. Personnel that are trained in first aid must complete this course within three years of first qualifying.

## Course Structure

The course includes lectures, demonstrations and practical exercises.

## Prerequisites

Delegates must have an in-date first aid at work certificate or equivalent.

## Target Audience

Personnel who have attended a first aid at work course and who wish to revalidate their certificate.

## Certification

On successful completion of the course and final assessment, the delegate will receive the SQA National Unit first aid at work certificate. This is valid for three years. All delegates also receive a course pack including an up-to-date first aid manual.

## Revalidation

It is a statutory requirement that revalidation of this SQA-approved certificate must be undertaken before the three year validity period expires.

## Venue

Held at Aberdeen First Aid School, Norton Centre, Poynerook Road, Aberdeen.

## Items to bring

Photographic ID.

## Dates

Courses run weekly, Tuesday-Wednesday.

## Course Content

The course offers an overview of all subjects taught on the four-day First Aid at Work course and also introduces any new techniques, legislation or guidelines that have arisen since the delegate originally qualified

# Emergency First Aid at Work

1 day

Ref Code:

### Course Overview

This is a one-day course which provides the minimum level of first aid training for persons in the workplace.

### Course Structure

The course includes lectures, demonstrations and practical exercises.

### Prerequisites

None.

### Target Audience

This course is designed for those businesses where there is no requirement for a first aid at work trained first aider. The HSE strongly recommends that an appointed person(s) receive appointed person/emergency aid training.

### Certification

SQA National Unit certificate of attendance will be issued on successful completion of the course. All delegates also receive a course pack including an up-to-date first aid manual.

### Revalidation

It is recommended that this certificate is renewed every three years.

### Venue

Held at Aberdeen First Aid School, Norton Centre, Poynerook Road, Aberdeen.

### Items to bring

Photographic ID.

### Dates

Courses run weekly, every Thursday.

### Course Content

The syllabus focuses on:

- First aid for unconscious casualty
- First aid for the wounded or bleeding
- Resuscitation
- What to do in an emergency

# Offshore First Aid

4 days

Ref Code:

### Course Overview

This is an HSE-approved four-day course that complies with the Offshore Installations and Pipeline Works (First Aid) Regulations 1989. Offshore personnel are trained to a standard where they can administer basic first aid on their own and provide assistance to the offshore medic where necessary.

### Course Structure

The course includes lectures, demonstrations and practical exercises.

### Prerequisites

None.

### Target Audience

Personnel who have previously attended BOSIET and have since been allocated first aid duties offshore.

### Certification

On successful completion of the course and final assessment, the delegate will receive the HSE-approved nationally recognised offshore first aid certificate. This is valid for three years. All delegates also receive a course pack including an up-to-date first aid manual.

### Revalidation

It is a statutory requirement that revalidation of this HSE-approved certificate must be undertaken before the three year validity period expires.

### Venue

Held at Aberdeen First Aid School, Norton Centre, Poynerook Road, Aberdeen.

### Items to bring

Photographic ID.

### Dates

Courses run weekly, Monday-Thursday.

### Course Content

The syllabus focuses on:

- Aims and principles of first aid
- Assessment and treatment of a casualty who is wounded, bleeding or shocked
- Assessment and treatment of common major and minor illnesses
- Basic life support (CPR), including the use of defibrillators, the use and maintenance of manual resuscitators, manual suction devices, oropharyngeal airways and oxygen supplies
- How to deal with burns and eye injuries
- How to deal with poisons encountered offshore
- Management of the unconscious casualty
- Personal hygiene and the prevention of cross-infection during first aid procedures
- Record keeping and the use of first aid equipment
- Safe use of entonox
- The ability to communicate effectively in an emergency
- The ability to transport a sick and injured patient safely and effectively by helicopter
- Treatment of a casualty who is suffering from an injury, including the dressing and immobilisation of injured parts
- Treatment of hypothermia, hyperthermia and the effects of immersion
- Treatment of inhalation and hot gasses or smoke
- Treatment of injuries to bones, muscles and joints

# Offshore First Aid Refresher

2 days

Ref Code:

## Course Overview

This is an HSE-approved two-day course that complies with the Offshore Installations and Pipeline Works (First Aid) Regulations 1989. Personnel that are trained in offshore first aid must complete this course within three years of first qualifying.

## Course Structure

The course includes lectures, demonstrations and practical exercises.

## Prerequisites

Delegates must have an in-date offshore first aid certificate.

## Target Audience

Personnel who have attended an offshore first aid course and wish to revalidate their certificate.

## Certification

On successful completion of the course and final assessment, the delegate will receive the HSE-approved nationally recognised offshore first aid certificate. This is valid for three years. All delegates also receive a course pack including an up-to-date first aid manual.

## Revalidation

It is a statutory requirement that revalidation of this HSE-approved certificate must be undertaken before the three year validity period expires.

## Venue

Held at Aberdeen First Aid School, Norton Centre, Poyrnook Road, Aberdeen.

## Items to bring

Photographic ID.

## Dates

Courses run weekly, Thursday-Friday.

## Course Content

The syllabus focuses on:

- Aims and principles of first aid
- Assessment and treatment of a casualty who is wounded, bleeding or shocked
- Assessment and treatment of common major and minor illnesses
- Basic life support (CPR), including the use of defibrillators, the use and maintenance of manual resuscitators, manual suction devices, oropharyngeal airways and oxygen supplies
- How to deal with burns and eye injuries
- How to deal with poisons encountered offshore
- Management of the unconscious casualty
- Personal hygiene and the prevention of cross-infection during first aid procedures
- Record keeping and the use of first aid equipment
- Safe use of entonox
- The ability to communicate effectively in an emergency
- The ability to transport a sick and injured patient safely and effectively by helicopter
- Treatment of a casualty who is suffering from an injury, including the dressing and immobilisation of injured parts
- Treatment of hypothermia, hyperthermia and the effects of immersion
- Treatment of inhalation and hot gasses or smoke
- Treatment of injuries to bones, muscles and joints

# Offshore Advanced Techniques

1 day

Ref Code:

## Course Overview

This course is designed to upgrade the knowledge of personnel trained in basic offshore first aid to a level where they have the understanding and skills required to assist an offshore medic. In particular, they are given the opportunity to practice and gain confidence in the use of a comprehensive range of medical equipment under the supervision of the offshore medic.

## Course Structure

The course includes lectures, demonstrations and practical exercises.

## Prerequisites

Delegates must hold an in-date HSE-approved offshore first aid certificate.

## Target Audience

Personnel who have been nominated to assist the offshore medic in emergency situations.

## Certification

On completion of the course, delegates will receive a certificate of attendance. This is valid for three years. All delegates also receive a course pack including an up-to-date first aid manual.

## Revalidation

It is recommended that this certificate is renewed every three years.

## Venue

Held at Aberdeen First Aid School, Norton Centre, Poyrnook Road, Aberdeen.

## Items to bring

Photographic ID.

## Dates

Courses run twice monthly, on Fridays.

## Course Content

The syllabus focuses on:

- Administration of oxygen
- Assessing and recording vital functions using a recording chart
- Management of the unconscious casualty
- Monitoring blood pressure
- Receiving casualties and the use of triage
- Safe use of entonox
- The ability to transport a sick and injured patient safely and effectively by helicopter
- The role of the advanced first aider
- The use of defibrillators
- The use of injections in pain control
- The use of intubation in airway management
- Understanding intravenous infusion

# FIRST AID

## Course Price List 2014

Course	Code	Duration	Price	Fees	Total
OLF Basic First Aid	FA00204UKPTL	5 days	£545.00	£ -	£545.00
OLF Basic First Aid Refresher	FA00205UKPTL	2 days	£240.00	£ -	£240.00
First Aid at Work	FA00123UKPTL	3 days	£250.00	£ -	£250.00
First Aid at Work Refresher	FA00224UKPTL	2 days	£175.00	£ -	£175.00
Emergency First Aid at Work	FA00126UKPTL	1 day	£90.00	£ -	£90.00
Offshore First Aid	FA00121UKPTL	4 days	£445.00	£ -	£445.00
Offshore First Aid Refresher	FA00222UKPTL	2 days	£240.00	£ -	£240.00
Offshore Advanced Techniques	FA00125UKPTL	1 day	£240.00	£ -	£240.00



# Major Emergency Management

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# Major Emergency Management Initial Response

4 days

### Course Overview

This course is designed to provide knowledge and experience in major emergency management. For delegates who have actual or potential prospects of command, the course provides the first stage in the process leading to formal competency assessment. It is OPITO-approved and is conducted using a generic offshore facility.

### Course Structure

Delegates undertake classroom theory sessions, desktop exercises and practical scenarios in a purpose built simulator.

### Prerequisites

None.

### Target Audience

Personnel from any background who wish to learn more about major emergency management at an operational level. The course is applicable to anyone who works in a high-risk industry.

### Certification

OPITO-approved certification and a Petrofac Training Services appraisal report will be issued on completion of the course.

### Revalidation

Not applicable.

### Venue

Held at Petrofac Training Services, Forties Road, Montrose.

### Items to bring

Photographic ID.

### Course Content

The programme focuses on:

- Classroom lectures, case studies, discussions and desktop exercises on the essential elements and underlying principles of emergency management
- An introduction to emergency management performance criteria
- Practical scenarios, performed in a custom-built simulator. As well as acting as a member of the emergency team, or as an observer, each delegate has the opportunity of acting as the emergency manager on at least two occasions
- Briefing and debriefing sessions with a final appraisal of readiness for formal assessment

Course Dates											2014
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
06	03	03	07	05	02	07	04	01	06	03	01
13	10	10	14	12	09	14	11	08	13	10	08
20	17	17	21	19	16	21	18	15	20	17	15
27	24	24	28	26	23	28	25	22	27	24	
		31			30			29			

# Major Emergency Management Initial Response (Company Specific Course)

4 days

## Course Overview

This course is designed to provide knowledge and experience in major emergency management. For delegates who have actual or potential prospects of command, the course allows them the opportunity to respond to a range of simulated major emergencies. This course is also beneficial for managers who wish to train with their own emergency command team.

The course can be tailored to personnel employed on company specific installations e.g. FPSO, NUI, semi-sub, jack-up and onshore plant.

## Course Structure

Delegates undertake classroom theory sessions, desktop exercises and practical scenarios in a purpose-built simulator.

## Prerequisites

None.

## Target Audience

All personnel with emergency response duties who wish to learn more about management of major emergencies both as commander and team members.

## Certification

OPITO-approved certification and a Petrofac Training Services appraisal report will be issued on completion of the course. Alternatively, where an OPITO-approved certificate is not preferred, a Petrofac Training Services-approved certificate will be issued.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services premises in either Forties Road, Montrose or Altens, Aberdeen.

## Items to bring

Photographic ID.

## Dates

On request.

## Course Content

The programme focuses on:

- Classroom lectures, case studies, discussions and desktop exercises on the essential elements and underlying principles of emergency management
- An introduction to emergency management performance criteria
- Practical scenarios, performed in a custom-built simulator. As well as acting as a member of the emergency team, or as an observer, each delegate has the opportunity of acting as the emergency manager on at least two occasions
- Briefing and debriefing sessions with a final appraisal of readiness for formal assessment

# Offshore Installation Manager (OIM) Controlling Emergencies (Coaching & Assessment)

Duration dependent on requirements

## Course Overview

This course is designed to assess delegates' competency in controlling emergencies. Assessment is based on performance during three scenarios, undertaken in a purpose-built simulator, which replicates the main features of the delegate's own installation.

Assessors are all industry experts (independent of Petrofac Training Services) and are retained solely for the coaching and assessment process. They are SQA accredited and follow the OPITO standards for OIM Controlling Emergencies. If required, additional coaching days can be arranged to precede the final assessment.

## Course Structure

Delegates are briefed by the assessor on the OPITO-approved standard performance criteria for controlling emergencies. Initially formative exercises are held on day one to familiarise the delegate and their team with the process and the simulator. Each formative exercise includes a debriefing session. This is then followed by the formal assessment exercises. The formal assessment process normally takes at least one day per delegate.

## Prerequisites

Delegates must provide a completed element 1.1 at the start of the assessment process. The required element 1.1 will be sent out with the joining instructions. It is also recommended that delegates have already completed a four-day Major Emergency Management Initial Response course or similar.

## Target Audience

Personnel who have command responsibility, including nominated deputies and reliefs.

## Certification

OPITO-approved certification will be issued on successful completion of the course. IADC certification is also available.

## Revalidation

Every three years in accordance with Oil & Gas UK guidelines.

## Course Content

In accordance with the relevant standard (clients have the option of OPITO or IADC standards), a minimum of three scenarios will be undertaken, based upon a major incident chosen from the following:

- Accommodation fire
- Collision or wave damage causing structural collapse
- Explosion and fire
- Helicopter incident
- Loss of stability (mobile installations)
- Pipeline incident
- Well control incident

## Venue

Held at Petrofac Training Services premises in either Forties Road, Montrose or Altens, Aberdeen.

## Items to bring

Delegates must provide evidence that meets with element 1.1 of the OPITO Assessment Standard. Photographic ID.

## Dates

On request.

# Introduction to Control Room Emergency Response Role & Responsibilities

4 days

## Course Overview

The course is designed to provide an introduction to the emergency response role and responsibilities of a control room operator (CRO) in a centralised control room environment based upon a generic offshore production platform.

## Course Structure

Delegates undertake classroom theory sessions, workshops and practical scenarios in a purpose-built simulator. All delegates are given constructive feedback by an independent certified industry assessor.

It is recommended that a period of six months minimum exists between attending this introductory course and formal assessment. This should allow the delegate sufficient time to participate in drills as a CRO and practice the role.

## Prerequisites

Delegates should have outside operator experience.

## Target Audience

Aimed at potential CROs. On completion of the course, an appraisal is issued to the delegate and their employing company identifying their readiness for formal assessment.

## Certification

Petrofac Training Services-approved certification and an appraisal report will be issued on completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services premises in either Forties Road, Montrose or Altens, Aberdeen.

## Items to bring

Photographic ID.

## Dates

On request.

## Course Content

The programme focuses on:

- Alarm management and interpretation
- Checklists and handover/incident logging
- Emergency shutdown and blow-down systems
- Fire and gas detection systems
- Generic emergency response role and responsibilities
- Hydrocarbon gas detection
- Process and utilities monitoring
- Stress management

# Control Room Operator (CRO) Controlling Emergencies and Critical Situations (Coaching & Assessment)

Duration dependent on requirements

## Course Overview

This course is designed to assess delegates' competency in controlling emergencies and critical situations. Assessment is based on performance up to a maximum of three scenarios, undertaken in a purpose-built simulator using an interactive computerised model based on an offshore platform.

Assessors are all industry experts (independent of Petrofac Training Services) and are retained solely for the coaching and assessment process. They are SQA-accredited and follow the OPITO standards for CRO Controlling Emergencies and Critical Situations. If required, additional coaching days can be arranged to precede the final assessment. It is recommended, that where possible, two delegates attend the course.

## Course Structure

Delegates are briefed by the assessor on the OPITO-approved standard performance criteria for controlling emergencies and critical situations. Initially, formative exercises are held on day one to familiarise the delegates with the process and the simulator. Each formative exercise includes a debriefing session. This is then followed by the formal assessment exercises. The formal assessment process normally takes at least half a day per delegate.

## Prerequisites

Delegates must provide a completed element 1.1 at the start of the assessment process. The required element 1.1 will be sent out with the joining instructions. It is also recommended that delegates have already completed an initial Introduction to Control Room Emergency Response Role and Responsibilities course. Delegates will also have completed Basic Offshore Safety Induction and Emergency Training and/or Further Offshore Emergency Training, or a suitable alternative programme.

## Target Audience

Control room operators who operate process both onshore and offshore.

## Certification

OPITO-approved certification will be issued on successful completion of the course.

## Course Content

The programme focuses on:

- Assessment requirements and elements
- Simulator familiarisation and procedure confirmation
- Training and delegate feedback
- Assessor/delegate review and appraisal of readiness for formal assessment
- Formal assessment

## Revalidation

In accordance with the OPITO Control Room Operator Emergency Response Standard (Rev 3 Dec 2007m - amendment 3 Jan 2013).

## Venue

Held at Petrofac Training Services premises in either Forties Road, Montrose or Altens, Aberdeen.

## Items to bring

Delegates must provide evidence that meets with element 1.1 of the OPITO Assessment Standard. Photographic ID.

## Dates

On request.

# Shift Supervisor Production (SSP) Controlling Emergencies and Critical Situations (Coaching & Assessment)

Duration dependent on requirements

## Course Overview

This course is designed to assess delegates' competency in supervising control room operators as they respond to emergency and critical situations. Assessment is based on performance up to a maximum of three scenarios, undertaken in a purpose-built simulator using an interactive computerised model based on an offshore platform.

Assessors are all industry experts (independent of Petrofac Training Services) and are retained solely for the coaching and assessment process. They are SQA accredited and follow the Petrofac Training Services standard for SSP Controlling Emergencies and Critical Situations. If required, additional coaching days can be arranged to precede the final assessment.

It is recommended, that where possible, the delegate attends the course with their CRO team.

## Course Structure

The delegate is briefed by the assessor on the Petrofac Training Services standard performance criteria for supervising the control of emergencies and critical situations. Initially, formative exercises are held on day one to familiarise the delegates with the process and the simulator. Each formative exercise includes a debriefing session. This is then followed by the formal assessment exercises. The formal assessment process normally takes at least half a day per delegate (max two delegates).

## Prerequisites

Delegates must provide a completed element 1.1 at the start of the assessment process. The required element 1.1 will be sent out with the joining instructions.

## Target Audience

Shift supervisors who supervise control room operators in both an onshore or offshore environment.

## Certification

Petrofac Training Services certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Course Content

The programme focuses on:

- Assessment requirements and elements
- Simulator familiarisation and procedure confirmation
- Training and delegate feedback
- Assessor/delegate review and appraisal of readiness for formal assessment
- Formal assessment

## Venue

Held at Petrofac Training Services premises in either Forties Road, Montrose or Altens, Aberdeen.

## Items to bring

Delegates must provide evidence that meets with element 1.1 of the Petrofac Training Services Assessment Standard criteria. Photographic ID.

## Dates

On request.

# MAJOR EMERGENCY MANAGEMENT (MEM)

## Course Price List 2014

<i>Course</i>	<i>Code</i>	<i>Duration</i>	<i>Price</i>	<i>Fees</i>	<i>Total</i>
Major Emergency Management Initial Response	EM00105UKPTL	4 days	£2483.00	£25.00	£2508.00
Major Emergency Management Initial Response (Company Specific Course)	EM00205UKPTL	4 days	POR	£ -	POR
Offshore Installation Manager (OIM) Controlling Emergencies (Coaching & Assessment)	EM00102UKPTL	DOR	POR	£25.00	POR
Introduction to Control Room Emergency Response Role and Responsibilities	EM00111UKPTL	4 days	£2099.00	£ -	£2099.00
Control Room Operator (CRO) Controlling Emergencies and Critical Situations (Coaching & Assessment)	EM00103UKPTL	DOR	POR	£25.00	POR
Shift Supervisor Production (SSP) Controlling Emergencies and Critical Situations (Coaching & Assessment)	EM00112UKPTL	DOR	POR	£ -	POR



# Emergency Response and Crisis Management



# Emergency Response & Crisis Management

Our Crisis Management (CM) team works with our customers, often at board level, to assist in the development of strategic plans and robust emergency response management systems.

Our specialist team of consultants provide a wide range of services including assessment of current arrangements, production of a gap analysis, developing a management of change programme, implementing and testing new arrangements via exercising. These elements can be done individually or collectively to suit the clients' needs. If required, we can also assess the competence of personnel at the end of this process. In reality, this is a continual cycle of activity required to keep businesses prepared for any eventuality.

Our scope of services range from preparing emergency response plans and procedures for dealing with major accident hazards on high-risk sites, to the identification of hazards and risks associated with office facilities, equipment and business-critical management systems. We also develop plans and procedures for the support provided by company emergency response and crisis management teams. Our teams work closely with our customers' teams to determine their requirements. The teams become integrated, with our staff often becoming part of the company's project team. For example, there have been instances where we have formed part of the safety team with responsibility for emergency response during the construction and hook-up phases of an operation.

## Business Continuity

We provide comprehensive solutions for companies wishing to develop and implement business continuity plans and processes within their organisation. Services we provide in this area are compliant with best practice defined by the Business Continuity Institute and as required by BS25999. They are delivered from initiation to completion, incorporating all stages of the business continuity planning cycle which must be reviewed as a company develops. We also offer a "health check" from a business continuity perspective.

## Response Services

Petrofac Training Services pioneered the concept of an integrated Emergency Response Service Centre (ERSC) and, in early 2006, made this a reality for the UKCS, with the launch of the first integrated ERSC in Aberdeen, Scotland. The facility provides an immediate and effective response support to multiple North Sea operators in the event of an emergency situation.

The ERSC is at a constant state of readiness, providing a complete emergency response solution for operators on a worldwide basis, with 24/7 emergency response support and a pool of specialist responders.

The centre features robust and resilient IT and telecommunications equipment to ensure our customers are best prepared to respond to an emergency situation.

Strategically located next to the Maritime and Coastguard Agency and close to the industry regulators, the ERSC is the first point of contact for a number of North Sea and international installations, providing them with an immediate and effective response in emergencies.

The facility's customer base has expanded over the years and the ERSC now supports a variety of assets, ranging from manned and unmanned installations and drilling rigs to hydrocarbon carrying vessels and pipelines.

A continual cycle of training and emergency exercises are held, ranging from getting support to the affected installation to assisting with relative and media liaison. These events help ensure that customers are prepared for every eventuality and exercises are tailored to each customer's specific needs.

The centre is used extensively for training, running simulated exercises including oil spill contingency planning and practicing the interface with the Secretary of State's Representative (SOSREP).

Our dedicated personnel have a wealth of experience from emergency response backgrounds, including in the energy industry, armed forces and emergency services. Response teams and responders can also be provided to work with customers in remote or site-specific locations, to enable them to provide first-on-scene responder service where the customer requires it.

# Major Exercises

## Duration dependent upon requirements

### Exercise Overview

This service is designed to provide a test of the participating unit's response to a major emergency involving the installation, terminal or onshore emergency response teams, control room personnel, management team and, where appropriate, the company support teams. It enables delegates to conduct a critical review of their emergency response plan, in compliance with Prevention of Fire, Explosion and Emergency Response (PFEER) or Control of Major Accidents and Hazards (COMAH) Regulations. Where appropriate the exercise will include the Secretary of State Representative (SOSREP) arrangements.

### Exercise Structure

Delegates take part in a testing scenario, which involves all key areas of the emergency response organisation. A realistic scenario is created, whilst maintaining the operational status of the installation or onshore plant. External agencies such as the Department for Energy and Climate Change (DECC)/ HSE, Police, Maritime and Coastguard Agency (MCA) and Scottish Natural Heritage (SNH) will either participate or be role played.

### Prerequisites

Previous emergency management exercising is beneficial.

### Target Audience

Operational sites, supporting response teams, crisis management teams, authorities and regulators.

### Certification

No certification is provided but a comprehensive post-exercise report will be issued to comply with the customer's requirements.

### Revalidation

Not applicable.

### Venue

Held at the customer's premises.

### Dates

On request, however a minimum notice of six months is preferred to get external participation planned and agreed.

### Exercise Content

The exercise focuses on:

- Appraising the performance of emergency response teams, emergency command teams and onshore support teams
- Providing a training and coaching opportunity for offshore and onshore emergency response teams in the command and control of major emergencies
- Testing the adequacy of emergency response plans and procedures and identifying scope for improvement
- Testing interfaces in both plans and procedures between the company, its contractors and other external participants

# Simulated Exercises

Duration dependent upon requirements but normally 4 hours

## Exercise Overview

This service is designed to provide a test of the participating unit's response to a simulated emergency involving the onshore emergency response teams at all levels of the response. A simulated exercise will replicate the environment that will exist in a real emergency, introducing the attendees to pressure and stress, allowing them to practice prioritisation and the command and control techniques. However, the amount of pressure and stress is controlled by the directing staff to create the environment needed to maximise learning. All communications are controlled using role players. These exercises will examine the appropriate Emergency Response Plans and can be used to run through the Secretary of State Representative (SOSREP) arrangements.

## Exercise Structure

Delegates take part in a testing scenario, which involves all key areas of the emergency response organisation. A realistic scenario is created in conjunction with the customer. Routinely the customer will provide a role player to simulate the incident site and ensure the accuracy of the information being communicated. All other external stakeholders will be role played as well as any internal roles that cannot participate.

## Prerequisites

As a minimum, delegates should have received induction training for their respective response teams.

## Target Audience

Team or multiple team attendance. Members from associated teams that are not being exercised, but would need to be simulated can be role played by actual members of that team. This provides an excellent additional learning medium.

