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# 002 – Offshore Norge recommended guidelines for safety and emergency response training

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*Translated version*

## FOREWORD

These guidelines are recommended by Offshore Norge network for safety and emergency response training (NSOB), the HSE Managers Forum and the Operations Committee. They have been approved by the director general of Offshore Norge.

The responsible manager in Offshore Norge is the manager for expertise development.

These guidelines have been developed in cooperation with the Norwegian Shipowners Association and the unions, and are owned by Offshore Norge.

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# 1 INTRODUCTION

## 1.1 Purpose

These guidelines specify recommended requirements for safety and emergency response training being undertaken by personnel working in petroleum operations on the Norwegian continental shelf (NCS).

Safety training is intended to ensure that personnel acquire the basic knowledge and expertise required to keep themselves safe. In addition, personnel assigned to special emergency response duties must have the expertise required to exercise these functions.

Training given in accordance with these guidelines must be viewed in relation to training and exercises provided by the operator or employer. More detailed requirements for the conduct of training and exercises conform with section 23 of the activities regulations, and are not dealt with in detail by guideline 002.

## 1.2 Area of application

These guidelines encompass personnel on fixed and mobile facilities, as well as vessels used in petroleum activities.

## 1.3 Responsibility and management system

The operator companies/vessel owners are responsible for establishing a management system to ensure compliance with these guidelines.

They are responsible for seeing to it that all personnel, both their own employees and contract workers, have the qualifications described in these guidelines.

The contractor is responsible for ensuring that its own employees possess the necessary qualifications before work is carried out for the operator company/vessel owner.

## 1.4 Requirements for qualifications

Section 9, sub-section 7 of the Norwegian Petroleum Act specifies requirements for qualifications, which are amplified in section 21 of the activities regulations. Offshore Norge guidelines 002 is referenced in the guidelines to section 21, which means that the requirements for safety and emergency response training in these guidelines have thereby acquired the status of a standard pursuant to section 24 of the framework regulations.

Maritime legislation (NMA/flag state) specifies requirements for safety and emergency response training related to offshore service vessels. See the NMA's regulations on qualifications and certificates for seafarers.

## 1.5 Definitions and abbreviations

Equivalent emergency response training	Emergency response training recognised as equivalent to Offshore Norge approved emergency response training.
Equivalent safety training	Safety training recognised as equivalent to Offshore Norge approved safety training.
Fixed facility	Facility permanently placed on the field during the field's producing life. Production floaters are included in this definition since they are intended to be permanently placed on the field.
Fixed floating facility	Floating facility permanently placed on the field during the field's producing life. Fixed floating facility is also included in the term "fixed facility" unless otherwise specified.
Mobile facility	Facility not permanently placed on the field and registered in a national ship register (flagged facility), which must therefore adhere to a maritime operating concept including classification.
Offshore service vessel	Vessel exempted from the Norwegian Working Environment Act pursuant to section 4, second paragraph of the framework regulations: <ul style="list-style-type: none"> <li>a) supply, standby and anchor handling services with vessels, seismic or geological surveys involving vessels and other comparable activities, which are considered shipping,</li> <li>b) vessels carrying out construction, pipelaying or maintenance activities in the petroleum activities, unless otherwise stipulated by the Ministry of Labour [and Social Affairs] through regulations or administrative decisions.</li> </ul>
OEUK	Offshore Norge counterpart in the UK.
Dansk Offshore	Offshore Norge counterpart in Denmark.
GSK	Basic safety training course.
HLO	Helicopter landing officer.
Huet	Helicopter underwater escape training.

ISM code	International Safety Management code.
MOB	Man overboard.
NCS	Norwegian continental shelf.
NMA	Norwegian Maritime Authority.
Element NL	Netherlands Oil and Gas Exploration and Production Association, Offshore Norge counterpart in the Netherlands.
STCW convention	International Convention on Standards of Training, Certification and Watchkeeping for Seafarers.

## 1.6 References

- Norwegian Petroleum Act, section 9, sub-section 7
- Activities regulations, sections 21 and 23
- Guidelines to section 21 of the activities regulations
- Framework regulations, section 4, second paragraph, and section 24
- NMA, regulations on qualifications and certificates for seafarers
- STCW convention
- Mutual acceptance of basic safety and emergency response training (North Sea agreement on safety training)
- Mutual recognition of specialised safety and emergency response training for North Sea operations (North Sea agreement on emergency response training)

## 2 TRAINING CURRICULUM – APPROVAL OF COURSE PROVIDERS

### 2.1 Training curriculum

Safety and emergency response training is given in the form of courses. Such training can be provided in the form of classroom teaching, e-learning, simulator use or other appropriate methods.

