**Document Title:**

Health, Safety and Environment Specification  
**HSE Training**

<table>
<thead>
<tr>
<th>Document ID</th>
<th>SP-HSE-1157</th>
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<td>PCL - Head of Learning &amp; Development</td>
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<td>Month and Year of Issue</td>
<td>November 2015</td>
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<td>2.4</td>
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<tr>
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<td>HSE, Training, Courses</td>
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</table>
Document Authorisation

Revision History
The following is a brief summary of the four most recent revisions to this document. Details of all revisions prior to these are held on file by the Document Custodian.

<table>
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<tr>
<th>Version No.</th>
<th>Month &amp; Year</th>
<th>Author’s Name and Title</th>
<th>Scope / Remarks</th>
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<tr>
<td>1.1</td>
<td>February 2012</td>
<td>Ian Bowen, Corporate Adviser, HSE Training &amp; Competence</td>
<td>Minor typographical amendments on Pages 11, 62, 64, 66, 112, 169 and 186</td>
</tr>
<tr>
<td>2.1</td>
<td>January 2015</td>
<td>Abdulla Al Brumy, Corporate HSE Learning Lead</td>
<td>Revised pre-requisites for Level 1 &amp; 2 Courses</td>
</tr>
<tr>
<td>2.2</td>
<td>August 2015</td>
<td>Abdulla Al Brumy, Corporate HSE Learning Lead</td>
<td>Revised the learning ladder, added course creation and amended it to reflect the new HSE training courses</td>
</tr>
<tr>
<td>2.3</td>
<td>August 2015</td>
<td>Abdulla Al Brumy, Corporate HSE Learning Lead</td>
<td>Corrections including removal of all scaffolding courses as Scaffolding competency is covered in SP1257</td>
</tr>
<tr>
<td>2.4</td>
<td>November 2015</td>
<td>Abdulla Al Brumy, Corporate HSE Learning Lead</td>
<td>Inclusion of new HSE Leadership Courses</td>
</tr>
</tbody>
</table>

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Related Business Processes & CMF Documents

Related Business Processes

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<td>Contract HSE Management Part II – Mandatory for Contractors and Contract Holders</td>
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<td>HSE Training selection and monitoring compliance</td>
</tr>
<tr>
<td>PR 2010 Part II</td>
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Other Related CMF Document(s)

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<th>Document Title</th>
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</tr>
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1.0 Introduction

1.1 Purpose and Objectives
PDO needs to ensure its entire workforce is appropriately competent. HSE training provides an awareness of the common workplace hazards, risks and safety controls. Competency assessment confirms the person is competent in the role they are employed. The specification sets out HSE competencies, PDO course criteria and who should attend and when.

1.2 Scope and Applicability
PDO specific HSE training courses shall only be delivered to PDO and its contractor community in a PDO approved training provider (ATP). Training can be conducted at other locations by ATPs provided they have been signed off by PCL8 as being compliant with PDO requirements.

1.3 Review and Improvement
The specification shall be reviewed every 4 years as a minimum.
Competency and course criteria shall be reviewed every two years, organised by the PCL8 team.
Amendments will be specified by the appropriate Technical Authority, supported and translated by the PDO HSE course provider and amended in this specification by PCL8.

1.4 Distribution
The following groups will be advised by email of any revision either directly or through their contract holder. An electronic link to the revised document will be included in the advisory email to enable viewing or download and be sent to MSEM, PCL, PCL8 team, PDO/Contractor HSE Advisers/Managers & HSE Training focal points, PDO HSE Training course Technical Authorities and respective CFDH’s, PDO Contract Holders, PDO ATPs, PDO and Contractor Skill Pool Managers, PDO HSE training Services and 1st aid and driver training/assessment contractor.

Changes will also be advised via the PDO intranet.
2.0 Compliance Requirements

2.1 General
The principles applied to the provision of HSE training and performance assessment are to:

- fulfil the Company’s legal and HSE Management System obligations towards its workforce with respect to managing workplace risks,
- provide sufficient training in PDO specific safety systems,
- provide a competency criteria and standards framework to assure minimum competency standards are met,
- offer HSE professional HSE qualification development opportunities to Company staff that require them as part of their professional development within the Company.

2.2 Attendance Classification
Each course, recertification or reassessment is given one of two attendance classifications – Entry or Vocational.

- **Entry** – must be attended before starting employment - i.e. immediately.
- **Progressive** – attended to obtain competency within a role
- **Vocational** – highly desirable if developing professional HSE capability in CPD.

2.3 Competency and Course Levels
HSE courses/competencies are listed by level - Levels 1, 2 and 3 reflecting who needs to attend.

Competencies set out the acknowledged qualifications that PDO recognises to prove competency has been confirmed.

HSE specific courses have a specification that describes:

- Course, Recertification/Reassessment Title and Code, Aim and Objectives
- The attendance classification (i.e. Entry, Mandatory or Recommended)
- Essential syllabus components
- Duration (actual training or assessment hours)
- Maximum recertification / reassessment interval (years)
- Delivery language(s)
- Target population,
- Minimum and maximum delegate numbers
- Course attendance pre-requisites
- Minimum performance criteria
2.4 Course Delegate categories

The people attending courses or assessment events are referred to as delegates. Delegates fall into one of three categories for HSE training purposes: executive, supervisory and non-supervisory.

- **Executive** delegates are those who ‘are members of the organisation’s most senior tier of management or a nominated executive’s deputy who, when deputising, has full executive authority’.
- **Supervisory** are those who ‘supervise the work of at least one other person or a group of other supervisors’.
- **Non-supervisory** staff are those whose role does not include any of the above.
Management & supervisory staff within PDO or contractors who are based full time, office based and on the coast shall comply with the following:

<table>
<thead>
<tr>
<th>Position Type</th>
<th>Influence on HSE Risk Management</th>
<th>Typical Positions</th>
<th>Example PDO positions or equivalent contractor Oman coastal based positions</th>
<th>Leadership Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDR - 1/2/3 Directors</td>
<td>Supports development of HSE policy strategy and business objectives. Enables a positive HSE culture</td>
<td>Senior Management</td>
<td>Managing Director, Directors</td>
<td>SLE</td>
</tr>
<tr>
<td>SPT-1/2 Systems Support</td>
<td>Significantly affects technical plans, schedules, practices and resources</td>
<td>Supervisor or Manager of team(s) supporting HSE Critical Activities</td>
<td>Production Planning Supervisor, Transport Scheduler, Production Planning Mgr</td>
<td>HSELPDOC</td>
</tr>
<tr>
<td>OTE-1/2 Ops/Tech/Eng</td>
<td>Responsible for procedure and practice in own discipline, operation or trade area and interfaces</td>
<td>Operational, Technical or Engineering positions leading a Hands-On Discipline or Trade Team</td>
<td>Ops Shift Team Leader, Senior Technician, Maintenance Lead (single discipline), Drilling Supervisor, Maintenance Supervisor, Seismic Party Lead, Marine Supervisor, Control Room Supervisor</td>
<td>HSELM</td>
</tr>
<tr>
<td>OTE-3 Ops/Tech/Eng</td>
<td>Directly Responsible. Defines ALARP</td>
<td>Operational, Technical or Engineering position managing a project, technical department or asset (primarily offsite)</td>
<td>Project Mgr, Engineering Manager, Senior Well Engineer, Technical Mgr</td>
<td>HSELM</td>
</tr>
<tr>
<td>OTE-4 Ops/Tech/Eng</td>
<td>Ultimately Accountable Delivers ALARP</td>
<td>Operational, Technical or Engineering position managing a major asset, group of small assets, major project or technical discipline</td>
<td>Onsite Construction Mgr, Asset Mgr, Terminal Mgr, Production Mgr (onsite)</td>
<td>HSELM</td>
</tr>
</tbody>
</table>

Coastal office based Managers/ Frontline Supervisors

Supporting functions not directly influencing definition or delivery of ALARP

Support Function managers & supervisors

C&P team lead, Finance business partner, HR business partner

ORT only

May occasionally visit the interior but always accompanied
2.5 Creation and Revision of HSE Courses

2.5.1 HSE courses shall in general be created and reviewed by a HSE training committee which will consist of:

PCL8, (Chair), TA for the particular competency, MSE team member and support from the PDO HSE Training Provider, ATP HSE provider rep and a PDO contractor rep.

2.5.2 Decisions on content, delivery, duration, assurance, competency criteria etc will be agreed within the committee.

2.5.3 All courses will be signed as authorised by PCL8.

2.2.4 Any member of the committee can call for it to convene when they have identified a suitable and sufficient reason for a review, e.g. after a change in the law, an incident learning, new technology etc. The Chair must be contacted to arrange a meeting within three weeks of a request.

2.6 HSE Competency process

2.6.1 Every new employee entering the PDO operation or workforce, including contractors and their sub-contractor workforce shall undergo a minimum HSE competency process including all entry level courses and additional familiarisation training provided by his employer. These must be achieved during the employees induction phase and provided in the early part of their work with the company.

2.6.2 Employees can attempt to claim equivalence from alternative training which they have previously attended and do so the process in PR 2010 Part I should be followed.

2.6.3 Competencies are by Level and Role and course and competencies consist of:

- **Level 1 HSE courses - Entry**
  HSE courses and competencies that shall be achieved before being deployed to worksites

- **Level 1 HSE courses – Role based (Progression)**
  HSE courses and competencies that shall be achieved before beginning work in specific roles.

- **Level 2 HSE courses - Entry**
  HSE courses and competencies that shall be achieved before being deployed to worksites

  **Level 2 HSE courses – Role based (Progression)**
  HSE courses and competencies that shall be achieved before beginning work in specific managerial or specialised roles.

- **Level 3 Professional HSE Qualifications (Progression)**
  Externally accredited or requiring comprehensive production of evidence