## Certification

No certification is provided but a comprehensive post exercise report will be issued to comply with the customer's requirements.

## Exercise Content

The exercise objectives are agreed with the customer but can include:

- To practice teams responding in a realistic environment
- To practice command and control
- To practice individuals working as a team
- To practice use of procedures, and confirm understanding
- To check data and information available to the team
- To practice logging information
- To practice completion of reports and returns
- Notification and mobilisation can also be practiced as part of a simulation exercise, although it is recommended that this is kept separate

## Revalidation

Not applicable.

## Venue

Normally held in the customer's response rooms. May be held in the Petrofac Training Services facilities.

## Dates

On request, however a minimum of eight weeks' notice is preferred to allow for adequate research to be completed.

# Tabletop Exercises

Duration dependent upon requirements but normally 2 to 3 hours

## Exercise Overview

This service is designed to provide a test of the participating company's response to a simulated emergency involving all levels of the response, from the incident site to the supporting teams. A tabletop exercise will examine the response issues and allow the participants to discuss them in plenary rather than taking any actions. No communications are made except to test real contact numbers as contained in the pertinent response documentation. A tabletop exercise provides an ideal environment in which to test inter company interfaces prior to project work and an ideal test of draft bridging procedures. Also it is ideal in running through team processes following induction training.

## Exercise Structure

Injects are introduced via paper and as necessary the participants are split into their response teams or companies. The issues are then researched off line using the appropriate plans before discussing the issues in plenary. Findings are recorded and are used to finalise the plans.

## Prerequisites

None.

## Target Audience

Project members and/or response team members.

## Certification

No certification is provided but a post-exercise report will be issued to comply with the customer's requirements.

## Revalidation

Not applicable.

## Venue

Held in a suitable meeting room equipped with a speaker phone to facilitate communications with the potential incident site. May be held in the Petrofac Training Services facilities.

## Dates

On request, however a minimum of two weeks' notice is preferred.

## Exercise Content

The exercises objectives are agreed with the customer but can include:

- Lines of communication
- Notification
- Mobilisation
- Golden hour of response
- HR issues
- Media issues
- Business issues

# Representing Your Company Through the Media: Media Training Masterclass

1 day

## Course Overview

This highly popular training course provides delegates with the skills and knowledge to cope with the full range of media they may face, whether it is for a news bulletin or a feature. The sessions are designed to remove fear and build confidence, and ensure that senior executives portray a positive and trusted image of their company.

## Course Structure

A mix of theory, practical and interactive sessions designed to provide delegates with the knowledge and confidence needed to handle a wide range of media enquiries, from live studio appearances to unexpected 'doorstep' visits from the media, as well as everything else in between. Feedback is given throughout the day and each individual receives a DVD of their work.

## Prerequisites

Each masterclass is run with four to five delegates. We can also provide a bespoke one-to-one masterclass to ensure discretion and confidentiality.

## Target Audience

Chief Executive Officers (CEOs), Managing Directors (MDs) and senior managers who may be called upon to be the public face or voice of their organisation in live interviews, recorded interviews and press conferences.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Scottish TV's state-of-the-art digital studios at Craigshaw Business Park, Aberdeen. The course can also be delivered at customer premises in the UK or overseas.

## Items to bring

We will gather information from delegates in advance to allow us to create realistic scenarios. Photographic ID.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Filmed 'doorstep' interview
- Filmed live news studio interviews
- Filmed remote studio interview
- Media in the 21st century
- Observing live news bulletins going on air
- Press conferences
- Tour of working newsroom (optional)

# Working with the Media: Media Training Intermediate

1 day

## Course Overview

This training course provides delegates with the skills and knowledge to cope with the media in the course of their work, whether live or recorded. The sessions are designed to remove fear and build confidence and teach effective ways to convey key messages.

## Course Structure

A mix of theory and practical sessions designed to provide delegates with the knowledge and confidence needed to handle media enquiries. Feedback is given throughout the course and each individual receives a DVD of their work.

## Prerequisites

Each course is run with four to five delegates.

## Target Audience

Middle management and representatives of organisations who could be called upon to be interviewed on television for news or for features.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Scottish TV's state-of-the-art digital studios at Craigshaw Business Park, Aberdeen. The course can also be delivered at customer premises in the UK or overseas.

## Items to bring

Photographic ID.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Conveying key messages
- Media in the 21st century
- Observing live news bulletins going on air
- Practical filmed sessions including a 'doorstep' television interview
- Recorded and 'as live' interviews
- Tour of working newsroom (optional)
- Understanding sound bites

# Introduction to Media Response: Media Training Foundation

1 day

## Course Overview

This training workshop provides delegates with the skills and knowledge they need to cope with the media during the course of their work. The sessions are designed to remove fear and build confidence and ensure that they portray their organisation in a positive light even in the event of a crisis.

## Course Structure

A mix of theory and interactive sessions designed to equip delegates with the knowledge and confidence needed to handle unexpected media calls or visits. Feedback will be given throughout the training.

## Prerequisites

This course is run with eight to ten delegates.

## Target Audience

Designed for anyone who may receive an unexpected call or visit from the media, e.g. receptionists, security staff, personal assistants and telephone responders.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Scottish TV's state-of-the-art digital studios at Craigshaw Business Park, Aberdeen. The course can also be delivered at customer premises in the UK or overseas.

## Items to bring

Photographic ID.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Communication skills
- Coping with challenging questions
- Do's and don'ts
- How journalists think
- Jargon busting
- Media in the 21st century
- Practical exercises



# Relative Response Workshop

## Duration dependent upon requirements

### Course Overview

This course is designed to train delegates to manage a wide range of public and “next-of-kin” telephone enquiries during a crisis. Specifically it enhances skills in answering queries from relatives in an efficient and caring manner.

### Course Structure

Delegates are required to take part in both theoretical and practical activities.

### Prerequisites

None.

### Target Audience

Personnel involved in a team of relative responders in the event of an emergency.

### Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

### Revalidation

Not applicable.

### Venue

Held at a Petrofac Training Services facilities, or at a suitable customer venue.

### Items to bring

Photographic ID.

### Dates

On request.

### Course Content

The syllabus focuses on:

- Confidently answering calls from concerned relatives
- Dealing with people in traumatic situations
- Expectations required to achieve best possible understanding
- Individual limitation in situations of stress
- Phonetic voice awareness
- Protecting the company's reputation

# Corporate Manager (UK) Oil Spill Response Level 2 DECC

## 4 hours

### Course Overview

Article six of the OPRC (Oil Pollution Preparedness, Response and Co-operation) Convention 1990 sets out the requirement for operators to have in place an oil response system that includes equipment, training and exercises.

This accredited course aligns with DECC's corporate manager training requirements and ensures that delegates understand the principals of oil spill response pertinent to their operating level so that they can contribute effectively to response management.

### Course Structure

This is a participative workshop, which majors in theoretical input.

### Prerequisites

None.

### Target Audience

Executive or corporate decision makers who may be required to assist with strategic and tactical priority setting during an oil spill incident; this includes those expected to liaise with external statutory agencies while representing their own company.

### Certification

Accredited by the Nautical Institute (on behalf of the DECC).

### Revalidation

Every three years.

### Venue

Held at Petrofac Training Services facilities, or at a suitable customer venue.

### Items to bring

Copy of own oil spill contingency plan.  
Photographic ID.

### Dates

On request.

### Course Content

The course content includes the following:

- Review of UK legislation
- Insurance and liabilities arrangements
- International assistance and co-operation
- Roles and responsibilities of UK agencies
- Petroleum operator number one
- Oil spill contingency plans
- Response management – introduction to oil spill response

# Onshore Emergency Responder Oil Spill Response Level 3 DECC

3 days

## Course Overview

In alignment with DECC's oil spill response training guidelines, this course will ensure that operator personnel understand, can manage and achieve the response arrangements as detailed within their oil spill contingency plan. These personnel must also be able to work with and understand the actions being agreed between the IMO level two emergency responder and Government personnel about any response strategy formulated. Any such decision making process may include input from and with DECC, Marine and Coastguard Agency, Secretary of State's Representative (SOSREP), the response contractor and other involved Government agencies.

## Prerequisites

None.

## Target Audience

Personnel, staff and contractors, who are emergency room managers or hold positions as advisors dealing with response to offshore oil spills.

## Certification

DECC certified. Operators should note that this qualification will only be recognised within the UK and will not have any international equivalent at IMO model course levels.

## Revalidation

Onshore emergency responders, must undertake refresher courses at periods of three years from the date of their original certificate. Such refresher courses shall be for the duration of one day, and will be held at an accredited training centre, or by any other suitable means as accredited by the Nautical Institute.

## Venue

Held at a Petrofac Training Services facilities, or at a suitable customer venue.

## Items to bring

Photographic ID.

## Dates

On request.

## Course Structure

The following key elements will be covered through a series of lectures, workshops and practical exercises:

- Assess situation
- Activate contingency plan
- Develop a response action plan (strategy)
- Assist in establishing and organising a response structure
- Assist in activating an operational response
- Activate an operational response
- Manage and control ongoing response
- Assist in the decisions to deactivate a response
- Debrief and report

# Incident Manager Workshop

3 days

## Course Overview

Incident Management Team (IMT) training is largely focused on improving knowledge of emergency policies and procedures. Exercises establish problems with procedures and often neglect the social and cognitive skills (non-technical), which are essential in ensuring a professional and competent performance of the IMT. The incident manager is key to the whole process and this course aims to equip participants with the generic skills required to effectively lead an emergency response team.

## Course Structure

Delegates are required to take part in both theoretical and practical activities.

## Prerequisites

Selected to be incident managers, ideally having been part of the IMT but as a minimum must have completed company induction training.

## Target Audience

Prospective incident managers (minimum of five/maximum of six).

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at a Petrofac Training Services facility or at a suitable customer venue.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Leadership
- Non-technical skills
- Response issue management (HR, media etc)
- Communication
- Decision making
- Situational awareness

# Security/Switchboard Operator Workshop

1/2 day

## Course Overview

This course is designed to give awareness training to help prepare security, reception and switchboard staff so that they can handle whatever type of call may come in to them. The course aims to train delegates to manage a wide range of public telephone enquiries during a crisis or at other times. These calls can range from the standard general information through to bomb-threat calls.

## Course Structure

Delegates are required to take part in both theoretical and practical activities.

## Prerequisites

None.

## Target Audience

Security, switchboard and reception staff.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at a Petrofac Training Services facility or at a suitable customer venue.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Communicating during an emergency
- Overview of emergency response arrangements
- The role of the switchboard
- Basic call handling
- Advanced call handling
- Handling a telephone bomb threat
- Stress management
- Practice call handling

# Telephone Response Skills

Full or 1/2 day

## Course Overview

The intensive full or half-day courses show exactly how to deal with challenging, developing, real life news situations where the misunderstood question, the unguarded comment, the wrong word, or the mumbled sentence can be disastrous.

## Course Structure

A mix of theory, practical and interactive sessions designed to provide delegates with the knowledge and confidence needed to handle phone calls in the event of an emergency or unexpected situation.

## Prerequisites

The recommended maximum number is 12 delegates.

## Target Audience

Anyone throughout the company who may be called upon to handle the media in the event of an emergency.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at customer's premises.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Voice training
- Role play sessions
- Media in the 21st century

# Presentation Skills

Full or 1/2 day

## Course Overview

This training course helps develop the presentation skills of people who need to communicate in a clear, understandable, informative and engaging manner.

## Course Structure

We employ voice trainers with teaching qualifications from top specialist colleges in the UK to guide clients on how best to use their vocal skills.

## Prerequisites

The course ranges from individual sessions to half-day and full-day group classes for up to six people.

## Target Audience

All staff who need to communicate in a clear and understandable manner.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at customer's premises.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Voice training
- Vocal skills
- Word choice
- Maximum impact through non-verbal communication

# Public Speaking

1/2 day

## Course Overview

This course aims to develop and build confidence in clients so that key messages can be presented to live audiences in a clear, direct and articulate manner.

## Course Structure

A mix of theory, practical and interactive sessions designed to develop the natural voice and presentation skills.

## Prerequisites

This half-day course can be for groups of up to six, or bespoke one-to-one coaching.

## Target Audience

All staff that need to develop their public speaking skills.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at customer's premises.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Confidence building exercises
- Voice training
- Clear communication



# Conference/Awayday Media Session

Duration dependent upon requirements

## Course Overview

This testing and informative course outlines the what, why, where and when of dealing with the media in the 21st century. Challenging yet entertaining, it is the perfect add-on to a conference or awayday.

## Course Structure

A mix of theory and interactive sessions designed to show what not to do, and to demonstrate how even the most experienced can be caught out on camera.

## Prerequisites

Can be tailored to meet any conference size, the practical sessions determined by the number of delegates.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at customer's premises.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Media howlers
- How to avoid them
- Video interviews
- Feedback

# EMERGENCY RESPONSE AND CRISIS MANAGEMENT (ERCM)

## Course Price List 2014

Course	Code	Duration	Price	Fees	Total
Major Exercises	EM00106UKPTL	DOR	POR	£ -	POR
Simulated Exercises	PS00110UKPTL	DOR	POR	£ -	POR
Tabletop Exercises	PS00111UKPTL	DOR	POR	£ -	POR
Representing Your Company Through the Media:					
Media Training Masterclass	EM00310UKPTL	1 day	POR	£ -	POR
Working with the Media: Media Training Intermediate	EM00312UKPTL	1 day	POR	£ -	POR
Introduction to Media Response: Media Training					
Foundation	EM00311UKPTL	1 day	POR	£ -	POR
Relative Response Workshop	EM00109UKPTL	DOR	POR	£ -	POR
Corporate Manager (UK) Oil Spill Response					
Level 2 DECC	EM00320UKPTL	4 hrs	POR	£ -	POR
Onshore Emergency Responder Oil Spill Response					
Level 3 DECC	EM00321UKPTL	3 days	POR	£ -	POR
Incident Manager Workshop	PS00112UKPTL	3 days	POR	£ -	POR
Security/Switchboard Operator Workshop	PS00113UKPTL	1/2 day	POR	£ -	POR
Telephone Response Skills	PS00204UKPTL	1/2/1 day	POR	£ -	POR
Presentation Skills	PS00207UKPTL	1/2/1 day	POR	£ -	POR
Public Speaking	PS00205UKPTL	1/2 day	POR	£ -	POR
Conference/Awayday Media Session	PS00208UKPTL	DOR	POR	£ -	POR

# Security



# Evacuation Planning

## 1 day

### Course Overview

This course provides delegates with the in-depth knowledge required to create and implement a Company Evacuation plan. It prepares individuals to manage an evacuation event from initial notification to final resolution, including evacuee reception and interacting with the relatives. It includes both theory and practical scenarios.

### Course Structure

Delegates undertake a combination of; theory sessions, desktop exercises, delegate-led discussions and a practical Table Top Exercise. The course can be adapted to suit a client's specific security needs and procedures.

### Prerequisites

None.

### Target Audience

This training is designed for anyone who has a responsibility to prepare an Evacuation plan. It is also ideal for individuals who will be involved in the management of an Evacuation situation.

### Certification

CPD-approved certification will be issued on successful completion of the course.

### Revalidation

Every two years.

### Venue

The course can be run at a number of locations in the UK, UAE and in Kuala Lumpur. It can also be delivered at a venue of a client's choosing.

### Course Content

The syllabus focuses on:

- Introduction to Evacuation Planning principles
- Relate company security policy to Evacuation planning
- Prepare a company Evacuation plan
- Analyse an evacuation case study
- TTX to work through an evacuation scenario
- Manage evacuee reception and relative response
- Managing relationships with the various key agencies and individuals
- Briefing and debriefing session with a final appraisal for accreditation

# Hostile Environment Awareness Training (HEAT)

1 day

## Course Overview

Hostile Environment Awareness Training (HEAT) provides delegates with the knowledge to enter and operate in a country with a higher risk profile as safely as possible. While the course has certain core components each course is customised to fit specifically the client's area of operations. It includes all of entry procedures, local threat and risk issues, host country customs, safe areas, emergency response procedures, company security and kidnap and ransom policies.

## Course Structure

Delegates undertake a combination of: theory sessions, a desktop exercise, and delegate-led discussions. The course will be adapted to suit a client's specific security needs and procedures.

## Prerequisites

None.

## Target Audience

Any member of staff travelling to a new environment.

## Certification

CPD-approved certification will be issued on successful completion of the course.

## Revalidation

Every two years.

## Venue

The course can be run at a number of locations in the UK, UAE and in Kuala Lumpur. It can also be delivered at a venue of a client's choosing.

## Course Content

The syllabus focuses on:

- Country entry procedures
- Local risks and threats and how to avoid them
- Company in-country security policy and documentation
- Actions on a threat emerging
- Host country customs
- Kidnap and ransom policy
- Table top exercise to bring the components together

# Introduction to Security for HSSEQ Managers

3 days

## Course Overview

Aimed at those with a Security responsibility within their overall job portfolio. This course introduces both the principles of security and the practicalities of creating, implementing and running a security plan for a facility or a project. It provides an appropriate level of security knowledge for those who are responsible for running security alongside wider HSSEQ responsibilities.

## Course Structure

Delegates are introduced to current security issues, practices and solutions through a combination of; theory sessions, desktop exercises, delegate led discussions and a practical exercise in a purpose-built Avatar-style simulator. The course is designed purposely to be readily adaptable to a client's specific security needs and procedures.

## Prerequisites

None.

## Target Audience

HSSEQ managers who require a working knowledge of security principles and practices.

## Certification

City & Guilds-approved certification will be issued on successful completion of the course.

## Revalidation

Every two years.

## Venue

The course can be run at a number of locations in the UK, UAE and in Kuala Lumpur. It can also be delivered at a venue of a client's choosing.

## Course Content

The syllabus focuses on:

- Principles of security planning
- Company security policy & documentation
- How to conduct a threat and risk assessment process
- Identification and implementation of mitigation measures
- How to manage a variety of security challenges
- Managing relationships with the various key agencies and individuals
- Table top exercise to manage security situations
- Briefing and debriefing session with a final appraisal for accreditation

# Kidnap and Ransom Planning

1 day

## Course Overview

This course provides delegates with the in-depth knowledge required to create and implement a Company Kidnap & Ransom plan. It prepares individuals to manage a Kidnap event from initial notification to final resolution, including interacting with the relatives. It includes both theory and practical scenarios.

## Course Structure

Delegates undertake a combination of; theory sessions, desktop exercises, delegate-led discussions and a practical Table Top Exercise. The course can be adapted to suit a client's specific security needs and procedures.

## Prerequisites

None.

## Target Audience

This training is designed for anyone who has a responsibility to prepare a K&R plan. It is also ideal for individuals who will be involved in the management of a Kidnap situation.

## Certification

CPD-approved certification will be issued on successful completion of the course.

## Revalidation

Every two years.

## Venue

The course can be run at a number of locations in the UK, UAE and in Kuala Lumpur. It can also be delivered at a venue of a client's choosing.

## Course Content

The syllabus focuses on:

- Introduction to Kidnap & Ransom planning principles
- Relate Company security policy to K&R planning
- Analyse an existing K&R plan
- TTX to work through a K&R scenario
- Manage relative response
- Managing relationships with the various key agencies and individuals
- Briefing and debriefing session with a final appraisal for accreditation

# Managing Media During a Major Incident

1 day

## Course Overview

This course provides front-of-house staff with the knowledge of how to manage the initial surge of media interest that always follows a major incident. Before the Corporate Communication Response teams have been established it will be the front desk, security staff, PAs and reception personnel who will have to manage that first critical 60-90mins of media engagement.

This short course prepares them to deal with the inevitable onrush of queries and questions. It instructs them on how to interact with the media both face-to-face and electronically,

## Course Structure

Delegates are given short theory sessions which are then explored in practical scenarios. The course is adapted to fit the client's specific media management policies and procedures.

## Prerequisites

None.

## Target Audience

Any member of the frontline staff who is likely to have to deal with media inquiries in the early stages of an incident. This will include reception staff, security staff, PAs and members of affected departments.

## Certification

CPD-approved certification will be issued on successful completion of the course.

## Revalidation

Every two years.

## Venue

Ideally the course is delivered at the client's venue. It can also be run at a number of locations in the UK, UAE and in Kuala Lumpur

## Course Content

The syllabus focuses on:

- Company media policy
- How to react to a media enquiry
- How to interact with media to avoid antagonism
- How to assist the media to improve relations
- What not to do when dealing with the media



# Maritime Security Officer (MSO)

5 days

## Course Overview

The course is divided into 4 modules:

Module 1 covers the structure and legislation of Maritime Security operations;

Module 2 describes the pre-deployment planning and procedures that a MSO needs to conduct;

Module 3 looks at offensive and defensive anti-piracy techniques;

Module 4 deals with managing an incident and the post event process.

Upon completion of this course potential MSO's will be able to demonstrate a sound awareness and understanding of the concept and operational structure of the Maritime Security Industry.

## Course Structure

Delegates undertake a combination of theory sessions and practical exercises.

## Prerequisites

This training is designed for those with at least two years of general military or security experience, who are familiar with the basic protective procedures and have basic weapon handling skills. Delegates need to be fit.

## Target Audience

Personnel who are undertaking MSOs roles.

## Certification

UK Maritime & Coastguard Agency-approved certification will be issued on successful completion of the course.

## Revalidation

Every two years.

## Venue

The course can be run at a number of locations in the UK, UAE and in Kuala Lumpur. It can also be delivered at a venue of a client's choosing.

## Course Content

The syllabus focuses on:

- International private security legislation
- International Code of Ship and Port Security
- Company security policy
- Anti-piracy techniques
- Practical sessions to conduct a threat and risk assessment process
- Managing a variety of maritime security challenges
- Practical exercises
- Incident management
- Briefing and debriefing session with a final appraisal for accreditation

# Proficiency in Security Awareness

1/2 day

## Course Overview

This training provides a basic level of security awareness for all levels of employees. It gives the employer confidence that there is a thorough understanding, throughout the Company, of the importance of security awareness to combat a variety of security threats. Ideally it should be adapted to the different tiers within a Company as the threats vary at higher levels.

## Course Structure

The course is designed around a presentation, created to match each client's individual needs, and concluding with security scenarios. It can be delivered in several ways:

- Group presentation from an experienced security operator culminating in a practical exercise
- Via an on-line bespoke programme designed to the client's specification concluding with basic security scenarios (no practical exercise)
- By training in-house staff to deliver a bespoke presentation and security scenarios

## Prerequisites

None.

## Target Audience

All staff from board level to newest entrant.

## Certification

Not applicable.

## Revalidation

Annually in order to maintain awareness and to update as threats evolve.

## Venue

The course is aimed to be run at the client's venue.

## Course Structure

The syllabus focuses on:

- Updating on current Oil & Gas security threats and risks
- Company security policy and procedures
- Recognising security threats
- Emphasis on early reporting of suspicions
- Exercise to manage security situations

# Security Considerations at the Design Stage

11/2 days

## Course Overview

This course introduces security considerations to facility and system designers. It provides project designers with an insight as to how to plan-in security features and processes into new facilities. By being more security aware at the planning stage designers can save time and money whilst achieving a higher standard of protection from the outset.

## Course Structure

Delegates undertake classroom theory sessions, practical table-top exercises and case studies. A site visit is also included.

## Prerequisites

None.

## Target Audience

Project managers and facility designers who require a basic knowledge of security principles and practices.

## Certification

CPD-approved certification will be issued on successful completion of the course.

## Revalidation

None.

## Venue

The course can be run at a number of locations in the UK, UAE and in Kuala Lumpur. It can also be delivered at a venue of a client's choosing.

## Course Content

The syllabus focuses on:

- Principles of security design
- How to utilise a threat and risk assessment to enhance design
- Selection of appropriate physical security measures
- How to integrate security requirements into other design requirements
- Table top exercise to demonstrate security challenges and effective mitigations

# Project / Site Security Manager

5 days

## Course Overview

This course provides delegates, who have basic security experience, with the in-depth knowledge required to manage security for a specific site or a major project. The comprehensive instruction prepares individuals to deal effectively with the security issues encountered in the most Extreme Risk environments. It includes both the underlying security theory and practical scenarios. It is suitable for new entrants to the Oil & Gas industry.

## Course Structure

Delegates undertake a combination of theory sessions, desktop exercises, delegate-led discussions and a practical exercise in a purpose-built Avatar-style simulator. The course can be adapted to suit a client's specific security needs and procedures.

## Prerequisites

This training is designed for those with at least five years of general security experience and who are familiar with the basic protective procedures employed in day-to-day security operations.

## Target Audience

New entrants to the industry who are undertaking security manager roles based on their past knowledge.

## Certification

City & Guilds-approved certification will be issued on successful completion of the course.

## Revalidation

Every two years. Attendance on the Petrofac 3-day refresher course is sufficient.