Offshore Norge has developed a detailed curriculum for the provision of safety and emergency response training in accordance with these guidelines.

Competence objectives and course content requirements are specified in the training curriculum.

### 2.2 Course providers approved by Offshore Norge

On behalf of the operators, Offshore Norge operates an approval scheme for course providers and training centres which offer safety and emergency response training in accordance with Offshore Norge training curriculum. See sub-section 2.1.

Requirements for becoming an approved course provider are specified in the application procedure for Offshore Norge approval.

### 2.3 Documentation – course certificates

Course providers must issue documentation for safety and emergency response courses which accord with the requirements of Offshore Norge approval scheme.

Course documentation for completed training must specify its expiry date pursuant to the requirements specified in these guidelines or in the training curriculum for basic and refresher courses. Templates for course certificates issued after completing GSK and GSK refresher courses are specified in Offshore Norge approval scheme.

## 3 REQUIREMENTS FOR SAFETY TRAINING OF PERSONNEL ON FIXED AND MOBILE FACILITIES

### 3.1 Information for new arrivals on and visitors to facilities

Safety information must be provided immediately after arrival to personnel arriving on the facility for the first time, or who have not been on it during the previous 12 months. The provision of this information must be documented.

A contact person (mentor) must be appointed for personnel arriving on the facility for the first time.

Visitors to a facility who have been given an exemption from the requirement for a GSK by the operator/vessel owner must be accompanied throughout their time onboard by a person who is very familiar with the facility.

### 3.2 Basic safety training – GSK

Everyone who is to stay on facilities on the NCS must have completed basic safety training in accordance with Offshore Norge training curriculum for GSK. This covers all personnel performing work or assignments on fixed or mobile facilities, as well as people with supervisory duties on the NCS, including personnel from official regulators.

Everyone who takes a GSK must complete the helicopter underwater escape training (Huet). More detailed requirements for taking the course are provided in Offshore Norge training curriculum for GSK.

### 3.3 Basic safety training – refresher course

Everyone staying on facilities on the NCS must take a safety training refresher course every four years in accordance with the training curriculum for the GSK refresher course.

Course documentation expires on the last day of the month 48 months after the most recently-completed GSK or GSK refresher course.

- Personnel who have not completed a GSK refresher course within four years must do so before going offshore.
- Personnel who have not completed a GSK refresher course within eight years at the time of departure must take a new GSK.

Personnel can be exempted from taking the Huet at part of the GSK refresher course, when the course certificate must be marked “GSK-N”. A GSK refresher course will be valid only on the NCS if the person concerned does not take the Huet.

### 3.4 Equivalent safety training

#### 3.4.1 Mutual acceptance of basic safety and emergency response training (North Sea agreement on safety training)

The petroleum industry in Norway, the UK, the Netherlands and Denmark have entered into an agreement on mutual acceptance of each other's safety and emergency response training.

This North Sea agreement between Offshore Norge, Nogepea (Netherlands), Oil and Gas UK and Oil Gas Denmark on mutual acceptance on other's safety training and associated refresher courses is available on Offshore Norge website.



Basic safety training carried out in countries not covered by the North Sea agreement is not recognised for the NCS. An operator/vessel owner can accept other countries' safety training on an individual basis as specified in chapter 6.

### 3.4.2 Personnel certified pursuant to the STCW convention on mobile and fixed floating facilities

Maritime personnel on mobile and fixed floating facilities who are certified pursuant to the STCW convention are regarded as having a safety training equivalent to these guidelines.

Pursuant to the STCW convention, certified maritime personnel must complete a refresher course for their safety training every five years. The four-year refresher interval specified in section 3.3 for GSK refresher courses does not apply.

Certified maritime personnel must also have taken the Huet at a course provider approved by Offshore Norge. The Huet must be repeated at five-year intervals.

Employees who have completed the Huet can be exempted from the Huet refresher course by the vessel owner should the person concerned have big problems in taking this. The exemption must be documented.