The following table outlines the HSE course/competency requirements to comply with the PDO HSE Management system for level 1 and 2 courses.
<table>
<thead>
<tr>
<th>Course</th>
<th>Who</th>
<th>Level</th>
<th>When</th>
<th>Competency alternative</th>
<th>PDO/Industry/Employer</th>
<th>Delivered by</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSE Orientation</td>
<td>All</td>
<td>1</td>
<td>Entry</td>
<td>No</td>
<td>PDO ATP</td>
<td>HSE Orientation All</td>
</tr>
<tr>
<td>H2S Awareness &amp; Escape</td>
<td>Interior</td>
<td>1</td>
<td>Entry</td>
<td>No</td>
<td>PDO ATP</td>
<td></td>
</tr>
<tr>
<td>Company HSE induction</td>
<td>All</td>
<td>1</td>
<td>Before interior trip</td>
<td>No</td>
<td>PDO ATP</td>
<td></td>
</tr>
<tr>
<td>Location HSE induction</td>
<td>All</td>
<td>1</td>
<td>Entry</td>
<td>No</td>
<td>Employer Employer</td>
<td></td>
</tr>
<tr>
<td>Assigning a mentor</td>
<td>All</td>
<td>1</td>
<td>Entry</td>
<td>No</td>
<td>Employer Employer</td>
<td></td>
</tr>
<tr>
<td>Task familiarisation</td>
<td>All</td>
<td>1</td>
<td>Before work</td>
<td>No</td>
<td>Employer Employer</td>
<td></td>
</tr>
<tr>
<td>Equipment familiarisation</td>
<td>All</td>
<td>1</td>
<td>Before work</td>
<td>No</td>
<td>Employer Employer</td>
<td></td>
</tr>
<tr>
<td>Competency assessment</td>
<td>All</td>
<td>1</td>
<td>Within 1 month</td>
<td>No</td>
<td>Employer Employer</td>
<td></td>
</tr>
<tr>
<td>Chemical handling</td>
<td>Role based</td>
<td>1</td>
<td>Before commencing role</td>
<td>No</td>
<td>PDO ATP</td>
<td></td>
</tr>
<tr>
<td>Fire Warden</td>
<td>Role based</td>
<td>1</td>
<td>Before commencing role</td>
<td>No</td>
<td>PDO ATP</td>
<td></td>
</tr>
<tr>
<td>Working with NORM</td>
<td>Role based</td>
<td>1</td>
<td>Before commencing role</td>
<td>No</td>
<td>PDO ATP</td>
<td></td>
</tr>
<tr>
<td>Environmental mngt</td>
<td>Role based</td>
<td>1</td>
<td>Before commencing role</td>
<td>No</td>
<td>PDO ATP</td>
<td></td>
</tr>
<tr>
<td>Health Risk Assessment</td>
<td>Role based</td>
<td>1</td>
<td>Before commencing role</td>
<td>No</td>
<td>PDO ATP</td>
<td></td>
</tr>
<tr>
<td>Process Safety</td>
<td>Role based</td>
<td>1</td>
<td>Before commencing role</td>
<td>No</td>
<td>PDO ATP</td>
<td></td>
</tr>
<tr>
<td>Vehicle banksman</td>
<td>Role based</td>
<td>1</td>
<td>Before commencing role</td>
<td>Yes</td>
<td>Industry ATP/Prior qualification</td>
<td></td>
</tr>
<tr>
<td>Crane rigger and banksman</td>
<td>Role based</td>
<td>1</td>
<td>Before commencing role</td>
<td>Yes</td>
<td>Industry ATP/Prior qualification</td>
<td></td>
</tr>
<tr>
<td>Forklift truck operator</td>
<td>Role based</td>
<td>1</td>
<td>Before commencing role</td>
<td>Yes</td>
<td>Industry ATP/Prior qualification</td>
<td></td>
</tr>
<tr>
<td>Hiab operator</td>
<td>Role based</td>
<td>1</td>
<td>Before commencing role</td>
<td>Yes</td>
<td>Industry ATP/Prior qualification</td>
<td></td>
</tr>
<tr>
<td>Self loader crane operator</td>
<td>Role based</td>
<td>1</td>
<td>Before commencing role</td>
<td>Yes</td>
<td>Industry ATP/Prior qualification</td>
<td></td>
</tr>
<tr>
<td>Mobile crane operator</td>
<td>Role based</td>
<td>1</td>
<td>Before commencing role</td>
<td>Yes</td>
<td>Industry ATP/Prior qualification</td>
<td></td>
</tr>
<tr>
<td>Mobile elevating work platform operator</td>
<td>Role based</td>
<td>1</td>
<td>Before commencing role</td>
<td>Yes</td>
<td>Industry ATP/Prior qualification</td>
<td></td>
</tr>
<tr>
<td>Overhead travelling crane operator</td>
<td>Role based</td>
<td>1</td>
<td>Before commencing role</td>
<td>Yes</td>
<td>Industry ATP/Prior qualification</td>
<td></td>
</tr>
<tr>
<td>Rigging and banksman</td>
<td>Role based</td>
<td>1</td>
<td>Before commencing role</td>
<td>Yes</td>
<td>Industry ATP/Prior qualification</td>
<td></td>
</tr>
<tr>
<td>Side boom tractor operator</td>
<td>Role based</td>
<td>1</td>
<td>Before commencing role</td>
<td>Yes</td>
<td>Industry ATP/Prior qualification</td>
<td></td>
</tr>
<tr>
<td>Confined space and SCBA</td>
<td>Role based</td>
<td>1</td>
<td>Before commencing role</td>
<td>Yes</td>
<td>Industry ATP/Prior qualification</td>
<td></td>
</tr>
<tr>
<td>Working with scaffold</td>
<td>Role based</td>
<td>1</td>
<td>Before commencing role</td>
<td>Yes</td>
<td>Industry ATP/Prior qualification</td>
<td></td>
</tr>
<tr>
<td>Authorised gas tester</td>
<td>Role based</td>
<td>2</td>
<td>Before commencing role</td>
<td>No</td>
<td>PDO ATP</td>
<td></td>
</tr>
<tr>
<td>Incident Investigator</td>
<td>Role based</td>
<td>2</td>
<td>Before commencing role</td>
<td>No</td>
<td>PDO ATP</td>
<td></td>
</tr>
<tr>
<td>PtW Holder</td>
<td>Role based</td>
<td>2</td>
<td>Before commencing role</td>
<td>No</td>
<td>PDO ATP</td>
<td></td>
</tr>
<tr>
<td>PtW Signatory</td>
<td>Role based</td>
<td>2</td>
<td>Before commencing role</td>
<td>No</td>
<td>PDO ATP</td>
<td></td>
</tr>
<tr>
<td>Conducting risk assessments</td>
<td>Role based</td>
<td>2</td>
<td>Before commencing role</td>
<td>No</td>
<td>PDO ATP</td>
<td></td>
</tr>
<tr>
<td>Short term contractor induction</td>
<td>Role based</td>
<td>2</td>
<td>Before commencing role</td>
<td>No</td>
<td>PDO ATP</td>
<td></td>
</tr>
<tr>
<td>DROPS</td>
<td>Role based</td>
<td>2</td>
<td>Before commencing role</td>
<td>No</td>
<td>PDO ATP</td>
<td></td>
</tr>
<tr>
<td>First Aider</td>
<td>Role based</td>
<td>2</td>
<td>Before commencing role</td>
<td>Yes</td>
<td>Industry ATP/Prior qualification</td>
<td></td>
</tr>
<tr>
<td>Supervising Lifting Operations</td>
<td>Role based</td>
<td>2</td>
<td>Before commencing role</td>
<td>Yes</td>
<td>Industry ATP/Prior qualification</td>
<td></td>
</tr>
<tr>
<td>HSE Leadership program</td>
<td>Supervision</td>
<td>2</td>
<td>Entry</td>
<td>No</td>
<td>PDO ATP</td>
<td></td>
</tr>
<tr>
<td>Safety for Executives</td>
<td>Executives</td>
<td>2</td>
<td>Within 6 months of role</td>
<td>No</td>
<td>PDO PDO</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

1. “Role based”, means only people who are employed that specific task.
2. “Before commencing role” means that they must have either a) obtained the industry competency certification or b) passed the PDO training course before being allowed to fulfill the specific task.
3. Where the employee has no industry competency certification and passes the PDO training course, he must undergo and pass a PDO competency assessment within 3 months of passing the training course.
The New PDO HSE Leadership Program for Supervisors and Managers

What you need to know

The six new HSE supervisor Leadership courses replaces the 1 day Coaching and Mentoring (CMC), 2 day HSE Tools and Skills (HTS), 3 day Safety Leadership for Supervisors (SLS) and 2 day Safety Leadership for Managers (SLM), as well as their separate refreshers.

Table 1: Course codes, names and attendees

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Target Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSELFs</td>
<td>HSE Leadership for Frontline Supervisors</td>
<td>People who only manage employees</td>
</tr>
<tr>
<td>HSELM</td>
<td>HSE Leadership for Non frontline Supervisors and Managers</td>
<td>People who manage front line supervisors or other managers</td>
</tr>
<tr>
<td>HSELPDOC</td>
<td>HSE Leadership for Non frontline Supervisors and Managers – PDO Coastal</td>
<td>Supervisors or management who are coastal based and occasionally visit the interior (4 &lt; per year)</td>
</tr>
<tr>
<td>HSELFSE*</td>
<td>HSE Leadership for Frontline Refresher- Expired</td>
<td>People whose SLS has expired between the 1st September and 1st December 2015</td>
</tr>
<tr>
<td>HSELM*</td>
<td>HSE Leadership for Non frontline Supervisors and Managers Refresher – Expired</td>
<td>People whose SLM has expired between the 1st September and 1st December 2015</td>
</tr>
<tr>
<td>HSELFSR</td>
<td>HSE Leadership for Frontline Refresher</td>
<td>People whose SLS is in date on 1st December 2015 and who need to attend refresher</td>
</tr>
<tr>
<td>HSELMR</td>
<td>HSE Leadership for Non frontline Supervisors and Managers Refresher</td>
<td>People whose SLM is in date on 1st December 2015 and who need to attend refresher</td>
</tr>
</tbody>
</table>

* These two courses are temporary to help people regain compliance if their SLS or SLM had expired recently (in the last 3 months from 1st December 2015). Eligible people need to attend these courses before the end of February 2016 to take advantage of the reduced training time to regain compliance. After this date the full 6 days will be need to be attended.

Note that in all cases the relevant compliance is the SLS or SLM and non compliance with CMC or HTS will not be taken into account.
The new rules

Rule A.

1. Any person who is fully compliant on the 1st December with their SLS/SLM will be able to attend a one day refresher course –
   a. HSELSR - HSE Leadership for Frontline Refresher
   b. HSELMR - HSE Leadership for Non frontline Supervisors and Managers Refresher
2. It does not matter when their CMC or HTS expired, only the fact that the SLS or SLM is in date is enough for them to be eligible to attend this course.
3. The course is a one day, 8 hour refresher course.
4. Attendance at this course will ensure that they are fully up to date with the Supervisory HSE training and the CMC and HTS become redundant and revert to the history books.

Rule B.

Any person whose SLS/SLM is expired on or after the 1st September 2015 can attend a three day refresher course to regain compliance -

   a. HSELSRE - HSE Leadership for Frontline Refresher- Expired
   b. HSELMRE - HSE Leadership for Non frontline Supervisors and Managers Refresher - Expired
   c. It does not matter when their CMC or HTS expired, only the fact that the SLS or SLM expired within the last three months is enough for them to be eligible to attend this course.

Rule C.

1. Any person who is not fully compliant on the 1st December with their SLS/SLM course and whose SLS/SLM expired before the 1st September 2015 will have to attend the full six day refresher course to regain compliance.

Rule D.

1. To show PDO’s partnership with contractors, PDO has agreed to offer the 3 month amnesty for supervisory training compliance to any person who has a HSE passport with a SLS/SLM course indicating ‘no expiry’ (i.e. pre 2013). These people will be eligible to attend the three day refresher course to regain compliance, but remember it only is available for 3 months. (before the end of February 2016)

Rule E.

1. The prices are fixed and have resulted in a standardized discount. Any contract attempting to secure additional discount from a Training Provider will be investigated for breach of contract for the C9.

Rule F.

1. Surveillance, cross-checks and audits between PDO and the HSE Training Providers are being introduced to identify and expose any contractors putting supervisory staff through the employee learning ladder and hence bypassing the supervisory learning ladder. Instances of such practices will be investigated for breach of contract for the C9.
Appendix A – Specifications: Level 1 Entry HSE Training Courses

Course specifications

Pre-requisites for all courses

A) All courses require a candidate to have a current and valid HSE Passport and ID/Residents card and HSE orientation (except for the orientation). All other courses have the additional pre-requisites as laid out in the course specifications in this appendix.

Course Title:

(ORTNS) HSE Orientation for Non Supervisory Staff

Course Aim:

Provide new staff with basic awareness knowledge and understanding of work within the Oil and Gas industry related to health, safety, environment and sustainable development issues and on successful completion provide attendees with a PDO Approved HSE passport.

Course Objectives

1. To introduce the new workers into the Oil and Gas HSE mindset, particularly in construction
2. Explore the ways in which people will be injured
3. Explain the basics of keeping safe
4. Explain the basics of tackling a fire
5. Explain the importance of the Golden Rules and Life Saving Rules.
6. Explain how to report and accident and how to summon emergency services.

Essential Syllabus components (MUST HAVE topic areas)

1. PDO Golden Rules, Life Saving Rules and consequence matrix.
2. Identification of most common hazards in the Industry (must include the main hazards) using photographs, video and/or site visits to facilitate delegate activities.
3. How to report an accident and call Emergency Services (internal and external)
4. Health, Medical, 1st Aid and other site facilities.

Max. Course Duration     Max. re-certification interval     Min Delegates     Max Delegates
Sixteen (16) hours        Not Applicable                   Four (4)           Sixteen (16)

Delivery Language(s)

Arabic, English or Hindi

Course Title | Course Code | Target Population | Type
--- | --- | --- | ---
HSE Orientation | ORT | Newly hired, seconded or transferred staff into PDO & newly hired contractor personnel who are not in supervisory or management positions | Entry

Additional Pre-requisites for training

Note a supervisor or manager can attend this course if there are insufficient attendees for a ORTS course, but he/she must state they are a supervisor when booking.
None

<table>
<thead>
<tr>
<th>ORT Assessment Performance criteria (MUST be able to do)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formative assessment throughout the course</td>
</tr>
</tbody>
</table>
## Course Title:

**(ORTS) HSE Orientation for Supervisory Staff**

### Course Aim:

Provide new staff with basic awareness knowledge and understanding of work within the Oil and Gas industry related to health, safety, environment and sustainable development issues and on successful completion provide attendees with a PDO Approved HSE passport.