## Venue

The course can be run at a number of locations in the UK, UAE and in Kuala Lumpur. It can also be delivered at a venue of a client's choosing.

## Course Content

The syllabus focuses on:

- Introduction to Oil & Gas industry and the associated security issues
- Company security policy & documentation
- Practical sessions to conduct a threat and risk assessment process
  - Implementation of mitigation measures
- Managing a variety of security challenges
- Managing relationships with the various key agencies and individuals
- Table top exercise to manage security situations
- Briefing and debriefing session with a final appraisal for accreditation

# Project / Site Security Manager Refresher

3 days

## Course Overview

This course provides those who are in a security manager's role with refresher training to bring their knowledge up-to-date. It is also ideal for those with security managers' experience, but who are joining a different company. It is not suitable for new entrants to Oil & Gas security employment.

## Course Structure

Delegates are exposed to current security issues, practices and solutions through a combination of theory sessions, desktop exercises, delegate-led discussions and a practical exercise in a purpose-built Avatar-style simulator. The course is designed purposely to be readily adaptable to a client's specific security needs and procedures.

## Prerequisites

This training is designed for those with at least two years of security management experience.

## Target Audience

Experienced security managers who require refresher training.

## Certification

City & Guilds-approved certification will be issued on successful completion of the course.

## Revalidation

Every three years.

## Venue

The course can be run at a number of locations in the UK, UAE and in Kuala Lumpur. It can also be delivered at a venue of a client's choosing.

## Course Content

The syllabus focuses on:

- Updating on current Oil & Gas security issues and legislation
- Updates on Company security policy and documentation
- Revision of how to conduct a threat and risk assessment process
  - Implementation of mitigation measures
- Managing a variety of security challenges
- Managing relationships with the various key agencies and individuals
- Table top exercise to manage security situations
- Briefing and debriefing session with a final appraisal for accreditation

# Ship Security Officer (SSO)

3 days

## Course Overview

This course provides delegates, who have basic security experience, with the in-depth knowledge required to manage security for a specific site or a major project. The comprehensive instruction prepares individuals to deal effectively with the security issues encountered in the most Extreme Risk environments. It includes both the underlying security theory and practical scenarios. It is suitable for new entrants to the Oil & Gas industry.

## Course Structure

Delegates undertake a combination of; theory sessions, desktop exercises, delegate-led discussions and a practical exercise in a purpose-built Avatar-style simulator. The course can be adapted to suit a client's specific security needs and procedures.

## Prerequisites

This training is designed for those with at least five years of general security experience and who are familiar with the basic protective procedures employed in day-to-day security operations.

## Target Audience

New entrants to the industry who are undertaking security manager roles based on their past knowledge.

## Certification

City & Guilds-approved certification will be issued on successful completion of the course.

## Revalidation

Every two years. Attendance on the Petrofac 3-day refresher course is sufficient.

## Venue

The course can be run at a number of locations in the UK, UAE and in Kuala Lumpur. It can also be delivered at a venue of a client's choosing.

## Course Content

The syllabus focuses on:

- Introduction to Oil & Gas industry and the associated security issues
- Company security policy and documentation
- Practical sessions to conduct a threat and risk assessment process
  - Implementation of mitigation measures
- Managing a variety of security challenges
- Managing relationships with the various key agencies and individuals
- Table top exercise to manage security situations
- Briefing and debriefing session with a final appraisal for accreditation

# Security Management for the Non-Security Trained

1 1/2 days

## Course Overview

This course provides delegates, who have no previous security experience, with an introduction to the principles and practice of security planning and routine security management. It covers the knowledge required to manage security for a site or a project in a lower level threat environment. It includes both the underlying security theory and practical scenarios. It is suitable for new entrants to the Oil & Gas industry.

## Course Structure

Delegates undertake a combination of theory sessions, desktop exercises, delegate-led discussions and a practical exercise in a purpose-built Avatar-style simulator. The course can be adapted to suit a client's specific security needs and procedures.

## Prerequisites

No prior security knowledge required.

## Target Audience

Managers operating in a low to medium risk environment, who have no previous security training, but who are undertaking a security management responsibility within their overall portfolio.

## Certification

City & Guilds-approved certification will be issued on successful completion of the course.

## Revalidation

Every two years.

## Venue

The course can be run at a number of locations in the UK, UAE and in Kuala Lumpur. It can also be delivered at a venue of a client's choosing.

## Course Content

The syllabus focuses on:

- Principles of security.
- The different areas of security concern
- How to conduct a risk and threat assessment
- How to prepare and implement security
- How to manage a variety of security challenges
- Managing relationships with the various key agencies and individuals
- Table top exercise to manage security situations

# SECURITY

## Course Price List 2014

Course	Code	Duration	Price	Fees	Total
Evacuation Planning	PS00206UKPTL	1 day	£250.00	£ -	£250.00
Hostile Environment Awareness Training (HEAT)	PS00207UKPTL	1 day	£250.00	£ -	£250.00
Introduction to Security for HSSEQ Managers	PS00210UKPTL	3 days	£750.00	£ -	£750.00
Kidnap and Ransom Planning	PS00211UKPTL	1 day	£250.00	£ -	£250.00
Managing Media During a Major Incident	PS00212UKPTL	1 day	£350.00	£ -	£350.00
Maritime Security Officer (MSO)	PS00213UKPTL	5 days	£750.00	£ -	£750.00
Proficiency in Security Awareness	PS00215UKPTL	1/2 day	£150.00	£ -	£150.00
Security Considerations at the Design Stage	PS00216UKPTL	1 1/2 days	£450.00	£ -	£450.00
Project/Site Security Manager	PS00217UKPTL	5 days	£2000.00	£ -	£2000.00
Project/Site Security Manager Refresher	PS00218UKPTL	3 days	£1200.00	£ -	£1200.00
Ship Security Officer (SSO)	PS00219UKPTL	3 days	£450.00	£ -	£450.00
Security Management for the Non-Security Trained	PS00220UKPTL	1 1/2 days	£450.00	£ -	£450.00



# Production Operations and Maintenance



# Compression Fittings and Small Bore Tubing Awareness

1 day

## Course Overview

This course is designed to train delegates in the aspects of Compression Fittings and Small Bore Tubing Awareness.

## Course Structure

The course is a mix of theory and practical workshops, covering the following topics:

- Course overview and introduction
- Small bore compression fitting training material
- Small bore industry video
- Practical fitting exercises and pressure testing
- Formal assessment: workshop - practical; and classroom - based on multiple choice questions

## Prerequisites

Basic hand-tool awareness and safety skills.

## Target Audience

Personnel involved in the installation and maintenance of Small Bore Tubing Systems or simply those who require an overview of good working practices, such as:

- New starts to the company or transfers from other installations
- Production operations technicians
- Area/performing/isolating authorities
- Department heads
- OIM/site controllers
- Permit co-ordinators
- Maintenance personnel
- Scaffolders
- Well services personnel

## Certification

Petrofac Training Services/City & Guilds-approved certification will be issued on successful completion of theoretical and practical formal assessment.

## Revalidation

Suggested every two years.

## Venue

Held at Petrofac Training Services, Forties Road, Montrose.

## Course Content

On completing the course, delegates will be able to:

- Understand hazards associated with small bore tubing
- Demonstrate how to make up small bore fittings
- Be aware of the hazards associated with small bore fittings
- Describe the principles and operation of the various makes of small bore fittings

## Items to bring

Full PPE and photographic ID.

## Health

All delegates are required to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Class numbers

Minimum and maximum of 4 delegates.

# Safe Isolation and Reinstatement of Plant (SIRP) Theory Refresher

1 day

## Course Overview

This course is designed to train delegates in the theory and practice of the Isolation Standard - Safe Isolation and Reinstatement of Plant (SIRP).

## Course Structure

The course is theory based. Assessing competence will be carried out by formal assessment after completion of all sections (multiple choice questions).

## Prerequisites

An understanding of:

- Fundamentals of process operations
- ISSOW Level One recommended
- Basic P&ID awareness

## Target Audience

- Isolation/Performing authority - process
- Area authority
- OIM/site controller
- Department head (maintenance)
- Permit to Work (user)
- Permit co-ordinator
- Personnel assigned to Petrofac installations only

## Certification

Petrofac Training Services/City & Guilds-approved certificates will be issued. Delegates who successfully complete the course assessment will then have to complete the SIRP field assessment in order to undertake a Process Isolating Authority (IA) role within the company safe systems of work. This will normally be conducted on their respective installations.

## Revalidation

Recommended every two years.

## Venue

Held at Petrofac Training Services, Forties Road, Montrose.

## Course Content

The syllabus focuses on:

- Scope and responsibilities
- Isolation standards and planning
- Isolation implementation and control
- Preparation for breaking containment
- Confined space entry
- Plant reinstatement and leak testing

## Items to bring

Photographic ID.

## Health

All delegates are required to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Note

Course content based on current HSE guidelines and Petrofac procedures. Company-specific courses can be adapted on request.

## Class numbers

Minimum of 4 and maximum of 10 delegates.

# Safe Isolation and Reinstatement of Plant (SIRP) Theory and Practical

2 days

## Course Overview

This course is designed to train delegates in the theory and practice of the Isolation Standard - Safe Isolation and Reinstatement of Plant (SIRP).

## Course Structure

The course is theory and practical based. Assessing competence will be carried out by formal assessment after completion of all sections (multiple choice questions). The second day will comprise of desktop exercises and final exercise on pipe loop.

## Prerequisites

An understanding of:

- Fundamentals of process operations
- ISSOW Level One recommended
- Basic P&ID awareness

## Target Audience

- Performing/Performing authority
- Isolation authority - process
- Area authority
- OIM/site controller
- Department head (maintenance)
- Permit to Work (user)
- Permit co-ordinator
- Personnel assigned to Petrofac installations only

## Certification

Petrofac Training Services/City & Guilds-approved certificates will be issued. Delegates who successfully complete the course assessment will then have to complete the SIRP field assessment in order to undertake a Process Isolating Authority (IA) role within the company safe systems of work. This will normally be conducted on their respective installations.

## Revalidation

Recommended every two years.

## Venue

Held at Petrofac Training Services, Forties Road, Montrose.

## Course Content

The syllabus focuses on:

- Scope and responsibilities
- Isolation standards and planning
- Isolation implementation and control
- Preparation for breaking containment
- Confined space entry
- Plant reinstatement and leak testing

## Items to bring

PPE requirements will be advised on joining instructions. Photographic ID.

## Health

All delegates are required to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Note

Course content based on current HSE guidelines and Petrofac procedures. Company-specific courses can be adapted on request.

## Class numbers

Minimum of 4 and maximum of 8 delegates.

# Methanol Awareness

4 hours

## Course Overview

The training session will be delivered to make sure that the individual will be subjected to maximum exposure of relevant methanol awareness information. The need for a safety-conscious attitude will be stressed throughout the course to develop the right understanding to address the safe handling, transportation and storage issues of methanol. The training material will provide a comprehensive underpinning knowledge in the topics listed below.

## Course Structure

After completion of this course and using appropriate company resources, the delegate may be in a position to plan, implement and keep up to date records of methanol knowledge based training for others.

## Prerequisites

Delegates should have a basic knowledge of the oil & gas industry.

## Target Audience

The course is aimed at all personnel who will work in the storage and transportation of methanol.

## Certification

Petrofac Training Services-approved certification will be issued upon successful attendance.

## Revalidation

Not applicable.

## Venue

Held at any Petrofac Training Services facility, or at alternative suitable facilities.

## Items to bring

Photographic ID.

## Health

All delegates are required to complete a standard medical questionnaire prior to course commencement.

## Course Content

The syllabus focuses on:

- Product identity and use
- Chemical and physical properties
- Exposure and effects on human (potential health effects)
- Fire and explosion hazards
- Fire extinguishing agents
- Transportation and storage issues
- Accidental spillage and measures
- Hazard protection for the environment
- Chemical safety information
- Current regulations, guidelines and standards
- Exposure limit values
- Methanol detection methods
- Personal protection
- Safety equipment

## Dates

On request.

## Class numbers

Minimum of 4 and maximum of 10 delegates.

# Fundamentals of Production Equipment

1 day

## Course Overview

The course includes a series of process operations learning modules, designed to provide delegates with a working knowledge of the various process operations that are encountered on production installations. The training consultant will utilise materials which have been designed to cover the theory, technologies and plant involved in the fluid path as it travels from the reservoir through to reception and export from an onshore site as well as all necessary utilities and support systems.

## Course Structure

The course comprises of sections dedicated to specific areas of plant and shutdown systems involved. Following each section assessments will be carried out with multiple choice questions.

## Prerequisites

None.

## Target Audience

This course has been designed for any company or individual, no matter what role or experience they have. Our trainers have an operations background, and can support the material with personal experience and case histories. The main target audience is technicians of all disciplines. This course has been delivered to various operators, and to various levels of delegates by our training consultants.

## Certification

Petrofac Training Services/City & Guilds-approved certification will be issued on successful completion of scenarios.

## Revalidation

Recommended every four years.

## Venue

Held at Petrofac Training Services, Motnrose, or at alternative suitable facilities.

## Items to bring

Photographic ID.

## Course Content

The syllabus focuses on:

- Wellhead design, operation and control
- Flowlines and manifolds
- Separation
- Crude oil metering and export
- Gas compression
- Gas sweetening
- Gas dehydration
- Gas export and metering
- Produced water treatment
- Vents, flares and drains
- Fuel gas
- Chemical injection and safe handling procedures
- Seawater systems/water injection
- Shutdown systems and ESDV testing
- End use

## Health

All delegates are required to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Class numbers

Minimum of 4 and maximum of 8 delegates.

# Brief Introduction to the Oil & Gas Industry

1 day

## Course Overview

The course is designed to provide delegates with the basic understanding of operations and equipment involved in upstream production of oil & gas, and downstream manufacturing processes to produce a variety of products from oil & gas, as well as all the necessary utilities and support systems.

## Course Structure

The course is theory based. Multi-choice questionnaire will be used for formal assessment after completion of Powerpoint presentation.

## Prerequisites

None.

## Target Audience

The course has been designed for non-technical individuals working directly or indirectly in any company associated with the energy business or providing support to the oil & gas industry.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Montrose, or at alternative suitable facilities.

## Items to bring

None.

## Health

All delegates are required to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Class numbers

Minimum of 4 and maximum of 12 delegates.

## Course Content

The syllabus focuses on:

- History of oil & gas
- Exploration
- Early production techniques
- Onshore and offshore production methods
- Artificial lift
- Types of platforms
- Basic crude oil chemistry
- Physical and chemical properties of crude oil
- Natural gas liquids (NLGS)
- Natural gas
- Distribution and transportation of oil & gas
- Oil & gas processing techniques
- Refinery processes and its products
- Refinery products and their compositions
- Raw materials for petrochemical industry
- Storage

# Introduction to Oil & Gas Exploration and Production

## 3 days

### Course Overview

This course is designed to give a basic understanding of the processes involved in hydrocarbon exploration, drilling and building a well, formation evaluation, completion design, well servicing and production platform systems.

### Course Structure

The course is mainly classroom-based with the opportunity to view well servicing equipment, subject to availability. Section assessments with multiple choice questions.

### Prerequisites

None.

### Target Audience

Personnel with links to the oil industry or those hoping to gain employment within it.

### Certification

Petrofac Training Services/City & Guilds-approved certification will be issued on successful completion of scenarios.

### Revalidation

Not applicable.

### Venue

Held at Petrofac Training Services facilities at Forties Road, Montrose.

### Items to bring

Full PPE and photographic ID.

### Health

All delegates are required to complete a standard medical questionnaire prior to course commencement.

### Dates

On request.

### Class numbers

Minimum of 4 and maximum of 8 delegates.

### Course Content

The syllabus focuses on:

- Drilling/casing a well
- Exploration methods
- Offshore oil/origins of oil & gas
- Petrochemical plants
- Petroleum geology
- Production process facilities
- Production well testing/reservoir analysis
- The North Sea environment
- Transportation
- Well completions
- Well evaluation/logging method
- Well servicing (wireline/coiled tubing)



# Pipeline Pigging Awareness

1 day

## Course Overview

This course has been designed to provide delegates with the knowledge of the theory and principles of pigging operations in a pipeline.

## Course Structure

The course is a mix of classroom-taught theory, lecture and discussion combined with practical demonstrations of pigging operations on our custom-built pipeline facility.

## Prerequisites

None.

## Target Audience

Personnel who wish to gain a background knowledge of the role of pigging operations in pipeline maintenance/integrity such as personnel new to this sector and individuals in support roles to pipeline operations.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Forties Road, Montrose.

## Items to bring

Full PPE and photographic ID.

## Health

All delegates are required to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Class numbers

Minimum of 4 and maximum of 8 delegates.

## Course Content

The syllabus focuses on:

- History of pipeline pigging operations
- Safety issues with regard to pigging operations
- Flow assurance
- Practical demonstrations of launching and receiving pigs

# Pipeline Pigging Operations

2 days

## Course Overview

This course has been designed to provide delegates with the skills and knowledge required for practical pigging operations in a pipeline.

## Course Structure

The course is a mix of classroom taught theory, lecture and discussion combined with extensive practical demonstration and hands on training in pigging operations on our custom-built pipeline facility. Written and observational assessments will be undertaken. A course handbook will be provided for future reference. Assessment - multiple choice questions.

## Prerequisites

None.

## Target Audience

Technicians and engineers who are involved in the practical implementation of pigging operations within the pipeline industry. Suitable for new entrants to the pipeline industry.

## Certification

Petrofac Training Services/City & Guilds-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Forties Road, Montrose.

## Items to bring

Full PPE and photographic ID.

## Health

All delegates are required to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Class numbers

Minimum of 4 and maximum of 8 delegates.

## Course Content

The syllabus focuses on:

- The theory and history of pipeline pigging operations
- Safety issues with regard to pigging operations
- Delegate hands on operation and instruction in launching/receiving pigs
- Principles of pipeline operations
- Practical demonstration and hands-on operation of pigging operations
- Design and legislation criteria
- Pipeline integrity and safety critical issues
- Physical environmental issues
- Flow assurance and fluid management
- Pre-commissioning and testing
- Network control systems and leak detection
- Pigging operations - standard and specialised
- Pipeline isolation, repair methods and re-installment
- Corrosion and inspection techniques

# Piping and Instrumentation Diagrams

1 day

## Course Overview

This course covers all formats of process drawings and provides delegates with the underpinning knowledge, tools and skills to interpret the various types and variations of drawings in the oil & gas industry. These include:

- Construction
- Isolation
- Commissioning
- Fault findings
- Operation
- Engineering upgrades

## Course Structure

The course comprises two sections - theory in the morning and practical in the afternoon. The afternoon session is based on our pipeloop process area and involves identifying various components on the P&ID. This is in an assessment format, both theoretical and practical (short answer), accompanied with P&IDs, legends and PFDs. On completion of the course, delegates will be able to:

- Understand the different types of process drawings available
- Use a legend to interpret a P&ID
- Appreciate the differences in drawing types between operators

## Prerequisites

None.

## Target Audience

Technicians across all disciplines.

## Certification

Petrofac Training Services/City & Guilds-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Forties Road, Montrose.

## Course Content

The syllabus focuses on:

- Section types of drawings
- Breaking down the P&ID drawing
- Instrumentation
- PFDs
- Plot plans

## Items to bring

Full PPE to include coveralls, safety boots, gloves, hard hat, safety glasses and high visibility vest. Photographic ID.

## Health

All delegates are required to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Class numbers

Minimum of 4 and maximum of 8 delegates.

# Pressure Awareness and Introduction to Flange/Joint Types

2 days

## Course Overview

This course has been designed to provide delegates with a basic knowledge of the different types of flanges and sealing components, coupled with a basic knowledge and appreciation of the elements involved with pressure testing.

## Course Structure

The course is a mixture of theoretical course work and practical examples, followed by multiple choice questions.

## Prerequisites

Attendees should have basic knowledge of the oil and gas industry.

## Target Audience

Personnel who want to, or have entered the oil and gas industry and will be involved with installation, maintenance, design, or who require an overview of good working practices.

## Certification

Petrofac Training Services / City & Guilds-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Forties Road, Montrose.

## Items to bring

Full PPE and photographic ID.

## Health

All delegates are required to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Class numbers

Minimum of 4 and maximum of 8 delegates.

## Course Content

The syllabus focuses on:

- Basic principles of joint applications in the industry
- Joint integrity management, case studies showing incidents of joint failure. The impact on the environment, hazards, risks, safety
- Different types of flanges/joints: API, ANSI, ASTM, ASME, BS. Material classifications: carbon steel, stainless steel etc., certification, codes and practices/regulations. Different types of sealing gaskets: flexi, ring joints, teflon, elastomers etc.
- Flange makeup, bolting, torque/torsion techniques
- Pressure testing definitions and general requirements
- Explanation of proof testing, strength testing and reinstatement leak testing
- Pressure testing mediums explained, different types, hazards associated with using nitrogen, water, air, oils etc
- Hazards with hydraulic, pneumatic and atmospheric applications
- Hazards involved in pressure testing. Case studies of incidents, what can go wrong when integrity is lost
- National standards, HSE code of practice and regulations
- Preparation for pressure testing, checklists, risk assessments
- Delegates will then be given a series of exercises to conduct out on the pipeloop
- Exercises/assessments will comprise of: flange identification of the various flanges on the pipeloop, using the tables provided, determine sizes, classification, pressure rating, sealing face configuration, bolt size, bolt torque values. Determine the pressure rating for the Pig. Trap and prepare for pressure testing

# Nitrogen and Pressure Awareness

1 day

## Course Overview

This course is designed to raise awareness in the use of nitrogen and to raise awareness in pressure testing operations.

## Course Structure

The course is purely theoretical course work.

## Prerequisites

Attendees should have a basic knowledge of the oil and gas industry.

## Target Audience

Personnel involved with installation, maintenance, or who require an overview of good working practices in the sphere of nitrogen use linked to pressure awareness.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Forties Road, Montrose.

## Items to bring

Photographic ID.

## Health

All delegates are required to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Course Content

The course focuses on skills required by an assessor:

- Nitrogen Awareness, properties of Nitrogen
- Hazards of Nitrogen, case studies of incidents
- Pressure testing definitions and general requirements
- Explanation of proof testing, strength testing and reinstatement leak testing
- Pressure testing mediums explained, different types, hazards associated with using Nitrogen, water, air, oils etc
- Hazards with hydraulic, pneumatic and atmospheric applications
- Hazards involved in pressure testing. Case studies of incidents, what can go wrong when integrity is lost
- National standards, HSE code of practice and regulations
- Preparation for pressure testing, checklists, risk assessments
- Final assessment

# ISSOW - Level 1

1 day

## Course Overview

This course is designed to provide delegates with a working knowledge of the Integrated Safe System of Work (ISSOW) web-based software application.

## Course Structure

- Course overview and introduction
- Computer-based training package
- Demonstration of ISSOW package
- Log on and log off of system
- Creating and editing permits
- Copying and editing permits from the archive
- ISSOW search engine
- Life cycle of permits
- Demonstration of routine task templates and implementation of routine tasks

## Prerequisites

Introduction to Permit to Work course suggested but not compulsory. Basic computer and keyboard skills essential

## Target Audience

The ISSOW Level One course is aimed at personnel assigned to Petrofac installations only:

- Performing authorities (Pas)
- Permit users who may become PAs
- Permit co-ordinators
- Personnel who will be involved in the workforce team, who are required to acknowledge and review the permit
- Personnel who otherwise will not be using the system but would like to raise their general awareness

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Every two years unless otherwise stated.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen.

## Items to bring

Photographic ID.

## Course Content

The syllabus focuses on:

- Raise a Work Control Certificate (WCC)
- Understand the processes to be followed
- Upgrade from Version 1 to Version 4

## Health

All delegates are required to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Class numbers

Minimum of 4 and maximum of 10 delegates.

## Note

If an ISSOW Level One certificate is currently held and still valid from another training facilitator, then this may be acceptable providing it is within a 2-3 year period and completed through the following operators: Amec, Apache, BG, Centrica, Chevron, CNR, Nexen, Shell, Talisman, Taqa, Total and Wood Group. Evidence of course completion may be requested, either through Vantage or copy of certificate.

# ISSOW - Level 2

1 day

## Course Overview

This course is designed to provide delegates with an in-depth knowledge of the Integrated Safe Systems of Work (ISSOW) web based software application including Level Two Risk Assessment and isolation certificates.

## Course Structure

- Course overview and introduction
- Computer-based training package
- Create work control certificates
- Level One and Level Two risk assessments
- Create isolation control certificates
- Work control certificate cross referencing
- Complex WCC & ICC lifecycles
- Auditing
- Conduct sanction to test
- Long-term isolation register
- Operational Risk Assessments (ORA) and Stand Alone Risk Assessments (SARA)

## Prerequisites

Recommended:

- Introduction to Permit to Work course
- ISSOW Level One
- Task Risk Assessment Awareness
- Safe Isolation and Reinstatement of Plant (SIRP)
- Suggested progress from Level One to Level Two - six months
- Basic computer and keyboard skills essential

## Target Audience

The ISSOW Level Two course is aimed at personnel assigned to Petrofac installations only:

- Area authorities
- Department heads
- Isolating authorities
- OIMs and site controllers
- Performing authorities who may become AAs
- Permit planning co-ordinators

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Every two years unless otherwise stated.