## 4 REQUIREMENTS FOR EMERGENCY RESPONSE TRAINING OF PERSONNEL ON FIXED AND FLOATING FACILITIES

### 4.1 Offshore Norge emergency response training

Personnel with emergency response functions must have received appropriate training for performing these. An overview of functions and associated requirements for response training pursuant to Offshore Norge training curriculum is provided below.

<b>Emergency response function</b>	<b>Emergency response training: training curriculum</b>
Members of search and rescue teams*	<ul style="list-style-type: none"> <li>- Basic search and rescue course</li> <li>- Search and rescue refresher course</li> </ul>
Lifeboat coxswains	<ul style="list-style-type: none"> <li>- Basic lifeboat coxswain course</li> <li>- Lifeboat coxswain refresher course</li> </ul>
MOB boat crew	<ul style="list-style-type: none"> <li>- Basic MOB boat course</li> <li>- MOB boat refresher course</li> </ul>
Members of first aid teams	<ul style="list-style-type: none"> <li>- Basic first aid course</li> <li>- First aid refresher course</li> </ul>
Helicopter landing officers	<ul style="list-style-type: none"> <li>- Basic HLO course</li> <li>- HLO refresher course</li> </ul>
On-scene commanders	<ul style="list-style-type: none"> <li>- On-scene commander course</li> </ul>
Emergency management	<ul style="list-style-type: none"> <li>- Basic emergency management course</li> <li>- Emergency management refresher course</li> </ul>

\*A Offshore Norge guidance document on health checks and physical capacity tests has been developed for members of search and rescue teams with smoke diving functions. This can be found (in Norwegian only) on Offshore Norge website.

## 4.2 Equivalent emergency response training

### 4.2.1 Emergency response training pursuant to the STCW convention

Where lifeboat coxswains, MOB boat crew, and members of first aid and search and rescue teams are concerned, documented training in corresponding emergency response functions which accords with the STCW convention will be regarded as equivalent training for the NCS.

### 4.2.2 Mutual recognition of specialised safety and emergency response training for North Sea operations (North Sea agreement on emergency response training)

Offshore Norge, Element NL (Netherlands), OEUK (UK) and Dansk Offshore have entered into an agreement on mutual recognition of specialised emergency response training across continental shelf boundaries in the North Sea.

This agreement, with an overview of the courses it covers, is available on Offshore Norge website.

## 5 REQUIREMENTS FOR SAFETY AND EMERGENCY RESPONSE TRAINING OF CREW ON OFFSHORE SERVICE VESSELS

### 5.1 Safety training

Crew on offshore service vessels must have completed safety training pursuant to the requirements of the STCW convention. Where Norwegian-flag vessels are concerned, these requirements are set out in the NMA's regulations on qualifications and certificates for seafarers.

The STCW convention specifies requirements for safety training which relate to the function of the relevant crew member on board. All personnel on the vessel must have completed basic safety training. Completed safety training must be documented in accordance with the requirements of the maritime authorities (NMA/flag state).

### 5.2 Helicopter underwater escape training (Huet)

Personnel transported to and from offshore service vessels by helicopter must have completed the Huet at a course provider audited by the vessel owner pursuant to the ISM code or at a course provider who provides Huet and is approved by Offshore Norge.

### 5.3 Emergency response training

Everyone serving on offshore service vessels who has duties related to emergency response functions must have completed emergency response training pursuant to the STCW convention.

Pursuant to the convention, such training must cover :

- MOB boat and rescue vessel
- high-speed MOB boat
- first aid
- medical treatment
- firefighting leader.

Completion of courses and refresher courses must be documented in accordance with the requirements of the maritime authorities (NMA/flag state).

## 6 NONCONFORMITIES

All nonconformities from these guidelines must be dealt with and documented by the operator concerned in accordance with its governing documentation.

## APPENDIX A: REVISION HISTORY

### Revision no. 24:

In Chapter 1.6 Definitions and abbreviations, definition of "fixed floating facility" has been added.

In Chapter 3.4.2 Personnel certified pursuant to the STCW-convention on mobile and fixed floating facilities, the term "fixed floating facility" has been added and linguistic adjustments in the text.

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Revision no. 23, an administrative change of the guideline has been made.

In Chapter 2.3 Documentation - course certificate, the following requirements have been removed: Personnel who have completed the GSK and GSK refresher courses must be recorded in the EPIM GSK register that GSK and GSK repetition must be registered in the EPIM GSK register.

As a result of this change, the EPIM GSK registry has also been removed from chapter 1.6 Definitions and abbreviations.

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