### Course Objectives

1. To introduce the new workers into the Oil and Gas HSE mindset, particularly in construction
2. Explore the ways in which people will be injured
3. Explain the basics of keeping safe
4. Explain the basics of tackling a fire
5. Explain the importance of the Golden Rules and Life Saving Rules.
6. Explain how to report an accident and how to summon emergency services.

### Essential Syllabus components (MUST HAVE topic areas)

5. PDO Golden Rules, Life Saving Rules and consequence matrix.
6. Identification of most common hazards in the Industry (must include the main hazards) using photographs, video and/or site visits to facilitate delegate activities.
7. How to report an accident and call Emergency Services (internal and external)
8. Health, Medical, 1st Aid and other site facilities.

### Max. Course Duration | Max. re-certification interval | Min Delegates | Max Delegates
---|---|---|---
Sixteen (16) hours | Not Applicable | Four (4) | Sixteen (16)

### Delivery Language(s)

Arabic, English or Hindi

### Course Title | Course Code | Target Population | Type
---|---|---|---
HSE Orientation | ORT | Newly hired, seconded or transferred staff into PDO & newly hired contractor personnel who are supervisors or managers | Entry

### Additional Pre-requisites for training

None

### ORT Assessment Performance criteria (MUST be able to do)

Formative assessment throughout the course
Course Title:

(H2S) Staying alive in a H2S environment

Course Aim:
To provide individuals with awareness of the H2S hazard and an understanding of how to protect themselves and their colleagues against exposure.

Course Objectives
1. Provide awareness of H2S and SO2 hazards and effects.
2. Provide awareness of safe systems of work specific to Sour facilities.
3. Provide knowledge of PPE required for Sour facilities.

Essential H2S Syllabus components (MUST HAVE topic areas)
1. Hazards, characteristics & properties of hydrogen sulphide (H2S) and sulphur dioxide (SO2).
2. Symptoms of H2S and SO2 exposure.
4. Access control requirements for PDO facilities classified as Low Risk Sour, High Risk Sour or Critical High Risk Sour, including selection of PPE for working area (personal gas monitor, filter hoods, escape sets, etc), Emergency Planning Zones and confined space entry procedures.
5. Emergency response procedures for PDO facilities classified as High Risk Sour or Critical High Risk Sour.
6. Wind direction awareness and routes of egress.
9. Proper response to warning signals for H2S & SO2 detection systems used at the workplace.
10. Rescue techniques and 1st Aid to victims of H2S and SO2 exposure.

Desirable H2S Syllabus components (nice to have topic areas)
11. Discussion: Locations & use of safety equipment in a typical CHRS or HRS facility.
12. Discussion: Locations & use of emergency assembly areas in a typical CHRS or HRS facility.
13. Roles and responsibilities in a contingency plan for a H2S incident.
14. Effects of H2S & SO2 on components of process system, (corrosion, embrittlement, etc.)

Max. Course Duration | Max. re-certification interval | Min. Delegates | Max. delegates
--- | --- | --- | ---
Eight (8) hours | Three (3) years | Three (3) | Twelve (12)

Delivery Language(s)
Arabic, English or Hindi

Course Title | Course Code | Target Population | Type
--- | --- | --- | ---
H2S Awareness & Escape | H2S | All PDO and Contractor personnel who may need to enter PDO facilities (including well sites) classified as Low Risk or High Risk Sour as part of their work. | Entry

Additional Pre-requisites for H2S training
Safety Footwear & Hard hat
Coverall or working clothing
2 x Passport sized photos
(ORT) HSE Orientation
# H2S Assessment Performance criteria (MUST be able to do)

1. Correctly explain the hazards and effects of H2S and SO2.
2. Correctly explain the access control requirements for PDO facilities classified as Low Risk Sour, High Risk Sour or Critical High Risk Sour.
3. During a simulated escape from an H2S or SO2 accidental release scenario; correctly demonstrate the emergency response actions that need to be followed by individuals working in facilities, where H2S hazards are present.
4. Demonstrate the correct use of a filter-type escape hood (PDO specification) and a positive pressure-type escape set (PDO specification), including the ‘Camlock Fastmask’ and ‘Fastcowl.’
Assessment Title:

(H2SR) Staying alive in a H2S environment Recertification

Assessment Aim:

To confirm individuals have retained awareness of the H2S hazard and an understanding of how to protect themselves and their colleagues against exposure.

Assessment Objectives

1. Confirm delegate’s awareness of H2S and SO2 hazards and effects.
2. Confirm delegate’s awareness of safe systems of work specific to Sour facilities.
3. Confirm delegate’s knowledge of PPE required for Sour facilities.

Essential H2S Recertification components (MUST HAVE topic areas)

1. Hazards, characteristics & properties of hydrogen sulphide (H2S) and sulphur dioxide (SO2).
2. Symptoms of H2S and SO2 exposure.
4. Access control requirements for PDO facilities classified as Low Risk Sour, High Risk Sour or Critical High Risk Sour, including selection of PPE for working area (personal gas monitor, filter hoods, escape sets, etc), Emergency Planning Zones and confined space entry procedures.
5. Emergency response procedures that have been established for PDO facilities classified as High Risk Sour or Critical High Risk Sour.
6. Wind direction awareness and routes of egress.
9. Proper response to warning signals for H2S & SO2 detection systems used at the workplace.
10. Rescue techniques and 1st Aid to victims of H2S and SO2 exposure.

Desirable H2SR Recertification components (nice to have topic areas)

11. Discussion: Locations & use of safety equipment in a typical CHRS or HRS facility.
12. Discussion: Locations & use of emergency assembly areas in a typical CHRS or HRS facility.
13. Roles and responsibilities in a contingency plan for a H2S incident.
14. Effects of H2S & SO2 on components of process system, (corrosion, embrittlement, etc.)

Max. Assessment Duration | Max. recertification interval | Min. Delegates | Max. delegates
--- | --- | --- | ---
One (1) hour | Three (3) years | One (1) | Twelve (12)

Delivery Language(s)

Arabic, English or Hindi

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>H2S Awareness &amp; Escape Recertification</td>
<td>H2SR</td>
<td>All PDO and Contractor personnel who trained on H2S courses after January 2012 and who may need to enter PDO facilities (including well sites) classified as Low Risk or High Risk Sour as part of their work.</td>
<td>Entry</td>
</tr>
</tbody>
</table>
Additional Pre-requisites for H2SR Recertification

<table>
<thead>
<tr>
<th>All staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current, valid H2S permit</td>
</tr>
<tr>
<td>Safety footwear &amp; hard hat</td>
</tr>
<tr>
<td>2 x passport sized photos</td>
</tr>
<tr>
<td>Coverall or working clothing</td>
</tr>
</tbody>
</table>

H2SR Recertification Performance criteria (MUST be able to do)

1. Correctly explain the hazards and effects of H2S and SO2.
2. Correctly explain the access control requirements for PDO facilities classified as Low Risk Sour, High Risk Sour or Critical High Risk Sour.
3. During a simulated escape from an H2S or SO2 accidental release scenario; correctly demonstrate the emergency response actions that need to be followed by individuals working in facilities, where H2S hazards are present.
4. Demonstrate the correct use of a filter-type escape hood (PDO specification) and a positive pressure-type escape set (PDO specification), including the ‘Camlock Fastmask’ and ‘Fastcowl.’
**Course Title:**

*(SCBA) Self-contained Breathing Apparatus & Confined Space Rescue course*

**Course Aim:**

To provide delegates with basic knowledge and understanding of SABA and SCBA, confined space entry hazards, controls and responsibilities, and the basic skills required to safely prepare and use a SCBA, in toxic, other irrespirable atmospheres, confined spaces and for emergency rescue purposes, solo or as a team member.

**Course Objectives**

1. Be able to use, test and maintain SCBA for routine and non-routine activities.
2. Identify the differences between SABA and SCBA.
3. Recognise and identify confined space hazards, controls, key personnel and their responsibilities.
4. Use SCBA under a variety of different circumstances, including devising and carrying out rescue plans.

**Essential SCBA Syllabus components (MUST HAVE topic areas)**

1. Types, functions and limitations of Respiratory Protection Equipment using compressed air. (SABA, SCBA, Escape sets)
2. Negative pressure & Positive pressure facemasks and cowls – what they can do and what they cannot.
3. Draeger ‘PA94 Plus’ SCBA backplate and harness, pressure reducer, demand valve, gauge and whistle, Panorama Nova facemask, cylinder types.
4. Camlock ‘Fastmask’ and ‘Fastcowl’
5. Pre-use tests, Donning & start-up tests, ‘Doffing’ SCBA, after-use disassembling, cleaning/maintaining SCBA for further use, test records.
6. The PDO ‘Buddy’ system
7. Confined spaces - types, hazards, activities, entry controls and procedures.
8. Procedures for emergencies and rescues, confined space entry team members roles and responsibilities
9. Rescue equipment, considerations, devising a rescue plan, solo and team rescue techniques.

<table>
<thead>
<tr>
<th>Max. Course Duration</th>
<th>Max. re-certification interval</th>
<th>Min. Delegates</th>
<th>Max. Delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eight (8) hours</td>
<td>Three (3) years</td>
<td>Three (3)</td>
<td>Twelve (12)</td>
</tr>
</tbody>
</table>

**Delivery Language(s)**

Arabic, English or Hindi

**Course Title**

Self-Contained Breathing Apparatus & Confined Space Rescue

**Course Code**

SCBA

**Target Population**

PDO & Contractor staff who are required to use SCBA for gas testing or other operational activities, or in operational emergencies.

**Type**

Compulsory

**Pre-requisites for SCBA training**

<table>
<thead>
<tr>
<th>Non-supervisory staff</th>
<th>Supervisory/Managerial staff</th>
<th>All staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>(H2S) H2S Awareness &amp; Escape</td>
<td>(ORT) HSE Orientation</td>
<td>Safety Footwear &amp; Hard hat</td>
</tr>
<tr>
<td></td>
<td>(H2S) H2S Awareness &amp; Escape</td>
<td>Coverall or working clothing</td>
</tr>
<tr>
<td></td>
<td>(HSELFS) HSE Leadership for Frontline</td>
<td>2 x Passport sized photos</td>
</tr>
<tr>
<td></td>
<td>(HSELM) HSE Leadership for Non frontline</td>
<td>No claustrophobic tendency</td>
</tr>
</tbody>
</table>

Medically & physically fit*

No facial hair (sideburns, beard or ‘stubble’ growth)

*Medically & physically fit: Candidate required to produced signed authorization from their supervisors
### SCBA Assessment Performance criteria (MUST be able to do)

1. **Using an SCBA as an aid,** accurately explain the flow of air through an SCBA, the function of the gauge and whistle assembly, and why nominal and actual working time and whistle time may vary in use.
2. Correctly explain why obtaining a perfect face seal with SCBA is important, the factors that may cause a seal to be prevented or lost, and the actual and potential consequences to the wearer of not having a perfect seal for any reason.
3. Correctly carry out all the pre-use tests, and after-use tests on an SCBA, and records.
4. Correctly don and start-up, use and ‘doff’ an SCBA on a minimum of 3 different scenario practical exercises.
5. Correctly carry out the role of a confined space attendant, and a member of a confined space entry team, as well as that of an emergency response team member wearing SCBA in at least two simulated emergency exercises.
6. During a simulated emergency situation, whilst wearing an SCBA, carry out a solo and two man rescue of a training manikin from a confined space or simulator in the dark, and from a trench or elevated platform.
7. Correctly carry out after-use SCBA disassembly, cleaning, maintenance and reassembly on at least two occasions.
Assessment Title:

(SCBAR) SCBA & Confined Space Rescue scheduled Recertification

Assessment Aim:

To ensure delegates have retained their basic knowledge and understanding of SABA and SCBA, confined space entry hazards, controls and responsibilities, and the basic skills required to safely prepare and use a SCBA, in toxic, other irrespirable atmospheres, confined spaces and for emergency rescue purposes, solo or as a team member.