## Course Content

The syllabus focuses on:

- Raising a Work Control Certificate (WCC) for permits, CSE, ORA and, SARA
- Creating ICCs
- Conducting audits on WCCs
- Placing WCCs and ICCs in sanction to test
- Cross reference WCCs
- Knowing complex lifecycles of all WCCs and ICCs
- Understanding the processes to be followed
- Placing ICCs in the LTI register
- Upgrade from Version 1 to Version 4

## Venue

Held at Petrofac Training Services, Altens, Aberdeen.

## Items to bring

Photographic ID.

## Health

All delegates are required to complete a standard medical questionnaire prior to course commencement.

## Dates

On request.

## Class numbers

Minimum of 4 and maximum of 10 delegates.

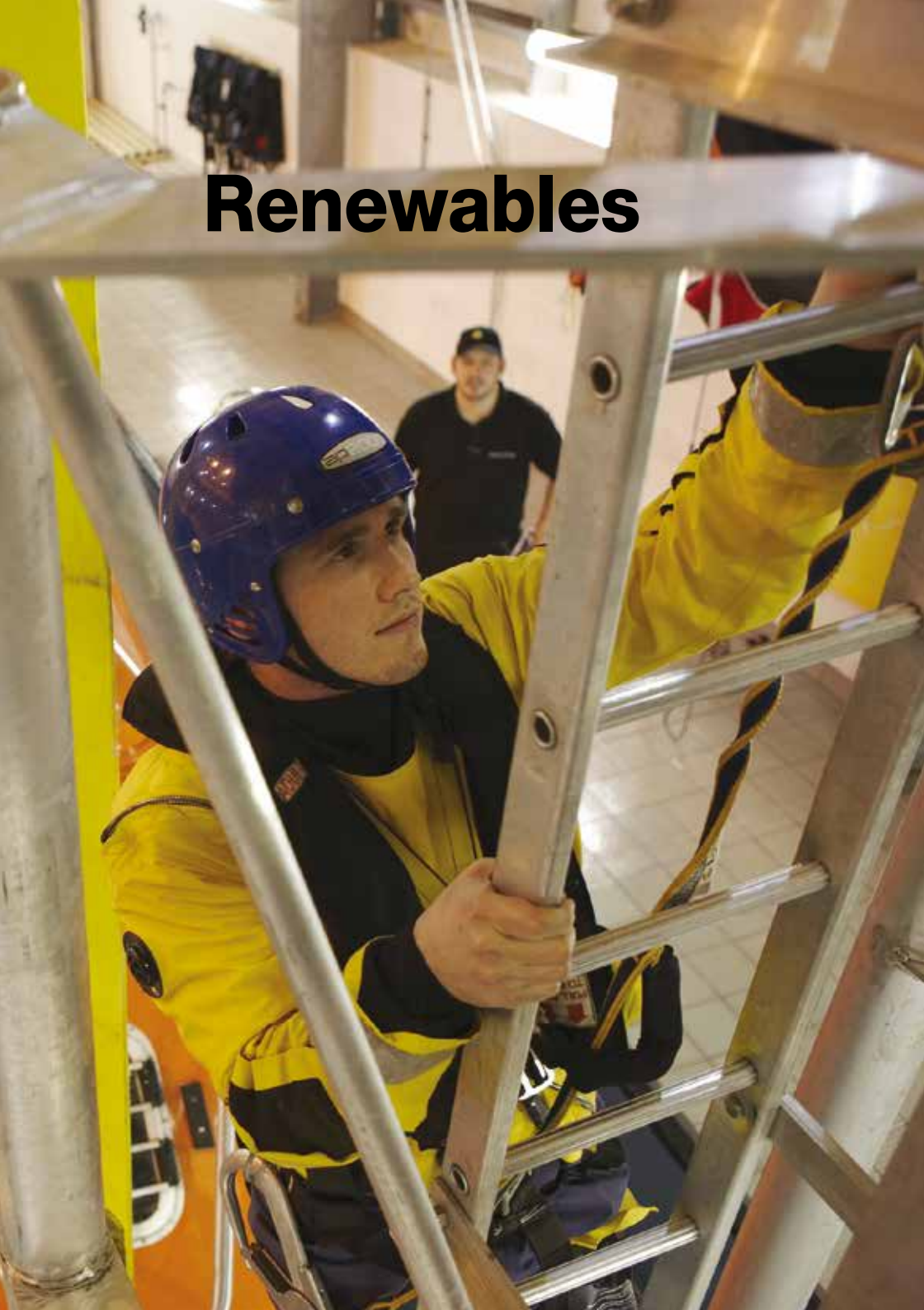
# PRODUCTION OPERATIONS AND MAINTENANCE

## Course Price List 2014

<i>Course</i>	<i>Code</i>	<i>Duration</i>	<i>Price</i>	<i>Fees</i>	<i>Total</i>
Compression Fittings & Small Bore Tubing Awareness	OT00211UKPTL	1 day	£310.00	£25.00	£335.00
Safe Isolation and Reinstatement of Plant (SIRP)					
Theory Refresher	OT00105UKPTL	1 day	£290.00	£25.00	£315.00
Safe Isolation and Reinstatement of Plant (SIRP)					
Theory and Practical	OT00105UKPTL	2 days	£546.00	£25.00	£571.00
Methanol Awareness	OT00117UKPTL	4 hrs	£190.00	£ -	£190.00
Fundamentals of Production Equipment	OT00301UKPTL	1 day	£280.00	£25.00	£305.00
Brief Introduction to the Oil & Gas Industry	OT00109UKPTL	1 day	£280.00	£ -	£280.00
Introduction to Oil & Gas Exploration and Production	OT00200UKPTL	3 days	£620.00	£25.00	£645.00
Pipeline Pigging Awareness	OT00631UKPTL	1 day	£290.00	£ -	£290.00
Pipeline Pigging Operations	OT00633UKPTL	2 days	£560.00	£25.00	£585.00
Piping and Instrumentation Diagrams	OT00610UKPTL	1 day	£290.00	£25.00	£315.00
Pressure Awareness and Introduction to Flange/ Joint Types	OT00114UKPTL	2 days	£520.00	£25.00	£545.00
Nitrogen and Pressure Awareness	OT00104UKPTL	1 day	£280.00	£ -	£280.00
ISSOW - Level 1	OT00201UKPTL	1 day	£270.00	£ -	£270.00
ISSOW - Level 2	OT00202UKPTL	1 day	£270.00	£ -	£270.00



# Renewables



# Renewables



The developing Renewables Sector, which includes offshore wind, wave and tidal, is a vibrant and developing arena where safety for workers will be paramount. There are many similarities with the oil & gas industry but differences do exist, mainly around the types of hazards that personnel working in this environment will experience.

We are building upon our 30+ years' experience of developing safe, competent workforces to the oil & gas industry, and working closely with the Renewables Industry and many of its key organisations and decision makers to help develop standards and training programmes that will address their specific challenges.

The training courses in this section represent those most relevant to Renewables and the subsequent course descriptions give more detail on the content of each.

We deliver courses approved by the RenewableUK and the Global Wind Organisation (GWO). We are also able to develop bespoke content around the needs of your renewables project. Contact us to discuss those needs and find out what we can do for you.

# RenewableUK Marine Safety Training

2 days

## Course Overview

The course is designed to provide all personnel operating in the offshore renewable energy industry with the knowledge and skills to be able to transfer safely to and from offshore facilities by vessel, and to respond to emergencies.

## Course Structure

Delegates will gain the knowledge and skills required for them to safely transit to offshore installations and to respond to vessel and facility emergencies. The course is delivered through a process of explanation, demonstration and delegate participation. During the training, delegates will be required to demonstrate their knowledge and practical skills in accordance with the RenewableUK training standard.

## Prerequisites

Delegates must hold a current RenewableUK Working at Height and Rescue – Wind Turbines certificate.

## Target Audience

Personnel who are transiting and transferring to and from offshore renewable facilities.

## Certification

RenewableUK-approved certification will be issued on completion of the course.

## Revalidation

Every two years.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen.

## Items to bring

All delegates must bring swimwear, a towel, photographic ID and RenewableUK Working at Height certificate.

## Health

All delegates will be asked to complete a medical questionnaire prior to course commencement.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Offshore hazards
- Overview of relevant legislation
- Employer and employee health and safety responsibilities
- PPE requirements for vessel transit and transfer
- Equipment transfer methods
- Vessel transit and transfer methods
- Procedures for vessel and facility emergencies
- Rescue and recovery
- Basic first aid actions

# RenewableUK Refresher for Marine Safety Training

1 day

## Course Overview

The course is designed to provide all personnel operating in the offshore renewable energy industry with refresher training to be able to transfer safely to and from offshore facilities by vessel, and to respond to emergencies.

## Course Structure

Delegates will refresh the knowledge and skills required for them to safely transit to offshore installations and to respond to vessel and facility emergencies. The course is delivered through a process of explanation, demonstration and delegate participation. During the training, delegates will be required to demonstrate their knowledge and practical skills in accordance with the RenewableUK training standard.

## Prerequisites

Delegates must hold a current\* RenewableUK Working at Height and Rescue – Wind Turbines certificate.

Delegates must hold a current\* RenewableUK Marine Safety Training - Vessel Transit & Transfer certificate.

## Target Audience

Personnel who have attended initial RenewableUK Marine Safety Training and wish to maintain a current certification.

## Certification

RenewableUK approved certification will be issued on completion of the course.

## Revalidation

Every two years.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen.

## Course Content

The syllabus focuses on:

- Vessel to turbine transfer practical
- Vessel and facility emergency procedures
- Marine evacuation and recovery theory
- Evacuation and recovery practical; including PPE, liferaft use, in-water survival techniques, helicopter rescue
- Marine survival first aid

## Items to bring

All delegates must bring swimwear, a towel, photographic ID, RenewableUK Marine Safety Training certificate, RenewableUK Working at Height certificate.

## Health

All delegates will be asked to complete a medical questionnaire prior to course commencement.

## Dates

On request.

# GWO Basic Safety Training - Sea Survival

1 1/2 days

## Course Overview

The course is designed to provide all personnel operating in the offshore renewable energy industry with the knowledge and skills to be able to transfer safely to and from offshore facilities by vessel, and to respond to emergencies.

## Course Structure

Delegates will gain the knowledge and skills required for them to safely transit to offshore installations and to respond to vessel and facility emergencies. The course is delivered through a process of explanation, demonstration and delegate participation. During the training, delegates will be required to demonstrate their knowledge and practical skills in accordance with the Global Wind Organisation (GWO) training standard.

## Prerequisites

None.

## Target Audience

Personnel who are transiting and transferring to and from offshore renewable energy installations.

## Certification

GWO approved certification will be issued on completion of the course.

## Revalidation

Every four years.

## Venue

Held at Petrofac Training Services, Altens, Aberdeen.

## Items to bring

All delegates must bring swimwear and a towel.  
Photographic ID.

## Health

All delegates will be asked to complete a medical questionnaire prior to course commencement.

## Course Content

The syllabus focuses on:

- Overview of relevant legislation
- PPE for vessel transit and transfer
- Vessel transit safety
- Personal and equipment transfer methods
- Procedures for vessel and facility emergencies
- Responding to man overboard including first aid
- Rescue and recovery
- Vessel to turbine transfer practical
- Evacuation and recovery practical; including PPE, descent into water, liferaft use, in-water survival techniques and helicopter rescue

# RENEWABLES

## Course Price List 2014

Course	Code	Duration	Price	Fees	Total
RenewableUK Marine Safety Training	MS00186UKPTL	2 days	£510.00	£10.00	£520.00
RenewableUK Refresher for Marine Safety Training	MS00187UKPTL	1 day	£335.00	£10.00	£345.00
GWO Basic Safety Training - Sea Survival	MS00106UKPTL	1½ days	£ -	£ -	£ -

# Fabric Maintenance



# OPITO Trainee Blaster/Painter

3 days

### Course Overview

This course is designed to provide delegates with a basic knowledge of the blaster/painter industry. It will include the responsibilities of the blaster/painter on current health and safety, environmental and quality requirements.

### Course Structure

Delegates will gain a basic level of understanding and awareness through explanation, demonstration and supervised practical exercises.

### Prerequisites

Delegates must be at least 18 years of age.

### Target Audience

Newcomers to the blasting/painter industry or experienced blaster/painters who want to improve their knowledge of the industry.

### Certification

An OPITO-approved trainee blaster painter certificate will be issued on successful completion of the course.

### Revalidation

None.

### Venue

Held at Petrofac Training Services, Forties Road, Montrose.

### Items to bring

Safety boots, coveralls. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

### Health

All delegates will be asked to complete a medical questionnaire prior to course commencement.

### Dates

On request.

### Course Content

The syllabus focuses on:

- Introduction to blasting and painting
- Working safely
- Compressor awareness
- Surface preparation and blasting
- Painting and spraying
- Quality control



# Abrasive Blasting Operative

1 day

## Course Overview

This course is designed to provide delegates with a basic knowledge of grit blasting surface preparation discipline from the industrial painting industry, including the health, safety, environmental and quality requirements.

## Course Structure

Delegates will gain an understanding and awareness of surface preparation using wet and dry blasting methods through explanation, demonstration, and supervised practical sessions.

## Prerequisites

Delegates must be at least 18 years of age.

## Target Audience

Newcomers to the industry or experienced personnel who wish to improve their skill set and knowledge of industry requirements.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Forties Road, Montrose.

## Items to bring

Coveralls and safety boots. Photographic ID.

## Health

All delegates to complete a medical questionnaire prior to course commencement.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Legislation governing industry
- Working safely
- Compressor awareness
- Surface preparation using wet and dry blasting methods
- Quality control

# Industrial Coatings Supervisor

2 days

### Course Overview

This course is designed to provide delegates with knowledge of the health, safety, environmental and quality duties carried out by an industrial coatings supervisor. The course also includes instruction and training in the use of safe air testing equipment.

### Course Structure

Delegates will gain an understanding and awareness of roles and responsibilities of an industrial coatings supervisor through explanation, demonstration and supervised practical sessions.

### Prerequisites

Delegates must be at least 18 years of age.

### Target Audience

Experienced industrial coatings operatives who will be carrying out a supervisory role, and existing supervisors who wish to improve their knowledge and understanding.

### Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

### Revalidation

Not applicable.

### Venue

Held at Petrofac Training Services, Forties Road, Montrose.

### Items to bring

Coveralls and safety boots. Photographic ID.

### Health

All delegates to complete a medical questionnaire prior to course commencement.

### Dates

On request.

### Course Content

The syllabus focuses on:

- Legislation governing industry
- Working safely
- Company management systems
- Customer specifications
- Project control
- Manufacturers' data sheets
- Quality inspection and control
- Breathing air quality
- Engineering drawings

# Industrial Mechanical Preparation and Brush Painting

1 day

## Course Overview

This course is designed to provide delegates with a basic knowledge of the mechanical preparation/brush painting discipline from the industrial painting industry, including the health, safety, environmental and quality requirements.

## Course Structure

Delegates will gain an understanding and awareness of mechanical preparation and brush painting through explanation, demonstration, and supervised practical sessions.

## Prerequisites

Delegates must be at least 18 years of age.

## Target Audience

Newcomers to the industry or experienced personnel who wish to improve their skill set and knowledge of industry requirements.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Forties Road, Montrose.

## Items to bring

Coveralls and safety boots. Photographic ID.

## Health

All delegates to complete a medical questionnaire prior to course commencement.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Legislation governing industry
- Working safely
- Compressor awareness
- Surface preparation using hand and power tools
- Hand painting (understanding manufacturers' application and health and safety data sheets)
- Quality control

# Industrial Surface Coating

1 day

## Course Overview

This course is designed to provide delegates with a basic knowledge of surface coating discipline from the industrial painting industry, including the health, safety, environmental and quality requirements.

## Course Structure

Delegates will gain an understanding and awareness of surface coating methods through explanation, demonstration and supervised practical sessions.

## Prerequisites

Delegates must be at least 18 years of age.

## Target Audience

Newcomers to the industry or experienced personnel who wish to improve their skill set and knowledge of industry requirements.

## Certification

Petrofac Training Services-approved certification will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Forties Road, Montrose.

## Items to bring

Coveralls and safety boots. Photographic ID.

## Health

All delegates to complete a medical questionnaire prior to course commencement.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Legislation governing industry
- Working safely
- Compressor awareness
- Surface coating using airless spray methods
- Quality control

# OPITO Trainee Fire Proofer

1 day

## Course Overview

This course is designed to provide delegates with a basic knowledge of the fireproofing industry, including the health, safety, environmental and quality requirements.

## Course Structure

Delegates will gain an understanding and awareness of removal, hand and spray application methods through explanation, demonstration and supervised practical sessions.

## Prerequisites

Delegates must have completed the OPITO Trainee Blaster/Painter course or be able to demonstrate competency to the OPITO blaster/painter competency standard.

## Target Audience

Newcomers to the industry or experienced personnel who wish to improve their skill set and knowledge of industry requirements.

## Certification

An OPITO-approved Trainee Fire Proofer certificate will be issued on successful completion of the course.

## Revalidation

Not applicable.

## Venue

Held at Petrofac Training Services, Forties Road, Montrose.

## Items to bring

Safety boots, coveralls. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

## Health

All delegates to complete a medical questionnaire prior to course commencement.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Legislation governing industry
- Working safely
- Quality control
- Hand application
- Spray application

# OPITO Blaster/Sprayer Competence Assessment

2 days

## Course Overview

This course is designed to assess delegate competence in the blaster/sprayer role. It assumes that delegates have experience in the role and provides opportunity for delegates to demonstrate their knowledge and skills in a variety of tasks relevant to their role. It is not a training course.

## Course Structure

An assessment plan will be agreed with each delegate at course commencement. Delegates will then be assigned a series of tasks including practical activities. Each delegate will be assessed by observation and oral and written questioning.

## Prerequisites

Delegates must either have verifiable experience as a blaster/sprayer or have taken the OPITO Trainee Blaster/Painter training course and have subsequently used the skills in the workplace.

## Target Audience

Experienced blaster/sprayers who wish to gain nationally recognised certification that demonstrates their competence in the blaster/sprayer role.

## Certification

OPITO-approved certification will be issued on successful completion of the course.

## Revalidation

Blaster/sprayers that wish to maintain their OPITO competence certification must be assessed as meeting this standard every four years.

## Venue

Held at Petrofac Training Services, Forties Road, Montrose.

## Items to bring

Coveralls, safety boots. Delegates must present photographic ID at the start of the course. Accepted forms are government issued photographic identification, eg passport or driving licence.

## Health

All delegates to complete a medical questionnaire prior to course commencement.

## Dates

On request.

## Course Content

The syllabus focuses on:

- Contributing to effective work activities
- Contributing to health, safety and environmental quality
- Operating compressor equipment
- Surface preparation - blasting and needle gunning
- Applying coatings/spray and hand application



# FABRIC MAINTENANCE

## Course Price List 2014

<i>Course</i>	<i>Code</i>	<i>Duration</i>	<i>Price</i>	<i>Fees</i>	<i>Total</i>
OPITO Trainee Blaster/Painter	FM00001UKPTL	3 days	£897.00	£25.00	£922.00
Abrasive Blasting Operative	FM00101UKPTL	1 day	POR	£ -	POR
Industrial Coatings Supervisor	FM00003UKPTL	2 days	£661.00	£ -	£661.00
Industrial Mechanical Preparation and Brush Painting	FM00002UKPTL	1 day	£374.00	£ -	£374.00
Industrial Surface Coating	FM00102UKPTL	1 day	£374.00	£ -	£374.00
OPITO Trainee Fire Proofer	FM00004UKPTL	1 day	£387.00	£25.00	£412.00
OPITO Blaster/Sprayer Competence Assessment	FM00005UKPTL	2 days	£748.00	£25.00	£773.00





# **Competence Assurance and Management**

# Competence Assurance & Management

SkillsXP, coupled with our Training Management Solutions (TMS) and Competence Management Solutions (CMS) systems, provide our customers with a bespoke solution to manage all of their competency and capability assurance requirements. Read more about SkillsXP, TMS and CMS.

## SkillsXP

SkillsXP is a highly flexible software based solution that provides a transparent overview of competence compliance within a business.

Clients can use our world-class software to assure internal and external stakeholders that workforce capabilities comply with operational and regulatory requirements. SkillsXP can analyse the workforce of an individual business unit, a specific asset or the organisation as a whole.

The software tool has become part of our stable of services following our acquisition of the SkillsXP business.

SkillsXP can be used to:

- Provide a comprehensive measurement of workforce capability and performance
- Manage and track workforce skill and knowledge gap closure
- Enable fit-for-purpose management of training, competence and development processes
- Generate auditable, on-demand compliance dashboard reports to meet operational and regulatory requirements
- Enable comprehensive planning and tracking of all personnel scheduling

For more information, please email  
[busdev-europe@petrofactraining.com](mailto:busdev-europe@petrofactraining.com)

## Training Management Solutions (TMS)

We provide professional and cost-effective out-sourced training management solutions for the co-ordination and administration of customers' complete training requirements. Outsourcing your training management requirements brings benefits such as:

- Reduced functional overhead costs via a single monthly invoice for all customer training costs
- Purchasing power to negotiate favourable terms with suppliers
- Heightened awareness of industry requirements
- Reduced administration effort
- Improved visibility of training spend
- Clarity of management reporting information
- Visibility of training provision
- Recommendation on third-party suppliers
- Management of customer's database/learning management system

TMS acts as the point of liaison for all contract issues associated with global training customers' requirements. We provide a dedicated team of administrators and functional support assisted by additional team resources as and when required to match the volume of activity.

Our service is comprehensive and flexible, ensuring that the overall solution is designed and developed in conjunction with customers' existing processes and systems. The services offered range from a booking service through to the management of training matrices, plans and training events. In addition, the TMS team provides administration support, procurement and records of delegates' progress.

The TMS service is available for companies of any size; from SME's with no training infrastructure in place to large multinational companies who wish to outsource some, or all of their training associated administration.

For more information, please email  
[tms@petrofactraining.com](mailto:tms@petrofactraining.com)

# Competence Assurance & Management

## Competence Management Solutions (CMS)

We have a wealth of knowledge and experience in assisting organisations with developing and building a regional or global competency framework that will support their operational requirements. We work closely with our customers to ensure that we source the best competency solution for them, either in the selection of a globally recognised standard or building a bespoke competency framework to meet specified requirements.

The competence management solution may include:

- Identification and review of existing capability including a competency gap analysis to identify customers' specific competency needs
  - Selection of a relevant competency standard
  - Design of a competency framework tailored to specific customer needs
  - Rationalisation of regional or local job descriptors
  - Development of role competence profiles
  - Mapping of knowledge and performance criteria
  - Design and development of assessment and verification guidelines and associated supporting documentation
  - Training and/or provision of qualified assessors and verifiers
- Recommendation of a competence management software solution for the competence framework, job roles, personnel details and training records
  - Providing a comprehensive administration service including the management of the competence management system (CMS)
  - Quality assurance – audit and review of system and assessment records to ensure compliance with all processes and procedures and validity and accuracy of the information contained within the CMS

For further information please email  
[competence@petrofactraining.com](mailto:competence@petrofactraining.com)

# Unit L&D 9DI Assess Workplace Competence using Direct and Indirect Methods (formerly A1)

## Who this Unit is for

This Unit is for those who assess in the workplace using a wide range of assessment methods, both direct and indirect. The person wishing to achieve this Unit (the assessor-candidate) will use the following direct methods: observation, examination of work products (both created and not created at the time of observation) and questioning.

They may also be involved in authenticating indirect evidence such as:

- Discussing with candidates
- Testimony of others (witnesses)
- Examining candidate statements
- Assessing candidates in simulated environments
- Recognising Prior Learning (RPL) — otherwise known as the Accreditation of Prior Achievement (APA).

The assessment decisions made by the assessor-candidate will be used to confirm achievement in a range of situations such as assessing SVQs, other workplace qualifications or in-company standards.

For this Unit, assessments must be of a substantial but realistic and manageable piece of the candidate's work. Each assessment should cover the full assessment cycle to include planning, judging evidence, providing feedback and recording the decision

## What this Unit is about

The types of activities the assessor candidate will be involved in include:

- Preparing to assess
- Planning assessments
- Assessing candidate performance and knowledge
- Confirming progression and achievement

To achieve this Unit the assessor-candidate must assess the competence of two candidates on two occasions in their place of work using a set of standards such as those provided by a national awarding/standard setting body or the candidate's employer.