Assessment Objectives

1. Confirm the delegate can use, test and maintain SCBA for routine and non-routine activities.
2. Confirm knows the differences between SABA and SCBA.
3. Confirm delegate recognises a confined space, the associated hazards, controls, key personnel and their responsibilities.
4. Provide opportunities to use SCBA under a variety of different circumstances, including devising and carrying out rescue plans.

Essential SCBAR Recertification components (MUST HAVE topic areas)

1. Types, functions and limitations of Respiratory Protection Equipment using compressed air. (SABA, SCBA, Escape sets)
2. Negative pressure & Positive pressure facemasks and cowls – what they can do and what they cannot.
3. Draeger ‘PA94 Plus’ SCBA backplate and harness, pressure reducer, demand valve, gauge and whistle, Panorama Nova facemask, cylinder types.
4. Camlock ‘Fastmask’ and ‘Fastcowl’
5. Pre-use tests, Donning & start-up tests, ‘Doffing’ SCBA, after-use disassembling, cleaning/maintaining SCBA for further use, test records.
6. The ‘Buddy’ system
7. Confined spaces, types, hazards, activities, entry controls and procedures.
8. Procedures for emergencies and rescues, confined space entry team members roles and responsibilities
9. Rescue equipment, considerations, devising a rescue plan, solo and team rescue techniques.

Max. Duration | Max. recertification interval | Min. Delegates | Max. delegates
--- | --- | --- | ---
Two (2) hours | Three (3) years | One (1) | Twelve (12)

Assessment Language(s)

Arabic, English or Hindi

Course Title | Course Code | Target Population | Type
--- | --- | --- | ---
Self-Contained Breathing Apparatus & Confined Space Rescue Recertification | SCBAR | PDO & Contractor staff who are required to use SCBA for gas testing or other operational activities, or in operational emergencies. | Compulsory

Pre-requisites for SCBAR Recertification

<table>
<thead>
<tr>
<th>Non-supervisory staff</th>
<th>Supervisory/Managerial staff</th>
<th>All staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>(H2S) Valid, current H2S permit</td>
<td>(H2S) Valid, current H2S permit</td>
<td>Safety Footwear &amp; Hard hat</td>
</tr>
<tr>
<td>(SCBA) Valid, current SCBA certificate</td>
<td>(SCBA) Valid, current SCBA certificate</td>
<td>Coverall or working clothing</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>--------------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Medically &amp; physically fit</td>
</tr>
<tr>
<td>Frontline Supervisors – (HSELS) Safety Leadership for Frontline Supervisors</td>
<td>No claustrophobic tendency</td>
<td></td>
</tr>
<tr>
<td>Managers – (HSELM) Safety Leadership for Managers</td>
<td>No facial hair (sideburns, beard or ‘stubble’ growth)</td>
<td></td>
</tr>
</tbody>
</table>

### SCBAR Recertification Performance criteria (MUST be able to do)

1. **Using an SCBA as an aid, accurately explain the flow of air through an SCBA, the function of the gauge and whistle assembly, and why nominal and actual working time and whistle time may vary in use.**
2. **Correctly explain why obtaining a perfect face seal with SCBA is important, the factors that may cause a seal to be prevented or lost, and the actual and potential consequences to the wearer of not having a perfect seal for any reason.**
3. **Correctly carry out all the pre-use tests, and after-use tests on an SCBA, and records.**
4. **Correctly don and start-up, use and ‘doff’ an SCBA on a minimum of 2 different scenario practical exercises.**
5. **Correctly carry out the role of a confined space attendant, and a member of a confined space entry team, as well as that of an emergency response team member wearing SCBA in at least two simulated emergency exercises.**
6. **During a simulated emergency situation, whilst wearing an SCBA, carry out a solo and two man rescue of a training manikin from a confined space or simulator in the dark, and from a trench or elevated platform.**
7. **Correctly carry out after-use SCBA disassembly, cleaning, maintenance and reassembly on at least one occasion.**
**Course Title:**

*(AHAF) AHA Heartsaver 1st Aid, CPR & AED Foundation course*

**Course Aim:**
To provide delegates with knowledge, understanding and basic skills using the American Heart Association Heartsaver 1st Aid, CPR & AED Foundation course, so that they can function competently as first-response First Aiders in the PDO community and the community at large, whenever required.

**Course Objectives**

1. In conformance with Internationally recognised standards, ensure delegates can:
   - Diagnose and provide First Aid (1st Aid) treatment in accordance with AHA and Internationally recognised standards.
   - Diagnose and provide cardio-pulmonary resuscitation (CPR) in accordance with AHA and Internationally recognised standards.
   - Diagnose when to use and provide aid with an Automatic External Defibrillator in accordance with AHA and Internationally recognised standards.

2. Create opportunities for delegates to apply First Aid diagnostic skills with CPR & AED treatment skills during simulations.

**Essential AHAF Syllabus components (MUST HAVE topic areas)**

1. First aid basics, including Rescuer duties, Victim & Rescuer safety, planning for help; finding the problem.
2. Medical emergencies including breathing problems, choking in an adult, allergic reactions, heart attack, fainting, diabetes and low blood sugar, stroke, seizure and shock.
3. Injury emergencies including bleeding you can see, wounds, bleeding you can’t see, head, neck and spine injuries, broken bones and sprains, burns and electrical injuries.
4. Environmental emergencies including bites and stings, heat related emergencies, cold related emergencies, poison emergencies.
5. Cardio-pulmonary resuscitation for adults, children and infants.
6. Preparation and use of an Automatic External Defibrillator (as in use by PDO).

<table>
<thead>
<tr>
<th>Max. Course Duration</th>
<th>Max. re-certification interval</th>
<th>Min. delegates</th>
<th>Max. delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fourteen (14) hours</td>
<td>Two (2) years</td>
<td>Three (3)</td>
<td>Twelve (12)</td>
</tr>
</tbody>
</table>

**Delivery Language(s)**

Arabic or English

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHA Heartsaver First Aid, CPR &amp; AED.</td>
<td>AHAF</td>
<td>PDO &amp; Contractor professional drivers, PDO &amp; Contractor staff who are to be certified AHA Heartsaver first response First Aiders</td>
<td>Compulsory</td>
</tr>
</tbody>
</table>

**Pre-requisites for training**

| Safety Footwear | Coverall or working clothing | (ORT) HSE Orientation |
Provide a copy of evidence in the form of certificates to prove the English Language certification to IELTS Band 5

<table>
<thead>
<tr>
<th>AHAF Assessment Performance criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(What delegate MUST be able to do after training)</strong></td>
</tr>
<tr>
<td>1. During a simulation, demonstrate effective and safe management of the medical emergency until qualified medical assistance arrives.</td>
</tr>
<tr>
<td>2. Demonstrate, during simulation of a medical emergency, that the patient is protected from further harm by ensuring the scene is kept safe.</td>
</tr>
<tr>
<td>3. Demonstrate accurate condition diagnosis and the application of the correct First Aid treatment during a simulated medical situation.</td>
</tr>
<tr>
<td>4. Demonstrate the provision of pain relief with available first aid resources.</td>
</tr>
<tr>
<td>5. Demonstrate, during simulation of a medical emergency, whether the patient has to be moved due to life-threatening environmental danger or not, that injury or illness is prevented from becoming worse.</td>
</tr>
<tr>
<td>6. Demonstrate correct CPR on a training manikin during simulation of a patient with heart disease</td>
</tr>
<tr>
<td>7. Demonstrate the correct and safe use of an AED on a patient during a medical emergency simulation.</td>
</tr>
</tbody>
</table>
Recertification course Title:

**(AHAR) AHA Heartsaver First Aid, CPR & AED scheduled Recertification**

**Course Aim:**

To refresh and recertify delegate skills gained on the American Heart Association Heartsaver First Aid, CPR & AED Foundation course, so that they can continue function competently as first-response First Aiders in the PDO community and the community at large, whenever required.

**Recertification Objectives**

1. In conformance with Internationally recognised standards, refresh and confirm delegates can:
   - Diagnose and provide First Aid treatment in accordance with AHA and Internationally recognised standards.
   - Diagnose and provide Cardio-Pulmonary Resuscitation (CPR) in accordance with AHA and Internationally recognised standards.
   - Diagnose when to use and provide aid with an Automatic External Defibrillator in accordance with AHA and Internationally recognised standards.
2. Create opportunities for delegates to apply First Aid diagnostic skills with CPR & AED treatment skills during simulations.

**Essential AHAR Syllabus components (MUST HAVE topic areas)**

1. First aid basics, including Rescuer duties, Victim & Rescuer safety, planning for help; finding the problem.
2. Medical emergencies including breathing problems, choking in an adult, allergic reactions, heart attack, fainting, diabetes and low blood sugar, stroke, seizure and shock.
3. Injury emergencies including bleeding you can see, wounds, bleeding you can’t see, head, neck and spine injuries, broken bones and sprains, burns and electrical injuries.
4. Environmental emergencies including bites and stings, heat related emergencies, cold related emergencies, poison emergencies.
5. Cardio-pulmonary resuscitation for adults, children and infants.
6. Preparation and use of an Automatic External Defibrillator (as in use by PDO).

<table>
<thead>
<tr>
<th>Max. Duration</th>
<th>Max. recertification interval</th>
<th>Min. delegates</th>
<th>Max. delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Twelve (14) hours</td>
<td>Two (2) years</td>
<td>Three (3)</td>
<td>Twelve (12)</td>
</tr>
</tbody>
</table>

**Delivery Language(s)**

Arabic or English

**Course Title** | **Course Code** | **Target Population** | **Type**
--- | --- | --- | ---
AHA Heartsaver 1st Aid, CPR & AED Recertification | AHAR | PDO & Contractor professional drivers, PDO & Contractor staff who are to certified AHA first response First Aiders | Compulsory

**Pre-requisites for AHAR Recertification**

**All delegates**

<table>
<thead>
<tr>
<th>Safety Footwear</th>
<th>Coverall or working clothing</th>
<th>2 x Passport sized photos</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(AHAF)</strong> Valid, current AHA Heart-saver 1st Aid certificate,</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Provide copy of evidence in the form of certificates to prove the English Language certification to IELTS Band 5

<table>
<thead>
<tr>
<th>AHAR Recertification Performance criteria (MUST be able to do)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. During a simulation, demonstrate effective and safe management of the medical emergency until qualified medical assistance arrives.</td>
</tr>
<tr>
<td>2. Demonstrate, during simulation of a medical emergency, that the patient is protected from further harm by ensuring the scene is kept safe.</td>
</tr>
<tr>
<td>3. Demonstrate accurate condition diagnosis and the application of the correct first aid treatment during a simulated medical situation.</td>
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<tr>
<td>4. Demonstrate the provision of pain relief with available first aid resources.</td>
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<tr>
<td>5. Demonstrate, during simulation of a medical emergency, whether the patient has to be moved due to life-threatening environmental danger or not, that injury or illness is prevented from becoming worse.</td>
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<tr>
<td>6. Demonstrate correct CPR on a training manikin during simulation of a patient with heart disease</td>
</tr>
<tr>
<td>7. Demonstrate the correct and safe use of an AED on a patient during a medical emergency simulation.</td>
</tr>
</tbody>
</table>
Appendix D – Level 1 (HSE) Lifting & Hoisting Level courses and assessments

Course Title:

(FLOP) Forklift Truck Operator course

Course Aim:

To teach the safe operation of fork lift trucks, and to ensure the safety of the operator, other persons nearby, the vehicle, the carried load, of nearby property, and the environment.

Course Objectives

1. Perform all pre-operating checks.
2. Understand the safe lifting-capacity and stability-triangle of any forklift, and situations leading to overload and instability.
3. De-stack and stack any load from/to any height with maximum safety.

Essential FLOP Syllabus components (MUST HAVE topic areas)

1. Operating principles, primary & secondary controls, and mechanical daily checks.
2. Reading the lifting capacity chart, calculating centre-of-gravity of every load.
3. Principles of dynamic stability and causes of instability, e.g. speed, steering, gradients, cross-slopes.
4. Operational safety rules, e.g. operating in confined spaces, and near other persons / equipment.
5. Safety procedures for stacking and de-stacking, e.g. use of handbrake & neutral between transition to/from lifting/transport.
7. Understanding communication from a Banksman.
8. Emergencies – what to do in emergency situations, e.g. electrical contact, overturn, fire.