The assessor-candidate's knowledge will be assessed by them taking part in a discussion with their assessor or answering questions (either written or oral) or providing a statement of how and why they carried out certain activities, or a combination of these.

The assessor-candidate's performance will be assessed by their assessor observing them conduct part of the assessment process and by looking at products of their work such as:

- Notes relating to pre-assessment planning discussions
- Assessment plans agreed with the candidates
- Records detailing assessment decisions
- Feedback records used to convey progression/achievement to the candidates
- Records of the standardisation activities the assessor-candidate has been involved in

Attendance on this programme is only open to delegates who:

- Have access to two candidates who are working towards their qualification in the workplace
- Are considered technically competent in the area that they are expected to assess
- Are willing to carry out assessments and make assessment decisions
- Are prepared to ask candidates questions as required to clarify an element of the standard(s) being assessed
- Have the ability to judge whether the candidate's performance/responses are acceptable and satisfy the requirements of the standard(s) being assessed.
- Have a basic understanding of the English language

# Unit L&D11 Internally Monitor and Maintain the Quality of Workplace Assessment (formerly V1)

## Who this Unit is for

This Unit is for those monitoring assessment processes and decisions within an organisation and helping to maintain and improve the quality of workplace assessment. The internal quality assurance process being conducted by the internal verifier-candidate can be for SVQs, work-based qualifications or in-company standards.

## What this Unit is about

The types of activities the assessor-candidate will be involved in include:

- Preparing to carry out internal quality assurance
- Planning internal quality assurance
- Carrying out planned monitoring of the quality of assessment
- Providing assessors with feedback, advice and support to help them maintain and improve their assessment practice
- Meeting appropriate external quality assurance requirements

## Assessment Guidance

This Unit is suitable for those who carry out the internal quality assurance (QA) of the assessment process in accordance with appropriate external quality assurance requirements.

It involves carrying out internal verification or auditing of assessments, supporting assessors through feedback and ensuring consistency in the assessment process.

Unlike the previous V1 Unit, it does not require the candidate to be directly involved with the external QA process and does not require a responsibility for the overall management of the QA system.

The types of activities the internal verifier candidate will be involved in include:

- Preparing to carry out internal Quality Assurance
- Planning internal Quality Assurance
- Carrying out planned monitoring of the quality of assessment
- Providing assessors with feedback, advice and support to help them maintain and improve their assessment practice
- Meeting appropriate external Quality Assurance requirements

This unit is suitable for those who carry out the internal QA of the assessment process in accordance with appropriate external Quality Assurance requirements. It involves carrying out internal verification or auditing of assessments, supporting assessors through feedback and ensuring consistency in the assessment process.

# Competence Assurance Assessor Training Customised Award

(Petrofac's own Assessor Award)

## Who this course for

This course is for companies who require an in house assessor course that is formally recognised by an awarding body (SQA).

## Learning Outcomes

The learning outcomes are as follows:

1. Understand the competence assurance process in the workplace
2. Prepare and plan for assessment
3. Carry out assessment in the workplace
4. Demonstrate the key skills of a workplace assessor

## Duration

The course duration is a day for the core learning outcomes to be achieved but Petrofac are flexible in terms of course duration exceeding this if a client has specific learning outcomes of their own.

## Assessment Guidance

The assessor-candidate's knowledge will be assessed by them sitting a written paper following the training; and by their assessor observing them conduct part of the assessment process on the day.

## Dates

On request.



# COMPETENCE ASSURANCE AND MANAGEMENT

## Course Price List 2014

Course	Code	Duration	Price	Fees	Total
Unit L&D 9Di Assess Workplace Competence using Direct and Indirect Methods (formerly A1)	OT00654UKPTL	DOR	POR	£ -	POR
Unit L&D11 Internally Monitor and Maintain the Quality of Workplace Assessment (formerly V1)	OT00120UKPTL	DOR	POR	£ -	POR



# Terms and Conditions & Index

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# Terms and Conditions

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## 1 Definitions

"Account" means a credit account facility agreed in writing with the Company; "Certificate" means a document issued by the Company to the Registrant confirming that the Registrant has satisfactorily completed the Training Session; "Claim" means any cost, claim, expense, fines, penalties, judgements (including legal reasonable expenses), damage, loss, liability or rights of action; "Company" means Petrofac Training Limited, a company registered in Scotland under Company Number SC179707, with its registered office at The Offshore Training Centre, Forties Road, Montrose, Angus, DD10 9ET; "Consequential Loss" means (i) consequential or indirect loss under English Law; and (ii) loss and/or deferral of production, loss of product, loss of use, loss of revenue, profit or anticipated profit (if any), in each case whether direct or indirect to the extent that these are not included in (i) and whether or not foreseeable at the Contract Start Date; "Contract" means the agreement for the provision of a Training Session between the Company and the Customer in accordance with these Terms; "Contract Start Date" means the date the Registration Confirmation is sent to the Customer; "Course Fee" means the full price or fee (but excluding any accreditation, exam or other fees) for a Training Session to be paid by the Customer to the Company; "Customer" means either the company whose details are provided on the form at Registration ("Company Customer"), or where full and accurate company details are not provided, the individual whose personal details are included in the form at Registration ("Individual Customer"); "Customer Care" means the Company's dedicated customer care department, contactable at The Offshore Training Centre, Forties Road, Montrose, Angus, DD10 9ET, email address [customer@petrofactraining.com](mailto:customer@petrofactraining.com); "Force Majeure" means any cause beyond the reasonable control of either party (including without limitation strikes and/or lockouts, labour disputes external to the Company, and compliance with any law or governmental order, rule, regulation or direction of governmental agencies) provided that a lack of funds shall not constitute Force Majeure; "Joining Instructions" means the documentation confirming all Registrant and Training Session details sent to the Customer by the Company as part of the Registration Confirmation; "Party" means either the Customer or the Company and the "Parties" means the Customer and the Company together; "Registrant" means the individual for whom Registration is completed and who will attend the Training Session; "Registration" means completion of the booking process by the Customer, offering to make a booking on a Training Session; "Registration Confirmation" means the confirmation sent by the Company to the Customer containing the Joining Instructions and confirming acceptance of the Customer's offer to make a booking; "Terms" means these Terms and Conditions of Training – Catalogue Bookings; "Training Session" means the session detailed in the Company's course directory as requested by a Customer at Registration and as detailed in the Registration Confirmation;

"Training Session Materials" means any materials provided to the Customer by the Company at the Training Session, for example, manuals, copies of slides, handouts and other similar materials, in whatever form; "Training Start Date" means the date on which the Training Session starts; "Working Day/s" means a day or days on which banks are open for business as usual in Scotland.

## 2 General

These Terms (together with the Registration Confirmation) constitute the entire agreement between the Company and the Customer in relation to the provision to the Customer of a Training Session. The Contract replaces any prior arrangements or agreements made between the Customer and the Company relating to the subject matter hereof unless otherwise agreed to in writing between the Customer and the Company and no amendment or variation to these Terms or the Contract is permitted, except with the prior written agreement of the Company. The Customer acknowledges that it is not relying on any statement, implied warranty or representation made by or on behalf of the Company other than those expressly set out in the Contract.

If any provision of the Contract becomes void or otherwise unenforceable in whole or in part, the validity of the remainder of the Contract shall not be affected.

If the Company fails to enforce, or delays in enforcing, its rights or remedies under the Contract, such failure or delay shall not operate as a waiver of that right or remedy and shall not prevent the Company from exercising that right or remedy in the future.

The Contract is not intended to be for the benefit of any third party and shall not confer any rights on any other person under the Contracts (Rights of Third Parties) Act 1999 or otherwise.

## 3a Registration Process for Customers without an Account

A Customer without an Account must pay the Course Fee in full at Registration. The Course Fee may be paid by major credit and debit card, cash, bank transfer or cheque made payable to Petrofac Training Limited. Course Fees paid by cheque must be received by the Company at least 7 Working Days prior to the Start Date and funds cleared at least 72 hours before the Start Date. Joining Instructions will be issued once the Course Fee has been received in full by the Company. If a receipted invoice is required, the Customer should request this at Registration. The Company reserves the right to refuse attendance at a Training Session and/or withhold the issue of a Certificate and if payment is not made in full in accordance with this paragraph.

## 3b Registration Process for Customers with an Account

Customers with an Account must pay the Course Fee in full within thirty (30) days of the date of the Company's invoice. Joining Instructions will only be sent once the Company receives written confirmation from the Customer that includes an order or reference number enabling the Company to invoice the Customer for the Training Session.

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If the Customer disputes in good faith, any part of the Company's invoice, the Customer shall pay any undisputed part within thirty (30) days of the date of the invoice. Subject to the foregoing, if the Customer fails to pay the Company any sum due and payable pursuant to these Terms, interest shall be due and payable on the outstanding amounts at the then current Royal Bank of Scotland plc annual base rate plus 5 per cent per annum, calculated pro rata from the due date for payment until the outstanding amount (together with accrued interest) is paid in full. Where payment is not made in accordance with the terms of this paragraph, the Company reserves the right to withhold the issue of a Certificate or revoke Certificates that have been issued or, where a Training Session has not yet taken place, refuse attendance at the Training Session.

## 4 Value Added Tax

Course Fees (and any other associated costs) are quoted exclusive of VAT and any other taxes, which will be added and become payable as applicable.

## 5 Transfer Policy

Following receipt of the Registration Confirmation, the Customer may transfer a Registrant (subject to availability), to another Training Session on one occasion only up to 24 hours before the Training Start Date. The Customer shall send a written request to the Company marked for the attention of Customer Care, stating the original Registration details and the date of the Training Session to which the Customer wishes the Registrant to be transferred (which must be within 3 months of the original Training Start Date). If the Registrant cannot for any reason (including but not limited to failure to meet any stipulated medical or other requirements) attend the Training Session to which he or she has transferred, the terms of Clause 6 shall apply.

The Customer can nominate another person to attend the Training Session in place of a Registrant at any time up to 24 hours before the Training Start Date by sending a written notice to the Company marked for the attention of Customer Care, providing the details of the original Registration and of the proposed replacement registrant. The Company shall thereafter process the proposed transfer and send revised Joining Instructions to the Customer. The Company reserves the right to refuse training to any person who attends a Training Session in place of an original Registrant who has not been transferred in accordance with these provisions. This will be treated as a cancellation by the Customer and the terms of Clause 6 shall apply.

## 6 "Cooling-off Period" and Cancellation Policy

An individual Customer may cancel a Contract and receive a full refund by written notice to the Company marked for the attention of Customer Care, at any time within a period of seven (7) days from the Contract Start Date (or at any time before the Training Start Date where the Training Start Date is less than seven (7) days from the Contract Start Date) by notifying the Company in writing.

A Customer may cancel a Contract and receive a full refund by written notice to the Company marked for the attention of Customer Care, at least 14 days prior to the

Training Start Date. However, (save as set out above) if a Contract is cancelled by a Customer less than 14 days prior to the Training Start Date, or if a Registrant fails to attend all or any part of a Training Session, the full Course Fee for the Training Session remains payable and no refund shall be given.

## 7 Cancellation by Company

Company reserves the right to cancel a Training Session for any reason upon provision of a minimum forty eight (48) hours written notice to the Customer. The Company shall use reasonable endeavours to reschedule the Training Session to a mutually acceptable date. In the event an alternative date is not available within three (3) months of the date of the cancelled Training Session, Company shall refund the value of any Course Fee received.

## 8 Data Protection

In this Clause 8, references to "personal data", "data subjects" and "data controller" are defined in the Data Protection Act 1998 (the Act). The Company shall comply with all relevant provisions of the Act and do nothing which causes, or may cause, the Company to be in breach of its obligations under the Act. In particular, to the extent that the Company acts as a data controller in respect of any personal data pursuant to these Terms, the Company shall only process such personal data to the extent necessary to enable it to fulfil its obligations under these Terms. Such processing, however, may include transferring this data to countries or territories outside the European Economic Area.

## 9 Intellectual Property Rights

All copyright, design rights and other intellectual property rights used, created or embodied in or arising out of or in connection with the Training Session, including the Training Session Materials remain the sole property of the Company and the Customer shall not and shall procure that the Registrant shall not dispute the ownership of such rights. Any materials and information (in whatever form and including the Training Session Materials) provided by the Company in connection with the Training Session shall not be copied, distributed or made available in whole or in part to third parties or re-used and shall be used only to enable the Registrant to properly participate in the Training Session. Subject to the aforementioned, Registrants are entitled to keep, for their own use only, any Training Session Materials provided to them. The Customer must procure however, that any other materials, in whatever format, issued to the Registrant are returned to the Company on the earlier of the completion of the Training Session or when requested by the Company. The Customer shall not and will procure that the Registrant shall not copy or otherwise reproduce in any form, any Training Session Materials or other materials provided by the Company without the Company's prior written consent.

## 10 Registrant Fitness

Where a Training Session requires proof of medical fitness to attend, it is the Customer's sole responsibility to ensure that the Registrant is in possession of a valid

# Terms and Conditions

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certificate that meets the Training Session prerequisites. The Company reserves the right to refuse training to any Registrant not in possession of current and applicable evidence of medical fitness. If a Registrant does not provide evidence of medical fitness, the terms of Clause 6 shall apply. For Training Sessions requiring physical activity, it is the Customer's sole responsibility to ensure that Registrants are physically fit and free from respiratory disorders or heart disease. The Company reserves the right to refuse to provide training to Registrants if it believes that they pose a safety risk.

## 11 Completion of Session

All aspects of the Company's Training Sessions must be completed to the specified standard(s) to receive certification. Should the Registrant successfully complete the Training Session, a Certificate will be issued. Should the Registrant fail to participate in any element of the Training Session, the Company will issue a letter of non-attainment to the Customer notifying them that a Registrant has failed to satisfactorily complete a Training Session. Where a Registrant is unable to complete a Training Session for any reason, the full Course Fee remains payable. In exceptional circumstances, should a Registrant provide, in the sole opinion of the Company, a valid reason for being unable to complete a Training Session, the Registrant may be given the opportunity to return and complete the uncompleted part of the Training Session within a 3-month period. The Company will advise additional fees associated with completion of an uncompleted Training Session and payment must be received in cleared funds at least 24 hours prior to recommencement of the Training Session.

## 12 Safety

During the Training Session, the Customer shall procure that the Registrant complies at all times with the directions given during the Training Session together with the Company's health and safety policies posted around the premises where the Training Session takes place. Any safety equipment and/or protective clothing which the Registrant is required to bring to the Training Session will be specified in the Joining Instructions and the Customer will provide this and ensure that it is fit for its required purpose.

The Company reserves the right to postpone or suspend a Training Session at any time if it considers there to be any risk to the health or safety of any person or risk of loss or damage to any plant, machinery, equipment or material. In such circumstances, the Company will seek to reschedule the Training Session to another date.

The Company shall be entitled, in its sole discretion, if it deems it necessary in the interests of safety (whether to protect personnel, property or otherwise): (a) require a Registrant to leave a Training Session; (b) to refuse a Registrant entry to a Training Session. The Company shall have no liability to the Customer or Registrant for any action it may take in accordance with this Clause.

Training Sessions are conducted in English and Registrants must be able to read and understand English. The Company reserves the right to refuse a Registrant admission to a Training Session if a Registrant cannot

speak and understand English to the standard required by the Company.

## 13 Force Majeure

In the event that the Company is rendered unable, wholly or in part, by Force Majeure to carry out its obligations hereunder, upon the Company giving notice and reasonably full particulars of such Force Majeure to the Customer within a reasonable time after the occurrence of the cause relied upon, the obligations of the Company, so far as they are affected by such Force Majeure, shall be suspended during but no longer than the continuance of the inability so caused and such further period thereafter as shall be reasonable in the circumstances. The Company shall use reasonable endeavours to eliminate the circumstances of Force Majeure relied on to enable it to resume the full performance of its obligations and minimise the effects of the circumstances of Force Majeure. If the Company is unable to provide any Training Session, or any part of any Training Session, by reason of Force Majeure, the Company shall be entitled to postpone or cancel that Training Session, or part of it. The Company shall use reasonable endeavours to reschedule the Training Session to a mutually acceptable date if possible.

## 14 Termination

The Company may terminate the Contract with immediate effect if the Customer materially breaches any of the provisions of the Contract and fails to remedy such breach (if capable of remedy) within such reasonable period as the Company specifies. Upon termination, the Customer shall immediately pay to the Company in full any outstanding monies due to it pursuant to the Contract. Upon termination by the Customer, the Company shall immediately furnish to the Customer the Certificate and/or any other items due to it pursuant to the Contract.

## 15 Warranty

The Company warrants that it shall carry out its obligations under the Contract with the due care and the skills to be expected of a reputable training provider.

## 16 Limitation of Company's Liability

### 16.1 Company Customers

The Company will defend, indemnify and hold the Customer harmless against any Claim in respect of (i) any loss, damage or impairments caused to property belonging to or used by the Company or any of its directors, officers, employees, consultants, representatives, invitees, or agents ("the Company Group"); and (ii) any personal injury, death or illness of any member of the Company Group howsoever caused or arising in connection with the performance or non-performance of these Terms, notwithstanding the negligence or breach of duty of the Customer.

The Customer will defend, indemnify and hold the Company harmless against any Claim in respect of (i) any loss, damage or impairments caused to property belonging to or used by the Company Customer or any of its directors, officers, employees, consultants, representatives, invitees or agents including without limitation the Registrant ("the Customer Group"); and (ii)

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any personal injury, death or illness of any member of the Customer Group howsoever caused or arising in connection with the performance or non-performance of these Terms, notwithstanding the negligence or breach of duty of the Company.

## ib Subject to 16.1a

Company's total cumulative liability to the Customer in respect of any Claim arising from or relating to the performance or non-performance of these Terms shall be limited to the Course Fee.

## ii Individual Customers

Except in respect of personal injury or death caused directly by the negligence of the Company, the Company's liability to the Individual Customer in respect of any Claim arising from, relating to or in connection with the performance or non-performance of the Contract, shall be limited to the Course Fee.

## iii All Customers

Neither Party shall be liable to the other for Consequential Loss. Any exclusion or limitation of liability under the Contract shall exclude or limit such liability not only in contract but also in tort or otherwise at law.

## 17 Duplicate Certificates

The Company charges a fee of £15 per duplicate Certificate provided. Requests for duplicate Certificates must be made to the Company by the Customer in writing, marked for the attention of Customer Care and contain the name and Training Start Date of the Training Session; the Registrant's name and date of birth. Once the Company has received full payment in cleared funds, the duplicate Certificate will be issued.

## 18 Hotel Accommodation and Transport

A Customer with an Account may request that the Company book hotel accommodation and/or transport for Registrants for a fee of £40 per Registrant per Registration excluding the actual costs of any bookings with third parties (the Arrangement Fee). The Customer is responsible for settling its own account with any third party suppliers direct, unless otherwise agreed to in advance by the Company. If the Company agrees to settle third party supplier costs on the Customer's behalf, these costs shall be re-charged to the Customer, along with the

Arrangement fee, the Course Fee and any other associated costs. For the avoidance of doubt, the Company will not be responsible for payment of any other costs associated with Registrants' travelling, accommodation, subsistence or other expenses.

## 19 Complaints Procedure

If the Company fails to comply with its obligations under the Contract, in particular its obligations under Clause 15, the Customer shall advise the Company in writing, marked for the attention of Customer Care, giving details of the reasons why it believes the Company has not complied with its obligations under the Contract. The Company shall acknowledge the Customer's complaint in writing within seven (7) Working Days of its receipt and thereafter, reply to the complaint in full within thirty (30) Working Days of its receipt. The Parties' day to day representatives shall use all reasonable efforts to resolve the complaint satisfactorily, however if the complaint is not resolved satisfactorily and amicably after such efforts, the Parties shall escalate the complaint to the Senior Management of the Company and Customer in an increased effort to resolve the complaint satisfactorily and amicably.

## 20 Applicable Law and Jurisdiction

The Contract, and any non-contractual rights or obligations arising out of or in connection with it or its subject matter, shall be governed by and construed in accordance with English law and each of the Parties agrees that the courts of England shall have exclusive jurisdiction to settle any dispute which may arise out of or in connection with the Contract or its subject matter.

## 21 Anti-Bribery Compliance

The Customer shall, and shall procure that it and Customer Group shall comply with (a) all applicable laws, regulations, codes and sanctions relating to anti-bribery, anti-corruption or similar activities of (i) the United Kingdom, including without limitation the Bribery Act 2010; (ii) the United States of America including, to the extent applicable, the Foreign Corrupt Practices Act 1977; and (ii) any country or countries in which any of the Services or Contract obligations are to be or are performed.

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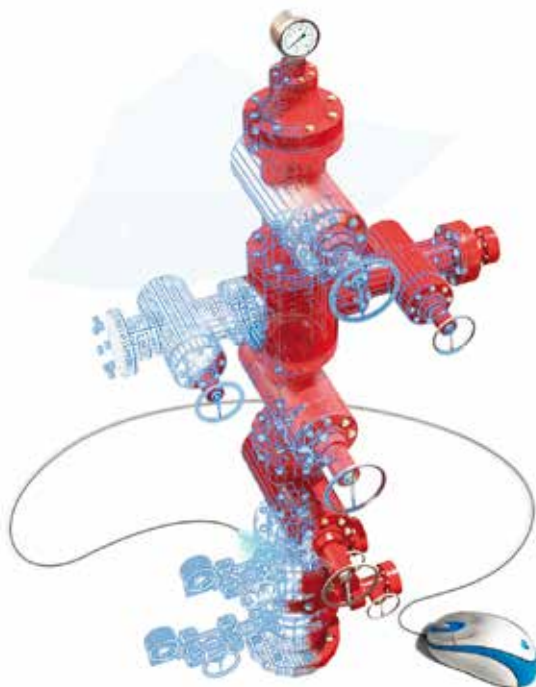
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Oilennium

Online Interactive Learning



# Oilennium provides expert 'blended' training solutions for the Oil and Gas Industry

We specialise in providing a mixture of training materials in several key ways:

- eLearning Courses
- Instructor Led Courses
- Specialist Training Animations
- Equipment and Site Simulations
- Learning Management Systems (Otherwise known as LMS, Virtual Learning Environments or VLE)
- ConTrainer – Remote LMS

## Oilennium benefits from in-house 'Subject Matter Experts' (SMEs), experienced training professionals from the Oil and Gas Industry

Our in house SMEs work side-by-side with our Instructional Designers and Creative Teams to ensure that every part of our training material is both current and technically accurate.

All of our blended learning solutions, from eLearning through to immersive 3D Simulations, utilize the latest technology to deliver stunning 3D visuals, sounds and reactive feedback to the learner.

By using our advanced 3D animation technology, we can bring your specialist equipment from the workshop to the office and seamlessly integrate it into the training.

We build interactive, trackable Learning Management Systems (LMS) to host your branded interactive training courses. Users can log in at any time and undertake training, they no longer have to travel to specialist learning centres or have extended downtime away from their job.

Our eLearning and Simulators can be used to support Instructor Led and on-the-job training. Having staff complete structured online courses or simulations before they attend a classroom or on-the-job training course, the trainer can be sure that attendees have a required level of understanding. This ensures staff gain maximum benefit from the session and their time away from work is as cost-effective as possible.

For clients with training requirements that are limited by remote geographical locations and poor internet connections (rigs, vessels and remote sites), Oilennium offer the same high quality, rich training experiences through our 'ConTrainer' maximising your staff's down time. A complete Learning Management System, containing all of your required courses, can be deployed at your location for single or multi user access on the local network. The only Internet connection needed (VSAT for example) is to transmit exceptionally small amounts of data back to your head office for reporting and tracking of your employees.

Our eLearning Courses consist of Library courses that are ready for staff to enrol on and start taking now, through to bespoke training courses specific to our client's requirements whether they be procedures and training in specific pieces of equipment through to site specific induction and safety training.

Our library courses are available within these areas:

- HSSEQ
- Technical
- Leadership and Management

# Library Courses (instant access)

Oilennium provides a large range of library courses including:

## An Introduction to Oil and Gas

A suite of modules, covering History, Geology, Exploration, Drilling, Rigs and Installations, Completions, Evaluation, Production and more.

## HSSEQ

A range of modules covering such subjects as: Working at Height, Pressure Safety, Security Abroad, Manual Handling.

## Technical modules

including Hydraulics, Pneumatics, Electronics, Hammer Unions, P&IDs  
Leadership and Management: Right First Time, Leadership, Time Management, Project Management.

## Learning Management Systems (LMS)

Oilennium can build and operate your LMS for you. Full tracking and reporting capability.

## Remote LMS – The ConTrainer

For our clients working in remote areas including offshore, we have developed a remote LMS system. It functions the same as an online LMS, but only requires Internet access for updating records.