Max. Course Duration | Max. re-certification interval | Min. Delegates | Max. delegates
--- | --- | --- | ---
Twenty four (24) hours | Three (3) years | One (1) | Three (3)

Delivery Language(s)

Arabic, English or Hindi

Course Title | Course Code | Target Population | Type
--- | --- | --- | ---
Fork Lift Operator | FLOP | PDO Contractor staff required to operate a fork lift truck | Compulsory

Additional Pre-requisites for FLOP training

Safety Footwear | Coverall or working clothing | Hard Hat
GP gloves | 2 x Passport sized photos | Valid/Current ROP license
Aged 21 or over | (RNB) Riggers & Banksman | (ORT) HSE Orientation

FLOP Assessment Performance criteria (MUST be able to do)
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Perform all pre-operating checks and verify if a forklift is serviceable or not.</td>
</tr>
<tr>
<td>2.</td>
<td>Calculate if a particular load can be lifted or not, based on reading the lifting capacity chart and measurement of the centre-of-gravity of any load.</td>
</tr>
<tr>
<td>3.</td>
<td>State the principles of dynamic stability and causes of instability, e.g. speed, steering, gradients, cross-slopes.</td>
</tr>
<tr>
<td>4.</td>
<td>Make safe, correct, delicate, and accurate use of all transport and lifting controls.</td>
</tr>
<tr>
<td>5.</td>
<td>Manoeuvre the forklift accurately in a confined location, maximising steering and manoeuvrability.</td>
</tr>
<tr>
<td>6.</td>
<td>De-stack and stack any load from/to any height with maximum safety.</td>
</tr>
<tr>
<td>7.</td>
<td>Understand and respond to all signals from a Banksman.</td>
</tr>
<tr>
<td>8.</td>
<td>State and/or demonstrate the rules for safe shutdown and parking.</td>
</tr>
<tr>
<td>9.</td>
<td>State what to do in emergency situations, e.g. electrical contact, overturn, fire.</td>
</tr>
</tbody>
</table>
Assessment Title:

(FLOPR) Forklift Truck Operator scheduled Reassessment

Assessment Aim:
To assess a fork lift truck operator’s knowledge and skills to assure the safety of the operator, other persons nearby, the vehicle, the carried load, of nearby property, and the environment.

Assessment Objectives
1. Ensure operator can perform all pre-operating checks.
2. Ensure operator understands the safe lifting-capacity and stability-triangle of any forklift, and situations leading to overload and instability.
3. Ensure the operator can de-stack and stack any load from / to any height with maximum safety.

Essential FLOPR Assessment components
1. Operating principles, primary & secondary controls, and mechanical daily checks.
2. Reading the lifting capacity chart, calculating centre-of-gravity of every load.
3. Principles of dynamic stability and causes of instability, e.g. speed, steering, gradients, cross-slopes.
4. Operational safety rules, e.g. operating in confined spaces, and near other persons / equipment.
5. Safety procedures for stacking and de-stacking, e.g. use of handbrake & neutral between transition to/from lifting/transport.
7. Understanding communication from a Banksman.
8. Emergencies – what to do in emergency situations, e.g. electrical contact, overturn, fire.

Max. Duration | Max. re-certification interval | Min. Delegates | Max. delegates
--- | --- | --- | ---
Two (2) hours | Three (3) years | One (1) | Three (3)

Delivery Language(s)
Arabic, English or Hindi

Course Title | Course Code | Target Population | Type
--- | --- | --- | ---
Fork Lift Operator Re-assessment | FLOPR | PDO Contractor staff previously FLOP Trained, or who have had equivalent prior training, and are required to operate a fork lift truck | Compulsory

Additional Pre-requisites for FLOPR Assessment

| Safety Footwear | Valid/Current ROP license | Aged 21 or over |
| Coverall or working clothing | Fork Lift Truck Operator | GP gloves |
| Hard Hat | Riggers & Banksman | 2 x Passport sized photos |

FLOPR Assessment Performance criteria (MUST be able to do)
1. Perform all pre-operating checks and verify if a forklift is serviceable or not.
2. Calculate if a particular load can be lifted or not, based on reading the lifting capacity chart and measurement of the centre-of-gravity of any load.
3. State principles of dynamic stability and causes of instability, e.g. speed, steering, gradients, cross-slopes.
4. Make safe, correct, delicate, and accurate use of all transport and lifting controls.
5. Manoeuvre the forklift accurately in a confined location, maximising steering and manoeuvrability.
6. De-stack and stack any load from/to any height with maximum safety.
7. Understand and respond to all signals from a Banksman.
8. Demonstrate the rules for safe shutdown and parking.
9. State what to do in emergency situations, e.g. electrical contact, overturn, fire.
Course Title:
(HIAB) Self-Loader Crane Operator course

Course Aim:
To teach the safe operation of a HIAB crane, to ensure the safety of the operator, the safety of other persons nearby, the safety of the crane, the safety of the suspended load, safety of nearby property, and safety of the environment.

Course Objectives
1. Perform all pre-operating checks including levelling and safety checks.
2. Understand the safe lifting-capacity and the reach-capacity of any HIAB, and situations leading to overload and instability.
3. Lift, slew, reach, and lower any load from/to any radius/location with maximum safety.

Essential HIAB Syllabus components (MUST HAVE topic areas)
1. Operating principles, operator controls, and mechanical daily checks.
2. Reading the lifting capacity/radius chart, calculating maximum reach for every load.
3. Rigging and slinging principles; use and limitations all types of chains, wire ropes, slings, shackles, and accessories.
4. Safety procedures for lifting, slewing, reaching, and lowering any load from/to any radius/location.
5. Understanding communication from a Banksman.
6. Transition to/from lifting/transport operations.
7. Understand both “knuckle-boom” and “telescopic-boom” variants of HIAB cranes.
8. Emergencies – what to do in emergency situations, e.g. electrical contact, overturn, fire.

Max. Course Duration Max. re-certification interval Min. Delegates Max. delegates
Twenty four (24) hours Three (3) years One (1) Three (3)

Delivery Language(s)
Arabic, English or Hindi

Course Title Course Code Target Population Type
Self-Loader Crane Operator HIAB Contractor personnel required to operate self-loader cranes Compulsory

Additional Pre-requisites for HIAB training

<table>
<thead>
<tr>
<th>Safety Footwear</th>
<th>Eye protection</th>
<th>Aged 21 or over</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coverall or working clothing</td>
<td>Hard Hat</td>
<td>2 x Passport sized photos</td>
</tr>
<tr>
<td>(RNB) Riggers and Banksman</td>
<td>(ORT) HSE Orientation</td>
<td></td>
</tr>
</tbody>
</table>
HIAB Assessment Performance criteria (MUST be able to do)

1. Perform all pre-operating checks and verify if a HIAB is serviceable or not.
2. Calculate if a particular load can be lifted or not, based on reading the lifting capacity chart and measurement of the lifting/lowering reach location radius for any load.
3. State when and how he would need to reposition a HIAB crane where the load was beyond its reach capacity.
4. State the principles of safe rigging and slinging; state the use and limitations all types of chains, wire ropes, slings, shackles, and other accessories.
5. Make safe, correct, delicate, and accurate use of all lifting controls to lift, slew, reach, and lower any load from/to any location with maximum safety.
6. Position a suspended load accurately in a confined location, minimising or countering any swing.
7. Understand and respond to all signals from a Banksman.
8. State and/or demonstrate the rules for safe transit to/from transit/lifting, and the requirements for load and crane security before moving the vehicle, and levelling & stability before lifting operations.
9. State what to do in emergency situations, e.g. electrical contact, overturn, fire.
### Course Title:

**(HIABR) Self-Loader Crane Operator scheduled Reassessment**

### Assessment Aim:
To provide assurance a HIAB crane operator, is able to operate the vehicle to ensure the safety of himself, other persons nearby, the crane, the suspended load, of nearby property, and the environment.

### Assessment Objectives
1. Perform all pre-operating checks including levelling and safety checks.
2. Understand the safe lifting-capacity and the reach-capacity of any HIAB, and situations leading to overload and instability.
3. Lift, slew, reach, and lower any load from/to any radius/location with maximum safety.

### Essential HIABR Assessment components (MUST HAVE topic areas)
1. Operating principles, operator controls, and mechanical daily checks.
2. Reading the lifting capacity/radius chart, calculating maximum reach for every load.
3. Rigging and slinging principles; use and limitations all types of chains, wire ropes, slings, shackles, and accessories.
4. Safety procedures for lifting, slewing, reaching, and lowering any load from/to any radius/location.
5. Understanding communication from a Banksman.
6. Transition to/from lifting/transport operations.
7. Understand both “knuckle-boom” and “telescopic-boom” variants of HIAB cranes.
8. Emergencies – what to do in emergency situations, e.g. electrical contact, overturn, fire.

<table>
<thead>
<tr>
<th>Max. Duration</th>
<th>Max. reassessment interval</th>
<th>Min. Delegates</th>
<th>Max. delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two (2) hours</td>
<td>Three (3) years</td>
<td>One (1)</td>
<td>Three (3)</td>
</tr>
</tbody>
</table>

### Delivery Language(s)
Arabic, English or Hindi

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIAB Operator Reassessment</td>
<td>HIAB</td>
<td>Contractor personnel certified to operate self-loader cranes</td>
<td>Compulsory</td>
</tr>
</tbody>
</table>

### Additional Pre-requisites for HIABR assessment

<table>
<thead>
<tr>
<th>Safety Footwear</th>
<th>Self-Loader crane (HIAB) Operator</th>
<th>Eye protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coverall or working clothing</td>
<td>(RNB) Riggers and Banksman</td>
<td>2 x Passport sized photos</td>
</tr>
<tr>
<td>Hard Hat</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
HIABR Assessment Performance criteria (MUST be able to do)

1. Perform all pre-operating checks and identify correctly if a HIAB is serviceable or not.
2. Calculate if a particular load can be lifted or not, based on reading the lifting capacity chart and measurement of the lifting/lowering reach location radius for any load.
3. When the load is beyond the HIAB’s reach capacity, demonstrate the correct actions that should be taken.
4. State the principles of safe rigging and slinging; state the use and limitations all types of chains, wire ropes, slings, shackles, and other accessories.
5. From a selection of available lifting slings, rigging, chains, shackles and other accessories, correctly identify those that are certified as safe to use, and explain how you made your decision.
6. Make safe, correct, delicate, and accurate use of all lifting controls to lift, slew, reach, and lower any load from/to any location with maximum safety.
7. Position a suspended load accurately in a confined location, minimising or countering any swing.
8. Understand and respond to all signals from a Banksman.
9. Demonstrate your knowledge, understanding and use of the rules for safe transit to/from transit/lifting, and requirements for load and crane security before moving the vehicle, levelling & stability before lifting operations during tasks set by the assessor.
10. When provided with emergency scenario descriptions, explain the correct actions that should be taken by a HIAB operator.
Course Title:

**(MCOP) Mobile Crane Operator course**

Course Aim:
To teach the safe operation of a mobile crane, to ensure the safety of the operator, the safety of other persons nearby, the safety of the crane, the safety of the suspended load, safety of nearby property, and safety of the environment.

Course Objectives
1. Perform all pre-operating checks, including levelling and safety checks.
2. Understand the safe lifting-capacity, travel, and reach capacity of any mobile crane, and situations leading to overload and instability.
3. Lift, slew, reach, and lower any load from/to any radius/location with maximum safety.

**Essential MCOP Syllabus components (MUST HAVE topic areas)**
1. Operating principles, operator controls, and mechanical daily checks.
2. Reading the lifting capacity/radius chart, and calculating the maximum reach for every load.
3. Rigging and slinging principles; use and limitations all types of chains, wire ropes, slings, shackles, and accessories.
4. Safety procedures for lifting, slewing, reaching and lowering any load from/to any radius/location.
5. Understand and respond to communication from a Banksman.
6. Understanding communication from a Banksman.
7. Transition to/from lifting/transport operations.
8. Understand how to re-rope, re-sheave and to rig a fly jib.
9. Emergencies – what to do in emergency situations, e.g. electrical contact, overturn, fire.