## Simulators

We have developed a range of simulators, which are being used to train and assess competence in Drill Pipe Handling, Process Safety (Double Block and Bleed), Equipment Pre-Start (Diesel and Electronic), Mechanical Build.

## How we're different

At Oilennium we don't just tell, we 'teach.' Using innovative techniques, our CBTs are aimed at getting the knowledge across and achieving good retention rates. This makes our learning very cost-effective and more engaging for the learner. We are also oil and gas experts, so our courses are filled with technical know-how.

## Case Study

In late 2011, a client approached Oilennium with a need for the immediate creation of a series of health and safety training courses. After undergoing a series of incidents, the client had identified a crucial gap in its available health and safety training. Further, much of the client's existing material was out-of-date and ineffectively designed. The client required eight instructor-led training courses to be produced for use in training seminars that would be held at the end of January 2012. Oilennium produced and delivered all eight courses well within the tight deadlines.

**Results: The client successfully launched the training on time, which resulted in a substantial reduction in incident rates.**

# Introduction to Oil & Gas 1 - History

Duration: 35 minutes

## Course Overview

Named from the Greek for 'rock' and 'oil', 'Petroleum' or 'Crude Oil' is a naturally occurring, flammable liquid, that is found in geological formations thousands of feet below the Earth's surface.

Once extracted, crude oil is refined into a large number of consumer products, from petrol and kerosene to asphalt and chemical reagents used to make plastics and pharmaceuticals.

While this short course can only cover a fraction of the history of oil and gas, we will try and uncover some of the most significant and interesting events, from its early use as medicine and building materials to the modern day.

## Course Content

The aim of this course is to teach you about the following subjects:

- The early uses of crude oil
- The origins of the oil industry
- How the oil industry grew and developed
- Some of the major accidents that have occurred
- How technology has pushed the industry forward
- What the future has in store for the industry

# Introduction to Oil & Gas 2 - Rigs & Installations

Duration: 30 minutes

## Course Overview

When seismic surveys indicate the possibility of hydrocarbons, it's time to bring in the drilling rig. Be it on land or offshore – it must be the right rig for the job. Although there are many types of oil and gas rigs, they all include a package of specialist drilling equipment and carry out the same basic drilling operations.

This course will help you identify the different rig types and their capabilities and look at how rigs have evolved and how technology has advanced over time. You will also learn about the jobs and the people required to ensure safe and successful rig operations.

## Course Content

The aim of this course is to teach you about the following subjects:

- Rig types and capabilities
- Drilling rig equipment and how it has improved
- The people required to drill a well

# Introduction to Oil & Gas 3 - Offshore

Duration: 30 minutes

## Course Overview

The exploration for oil and gas offshore only began in earnest in the 1940s and 50s, but since that time offshore engineering has created many industries in towns and cities around the world.

Offshore drilling presents vast technological challenges. From the first converted barges used to drill in shallow lakes, to high tech deep water drill ships, offshore drilling has always been considered more hazardous and more expensive than onshore drilling, requiring a different mind-set to address the extremely harsh environments, the logistical challenges, the technological requirements and most importantly, the protection of people and assets.

## Course Content

The aim of this course is to teach you about the following subjects:

- The logistics
- The technological challenges faced
- Production considerations
- The increased hazards and safety considerations
- The cost implications

# Introduction to Oil & Gas 4 - Geology & Hydrocarbon Formation

Duration: 50 minutes

**Course Overview**

The term 'Geology' is derived from the Greek words for 'Earth' and 'Study', and this module will explain why an understanding of geology is so important to the oil and gas industry. It will help you to identify the different types of rock, and rock formations, that may contain hydrocarbons.

Our planet is around 4.6 billion years old, and this module will provide a brief history of the Earth, and show you how, over millions of years, the Earth has been shaped and hydrocarbons have formed.

**Course Content**

The aim of these modules is to teach you about the following subjects:

**Module 1**

- Geology and its importance to the petroleum industry
- Geological timescales
- Rocks and their formation

Approximate module duration: 30 minutes

**Module 2**

- Hydrocarbon formation and storage
- Hydrocarbon exploration and discovery

Approximate module duration: 20 minutes

# Introduction to Oil & Gas 5 - Drilling

Duration: 60 minutes

**Course Overview**

Our drilling course is designed to provide learners with a general overview of the equipment and methods utilised to successfully drill a well.

Subjects covered include drilling rig components and their functions, the composition of a typical drill string, the role of mud in the drilling operation, the importance of properly casing and cementing the wellbore, the different forms of Well Control and the actual techniques used for drilling the well.

**Course Content**

The aim of these modules is to teach you about the following subjects:

**Module 1**

- The major components of the drilling rig
- The different components that make up the Drill String
- The role of the Mud System

Approximate module duration: 30 minutes

**Module 2**

- How Casing and Cementing of the well is carried out
- Different methods of well control
- The all important drilling operation itself

Approximate module duration: 30 minutes

# Introduction to Oil & Gas 6 - Evaluation

Duration: 30 minutes

**Course Overview**

Evaluation of a well is performed after we have collected data from numerous sources while drilling or at the end of drilling when the well has entered the reservoir. Data capture or 'Logging', as it is more commonly termed, gathers data from numerous activities and stages in the well so that its producing capabilities can be estimated and can be used to improve drilling and production performance in subsequent wells.

**Course Content**

The aim of this course is to teach you about the following subjects:

- The methods used to evaluate a well
- The type of data gathered and how we use that data
- The different stages in a well and reservoir
- When evaluation is required

# Introduction to Oil & Gas 7 - Completions

Duration: 40 minutes

## Course Overview

Once a probable location of a reservoir has been found and an exploration well drilled and tested, we will be able to tell if the reservoir could produce hydrocarbons at an economic rate and if it contains a considerable amount for future production. Basically, the testing proves that the field is economically viable and worth investing the millions of dollars required to install a production facility, drill and complete new wells.

A production facility, which can range from a massive offshore structure to a simple onshore pipeline, would need to be built before we could go ahead and drill production wells and complete them. This module looks at the completion process.

## Course Content

The aim of this course is to teach you about the following subjects:

- How well completions provide the means to produce the hydrocarbons to surface
- How reservoir and mechanical considerations govern completion design
- The various different completion designs that may be utilised
- The components that must be incorporated into the design to optimise production in a safe manner

# Introduction to Oil & Gas 8 - Production

Duration: 50 minutes

## Course Overview

Production processes will vary from facility to facility. Some small onshore fields are serviced only with a simple pipeline yet some major offshore installations include gas dehydration, oil storage, gas re-compression, water injection and more.

The collection and processing of hydrocarbons is a very complex and varied subject. This module will look at how everyday products such as gasoline and diesel are produced from raw and natural oil and gas.

As well as chapters on facilities, transportation and refining, you will also discover, with help from an interactive Process System animation, how gas, oil and water are cleanly separated directly from a well.

## Course Content

The aim of these modules is to teach you about the following subjects:

### Module 1

- What makes up a production field and facility
- How oil and gas are separated within a process system

Approximate module duration: 25 minutes

### Module 2

- The manner of various transportation methods
- How different substances are made from hydrocarbons

Approximate module duration: 25 minutes

# Introduction to Oil & Gas 9 - Advanced Techniques and Intervention

Duration: 40 minutes

## Course Overview

We know that technology has played a major role in the exploration for hydrocarbons. Influenced by both cost and safety, new and innovative equipment and techniques to extract oil and gas have been developed, and we will look at just a few of these in this course.

Here we will explain the reasons for, and the methods of, directional drilling, how and why we might choose to drill with an underbalanced wellbore, and take a look at some of the more common means of well intervention, such as Cased Hole Logging, Slickline and Coiled Tubing.

## Course Content

The aim of this course is to teach you about the following subjects:

- The reasons for, and methods of, directional drilling
- How and why we might choose to drill with an underbalanced wellbore
- Some of the more common means of well intervention

# Abrasive Wheels and Grinding Operations

Duration: 60 minutes

## Course Overview

The risk of breakage is inherent in every abrasive wheel. Analysis of accidents caused by wheel breakages revealed that most could have been avoided by an understanding of the risks and the required safety precautions. If the number of breakages is to be kept low, care must be exercised by abrasive wheel and machine makers in the design, manufacture and testing of their equipment, and this must be coupled with the adoption of safety measures by the users.

The objective of this course is to instil awareness of the hazards and safe use of abrasive wheels. We will look at the equipment and the various types of abrasive wheel available and discuss correct wheel selection, mounting, storage and handling requirements.

## Course Content

The aim of these modules is to teach you about the following subjects:

### Module 1

- Hazards in the use of abrasive wheels
- Components of a grinding wheel
- Types of wheel, shapes and speeds
- Truing and dressing a wheel
- Types of bonding agent

Approximate module duration: 30 minutes.

### Module 2:

- Storage and handling of wheels and other equipment
- The functions of guards
- Wheel selection and mounting
- PPE used in abrasive wheel activities

Approximate module duration: 30 minutes

# Asbestos Awareness

Duration: 45 minutes

## Course Overview

With asbestos being the biggest single cause of work-related deaths, with around 4,000 reported each year in the UK alone, knowing what steps to take if you come across asbestos is vitally important. Because it is often mixed with other materials, sometimes it can be difficult to know if you are working with asbestos or not. However, if you work in any building constructed before the year 2000, it is likely that it will contain asbestos in one form or another.

In this course you will learn how to identify asbestos, the dangers it can present and the options you may have if you come across asbestos in your workplace.

## Course Content

The syllabus focuses on:

- The history of asbestos, and why it was used
- The identification of asbestos, in its various forms
- The dangers that asbestos can present
- The regulations that govern asbestos handling and disposal
- The options you may have if you discover asbestos

# BP's Golden Rules of Safety

Duration: 20 minutes

## Course Overview

BP's highest priority is the safety of its employees and contractors. While BP is committed to operational safety around the World, safety is a legitimate personal expectation, and should be a constant priority within the responsibilities of the individual.

In a world and an industry full of potential hazards, this goal can only be achieved if every single person remembers the importance of safety, and accepts their personal responsibility. BP's eight 'Golden Rules' provide basic guidance for your day to day working activities.

## Course Content

The syllabus focuses on:

- BP's commitment to operational safety
- Your responsibilities towards health and safety
- Permits, isolations and ground disturbance
- Confined space entry, lifting and driving
- Working at height and managing change



# Confined Space Entry

Duration: 50 minutes

## Course Overview

The HSE defines a confined space as 'any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions, for example - lack of oxygen'. Every year, several people are killed or seriously injured in the UK due to accidents in confined spaces. This is often due to insufficient training and the lack of a safe system of work.

This course will help you to recognise the hazards of confined space working and show you how to mitigate the risks and work safely.

## Course Content

The aim of this course is to teach you about the following subjects:

- Recognising what can be classified as a confined space
- Some of the potential hazards associated with confined spaces
- What the risks are and how to control them
- What to do in the event of an emergency

# Display Screen Equipment Awareness

Duration: 40 minutes

## Course Overview

Display Screen Equipment, or DSE, has become the most common piece of work equipment. Therefore, use of computer workstations or equipment can be associated with neck, shoulder, back or arm pain, as well as fatigue and eyestrain.

This course is designed to give the learner an awareness of what the Health and Safety Display Screen Equipment Regulations (1992) are and how they protect the health of personnel who work with DSE. We will look at an individual's desk, chair and posture positioning as well as employer and employee responsibilities.

## Course Content

The aim of this course is to teach you about the following subjects:

- Explain what is meant by DSE and why awareness is important
- Answer some of the commonly asked questions regarding DSE
- Set your own workstation up correctly and ergonomically
- Know where to look for further information

# Dropped Object Awareness and Prevention

Duration: 40 minutes

## Course Overview

A dropped object is defined as 'any object that falls from its previous static position under its own weight'. If an object falls, the force of gravity will pull it towards the ground and if you happen to be in the way - it will hit you; it's as simple as that. The degree to which you might get injured will be influenced by many factors, but the simple rule of thumb is, the heavier or the further an object can fall, the more damage and injury it can cause.

This course will help you identify potential dropped objects, and look at ways to reduce the risk of harm.

## Course Content

The aim of this course is to teach you about the following subjects:

- Potential dropped objects
- The common causes
- Control and prevention methods
- Roles and responsibilities
- Maintaining awareness and continuous improvement

# Electrical Safety Rules

Duration: 35 minutes

## Course Overview

Electricity is everywhere, as it is a convenient and efficient power source which can be used to power almost every appliance, at both home and work. But, there are many hazards involving electricity, and if used without proper precautions, it can cause severe injuries and even death.

In this course we will take a look at some of the legislation regarding working safely with electricity, the hazards of electricity and the injuries it can cause. We'll also learn about some of the safety precautions that can be taken and how performing risk assessments can reduce the likelihood of injury.

## Course Content

The aim of this course is to teach you about the following subjects:

- Rules and regulations for electrical safety
- Hazards of electricity
- What precautions should be taken
- How to reduce the risk of electrical hazards

# Environmental Awareness

Duration: 50 minutes

## Course Overview

The effects of environmental damage are very serious. Some scientists estimate that due to global warming, the ice caps and glaciers could melt, and over the next hundred years sea levels could rise by between 10 cm and 90 cm - making many coastal areas around the World uninhabitable.

Here we will learn what is meant by the term 'Environment' and look at the various causes of environmental damage, from pollution to logging, to discover just what it is and what can be done to prevent it in the future. We will also look at various forms of energy production and the effects they are having on our atmosphere.

## Course Content

The aim of this course is to teach you about the following subjects:

- The physical and human environment
- Renewable and non-renewable energy
- The greenhouse effect and global warming
- Types of pollution
- What you can do to help

# Hand Awareness

Duration: 40 minutes

## Course Overview

Just think for a moment all the tasks you couldn't do without your hands; even simple tasks like tying your shoelaces becomes much more difficult without the full use of our hands. We take our hands for granted and this is why you must take care when performing tasks that could potentially cause them harm, as damage to your hands can be very difficult to repair due to their complexity.

Through this course you will learn the various kinds of injuries your hands can sustain as well as the methods you can use to prevent injury from occurring.

## Course Content

The aim of this course is to teach you about the following subjects:

- The importance of your hands
- What injuries your hands can sustain
- How to protect your hands from injury

# Hydrogen Sulphide Awareness

Duration: 35 minutes

## Course Overview

Hydrogen Sulphide, or  $H_2S$ , is a colourless, highly flammable and highly toxic gas, which is a common by-product found in many different industries.

Accumulating in low lying areas, it may go unnoticed. In high doses, one breath can kill instantly.

This course is designed to increase your awareness of how  $H_2S$  is formed and where it can be found.

It will also show how you can protect yourself from exposure and give advice about what to do if an emergency should occur in your workplace.

## Course Content

The aim of this course is to teach you about the following subjects:

- What Hydrogen Sulphide is
- The different ways  $H_2S$  is formed
- The places you may find  $H_2S$
- The dangers that  $H_2S$  can present
- How to mitigate the risks associated with  $H_2S$

# Introduction to Behavioural Safety

Duration: 35 minutes

## Course Overview

Our behaviour is a major factor in keeping us safe in our day to day lives. The decisions we make are based on our behaviour, and bad behaviour will often lead to bad decisions followed by bad consequences. In the workplace, you may have the best health and safety processes set up, but if behavioural choices stop people from following them it will make little difference to the business's overall health and safety.

In this course we look at how we make business choices, how our behaviours can be influenced and how we develop habits, and we will also learn some methods of changing bad habits into good habits.

## Course Content

The aim of this course is to teach you about the following subjects:

- Key principles of Behavioural Safety
- What factors can influence behaviour
- Time versus risk decisions
- How we can change our behaviour

# Introduction to Control Substances Hazardous to Health

Duration: 45 minutes

## Course Overview

Hazardous substances have the potential to cause harm to you, your equipment and the environment. They can take many different forms, and it is important to be able to recognise the hazards so you can control the risks. Hazardous substances can cause many health problems, ranging from a mild irritation through to permanent damage, or even death.

In this course we look at the 'Control of Substances Hazardous to Health', or COSHH, regulations, reveal the potential health effects of exposure to hazardous substances and the need to ensure that this exposure is controlled within the workplace, and we will learn how to minimise the risks.

## Course Content

The aim of this course is to teach you about the following subjects:

- What COSHH is
- The legal implications of COSHH
- How to minimise your exposure to hazardous substances
- The potential health effects of exposure
- The importance of COSHH in the workplace

# Introduction to Hand Arm Vibration Syndrome

Duration: 30 minutes

## Course Overview

Did you know that one in ten people who work with vibrating tools may develop a painful and debilitating condition known as Hard Arm Vibration Syndrome? Hand Arm Vibration Syndrome, more commonly known as HAVS, is caused by too much exposure to vibration from hand held power tools.

In this course we will look in more detail at the causes, symptoms and consequences of HAVS as well as looking at the preventative measures you can take to reduce your chances of contracting this condition.

## Course Content

The aim of this course is to teach you about the following subjects:

- What Hand Arm Vibration Syndrome (HAVS) is
- How to identify the causes of HAVS
- Recognising the symptoms of HAVS
- Preventing permanent damage to your health
- Where to obtain further information about HAVS

# Introduction to Health & Safety at Work for Employees

Duration: 45 minutes

## Course Overview

Health and safety in the workplace is relevant to all branches of industry - from offices and schools, to leisure facilities and oil rigs. This course pulls together the vital elements of health and safety, including some of the key terminology you should be aware of, and the importance of tackling 'near misses' within the workplace.

We will also test your knowledge of workplace hazards with an interactive scene, and show you how to incorporate what you've learnt into a simple risk assessment.

## Course Content

The aim of this course is to teach you about the following subjects:

- Some key health and safety terminology
- Health and safety policy and the law
- Your, and your employer's responsibilities
- The key hazards in the workplace
- How to undertake a simple risk assessment

# Introduction to Lifting Operations and Lifting Equipment Regulations

Duration: 45 minutes

## Course Overview

Lifting operations are an everyday task in the energy industry, with a multitude of supplies and materials being transferred on and off various facilities and vessels. Lifting and mechanical handling operations can pose a major hazard if a load is handled improperly. Injuries and dangerous occurrences arising from lifting operations account for almost 20% of incidents offshore every year.

This course will help you to identify the risks involved in lifting operations and the steps you can take to reduce these risks and prevent harm to personnel and damage to equipment.

## Course Content

The aim of this course is to teach you about the following subjects:

- What Lifting Operations and Lifting Equipment Regulations, LOLER, are and why they are important
- Who LOLER affects
- The need for proper planning
- The equipment used for lifting
- The importance of inspections

# Introduction to Mechanical Isolations

Duration: 65 minutes

## Course Overview

In the Oil and Gas industry, Pipes, Valves, Flanges and Hoses are essential for moving dangerous liquids and gases around safely. In order for a high level of safety to be achieved, these system components are subjected to regular maintenance and remedial work; but how can you protect workers from the potentially harmful contents while work is being carried out?

In this course, we will look at the essential role that mechanical isolations play in securing a process system when a break in containment is required. We will also look at the different roles that are involved with making sure that every isolation is carried out correctly and not removed before work is complete. Finally we will investigate the different types of isolation and the means by which you can test the integrity of each.

## Course Content

The aim of these modules is to teach you about the following subjects:

### Module 1

- What Mechanical Isolations are
- Who is responsible for carrying them out
- The equipment required for completing an isolation
- What positive isolation is and how it is carried out
- Why the security of isolated components is so important

Approximate module duration: 35 minutes.

### Module 2

- What Mechanical Isolations are and how they are implemented
- De-isolation and reinstatement procedures for isolated systems

Approximate module duration: 30 minutes

# Introduction to Nitrogen Safety

Duration: 40 minutes

## Course Overview

Nitrogen makes up 78% of our atmosphere and we breathe it in every day with no risk to our health and safety. However, given the correct circumstances, nitrogen can become very volatile and pose a real threat of asphyxiation.

In this course we will look at the many uses of nitrogen, highlight some of the hazards and risks associated with it, and see what precautions can be taken to mitigate these risks.

## Course Content

The aim of this course is to teach you about the following subjects:

- What Nitrogen is
- Everyday Nitrogen uses
- Nitrogen delivery
- Nitrogen related dangers

# Introduction to Permit to Work Systems

Duration: 35 minutes

## Course Overview

Without a regulated Permit to Work procedure, personnel, plant and the environment could be put at extreme risk. This course will look into what a Permit to Work is, the various types of permits available and how they are implemented within industry situations.

The individual's responsibilities and their training requirements within a Permit to Work system are also discussed, as well as the importance of work planning.

## Course Content

The aim of this course is to teach you about the following subjects:

- What a Permit to Work is and what types there are
- Your responsibilities when working under a permit
- The importance of proper work planning and risk assessment
- The essential components of a successful Permit to Work
- The need for training in Permit to Work systems

# Introduction to Personal Protective Equipment

Duration: 35 minutes

## Course Overview

The term 'Personal Protective Equipment' covers all equipment which is intended to be worn or held by a person at work and which protects them against risks to their health and safety. If a hazard cannot be eliminated or avoided, then PPE is your last line of defence against potential harm.

Regulations state that your employer must provide appropriate PPE, and training on how to use it safely. This course helps to provide that training, we take you through the various types of PPE available, learn how to choose the correct protection, how to look after your PPE and check it for faults and highlight individual responsibilities within the workplace.

## Course Content

The aim of this course is to teach you about the following subjects:

- The legal considerations of Personal Protective Equipment (PPE)
- The various different types and purposes of PPE
- How to select the appropriate equipment and check it for faults
- What do to with faulty equipment

# Introduction to Pressure Safety - Module 1

Duration: 45 minutes

## Course Overview

If pressurised equipment fails when in use, it can lead to serious injuries, damage to property and harm to the environment. Each year in Great Britain alone, there are in the region of 150 reported dangerous occurrences involving an unintentional release of pressure, and around six of these result in fatal or serious injuries. Understanding what pressure is and how it works is the first step to reducing the risks associated with pressurised equipment.

In this course we will explain what pressure is and look at the differences between static, dynamic and differential pressure. You will also learn of the various ways in which we measure pressure.

## Course Content

The aim of this course is to teach you about the following subjects:

- The different types of pressure
- How pressure is measured
- The different units used in pressure measurement
- How a change in pressure can affect fluid temperature

# Introduction to Pressure Safety - Module 2

Duration: 35 minutes

## Course Overview

If pressurised equipment fails when in use, it can lead to serious injuries, damage to property and harm to the environment. As module one looked at the way pressure works as a whole, this module will focus on how to apply this knowledge of pressure safety to an industry environment. We will look at how pressure is contained, how the limits can be exceeded and how equipment can fail.

You will learn about stored energy and why all pressure can be dangerous. We will also look at types of pressure control equipment and safety systems and learn how to minimise and control the risks when working with systems or equipment which contain fluid under pressure.

## Course Content

The aim of this course is to teach you about the following subjects:

- The hazards of pressure
- Pressure safety in the workplace
- The preventions and controls that are used
- The need for constant pressure awareness

# Introduction to Provision and Use of Work Equipment Regulations

Duration: 40 minutes

### Course Overview

This introduction will guide you through the Provision and Use of Work Equipment Regulations. It is not necessary to know the regulations off by heart, but it IS important to know that these regulations exist, and are there to protect you.

PUWER regulations cover ALL work equipment, from steam rollers to grinders, and from cherry pickers to the office photocopier! The regulations cover their use, inspection and maintenance, to help provide a safe working environment, whatever equipment you use.

### Course Content

The aim of this course is to teach you about the following subjects:

- Workplace regulations and definitions
- Equipment controls, markings and warnings
- The law relating to equipment in the workplace
- The importance of maintenance and inspection
- Your own responsibilities

# Introduction to Quality

Duration: 35 minutes

### Course Overview

With the amount of choice and competition in the modern world, customers will not think twice about taking their business elsewhere if a company does not deliver a quality product first time and every time.

This course will look at what quality is, the importance of standards, how to measure quality improvements and the impact of a quality control process. With growing evidence of almost worldwide recognition as a global standard, ISO 9001 will be discussed. We'll look at what it is and see what it can do for you.

### Course Content

The aim of this course is to teach you about the following subjects:

- The importance of quality
- How quality is produced
- How standards affect the workplace
- The significance of quality control
- What ISO 9000 and 9001

# Introduction to Risk Assessment

Duration: 35 minutes

### Course Overview

A risk assessment is a careful examination of your workplace to identify what may cause harm to you and those around you. It allows employers to see if they have taken suitable precautions, or should do more to prevent harm. Accidents and ill health can ruin lives and affect businesses if output is lost, machinery is damaged or insurance costs increase. Employers are legally required to assess the risks in their workplace, so a plan must be put in place to control these risks.

This course will show you how to carry out a risk assessment and help you to identify hazards and reduce the risk of accidents happening.