Max. Course Duration | Max. re-certification interval | Min. Delegates | Max. delegates
--- | --- | --- | ---
Forty (40) hours | Three (3) years | One (1) | Three (3)

**Delivery Language(s)**
Arabic, English or Hindi

**Course Title** | **Course Code** | **Target Population** | **Type**
--- | --- | --- | ---
Mobile Crane Operator | MCOP | Contractor personnel required to operate a crane. | Compulsory

**Additional Pre-requisites for MCOP training**

<table>
<thead>
<tr>
<th><strong>Course Title</strong></th>
<th><strong>Target Population</strong></th>
<th><strong>Age</strong></th>
<th><strong>Additional Requirements</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(ORT) HSE Orientation</td>
<td>Coverall or working clothing, Safety Footwear and Hard Hat</td>
<td>Age 21 or over</td>
<td></td>
</tr>
<tr>
<td>(RNB) Riggers &amp; Banksman</td>
<td>Valid &amp; current ROP license for plant type</td>
<td>2 x Passport sized photos</td>
<td></td>
</tr>
<tr>
<td>MCOP Assessment Performance criteria (MUST be able to do)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Correctly perform all pre-operating checks and verify if a mobile crane is serviceable or not.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Calculate correctly if a particular load can be lifted or not, based on reading the lifting capacity chart and measurement of the lifting/lowering reach location radius for any load.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Correctly state when &amp; how the mobile crane should be repositioned when the load is beyond its reach capacity.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Explain correctly the principles of safe rigging and slinging; the use and limitations of all types of chains, wire ropes, slings, shackles, and other accessories.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Make safe, correct, delicate, and accurate use of all lifting controls to lift, reach, and lower any load from/to any location with maximum safety.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Position a suspended load accurately in a confined location, minimising or countering any swing.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Correctly understand and respond to all signals from a Banksman, with the ability to lift, slew, reach, and lower a load in blind situations.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Correctly state and/or demonstrate the rules for safe transit to/from transit/lifting, the requirements for load and crane security before moving the vehicle, and levelling and stability before lifting operations.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. When provided with emergency scenario descriptions, explain the correct actions that should be taken by Mobile Crane operator.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Course Title:

(MCOPR) Mobile Crane Operator scheduled Reassessment

Assessment Aim:
To assure that a mobile crane operator remains able to safely operate a mobile crane, ensuring the safety of the operator, the safety of other persons nearby, the safety of the crane, the safety of the suspended load, safety of nearby property, and safety of the environment.

Assessment Objectives
Confirm through assessment that the operator can:
1. Perform all pre-operating checks, including levelling and safety checks.
2. Understand the safe lifting-capacity, travel, and reach capacity of any mobile crane, and situations leading to overload and instability.
3. Lift, slew, reach, and lower any load from/to any radius/location with maximum safety.

Essential MCOPR Assessment components (MUST HAVE topic areas)
1. Operating principles, operator controls, and mechanical daily checks.
2. Reading the lifting capacity/radius chart, and calculating the maximum reach for every load.
3. Rigging and slinging principles; use and limitations all types of chains, wire ropes, slings, shackles, and accessories.
4. Safety procedures for lifting, slewing, reaching and lowering any load from/to any radius/location.
5. Understand and respond to communication from a Banksman.
6. Understanding communication from a Banksman.
7. Transition to/from lifting/transport operations.
8. Understand how to re-rope, re-sheave and to rig a fly jib.
9. Emergencies – what to do in emergency situations, e.g. electrical contact, overturn, fire.

Max. Duration | Max. reassessment interval | Min. Delegates | Max. delegates
--- | --- | --- | ---
Three and a half (3 ½ ) hours | Three (3) years | One (1) | Three (3)

Delivery Language(s)
Arabic, English or Hindi

Course Title | Course Code | Target Population | Type
--- | --- | --- | ---
Mobile Crane Operator Reassessment | MCOPR | Contractor personnel required to operate a crane. | Compulsory

Additional Pre-requisites for MCOPR assessment
| Requirement | Description |
--- | ---
Safety Footwear | Coverall or working clothing |
Hard hat | (RNB) Riggers and Banksman |
(MCOP) Mobile Crane Operator, or equivalent prior training, within last 3 years | Valid & current ROP license for plant type |

MCOPR Assessment Performance criteria (MUST be able to do)
1. Correctly perform all pre-operating checks and verify if a mobile crane is serviceable or not.
2. Calculate correctly if a particular load can be lifted or not, based on reading the lifting capacity chart and measurement of the lifting/lowering reach location radius for any load.
3. Correctly state when & how the mobile crane should be repositioned when the load is beyond its reach capacity.
4. Explain correctly the principles of safe rigging and slinging; the use and limitations of all types of chains, wire ropes, slings, shackles, and other accessories.
5. Make safe, correct, delicate, and accurate use of all lifting controls to lift, reach, and lower any load from/to any location with maximum safety.
6. Position a suspended load accurately in a confined location, minimising or countering any swing.
7. Correctly understand and respond to all signals from a Banksman, with the ability to lift, slew, reach, and lower a load in blind situations.
8. Correctly state and/or demonstrate the rules for safe transit to/from transit/lifting, the requirements for load and crane security before moving the vehicle, and levelling and stability before lifting operations.
9. When provided with emergency scenario descriptions, explain the correct actions that should be taken by Mobile Crane operator.
Course Title:

**(MEWP) Mobile Elevating Work Platform Operator course**

Course Aim:

To teach the safe operation of a MEWP, to ensure the safety of the operator, the safety of other persons carried and nearby, the safety of the MEWP, safety of nearby property, and safety of the environment.

Course Objectives

1. Perform all pre-operating checks including levelling and safety checks.
2. Understand the safe lifting-capacity and the safe maximum reach-capacity (where applicable) of any MEWP, and situations leading to overload and instability.
3. Lift, travel, steer, slew, reach, (as appropriate) and lower the occupants from/to any location, radius/height with maximum safety.

Essential MEWP Syllabus components *(MUST HAVE topic areas)*

1. Operating principles, travelling, elevating, and levelling controls, and mechanical daily checks.
2. Principles of dynamic stability and causes of instability, e.g. speed, steering, gradients, cross-slopes, debris, uneven surface, lifting capacity, and reach.
3. Operational safety rules, e.g. operating in confined spaces, and near other persons / equipment, and overhead electrical cables.
4. Differences and limitations of the various MEWP types: – Scissor MEWP; Knuckle-boom MEWP; Telescopic-boom MEWP; and Mast MEWP, types.
5. Safety procedures for lifting, travelling, steering, slewing, reaching, (as appropriate) and lowering.
7. Understanding communication from a Banksman.
8. Emergencies – what to do in emergency situations, e.g. electrical contact, overturn, fire, hydraulic failure, power failure.

Max. Course Duration | Max. reassessment interval | Min. Delegates | Max. delegates
--- | --- | --- | ---
Twenty four (24) hours | Three (3) years | One (1) | Three (3)

Delivery Language(s)

Arabic, English or Hindi

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile Elevating Work Platform Operator</td>
<td>MEWP</td>
<td>Contractor personnel required to operate a Mobile Elevating Working Platform or Bucket Truck.</td>
<td>Compulsory</td>
</tr>
</tbody>
</table>

Additional Pre-requisites for MEWP training

| (ORT) HSE Orientation | Age 21 or over | 2 x Passport sized photos |
| Coverall or working clothing | Eye protection | Safety Footwear and Hard hat |

MEWP Assessment Performance criteria *(Must be able to do)*

1. Perform all pre-operating checks and identify correctly if a MEWP is serviceable or not.
2. Correctly determine the maximum number of occupants to be raised, based on reading the lifting capacity chart and measurement of the reach required.
3. State the principles of dynamic stability and causes of instability, e.g. speed, steering, gradients, cross-slopes, debris, uneven surface, lifting capacity, reach.
4. During a given set of tasks, demonstrate safe, correct, delicate, and accurate use of all transport and lifting...
5. Manoeuvre the MEWP accurately in a confined location, maximising steering and manoeuvrability.
6. Raise, slew, reach, and lower the working platform from/to any reach/height with maximum safety.
7. Clearly explain the differences and limitations of the various – Scissor MEWP, Knuckle-boom MEWP, Telescopic-boom MEWP, and Mast MEWP, types.
8. Demonstrate the rules for safe shutdown and parking.
9. State the correct actions to be taken in a variety of emergency situations, e.g. diesel/electrical / hydraulic failure, electrical contact, overturn, fire.
10. Given an emergency situation by the assessor, take the correct actions to deal with it.
Assessment Title:

*(MEWPR) Mobile Elevating Work Platform operator, scheduled Reassessment*

Assessment Aim:

To provide assurance a MEWP operator, can safely operate the vehicle and ensure the safety of himself, other persons carried and nearby, the MEWP, of nearby property, and the environment.

Assessment Objectives

Conduct activities that enable the delegate to reconfirm their ability to:
1. Perform all pre-operating checks including levelling and safety checks.
2. Understand the safe lifting-capacity and the safe maximum reach-capacity (where applicable) of any MEWP, and situations leading to overload and instability.
3. Lift, travel, steer, slew, reach, (as appropriate) and lower the occupants from/to any location, radius/height with maximum safety.

Essential MEWPR Assessment components

1. Operating principles, travelling, elevating, and levelling controls, and mechanical daily checks.
2. Principles of dynamic stability and causes of instability, e.g. speed, steering, gradients, cross-slopes, debris, uneven surface, lifting capacity, and reach.
3. Operational safety rules, e.g. operating in confined spaces, and near other persons / equipment, and overhead electrical cables.
4. Differences and limitations of the various MEWP types: – Scissor MEWP; Knuckle-boom MEWP; Telescopic-boom MEWP; and Mast MEWP, types.
5. Safety procedures for lifting, travelling, steering, slewing, reaching, (as appropriate) and lowering.
7. Understanding communication from a Banksman.
8. Emergencies – what to do in emergency situations, e.g. electrical contact, overturn, fire, hydraulic failure, power failure.

<table>
<thead>
<tr>
<th>Max. Duration</th>
<th>Max. reassessment interval</th>
<th>Min. Delegates</th>
<th>Max. delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two (2) hours</td>
<td>Three (3) years</td>
<td>One (1)</td>
<td>Three (3)</td>
</tr>
</tbody>
</table>

Delivery Language(s)

Arabic, English or Hindi

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile Elevating Work Platform reassessment</td>
<td>MEWPR</td>
<td>Previously trained Contractor personnel required to operate a Mobile Elevating Working Platform or Bucket Truck.</td>
<td>Compulsory</td>
</tr>
</tbody>
</table>
Additional Pre-requisites for MEWPR Assessment

<table>
<thead>
<tr>
<th>Safety Footwear and hard hat</th>
<th>Eye protection</th>
<th>Age 21 or over</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coverall or working clothing</td>
<td>(MEWP), or equivalent prior training,</td>
<td></td>
</tr>
</tbody>
</table>

**MEWPR Assessment Performance criteria (Must be able to do)**

1. Perform all pre-operating checks and identify correctly if a MEWP is serviceable or not.
2. Correctly determine the maximum number of occupants to be raised, based on reading the lifting capacity chart and measurement of the reach required.
3. State the principles of dynamic stability and causes of instability, e.g. speed, steering, gradients, cross-slopes, debris, uneven surface, lifting capacity, reach.
4. During a given set of tasks, demonstrate safe, correct, delicate, and accurate use of all transport and lifting controls.
5. Manoeuvre the MEWP accurately in a confined location, maximising steering and manoeuvrability.
6. Raise, slew, reach, and lower the working platform from/to any reach/height with maximum safety.
7. Clearly explain the differences and limitations of the various – Scissor MEWP, Knuckle-boom MEWP, Telescopic-boom MEWP, and Mast MEWP, types.
8. Demonstrate the rules for safe shutdown and parking.
9. State the correct actions to be taken in a variety of emergency situations, e.g. diesel/electrical / hydraulic failure, electrical contact, overturn, fire.
10. Given an emergency situation by the assessor, take the correct actions to deal with it.
Course Title:

(OTCO) Overhead Travelling Crane Operator course

Course Aim:
To teach the safe operation of an overhead crane, to ensure the safety of the operator, the safety of other persons nearby, the safety of the crane, the safety of the suspended load, safety of nearby property, and safety of the environment.

Course Objectives
1. Perform all pre-operating checks and safety checks.
2. Understand the safe lifting-capacity, travel, and horizontal limitations of an overhead crane, and situations leading to overload.
3. Lift, bridge, trolley, and lower any load from/to any location with maximum safety.

Essential OTCO Syllabus components (MUST HAVE topic areas)
1. Operating principles, operator controls, and mechanical daily checks.
2. Reading the lifting capacity of the crane and calculating the weight of every load.
3. Rigging and slinging principles; use and limitations all types of chains, wire ropes, slings, shackles, and accessories.
4. Safety procedures for lifting, bridging, trolleying, and lowering any load from/to any location.
5. Understand and respond to communication from a Banksman.
6. Understand and respond to all signals from a Banksman, with the ability to lift, bridge, trolley, and lower a load in blind situations.
7. Emergencies – what to do in emergency situations, e.g. electrical contact, overturn, fire.

Max. Course Duration | Max. re-certification interval | Min. Delegates | Max. delegates
--- | --- | --- | ---
Sixteen (16) hours | Three (3) years | One (1) | Three (3)

Delivery Language(s)
Arabic, English or Hindi

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overhead Travelling Crane Operator</td>
<td>OTCO</td>
<td>Contractor personnel required to operate overhead travelling cranes</td>
<td>Compulsory</td>
</tr>
</tbody>
</table>

Additional Pre-requisites for OTCO training

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Footwear</td>
<td>GP gloves</td>
</tr>
<tr>
<td>Hard hat</td>
<td>(RNB) Riggers and Banksman</td>
</tr>
<tr>
<td>Coverall or working clothing</td>
<td>Eye protection</td>
</tr>
<tr>
<td>OTCO Assessment Performance criteria (MUST be able to do)</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>1. Perform all pre-operating checks and verify if an overhead crane is serviceable or not.</td>
<td></td>
</tr>
<tr>
<td>2. Calculate if a particular load can be lifted or not, based on reading the lifting capacity and the estimated or actual weight of each load.</td>
<td></td>
</tr>
<tr>
<td>3. State the action to be taken if a load is not below the position of the trolley.</td>
<td></td>
</tr>
<tr>
<td>4. State the principles of safe rigging and slinging; state the use and limitations all types of chains, wire ropes, slings, shackles, and other accessories.</td>
<td></td>
</tr>
<tr>
<td>5. Make safe, correct, delicate, and accurate use of all lifting controls to lift, bridge, trolley, and lower any load from/to any location with maximum safety.</td>
<td></td>
</tr>
<tr>
<td>6. Position a suspended load accurately in a confined location, minimising or countering any swing.</td>
<td></td>
</tr>
<tr>
<td>7. Understand and respond to all signals from a Banksman, with the ability to lift, bridge, trolley, and lower a load in blind situations.</td>
<td></td>
</tr>
<tr>
<td>8. State and/or demonstrate the rules for safety in the event of a loss of electrical power.</td>
<td></td>
</tr>
<tr>
<td>9. When provided with emergency scenario descriptions, explain the correct actions that should be taken by an Overhead Travelling Crane operator.</td>
<td></td>
</tr>
</tbody>
</table>
**Course Title:**

(OOTCOR) Overhead Travelling Crane Operator scheduled Reassessment

**Assessment Aim:**

To provide assurance the operator of an overhead crane is able to do so whilst ensuring the safety of himself, other persons nearby, the crane, the suspended load, of nearby property, and the environment.

**Assessment Objectives**

1. Perform all pre-operating checks and safety checks.
2. Understand the safe lifting-capacity, travel, and horizontal limitations of an overhead crane, and situations leading to overload.
3. Lift, bridge, trolley, and lower any load from/to any location with maximum safety.

**Essential OTCOR Assessment components (MUST HAVE topic areas)**

1. Operating principles, operator controls, and mechanical daily checks.
2. Reading the lifting capacity of the crane and calculating the weight of every load.
3. Rigging and slinging principles; use and limitations all types of chains, wire ropes, slings, shackles, and accessories.
4. Safety procedures for lifting, bridging, trolleying, and lowering any load from/to any location.
5. Understand and respond to communication from a Banksman.
6. Understand and respond to all signals from a Banksman, with the ability to lift, bridge, trolley, and lower a load in blind situations.
7. Emergencies – what to do in emergency situations, e.g. electrical contact, overturn, fire.

**Max. Duration** | **Max. reassessment interval** | **Min. Delegates** | **Max. delegates**
---|---|---|---
Two (2) hours | Three (3) years | One (1) | Three (3)

**Delivery Language(s)**

Arabic, English or Hindi

**Course Title** | **Course Code** | **Target Population** | **Type**
---|---|---|---
Overhead Travelling Crane Operator Recertification | OTCOR | Contractor personnel previously trained to operate overhead travelling cranes. | Compulsory

**Additional Pre-requisites for OTCOR Assessment**

- Safety Footwear and hard (OTCO), or equivalent prior training, within last 3 years. 2 x Passport sized photos
- Eye protection (RNB) Riggers and Banksman Age 21 or over
- Coverall or working clothing GP gloves
## OTCOR Assessment Performance criteria (MUST be able to do)

1. Perform all pre-operating checks and verify if an overhead crane is serviceable or not.
2. Calculate if a particular load can be lifted or not, based on reading the lifting capacity and the estimated or actual weight of each load.
3. State the action to be taken if a load is not below the position of the trolley.
4. State the principles of safe rigging and slinging; state the use and limitations all types of chains, wire ropes, slings, shackles, and other accessories.
5. Make safe, correct, delicate, and accurate use of all lifting controls to lift, bridge, trolley, and lower any load from/to any location with maximum safety.
6. Position a suspended load accurately in a confined location, minimising or countering any swing.
7. Understand and respond to all signals from a Banksman, with the ability to lift, bridge, trolley, and lower a load in blind situations.
8. State and/or demonstrate the rules for safety in the event of a loss of electrical power.
9. When provided with emergency scenario descriptions, explain the correct actions that should be taken by a Overhead Travelling Crane operator.
Course Title:

**(RNB) Riggers and Banksman course**

Course Aim:

To teach the safe use of lifting equipment and accessories, and safe signalling methods during lifting operations; to ensure the safety of the Banksman, the safety of other persons nearby, the safety of the crane and equipment, the safety of the suspended load, safety of nearby property, and safety of the environment.

Course Objectives

1. Understand the inspection, certification, storage, maintenance and colour coding of lifting accessories, and understand and perform all configurations of safe rigging and slinging for all types of loads.
2. Understand basic crane operating principles, including outriggers & stability, levelling, load charts, and limitations in lifting capacity and reach.
3. Ability to display all signals to the crane operator using a variety of signalling methods including, radio, flag, whistle, and arm signals.

Essential RNB Syllabus components (MUST HAVE topic areas)

1. Inspection, certification, storage, maintenance, and colour coding of lifting accessories.
2. Understand all types of rigging and slinging principles using all types of chains, wire ropes, slings, shackles and accessories, including calculating the imposed load within all parts of a multiple-leg rigging system for all types of loads.
3. Perform all configurations of safe rigging and slinging using chains, wire ropes, slings, shackles and accessories for all types of loads.
4. Understand basic crane operating principles, including outriggers & stability, levelling, load charts, and limitations in lifting capacity and reach.
5. Display all signals to the crane operator using a variety of signalling methods including, radio, flag, whistle, and arm signals.
6. Recognise when any environmental conditions will prevent any lift from commencing.
8. Emergencies – what to do in emergency situations, e.g. electrical contact, collapse, overturn, fire.

<table>
<thead>
<tr>
<th>Max. Course Duration</th>
<th>Max. reassessment interval</th>
<th>Min. Delegates</th>
<th>Max. delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Twenty four (24) hours</td>
<td>Three (3) years</td>
<td>Three (3)</td>
<td>Twelve (12)</td>
</tr>
</tbody>
</table>

Delivery Language(s)

Arabic, English or Hindi

Course Title | Course Code | Target Population | Type
---|---|---|---
Riggers and Banksman | RNB | Contractor personnel required to act as a banksman, crane operator, P-I-C of a lift, lift equipment maintainer, or competent authorised person in respect of a lifting operation.. | Compulsory

Additional Pre-requisites for RNB training

<table>
<thead>
<tr>
<th>(ORT) HSE Orientation</th>
<th>Coverall or working clothing</th>
<th>Eye protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Footwear &amp; Hard hat</td>
<td>GP gloves</td>
<td>Age 21 or over</td>
</tr>
</tbody>
</table>

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RNB Assessment Performance criteria (MUST be able to do)

1. When shown a mixed group of lifting equipment, selecting only those that may be safely used, and explain why.
2. Demonstrate how you would prepare to rig and sling, when presented with 3 different load types to be lifted.
3. When given the mass of a lift, correctly calculate the imposed load within all parts of a multiple leg rigging system.
4. Carry out all configurations of safe rigging and slinging using chains, wire ropes, slings, shackles and accessories.
5. From images of, or real, items of lifting plant correctly explain the differences between various crane types including limitations in lifting capacity and reach, and the operating principles of each.
6. Display all signals to the crane operator using each of the available signalling methods.
7. Correctly explain lateral & longitudinal stability and by what and how they can be reduced or increased.
8. Correctly explain the environmental conditions that will prevent any lift from commencing, and why.
9. When provided with emergency scenario descriptions, explain the correct actions that should be taken by a rigger and banksman.
Assessment Title:

**(RNBR) Riggers and Banksman scheduled Reassessment**

**Assessment Aim:**
To provide assurance that a trained rigger and banksman remains able to use lifting equipment and accessories safely, using safe signalling methods during lifting operations thus ensuring the safety of the Banksman, of other persons nearby, the crane and equipment, the suspended load, of nearby property, and the environment.

**Assessment Objectives**
1. Confirm that inspection, certification, storage, maintenance and colour coding of lifting accessories, and perform all configurations of safe rigging and slinging for all types of loads is clearly understood and carried out.
2. Confirm that basic crane operating principles, including outriggers & stability, levelling, load charts, and limitations in lifting capacity and reach remain clearly understood.
3. Confirm the banksman’s continued ability to display all correct signals to the crane operator using a variety of signalling methods including, radio, flag, whistle, and arm signals.

**Essential RNB Assessment components (MUST HAVE topic areas)**
1. Inspection, certification, storage, maintenance, and colour coding of lifting accessories.
2. Understand all types of rigging and slinging principles using all types of chains, wire ropes, slings, shackles and accessories, including calculating the imposed load within all parts of a multiple-leg rigging system for all types of loads.
3. Perform all configurations of safe rigging and slinging using chains, wire ropes, slings, shackles and accessories for all types of loads.
4. Understand basic crane operating principles, including outriggers & stability, levelling, load charts, and limitations in lifting capacity and reach.
5. Display all signals to the crane operator using a variety of signalling methods including, radio, flag, whistle, and arm signals.
6. Recognise when any environmental conditions will prevent any lift from commencing.
8. Emergencies – what to do in emergency situations, e.g. electrical contact, collapse, overturn, fire.

<table>
<thead>
<tr>
<th>Max. Duration</th>
<th>Max. reassessment interval</th>
<th>Min. Delegates</th>
<th>Max. delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two (2) hours</td>
<td>Three (3) years</td>
<td>One (1)</td>
<td>Twelve (12)</td>
</tr>
</tbody>
</table>

**Delivery Language(s)**
Arabic, English or Hindi

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**Course Title**
Riggers & Banksman Recertification

**Course Code**
RNBR

**Target Population**
Contractor personnel previously trained to act as a banksman, crane operator, P-I-C of a lift, lift equipment maintainer, or competent authorised person in respect of a lifting operation.