### Course Content

The aim of this course is to teach you about the following subjects:

- Hazards and risks
- Identifying hazards
- Measuring the risk
- Reducing the risk to as low as reasonably practicable
- Recording and monitoring

# Introduction to Safety Observation Systems

Duration: 65 minutes

## Course Overview

Many accidents and incidents in the workplace are caused by human error, so changing people's attitude and behaviour towards safety will inevitably result in a reduction in injuries.

A Safety Observation System (SOS) is designed to encourage everybody in the workplace to look at their attitude towards health and safety. It is a highly adaptable system, able to cope with many different workplace scenarios, across many different types of industry.

This course has been designed to show you how to recognise an unsafe act, when to get involved and make a difference, and the nine core principals of a successful system.

## Course Content

The aim of these modules is to teach you about the following subjects:

### Module 1

- The functions of a Safety Observation System
- How and when to intervene in an unsafe act or process
- The nine basic principles of a successful Safety Observation System

Approximate module duration: 35 minutes

### Module 2

- How to recognise an unsafe act, and carry out Safety Observations
- The challenges of changing people's attitudes toward safety

Approximate module duration: 30 minutes

# Introduction to Slips, Trips and Falls

Duration: 45 minutes

## Course Overview

Global statistics show that 1 in every 6 accidents at work are caused by slips, trips and falls, and they are the second leading cause of death in the workplace. The cost to society in the UK alone is over £800 million per year, including a cost to our National Health Service of £133 million. Understanding the potential hazards and having a 'see it, sort it' mentality will help to prevent a large number of accidents.

This course will identify the typical causes of slip and trip accidents, run through a risk assessment to show you how you can reduce the risk, and emphasise the importance of attitude within the workplace.

## Course Content

The aim of this course is to teach you about the following subjects:

- The real cost of slips, trips and falls
- Who is affected
- The typical causes
- Prevention methods
- Yours, and your employer's responsibilities in the workplace

# Malaria Awareness

Duration: 30 minutes

## Course Overview

Malaria is a serious tropical disease spread by the bite of certain mosquitoes and it affects around thirty thousand international travellers every year. If it is not diagnosed and treated promptly, it can be fatal.

The aim of this course is to provide you with an overview of the different types of Malaria and where they are present, how to reduce your chances of becoming infected and, if the worst case scenario should happen, what to do in the event that you suspect you may be infected

## Course Content

The aim of this course is to teach you about the following subjects:

- Explain what Malaria is
- Recommend how to minimize the risk of infection
- Recognize the symptoms to look out for
- Describe how Malaria is treated



# Manual Handling

Duration: 35 minutes

## Course Overview

We can define manual handling as 'the transportation or supporting of a load by hand or by bodily force'. Surprisingly, it is not dramatic accidents that cause most lost time incidents on and offshore, but strains and sprains caused by relatively straightforward activities. 20% of all offshore accidents and injuries are a result of manual handling activities, making them a major source of lost time.

This course will provide you with some national statistics about manual handling, show you what can happen if you don't perform it correctly, and give you some constructive advice to help you with manual handling activities in the workplace.

## Course Content

The aim of this course is to teach you about the following subjects:

- Manual handling and the laws and regulations
- The importance of awareness
- Avoiding injury
- Lifting correctly
- Assessing lifting operations

# Naturally Occurring Radioactive Material

Duration: 45 minutes

## Course Overview

'NORM', or 'Naturally Occurring Radioactive Material' is an inevitable component in oil and gas production, and may appear as scale in pipes and tanks, or as Carbonate and Sulphate deposits. Apart from the penetrating ability of Gamma radiation, the primary hazard is through inhalation or ingestion and long term exposure to NORM can include a higher risk of cancer. Because of this, it is essential to follow specific and detailed procedures in order to restrict exposure to Ionising Radiation.

This course will help you to identify different types of radiation and describe ways to protect yourself from it. We will also look at relevant legislation and waste management.

## Course Content

The aim of this course is to teach you about the following subjects:

- Identify what radiation is and how it can affect us
- Recognising that there are different types of radiation
- Protecting yourself from the effects of exposure to radiation
- Legislation, monitoring and record keeping
- Radioactive waste management

# Noise Awareness

Duration: 35 minutes

## Course Overview

With noise pollution increasing, protecting our hearing is something we all need to be aware of. It is impossible to avoid all noise; and who doesn't like to listen to music, drive fast cars, watch movies and be part of sporting crowds. However, these are your own choices in your own free time. If you work in a noisy environment, however, your employer has a legal duty to provide you with adequate hearing protection.

This course will look at what employers must do with regards to noise reduction and what employees can do to preserve their hearing. Hearing loss caused by noise at work is preventable, but once your hearing has gone, it will never come back!

## Course Content

The aim of this course is to teach you about the following subjects:

- The rules and regulations governing noise at work
- How to assess the noise levels at your workplace
- What effect these sounds can have on your health
- How to control and reduce the noise levels
- Hearing protection

# Security Abroad - Module 1

Duration: 40 minutes

## Course Overview

Anyone who travels overseas as part of their job needs to be aware of what type of threats to their health and security they may be faced with. You can be vulnerable when travelling and working in a new environment where you could be an easy target for petty criminals, get caught up in political violence or worse.

This module will help you identify potential security threats, natural disasters and health hazards. We'll also show you how to conduct thorough research on the country in which you will be working, and include advice on navigating the Foreign and Commonwealth Office (FCO) website.

## Course Content

The aim of this module is to teach you about the following subjects:

- Potential security threats
- Researching the country you will be visiting
- Preparing to travel

# Security Abroad - Module 2

Duration: 40 minutes

## Course Overview

Anyone who travels overseas as part of their job needs to be aware of what type of threats to their health and security they may be faced with. You can be vulnerable when travelling and working in a new environment where you could be an easy target for petty criminals, get caught up in political violence or worse.

This module will help you identify potential security threats, focusing on precautions to take: when driving abroad, when staying in foreign accommodation and when caught in a crowd such as a demonstration, among many other scenarios.

## Course Content

The aim of this module is to teach you about the following subjects:

- What to do on arrival
- Health and well-being precautions
- How to stay secure in-country
- Safe travelling in-country
- Returning home safely

# Shell Life Saving Induction Rules

Duration: 25 minutes

## Course Overview

These Life-Saving Rules have been selected because they represent those activities where non-compliance has the highest potential for death or serious injury. The Rules apply to everyone and all operations under Shell's control, they help to protect all of us and the communities in which we operate.

The Life-Saving Rules set out clear and simple 'Dos' and 'Don'ts', covering high risk activities. They help to ensure that rules are followed and people are protected. Because we are determined to save lives, the rules will be fully enforced, and those found to have broken a rule will face appropriate disciplinary action.

## Course Content

The aim of this course is to teach you about the following subjects:

- Why we have 12 Life-Saving Rules
- What they mean for you
- Each of the Life-Saving Rules
- The consequences of rule-breaking and how this will be handled
- What the Rules mean for us

# Working at Height Awareness

Duration: 35 minutes

### Course Overview

In the UK alone, in 2008/09, falls from height accounted for 35 fatalities, 4,654 major injuries and a further 7,065 other injuries resulting in at least three days off work. They remain the biggest single cause of workplace deaths and major injuries.

This course is designed to give the learner an awareness of what working at height is and the hazards associated with it. We will look at ways to mitigate the risks and focus on the various means of access, including MEWPs, scaffolding and ladders. We will also look at personal restraint systems and risk assessments.

### Course Content

The aim of this course is to teach you about the following subjects:

- What working at height is
- Hazard awareness
- Personal fall protection equipment
- Safe types of access
- Risk assessment

# Basic Maths - Module 1

Duration: 40 minutes

## Course Overview

Mathematics is an essential tool used in virtually every aspect of life, from working out the cost of your shopping, to engineering calculations that build bridges, skyscrapers and ships.

In this module, you will learn about mathematical symbols and their use. We will then look at different international units of measurement and standard prefixes. Lastly, we will look at how to round numbers.

## Course Content

The aim of this module is to teach you about the following subjects:

- Mathematical symbols and notations
- How to use prefixes
- International units of measurement
- Rounding up and rounding down

# Basic Maths - Module 2

Duration: 55 minutes

## Course Overview

In module one, you learnt about mathematical symbols and their notation and prefixes. We also looked at different international units of measurement and learnt how to round numbers. In module two, you will continue this journey, firstly learning about power numbers and scientific notation.

You will learn how to calculate the areas of various shapes and, by adding another dimension, how to calculate the volumes of several objects.

## Course Content

The aim of this course is to teach you about the following subjects:

- Power numbers and scientific notation
- How to calculate areas
- How to calculate the volumes of various objects

# Basic Maths - Module 3

Duration: 30 minutes

## Course Overview

This module builds on the knowledge previously learnt in modules one and two, and applies it to an oilfield setting.

First we look at capacities in the oil and gas industry, then the different types of pressure that can be encountered in downhole situations, and finally some of the different forced that may be applied, including string weights and buoyancy forces.

## Course Content

The aim of this course is to teach you about the following subjects:

- Capacities in the oil and gas industry
- How to calculate annular capacities
- The different types of pressure calculations
- Calculating string weights and buoyancy forces

# Bolted Joint Awareness

Duration: 40 minutes

## Course Overview

A leaking flange can prove very costly, halting production and also threatening the health and safety of employees, and the environment.

This awareness module will cover the correct checks and techniques for the assembly of the main types of bolted joint and clamp hub which will ensure a leak free joint.

## Course Content

The aim of this course is to teach you about the following subjects:

- Identify the different components of a bolted joint
- Summarise the correct assembly process
- Evaluate the risks associated with bolted joint assembly
- Recognise how to mitigate these risks

# Introduction to Boyle's Law

Duration: 25 minutes

### Course Overview

Robert Boyle was a 17th century scientist who discovered that the absolute pressure and the volume of a gas in a closed system are inversely proportional.

The course will teach you what Boyle's Law is, then take you through an exercise, showing you how to use Boyle's Law to work out the pressure in a closed system. There are also questions throughout the course to confirm your learning. It ends with a final problem for you to work out using Boyle's Law.

### Course Content

The aim of this course is to teach you about the following subjects:

- Robert Boyle and Boyle's Law
- Principles of Gasses
- Using Boyle's Law in a Closed System

# Introduction to Chemical Cleaning

Duration: 90 minutes

### Course Overview

Process systems and pipelines carry a huge volume of fluids in various different sectors of industry. Any reduction in operation or flow can be costly. Cleaning with specialist chemicals is very versatile, and it can be designed to suit many different cleaning situations.

This course will show you the when, where and how of chemical cleaning, including degreasing, chemical selection options and essential health and safety precautions.

### Course Content

The aim of this module is to teach you about the following subjects:

#### Module 1

- What chemical cleaning is
- Where chemical cleaning is performed
- Why do we need chemical cleaning

Approximate module duration: 20 minutes

#### Module 2

- The chemicals used for chemical cleaning
- Where chemical cleaning is performed
- How we de-grease and de-rust systems
- How we decontaminate systems

Approximate module duration: 45 minutes

#### Module 3

- The restrictions of chemical cleaning
- What the risks of chemical cleaning are
- Precautions to take when using chemical cleaning

Approximate module duration: 25 minutes

# Introduction to Electricity

Duration: 65 minutes

### Course Overview

It is not generally known, but electricity is the most common cause of fires in both the home and industry. It is taken for granted by most people who use it constantly all day, every day.

In this introductory course we will explain the basics of electricity, what it is and how it works. We will learn about the different types of circuit, electrical safety and the relevant terminology.

We will also look at the various ways electricity can be produced and how it is then supplied to users.

### Course Content

The aim of this module is to teach you about the following subjects:

#### Module 1

- An appreciation of what electricity is and how it is used
- The dangers inherent with electricity
- The various terms relating to electricity and circuits
- The relationship between electricity and magnetism

Approximate module duration: 35 minutes

#### Module 2

- The various terms relating to electricity and circuits
- The relationship between electricity and magnetism
- How to calculate voltages, amps, watts and resistance

Approximate module duration: 30 minutes

# Introduction to Electronics

Duration: 45 minutes

## Course Overview

Electricity brings into our lives all the modern products and gadgets which we take for granted. These devices are often unseen and unrecognised, but utterly essential to our business and social lives. We use electronic components to control and affect the way electricity flows.

In this introduction we will take a look at these electronic components, how they work and how to identify them. We'll learn about circuits, diagrams and calculations. We will also explain the relationship between voltage, current and resistance with the help of Ohm's Law.

## Course Content

- The aim of this course is to teach you about the following subjects:
- What electronics is
  - How electronics work
  - How to identify electronic components
  - What electronic circuits and diagrams look like
  - How to calculate voltage, amps, watts and resistance

# Introduction to Fittings - Module 1

Duration: 40 minutes

## Course Overview

Some fittings look very similar to the naked eye, when in actual fact they are very different. Incidents have occurred where the incorrect fitting has been used and subsequently blown out causing damage to equipment and even worse, serious injuries or even death to personnel.

This course will teach you how to identify many common fittings and use them safely. Taking a little time to understand this course could make a big difference.

## Course Content

- The aim of this course is to teach you about the following subjects:
- Fittings safety
  - Types of fittings
  - Sealing the threads
  - Thread damage and prevention

# Introduction to Fittings - Module 2

Duration: 45 minutes

## Course Overview

Many pressure related injuries in the energy industry are caused by the misuse of small bore pressure fittings. This misuse is usually the result of incorrectly identifying the selected fitting, and not understanding how to use it correctly.

This course will look at pressure ratings and teach you how to identify and use the most common compression type fittings correctly.

## Course Content

- The aim of this course is to teach you about the following subjects:
- Compression fittings
  - How to seal compression fittings
  - Pressure ratings
  - Thread problems and damage prevention

# Introduction to Hammer Unions

Duration: 50 minutes

## Course Overview

Hammer Unions are widely used throughout the energy industry. Hammer Unions come in many sizes, shapes and pressure ratings, and when used correctly they are a safe and reliable means of connecting pipes for transporting fluid. Perhaps one of the most critical elements to correct hammer union use is that the two halves are compatible.

There are, however, combinations which will allow a high pressure hammer union to be mated with a low pressure union, leaving the user at risk of connection failure and serious injury.

In this course we will look at hammer unions in detail, maintenance, safe use and the consequences of mismatching unions.

## Course Content

The aim of this module is to teach you about the following subjects:

### Module 1

- The consequences of mismatching Hammer Unions
- How to maintain Hammer Unions

Approximate module duration: 25 minutes

### Module 2

The aim of this module is to teach you about the following subjects:

- What a Hammer Union is and how to recognise one
- How a Hammer Union seals

Approximate module duration: 25 minutes

# Introduction to Hoses

Duration: 40 minutes

## Course Overview

Hoses have a massive part to play in industry, and hose failure, even if the pressure inside is relatively low, can have serious consequences to equipment, personnel and the environment. If the pressure is high, the consequences could be catastrophic. We begin by looking at what a hose is, and the make-up of different types of hoses to suit a huge variety of uses. We will then look at some points to consider when selecting and using a hose, along with general maintenance for prolonging their lifespan.

Finally, we will cover some of the most common safety systems in use throughout industry to reduce the risk of injury and damage from hose related incidents.

## Course Content

The aim of this course is to teach you about the following subjects:

- What hoses are, and why they are used
- How hoses are constructed for different tasks
- Things to consider when selecting a hose
- Hose management and safety systems

# Introduction to Hydraulics

Duration: 60 minutes

## Course Overview

Hydraulic systems are commonly used throughout the world, especially within industry, for operations that require repeated but precise movement. For example, digging a hole near underground pipes or lifting a heavy load in a hazardous environment.

This course will provide you with an overview of hydraulic systems, the principles behind hydraulic power, and a guide to calculating hydraulic pressures.

## Course Content

The aim of these modules is to teach you about the following subjects:

### Module 1

- How a hydraulic system operates
- Basic hydraulic theory

Approximate module duration: 30 minutes

### Module 2

- The components that make up a hydraulic system
- The health and safety requirements when using hydraulic systems

Approximate module duration: 30 minutes

# Introduction to Leak Detection

Duration: 50 minutes

## Course Overview

Even a small leak in a process system can lead to expensive downtime, costly damage to plant equipment and potentially devastating harm to personnel and the environment.

In this course we will investigate the possible sources of leaks, introduce learners to the importance of leak testing, the methods and equipment used for leak detection and look at the potential dangers involved when working with helium and nitrogen gas.

## Course Content

The aim of this course is to teach you about the following subjects:

- Why we carry out Leak Detection
- What Helium Leak Detection is
- Why we use Helium for detecting leaks
- How Leak Detection operations are carried out
- The equipment needed for a successful operation
- The dangers involved with Helium leak detection

# Introduction to Pigs and Pigging

Duration: 60 minutes

## Course Overview

Although primarily used to clean pipelines, there are a wide range of pigs available for a variety of pigging operations. This course will show you some of the pigs available for these tasks, and will explore their different designs and functions. We will also run through a basic pigging operation, from the loading and launching, the various tracking methods used, through to the safe receiving and unloading of the pig.

There are many hazards associated with pigging operations that can cause injury to personnel and damage to equipment and the environment. We will look at these hazards and learn how to mitigate the risks.

## Course Content

The aim of this course is to teach you about the following subjects:

- Why the process of pigs and pigging is essential
- The various types of pigs and their specific uses
- The equipment used in pigging
- The hazards and specific PPE requirements

# Introduction to Pneumatics

Duration: 60 minutes

## Course Overview

Pneumatics are used every day, in all walks of life. Applications can range from creating explosions in the entertainment industry to simply bicycle pumps, car tyres or tools and equipment. It is important you know the benefits, as well as the restrictions, as you will come across pneumatic systems on a daily basis.

In this course you will learn the basic theory of pneumatic systems, take an in-depth look at the components that make up a compressed air system and also consider the hazards and safety precautions associated with pneumatics.

## Course Content

The aim of this course is to teach you about the following subjects:

- The application of pneumatics
- Pneumatic theory
- Air generation, preparation and distribution
- The operation of the components that make up a basic pneumatic system
- The basic safety requirements for using a pneumatic system
- The graphical symbol for each component that makes up a basic pneumatic system



# Overview of an Oil, Gas & Water Process System

Duration: 20 minutes

## Course Overview

There are many types of process system in use, and although they may look different, they often use similar components to achieve similar results. In this course you are given the chance to view a typical system as a whole, and take a closer look at thirteen of the key components; from the high pressure separator that separates the oil, gas and water, through the pumps and compressors and on to the oil flow metering skid, that counts the barrels of oil passing through.

## Course Content

The aim of this course is to teach you about the following subjects:

- What an Oil, Gas and Water Process System is
- The different paths that oil, gas and water take
- The components and their roles within the process system

# Pipeline Filling Calculations

Duration: 75 minutes

## Course Overview

An interactive course to teach you the basics of calculating a pipeline's face area and volume. You will also explore the calculations required for working out pump flow rates and chemical injection rates and quantities.

This course will also cover both the importance of rounding during the calculations, and the importance of accurate conversions between units.

## Course Content

The aim of this course is to teach you about the following subjects:

- How to calculate pipeline volumes
- How to convert numbers
- The effects of rounding
- How to calculate water volumes
- How to calculate pump flow rates
- Calculating chemical volumes
- Chemical injection rates

# Pipeline Hydrotesting Calculations

Duration: 40 minutes

## Course Overview

We test pipelines to ensure that they are strong enough to withstand the high product pressure which they will see for the duration of their working life.

We also test the integrity of the line as a whole. In this course you will learn about the different types of pipeline, what to consider when hydrotesting and how to make the calculations required for a hydrotest.

## Course Content

The aim of this course is to teach you about the following subjects:

- The different types of pipeline
- Why and how we test pipelines
- Pre-Engineering Calculations

# Process and Instrumentation Diagrams

Duration: 40 minutes

## Course Overview

A Process and Instrumentation Diagram, known as a P&ID, shows how process equipment is connected and by the use of symbols, represents flow directions, safety and control systems, pressure ratings and other key piping and instrument details of a system. An understanding of P&IDs is essential when carrying out plant and process operations, such as tracing faults, isolating equipment and locating items for maintenance.

In this module we will take a detailed look at P&IDs, and show you how to read and understand the major parts. We will explore the actual process equipment and illustrate how specific parts are represented on the diagrams.

## Course Content

The aim of this course is to teach you about the following subjects:

- What a Process and Instrumentation Diagram (P&ID) contains and what it is used for
- What the symbols represent on a P&ID
- How pressure and flow are shown on a P&ID
- How to read and understand the basic parts of a P&ID
- How equipment is represented on a P&ID

# Appraisal Skills: Developing your People

Duration: 50 minutes

## Course Overview

For a healthy workplace, appraisals are an important element for any business. Within this course, you will learn how to plan for an appraisal and successfully discuss roles, skills and behaviours. We will show you how to conduct a formal appraisal interview from the appraiser's point of view, and how to construct a personal development plan.

By having a better understanding of the appraisal process and how it applies to the workplace, both the individual and the business is far more likely to achieve its full potential.

## Course Content

The aim of this course is to teach you about the following subjects:

- Understanding the purpose of an appraisal
- The part that knowledge, skills and behaviour plays
- Planning for an appraisal
- How to conduct a formal appraisal interview
- How to construct a personal development plan

# Assertiveness: Making More Effective Choices

Duration: 60 minutes

## Course Overview

"Assertiveness' is confidently putting forward your views and expressing clearly your rights whilst recognising the rights of others." When we put our rights before others, we are said to be aggressive, when we put the rights of others before our own, we are said to be passive. The key is finding the right balance in order to become an assertive person.

This course will reveal your current behaviours and discover how assertive you are, and we will show you some simple yet effective techniques to becoming more assertive. We will look at how self-limiting beliefs can affect you, both at home and in the workplace, and how to use assertive language and behaviour in order to become more successful and achieve your goals.

## Course Content

The aim of these modules is to teach you about the following subjects:

### Module 1

- The meaning of assertiveness and your rights
- How to recognise passive and aggressive behaviour
- How passive, aggressive or assertive you are now
- How self-limiting beliefs affect you

Approximate module duration: 30 minutes

### Module 2

- How to be more assertive
- The use of assertive language

Approximate module duration: 30 minutes

# Change Management for Successful Business Outcomes

Duration: 50 minutes

## Course Overview

Change is inevitable. What really matters is our ability to adapt to change, and where we are responsible for others, how we help them through it. Change in the workplace however can be stressful and unsuccessful, with around 70% of change initiatives failing.

Competition is often one of the biggest drivers of change. Although it can be a very healthy environment as it promotes improvement, it can cause pressure within an organisation to make the necessary adjustments, therefore making the change process as smooth as possible is a vital part of any successful business.

## Course Content

The aim of these modules is to teach you about the following subjects:

### Module 1

- What causes change
- Why many change initiatives fail, and
- How mindsets influence people's behaviour

Approximate module duration: 25 minutes

### Module 2

- The cycle of change
- Kotter's eight steps to successful change, and
- How to manage people through change

Approximate module duration: 25 minutes

# Coaching and Mentoring: Developing Your People

Duration: 50 minutes

## Course Overview

If done well, coaching and mentoring can be powerful techniques to drive personal, team and business improvement. In this course, you will learn that success is far more likely when people have a clear idea of what is expected from them and they receive support and advice towards achieving their goals.

Coaching involves working closely with others, so it can also improve working relationships and help to realise the potential of employees.

## Course Content

The aim of this course is to teach you about the following subjects:

- What coaching and mentoring means
- How to build rapport
- Effective listening
- How to ask great questions
- Facilitation
- Identifying learning styles

# Conflict: Resolution Management

Duration: 35 minutes

## Course Overview

Everyone has different behavioural responses when faced with conflict. Choosing your response rather than reacting gives you the opportunity to control the situation and ultimately manage conflict.

Through this course you will understand what conflict is and how it may arise. We will identify five conflict styles and show how they might be demonstrated. Following on from this, we will consider a situation where each conflict style could be of benefit, and learn how to eventually end up with the best long term solution.

## Course Content

The aim of this course is to teach you about the following subjects:

- The meaning and cause of conflict
- The five styles of conflict and our own conflict styles
- When to use each style to resolve conflict
- How to move to the most appropriate conflict style
- Recognising conflict styles in others

# Delegation Skills: Being More Effective

Duration: 40 minutes

## Course Overview

When working in any business environment, it is important to remember that we cannot do everything ourselves. We need other people to take on work and responsibilities in order to achieve business objectives. This is called delegation. When we delegate tasks, we benefit from a reduced workload and lower stress levels. However, it can be a difficult skill to use as it requires giving another person our authority and responsibility.

The aim of this course is to give you a clear idea of the process of delegation, its many benefits, and how you can successfully apply the skill to your workplace.

## Course Content

The aim of this course is to teach you about the following subjects:

- What delegation really means and why it is important
- How delegation skills benefit you, your employees and the business
- How to overcome common delegation problems
- A process to ensure successful delegation of work
- The importance of giving good and concise feedback

# Goal Setting: Achieving Results

Duration: 30 minutes

## Course Overview

Goal setting is a very important life skill as well as a powerful business tool. When we have a clear purpose, and a detailed plan to achieve it we are far more likely to achieve whatever we set out to do.

This course will show you techniques of writing down and planning your goals so you will have better success rates of achieving what you've set out to accomplish.

## Course Content

The aim of this course is to teach you about the following subjects:

- What is meant by goal setting
- How to create and structure effective goals
- The power of writing our goals down
- Breaking goals down into manageable tasks
- The need to create a time phased action plan

# Leadership Skills: Taking the Business Forward Module 1

Duration: 30 minutes

## Course Overview

In this first module, we will define the major elements of leadership and look at what leaders need to do in order to be successful. We will also make a clear distinction between Management and Leadership and offer models where you can assess how much of each you presently do, with suggestions of changes you can make to become a more effective leader.

This module demonstrates that leadership activities are predominantly about developing people and the business, with a view to the future, rather than just concentrating on today's issues and short term output.

## Course Content

The aim of this course is to teach you about the following subjects:

- Understanding what leadership means
- Knowing when you are managing and when you are leading
- How leadership applies in the workplace

# Leadership Skills: Taking the Business Forward Module 2

Duration: 45 minutes

## Course Overview

In module two, we will look at the subject of leadership styles and how our style impacts on the performance of our staff, our teams and ultimately the business. Often we behave in a way that is instinctive or perhaps that we have picked up from our own leaders.

You will learn that we need to select the style that not only matches the situation we are faced with, but will also achieve the best long term result for the business as a whole. Being an adaptable leader is a critical skill in today's fast moving business environment.

## Course Content

The aim of this course is to teach you about the following subjects:

- The successful use of leadership styles
- How your leadership measures up
- Changes you can make to be a more effective leader

# Managing People for Improved Performance

Duration: 45 minutes

## Course Overview

In any successful business, there are people who are both willing and able to work as successfully as possible to reach high standards. However, this standard of work is reliant on the attitude of the employee and if they don't have the correct motivation, they will not perform effectively.

Within this course, you will learn how to deal with people's varying needs and behaviours within the workplace and learn how to successfully manage them for improved performance. Using coaching styles and appropriate feedback, you can ensure people are correctly focused to achieve the standard of work required.

## Course Content

The aim of this course is to teach you about the following subjects:

- How and why we manage people's performance
- Dealing with different behaviours in the workplace
- People's varying needs
- Providing valuable and useful feedback
- The different types of motivators

# Principles of Time Management

Duration: 90 minutes

## Course Overview

If you could become a really good manager of your time, what benefits would you get? You would achieve more in a day, have more leisure time and generally enjoy life more. However, many people don't use time management techniques due to a lack of self-discipline, and often claim that they don't have time for planning.

In this course we will look at how eliminating wasteful activities and improving how we use our time will lead to greater performance levels, both at work, and in our personal lives.

## Course Content

The aim of this course is to teach you about the following subjects:

### Module 1

- The real issues with time
- The perception of time
- How we choose to spend time
- The consequences of our decisions
- Time bandits that cause poor time management

Approximate module duration: 45 minutes

### Module 2

- Changing from reactive to proactive time
- The importance of fixing problems
- The need for preventative measures
- Implementing continuous improvement

Approximate module duration: 45 minutes

# Project Management - the Fundamentals

Duration: 55 minutes

## Course Overview

Project management is the discipline of planning, organising and managing resources to bring about the successful completion of the vision or aim, through specific project goals and objectives.

The ability to manage a project successfully is an important part of any business. Being able to break projects down into manageable tasks will help make the management easier and will increase your chances of success.

In this module you will learn how to scope and define a project, and key terms and techniques such as project authorisation and project implementation.

## Course Content

The aim of these modules is to teach you about the following subjects:

### Module 1

- What project management means
- How to scope and define a project
- How to break projects down into manageable tasks
- Project authorisation
- Project implementation

Approximate module duration: 30 minutes

### Module 2

- How to schedule projects and create a project plan
- Monitoring progress of the project
- How to deal with changes
- Project close out and completion
- Lessons learnt from the project

Approximate module duration: 25 minutes

# Right First Time: Avoiding Costly Mistakes

Duration: 50 minutes

## Course Overview

Right First Time is essential if businesses are to grow and provide quality products and services to their customers, but getting it Right First Time can be difficult to achieve.

This course will look at ways to improve production, the cost of unresolved issues and preventative measures you can take to make sure problems don't arise in the first place. Using simple techniques and easy to understand models, you will learn the benefit of getting it Right First Time, every time.

## Course Content

The aim of these modules is to teach you about the following subjects:

### Module 1

- How a business is affected by not getting it Right First Time
- The consequences of unresolved problems
- Who is responsible for quality and inspection

Approximate module duration: 25 minutes

### Module 2

- How getting it Right First Time improves time management
- The need for effective problem solving
- How prevention measures can reduce costs

Approximate module duration: 25 minutes

# Self Awareness and Positive Mindsets

Duration: 60 minutes

## Course Overview

Being self-aware is a key skill in today's workplace. Only when we fully understand ourselves and our impact on others can we be truly successful as leaders, managers or team members. In this course, you will learn about The JoHari Window, and how to understand your own style.

You will also learn about how your mindset affects your actions, and how changing your mindset can create a more positive attitude as well as how techniques such as visualisation and creating a future history will help give you the confidence and willingness to be the best that you can possibly be.

## Course Content

The aim of these modules is to teach you about the following subjects:

### Module 1

- Why it is important to have self-awareness
- The JoHari Window and understanding your own style

Approximate module duration: 30 minutes

### Module 2

- How self-limiting beliefs inhibit success
- How mindsets affect your actions
- Creating your future history

Approximate module duration: 30 minutes

# Stress Management

Duration: 40 minutes

## Course Overview

Recent statistics reveal that 1 in 5 working people in the UK are suffering from stress. To be able to deal with stress, a balance needs to be achieved between the various aspects of life; including work, family and yourself.

This course has been designed to show you how to achieve this balance by explaining what stress is, its causes and the signs and symptoms to watch out for. It will also give you practical advice on what you should be doing to reduce your exposure to stress.

## Course Content

The aim of this course is to teach you about the following subjects:

- How to recognise stress symptoms
- Identifying techniques for managing stress
- Making better lifestyle choices
- Adopting a better work-life balance

# Time Management: The Art of Dynamic Prioritisation

Duration: 45 minutes

## Course Overview

Learning to prioritise your work is a fundamental skill of successful time management. In a busy workplace there will be many competing priorities, and occasionally difficult decisions will need to be made. When assessing your tasks, you should be able to put them into two categories – urgent and important. In this course, we will explain the difference and show you how to categorise tasks so you can deal with them in a calm, organised manner.

The prioritisation skills and knowledge you gain throughout the course will be tested with an interactive exercise which encompasses all the points covered.

We will also demonstrate how your work processes can be improved, give you a set of goals to work towards and ultimately influence your development in dynamic prioritisation.

## Course Content

The aim of this course is to teach you about the following subjects:

- Deciding the priority of any task in a dynamic way
- The difference between urgency and importance
- What tasks to delegate and when to delegate
- Why setting objectives is related to priorities
- How your manager and work processes impact on your priorities
- How being organised helps you to prioritise more effectively.

# Asbestos Awareness (partial)

Duration: 25 minutes

## Course Overview

With an estimated 1.3 million employees in construction and general industry facing significant exposure to asbestos on the job, being aware of the dangers of this fibrous material and knowing where you may find it is vitally important. Because it is often mixed with other materials, it can sometimes be difficult to know if you're working with asbestos or not. Known as a 'hidden killer', asbestos can cause serious diseases that may not seem to affect you immediately, and take a long time to develop. Once diagnosed however, it is often too late to treat the disease.

This module will describe what asbestos is and show where you might find it, you'll also learn of the associated dangers and look at the OSHA Regulations regarding working with asbestos.

## Course Content

By the end of this module you should be able to:

- Explain the history of asbestos and why it was used
- Discuss how to identify asbestos in its various forms
- Recall the diseases which exposure to asbestos can cause
- Describe places and products where asbestos can be found in domestic and industrial settings
- Identify the regulations that govern asbestos handling and disposal

# Back Safety Awareness

Duration: 25 minutes

## Course Overview

During the course of your working life, you are quite likely to injure your back during manual handling and lifting activities. In fact, back injuries are considered by OSHA to be the number one work related safety problem in the US.

Most developed countries have some form of health and safety regulations regarding back safety. In the US, OSHA has many guidelines regarding manual handling and lifting, that refer to all workers.

## Course Content

By the end of this course, you should be able to:

- Define the concept of 'Back Safety'
- Identify the different types of back injury
- Explain how to reduce the risk of injury

# Bloodborne Pathogens Awareness

Duration: 30 minutes

## Course Overview

Bloodborne pathogens are infectious micro-organisms in human blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV). Needlesticks and other sharps-related injuries may expose workers to bloodborne pathogens.

Workers in many occupations, including first aid team members, housekeeping personnel in some industries, nurses and other healthcare personnel may be at risk of exposure to bloodborne pathogens.

## Course Content

By the end of this course you should be able to:

- List and describe the major bloodborne pathogens of concern
- Define who is at risk, and the methods of transmission
- Identify hazards and ways to mitigate the risks



# Confined Space Entry Awareness

Duration: 30 minutes

## Course Overview

Working within confined spaces such as tanks, vaults or silos can be very dangerous, especially if the correct procedures are not followed, and every year many people are killed or seriously injured due to accidents involving confined spaces. This is often due to insufficient training and the lack of a safe system of work.

The focus of this course is on "Permit Required Confined Spaces", specifically the different types, how to recognize them and the potential hazards posed by these spaces.

## Course Content

The aim of this course is to teach you about the following subjects:

- Explain what counts as a "confined" space
- Identify the people required for confined space entry
- Describe the key points to plan before confined space entry
- Recognize the hazards you may encounter

# Dropped Object Awareness

Duration: 25 minutes

## Course Overview

A dropped object is defined as 'any object that falls from its previous static position under its own weight'. If an object falls, the force of gravity will pull it towards the ground and if you happen to be in the way you'll be hit; it's as simple as that. The degree to which you might get injured will be influenced by many factors, but the simple rule of thumb is; the heavier or the further and object can fall, the more damage and injury it can cause.

This course will help you identify potential dropped objects and look at ways to reduce the risk of harm.

## Course Content

By the end of the course you should be able to:

- Identify potential dropped objects
- understand the common causes
- Describe control and prevention methods
- Recognize roles and responsibilities
- Appreciate the importance of maintaining awareness and continuous improvement

# Fire Protection, Prevention and Safety

Duration: 45 minutes

## Course Overview

According to the US Fire Administration, in 2010 there were 3,391 fire related deaths. Although these numbers are decreasing, training and awareness can help to reduce the number of deaths still further, and your immediate actions when faced with a fire, no matter how small, can determine the outcome.

By following some simple rules, you can protect both yourself and others from the danger of fire; so training in the various types of extinguishers and regular fire drills, will help workers understand the importance of good fire safety.

## Course Content

The aim of this course is to teach you about the following subjects:

- Explain how a fire starts
- Recognize the fire prevention measures that can be put in place
- Identify the types of fire and fire extinguishers

# Hand and Power Tool Awareness

Duration: 30 minutes

**Course Overview**

From electric saws and grinders to hammers and screwdrivers, anyone exposed to the hazards associated with power and hand tools must be provided with the appropriate training and use of personal protective equipment for each tool. This course is designed to provide learners with an overview of how keeping tools in good condition with regular maintenance, using the correct tool for the job and operating them according to manufacturer's instructions will also keep the user safe.

**Course Content**

- By the end of this course you should be able to:
- Identify the hazards associated with the use of tools and equipment
  - Recognize the importance of correct tool maintenance
  - Express the specific hazards associated with individual tool types

# Hand Safety Awareness

Duration: 30 minutes

**Course Overview**

An OSHA study found there were an estimated 320,000 injuries to the hands and fingers in a single year. Many people are unaware of the dangers they expose their hands to every day. This course looks at some of the hazards your hands could encounter and shows the possible consequences when you don't pay enough attention. The course highlights how to take care of your hands, gives advice and tips on how to keep your hands injury free, what Personal Protection Equipment is suitable for different activities and how control processes are necessary to evaluate job dangers.

**Course Content**

- By the end of this course you should be able to:
- Explain what "Hand Safety" is
  - Identify the different types of hand injury
  - Recognize how to reduce the risk of injury

# HAZCOM Awareness

Duration: 30 minutes

**Course Overview**

Hazardous substances have the potential to cause harm to you, your equipment and the environment. They can take many different forms, and it is important to be able to recognize the hazards so you can control the risks. Hazardous substances can cause many health problems, ranging from a mild irritation through to permanent damage, or even death. In this course we look at 'Hazard Communication' or 'HAZCOM' to reveal the potential health effect of exposure to hazardous substances and the need to ensure that this exposure is controlled within the workplace, and we will learn how to minimize the risks to your health and the environment.

**Course Content**

- By the end of this course you should be able to:
- Define 'HAZCOM'
  - List the key elements of HAZCOM
  - Identify who HAZCOM applies to
  - Explain the flow of information
  - Describe how HAZCOM is standardized internationally

# Hearing Conservation Awareness

Duration: 30 minutes

**Course Overview**

Noise, or unwanted sound, is one of the most pervasive occupational health problems, as noise is a by-product of many industrial processes. Exposure to high levels of noise can damage your hearing and may even cause other harmful health effects.

This course highlights the dangers posed by exposure to excessive noise levels, identifies the steps that your employer must take to ensure the safety of your hearing in the workplace and helps you to recognize why protecting your hearing is so important.

**Course Content**

The aim of this course is to teach you about the following subjects:

- Explain what noise exposure and hearing conversation is
- Recognize the monitoring and testing required
- Identify the types of hearing protection available
- Describe the records that must be kept

# Hot Work Permit Awareness

Duration: 30 minutes

**Course Overview**

Any process that can be a source of ignition can be considered as hot work. Welding, cutting, grinding and soldering are all potential fire hazards and a hot work permit will usually be required when these jobs are being carried out.

The aim of this course is to help learners recognize the importance of proper hot work safety and make them aware of the dangers and potential consequences of not ensuring that hot work is carried out according to company policies.

**Course Content**

The aim of this course is to teach you about the following subjects:

- Explain what 'Hot Work' is
- Identify the dangers it poses in the workplace
- Recognize the importance of having an effective hot work program
- Describe the factors to consider when issuing a hot work permit

# Introduction to Ergonomics

Duration: 25 minutes

**Course Overview**

With its roots in World War Two, Ergonomics has developed from redesigning aircraft cockpit controls to a scientific tuning of our work practices and environments to match our physical capabilities and limitations.

In this module, we'll look at the causes and symptoms of musculoskeletal disorders and describe how good ergonomic practices can protect muscles, spinal discs, ligaments, nerves and tendons. Different occupations use different muscle groups, so it is important to identify an ergonomic solution that fits you. Applying good ergonomic principles can improve comfort and morale; and therefore productivity in the workplace.

**Course Content**

By the end of this course, you should be able to:

- Define the origins of ergonomics
- Explain the theory behind good ergonomic practice
- Discuss practices for reducing the risk of musculoskeletal injuries
- Identify sources of further information relating to your workplace

# Introduction to Permit to Work Systems

Duration: 25 minutes

## Course Overview

Without a regulated Permit to Work procedure, personnel, plant and the environment could be put at extreme risk.

This course will look into what a Permit to Work is, the various types of permits available and how they are implemented within industry situations. The individual's responsibilities and their training requirements within a Permit to Work system are also discussed, as well as the importance of work planning.

## Course Content

By the end of this course you should be able to:

- Explain what a Permit to Work is and what types there are
- Describe your responsibilities when working under a permit
- Summarize the importance of proper work planning and risk assessment
- Identify the essential components of a successful Permit to Work
- Outline the need for training in Permit to Work systems

# Lock-Out Tag-Out Awareness

Duration: 30 minutes

## Course Overview

Our Lock-Out/Tag-Out course is designed to provide learners with a general overview of how process systems, machinery and electrical equipment should be safely shut off and rendered inoperable, while maintenance or servicing work is taking place.

Lock-Out/Tag-Out procedures are typically part of a much larger system of occupational safety and health standards and general environmental controls, which are designed to ake the workplace as safe as possible.

## Course Content

The aim of this course is to teach you about the following subjects:

- Describe what a "Lock-Out/Tag-Out" system is
- Explain how to control energy release with a Lock-Out/Tag-Out system
- Recognize the importance of correct Lock-Out/Tag-Out procedures
- Identify who is authorized to operate Lock-Out/Tag-Out systems

# Materials Handling and Storage

Duration: 30 minutes

## Course Overview

Handling and storing materials involves many operations and different equipment to transport various materials and all kinds of containers. The safe and efficient handling and storage of materials is vital in order to maintain a safe working environment and keep materials in a safe condition that satisfies regulatory and business requirements.

In this course we look at the potential hazards and precautions to consider when materials handling, the safe use of mechanical handling equipment, the importance of safety procedures and formal training programs.

## Course Content

By the end of this course you should be able to:

- Describe what material handling involves
- Recognize hazards and the precautions to consider
- Apply safe storage guidelines
- Demonstrate safe use of mechanical handling equipment
- Describe safety and health principles
- Recognize the importance of training and education

# Personal Protective Equipment Awareness

Duration: 20 minutes

**Course Overview**

Personal protective equipment, no matter what profession you work in, is what it says it is – gear to keep YOU safe. While by law it is an employer’s responsibility to protect their employees from any workplace hazards, the aim of this course is to inform learners of the importance of PPE and encourage them to take an active interest in why PPE is necessary, when it must be worn and how to recognize any equipment failure.

**Course Content**

By the end of this course, you should be able to:

- Name the OSHA standards governing the provision and use of PPE
- Explain the responsibilities an employer has regarding the provision of PPE
- Recognize how to identify if your PPE is suitable for use
- Express the training requirements for various types of safety equipment

# Project Management - the Fundamentals

Duration: 55 minutes

**Course Overview**

Project management is the discipline of planning, organising and managing resources to bring about the successful completion of the vision or aim, through specific project goals and objectives. The ability to manage a project successfully is an important part of any business. Being able to break projects down into manageable tasks will help make the management easier and will increase your chances of success.

In this module you will learn how to scope and define a project, and key terms and techniques such as project authorisation and project implementation.

**Course Content**

**Module 1**

By the end of this module, you should be able to:

- Recognize what project management means
- Explain how to scope and define a project
- Describe how to break projects down into manageable tasks
- Identify project authorisation
- Discuss project implementation

Approximate module duration: 30 minutes

**Module 2**

By the end of this module, you should be able to:

- Illustrate how to schedule projects and create a project plan
- Discuss the monitoring progress of the project
- Explain how to deal with changes
- Describe project close out and completion
- Identify lessons learnt from the project

Approximate module duration: 25 minutes

# Respiratory Protection Awareness

Duration: 25 minutes

**Course Overview**

With many workers coming into contact with harmful dusts, fumes, vapors or gases, it is essential they use the correct respirator to protect them. There are many types of respiratory devices to suit each task and each one must go through a rigorous check to be passed fit for use.

Once a respirator has been selected, it must be maintained and cared for as a vital tool that can save lives.

**Course Content**

The aim of this course is to teach you about the following subjects:

- Explain how respiratory equipment will protect you from various hazards
- Recognize the guidelines for employers and employees
- Identify what respiratory equipment is available
- Describe how to select and test respiratory equipment

# Stairways and Ladders

Duration: 35 minutes

**Course Overview**

Working on and around stairways and ladders can be hazardous and is a major source of injuries and fatalities among construction workers.

In this course we will look at when and where ladders and stairways must be provided and the rules and specifications relating to them. We will also discuss the requirements for training to recognize the hazards and understand the safe use and construction of ladders and stairs.

**Course Content**

- By the end of this course you should be able to:
- Recognize when ladders and stairways are required
  - Identify the rules that apply to all ladders
  - Understand the requirements for mounting ladder safety devices
  - Describe the rules that apply to stairways and handrails
  - Explain the requirement for training to recognize hazards

# Working at Height Awareness

Duration: 25 minutes

**Course Overview**

It's sometimes easy to forget that working at height does not necessarily mean cleaning the windows of a skyscraper. It also includes the use of a stepladder to paint a ceiling or changes a flat light bulb. This course is designed to give you an awareness of what working at height is and the hazard associated with it.

We will look at ways to mitigate the risks and focus on the various means of access, including MEWPs, scaffolding and ladders. We will also learn about personal restraint systems and the benefits of carrying out risk assessments.

**Course Content**

- By the end of this course you should be able to:
- Explain working at height
  - Define the hazards of working at height
  - Name some types of personal fall protection equipment
  - Identify safe types of access
  - Describe a risk assessment

# Double Block and Bleed Simulator

Duration: 20 minutes

## Course Overview

This is a 3 stage exercise designed to simulate the process of setting up multiple double block and bleed isolations in order to make components safe to remove from a pressurised system. The student begins with a 3D interactive, 6 valve configuration, that they must interact with in order to successfully isolate the component prior to removal.

The next two interactive stages of the simulator present the system in the form of P&IDs that grow in complexity. The user must successfully complete all three of these stages in order to pass the course.

## Course Content

The aim of this course is to teach you about the following subjects:

- Evaluate current knowledge on double block and bleed set up
- Illustrate how to set up a double block and bleed
- Create a double block and bleed using P&ID
- Produce multiple double block and bleed on a single system

# Interactive Pig Launching Simulator

Duration: 20 minutes

## Course Overview

This interactive exercise has been designed to train students to understand the principles behind pig launching operations. In order to complete this exercise, the student must successfully select, load and launch a pig from the launcher.

To do this, the student will use a number of interactive controls that will enable them to carry out various processes associated with launching a pig. These include selecting the pig, filling the pig launcher, bleeding air out of the system and equalising the pressure across the main pipeline valve.

## Course Content

The aim of this course is to teach you about the following:

- Depressurising the launcher
- Loading a pig into the launcher
- Filling the launcher and successful bleeding of air from the launcher
- Equalisation of pressure across the main valve
- Launching a pig into the pipeline

# Acting Up Demonstration

Duration: 5 minutes

## Course Overview

Acting Up and Oilennium produce cautionary tales focused on the “human behavioural factor”, delivered via short eLearning modules.

You are about to see extracts from some of the modules within our Acting Up suite, along with a brief description of the kind of issues and questions they raise.

## Acting Up Demonstration

Here you can see the courses included in this demonstration:

- Toolbox Talk
- Gail's Shoes
- Dead Jed
- The Loss Adjuster
- The Vigil

## Dead Jed

Duration: 20 minutes

## Course Overview

You make decisions every day, we all do, but I bet you don't give them much thought. The Oil and Gas industry can be a hazardous environment, where a small decision could soon escalate into something far larger. Have you ever thought about the possible impact of your decisions, your “short cuts” to “get the job done quicker”?

This short and very moving film looks at the consequences of these decisions and the domino effect of allowing certain behaviours to pass as normal.

## Course Content

At the end of this demonstration, you should be able to:

- Identify the consequences of taking shortcuts
- Identify the implications of not following the correct procedures
- Recognise the knock on effects of quick and careless decisions

## Gail's Shoes

Duration: 15 minutes

## Course Overview

Have you ever thought about the impact an accident at work could have on your life, or the lives of those closest to you?

This short, and very moving film tells the story of Gail, whose life has been altered forever by a single, tragic incident at her husband's workplace.

## Course Content

The aim of this course is to teach you about the following subjects:

- Consider the importance of Health and Safety provision at work
- Consider the impact that an accident at work could have on your life
- Consider the responsibility we all have to stay as safe as possible at work



# Loss Adjustor

Duration: 15 minutes

**Course Overview**

Accidents don't just have cost implications for business but can also create personal tragedy. This presentation looks at one man's struggle to reconcile his professional attitude to accidents, as a loss adjuster for an insurance company, with the personal consequences of the incidents he investigates.

**Course Content**

- The aim of this course is to teach you about the following subjects:
- Consider the different ways in which accidents affect businesses and individuals
- Consider the ways in which accidents are caused and how they can be predicted
- Consider how understanding the causes of accidents can help to prevent them in future

# Toolbox Talk

Duration: 15 minutes

**Course Overview**

A tool box talk is a familiar occurrence within the Oil and Gas Industry. Today, it is likely that hundreds, if not thousands of tool box talks will be conducted prior to their relevant tasks, but how many of those tool box talks are effective? How many are actually delivering the intended purpose? This short eLearning module highlights some good and bad practises and illustrates the key elements of a successful tool box talk.

**Course Content**

- At the end of this demonstration, you should be able to:
- Identify a poor tool box talk
- Recognise behaviours which prevent a tool box talk reaching it's full potential
- Explain the key elements to a successful tool box talk