**Type**
Compulsory

---

**Additional Pre-requisites for RNBR Assessment**
- Safety Footwear & GP gloves: Coverall or working clothing
- Hard hat: (RNBR) Riggers & Banksman

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**RNBR Assessment Performance criteria (MUST be able to do)**
1. When shown a mixed group of lifting equipment, selecting only those that may be safely used, and explain why.
2. Demonstrate how you would prepare to rig and sling, when presented with 3 different load types to be lifted.
3. When given the mass of a lift, correctly calculate the imposed load within all parts of a multiple leg rigging system.
4. Carry out all configurations of safe rigging and slinging using chains, wire ropes, slings, shackles and accessories.
5. From images of, or real, items of lifting plant correctly explain the differences between various crane types including limitations in lifting capacity and reach, and the operating principles of each.
6. Display all signals to the crane operator using each of the available signalling methods.
7. Correctly explain lateral & longitudinal stability and by what and how they can be reduced or increased.
8. Correctly explain the environmental conditions that will prevent any lift from commencing, and why.
9. When provided with emergency scenario descriptions, explain the correct actions that should be taken by a rigger and banksman.
Course Title:

**(SBTO) Side Boom Tractor Operator course**

**Assessment Aim:**

To teach the safe operation of a side boom crane, to ensure the safety of the operator, the safety of other persons nearby, the safety of the crane, the safety of the suspended load, safety of nearby property, and safety of the environment.

**Course Objectives**

1. Perform all pre-operating and safety checks.
2. Understand the safe lifting-capacity and the reach-capacity of any side boom crane, and situations leading to overload and instability.
3. Lift, travel, reach, and lower any load from/to any location with maximum safety.

**Essential SBTO Syllabus components (MUST HAVE topic areas)**

1. Operating principles, operator controls, and mechanical daily checks.
3. Rigging and slinging principles; use and limitations all types of chains, wire ropes, slings, shackles, and accessories.
4. Safety procedures for lifting, travelling, reaching, and lowering any load from/to any location.
5. Understanding communication from a Banksman.
6. Reading the lifting capacity/reach chart, calculating maximum reach for every load, and the requirement for additional counterbalance.
7. Understand ground stability and safe distance from the edge of the excavation.
8. Emergencies – what to do in emergency situations, e.g., electrical contact, overturn, fire.

<table>
<thead>
<tr>
<th>Max. Course Duration</th>
<th>Max. reassessment interval</th>
<th>Min. Delegates</th>
<th>Max. delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Twenty four (24) hours</td>
<td>Three (3) years</td>
<td>One (1)</td>
<td>Three (3)</td>
</tr>
</tbody>
</table>

**Delivery Language(s)**

Arabic, English or Hindi

**Course Title**

Side Boom Tractor Operator

**Course Code**

SBTO

**Target Population**

Contractor personnel required to operate a side boom tractor.

**Type**

Compulsory

**Additional Pre-requisites for SBTO training**

<table>
<thead>
<tr>
<th>(ORT) HSE Orientation</th>
<th>Eye protection</th>
<th>Age 21 or over</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Footwear &amp; Hard hat</td>
<td>(RNB) Rigger &amp; Banksman</td>
<td>2 x Passport sized photo</td>
</tr>
<tr>
<td>Coverall or working clothing</td>
<td>GP gloves</td>
<td></td>
</tr>
</tbody>
</table>
**SBTO Assessment Performance criteria (MUST be able to do)**

1. Perform all pre-operating checks and verify if a side boom crane is serviceable or not.
2. Calculate if a particular load can be lifted or not, based on reading the lifting capacity chart and measurement of the lifting/lowering reach location for any load.
3. State when and how he would need to reposition a side boom crane where the load was beyond its reach capacity, coupled with the minimum clearance from an excavation.
4. Calculate the counterbalance weight required to safely perform a specific task.
5. State the principles of safe rigging and slinging; state the use and limitations all types of chains, wire ropes, slings, shackles, and other accessories.
6. Make safe, correct, delicate, and accurate use of all lifting controls to lift, travel, reach, and lower any load from/to any location with maximum safety.
7. Understand and respond to all signals from a Banksman, with the ability to lift, travel, reach, and lower a load in blind situations.
8. State and/or demonstrate the rules for safe transit to/from transit/lifting, and the requirements for load and crane security before moving the vehicle, and counterbalance & stability before lifting operations.
9. State what to do in emergency situations, e.g. electrical contact, overturn, fire.
Assessment Title:

(SBTOR) Side Boom Tractor Operator scheduled Reassessment

Assessment Aim:

Confirm the delegate remains able to safely operate a side boom crane, to ensure the safety of the operator, the safety of other persons nearby, the safety of the crane, the safety of the suspended load, safety of nearby property, and safety of the environment.

Assessment Objectives

1. Confirm delegate remains able to perform all pre-operating and safety checks.
2. Confirm delegate retains understanding of the safe lifting-capacity and the reach-capacity of any side boom crane, and situations leading to overload and instability.
3. Confirm delegate can lift, travel, reach, and lower any load with a SBT from/to any location with maximum safety.

Essential SBTOR Assessment components (MUST HAVE topic areas)

1. Operating principles, operator controls, and mechanical daily checks.
3. Rigging and slinging principles; use and limitations all types of chains, wire ropes, slings, shackles, and accessories.
4. Safety procedures for lifting, travelling, reaching, and lowering any load from/to any location.
5. Understanding communication from a Banksman.
6. Reading the lifting capacity/reach chart, calculating maximum reach for every load, and the requirement for additional counterbalance.
7. Understand ground stability and safe distance from the edge of the excavation.
8. Emergencies – what to do in emergency situations, e.g. electrical contact, overturn, fire.

Max. Duration | Max. reassessment interval | Min. Delegates | Max. delegates
---|---|---|---
Two (2) hours | Three (3) years | One (1) | Three (3)

Delivery Language(s)

Arabic, English or Hindi

Course Title | Course Code | Target Population | Type
---|---|---|---
Side Boom Tractor Operator | SBTOR | Previously SBTO trained contractor personnel required to operate a side boom tractor. | Compulsory

Additional Pre-requisites for SBTOR Assessment

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Footwear &amp; hard hat</td>
<td>(RNB) Rigger &amp; Banksman</td>
</tr>
<tr>
<td>Eye protection &amp; GP gloves</td>
<td>(SBTO) Side Boom Tractor Operator, or equivalent prior training, within last 3 years.</td>
</tr>
<tr>
<td>Coverall or working clothing</td>
<td>2 x Passport sized photos</td>
</tr>
<tr>
<td></td>
<td>Age 21 or over</td>
</tr>
</tbody>
</table>
### SBTOR Assessment Performance criteria (MUST be able to do)

1. Perform all pre-operating checks and verify if a side boom crane is serviceable or not.
2. Calculate if a particular load can be lifted or not, based on reading the lifting capacity chart and measurement of the lifting/lowering reach location for any load.
3. State when and how he would need to reposition a side boom crane where the load was beyond its reach capacity, coupled with the minimum clearance from an excavation.
4. Calculate the counterbalance weight required to safely perform a specific task.
5. State the principles of safe rigging and slinging; state the use and limitations all types of chains, wire ropes, slings, shackles, and other accessories.
6. Make safe, correct, delicate, and accurate use of all lifting controls to lift, travel, reach, and lower any load from/to any location with maximum safety.
7. Understand and respond to all signals from a Banksman, with the ability to lift, travel, reach, and lower a load in blind situations.
8. State and/or demonstrate the rules for safe transit to/from transit/lifting, and the requirements for load and crane security before moving the vehicle, and counterbalance & stability before lifting operations.
9. State what to do in emergency situations, e.g. electrical contact, overturn, fire.
### Assessment Title:

Course Title:

**(CHA) Chemical Handling – Dealing with the risk**

#### Course Aim:

Be able to control, the potential safety and health hazards or environmental damage arising from the transport, storage, handling and disposal of hazardous chemicals.

#### Course Objectives

1. Identify the hazardous chemical class from signs, symbols and labels.
2. Describe the safety, Health and environmental hazards of commonly occurring hazardous chemicals.
3. Apply safety handling data in the SHOC system.

#### Essential CHA Syllabus components (MUST HAVE topic areas)

1. Classification, labeling and marking of Chemical Substances and Preparations
2. Routes of Entry into the body.
3. Material Safety Data Sheets/SHOC/TREM cards
4. Safe systems of work & Personal Protective Equipment
5. Transport, Use, Storage, and Disposal of hazardous substances
6. Legislative responsibilities (Royal Decree No. 46/95 Issuing the Law of Handling and Use of Chemicals)

<table>
<thead>
<tr>
<th>Max. Course Duration</th>
<th>Max. re-certification interval</th>
<th>Min. Delegates</th>
<th>Max. delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three (3) hours</td>
<td>Four (4) years</td>
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<td>Sixteen (16)</td>
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#### Delivery Language(s)

Arabic, English or Hindi

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical Hazard Awareness</td>
<td>CHA</td>
<td>Non-supervisory PDO &amp; Contractor Drivers &amp; Operational staff who are required to handle or transport hazardous chemicals as part of their work.</td>
<td>Entry</td>
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</tbody>
</table>

### Additional Pre-requisites for CHA training

(ORT) HSE Orientation

<table>
<thead>
<tr>
<th>Coverall or working clothing</th>
<th>Hard hat, GP gloves &amp; Safety Footwear</th>
</tr>
</thead>
</table>

### CHA Assessment Performance criteria (MUST be able to do)

1. Correctly identify and describe the class of a hazardous chemical when shown signs, symbols and labels.
2. Correctly explain the four routes of exposure to hazardous chemicals.
3. Correctly explain the safety, health and environmental hazards of 5 common hazardous chemicals.
4. Correctly explain the hazard control procedures and associated activities applicable to chemical transport, handling, storage and disposal.
5. During a simulated spill or release of a hazardous chemical demonstrate you can find information concerning the chemicals and hazards involved from the available information, and can carry out the correct emergency action procedures
6. Given an assortment of marked and labelled packages/containers of hazardous chemicals, demonstrate you understand and can use the segregation rules for incompatible chemicals, and explain why the rules have been made.
Assessment Title:

(CHAR) Chemical Hazard Awareness scheduled Reassessment

Assessment Aim:

To confirm previously trained staff remain able to control, the potential safety and health hazards or environmental damage arising from the transport, storage, handling and disposal of hazardous chemicals.

Assessment Objectives

1. Confirm delegate’s ability to identify the hazardous chemical class from signs, symbols and labels.
2. Confirm delegate’s ability to describe the safety, Health and environmental hazards of commonly occurring hazardous chemicals.
3. Confirm delegate’s ability to apply safety handling date in SHOC system.

Essential CHAR Assessment components (MUST HAVE topic areas)

1. Classification, labelling and marking of Chemical Substances and Preparations
2. Routes of Entry into the body.
3. Material Safety Data Sheets/SHOC/TREM cards
4. Safe systems of work & Personal Protective Equipment
5. Transport, Use, Storage, and Disposal of hazardous substances
6. Legislative responsibilities (Royal Decree No. 46/95 Issuing the Law of Handling and Use of Chemicals)

Max. Duration | Max. re-certification interval | Min. Delegates | Max. delegates
--- | --- | --- | ---
One (1) hour | Four (4) years | One (1) | Sixteen (16)

Delivery Language(s)

Arabic, English or Hindi

Course Title | Course Code | Target Population | Type
--- | --- | --- | ---
Chemical Hazard Awareness | CHAR | Previously CHA trained non-supervisory PDO & Contractor Drivers & Operational staff who are required to handle or transport hazardous chemicals as part of their work. | Compulsory

Additional Pre-requisites for CHAR Assessment

<p>| | | | |</p>
<table>
<thead>
<tr>
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<th></th>
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</thead>
<tbody>
<tr>
<td>Safety Footwear</td>
<td>Chemical Hazard Awareness</td>
<td>Hard hat &amp; GP gloves</td>
<td></td>
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<td>Coverall or working clothing</td>
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</table>
CHAR Assessment Performance criteria (MUST be able to do)

1. Correctly identify and describe the class of a hazardous chemical when shown signs, symbols and labels.
2. Correctly explain the four routes of exposure to hazardous chemicals.
3. Correctly explain the safety, health and environmental hazards of 5 common hazardous chemicals.
4. Correctly explain the hazard control procedures and associated activities applicable to chemical transport, handling, storage and disposal.
5. During a simulated spill or release of a hazardous chemical demonstrate you can find information concerning the chemicals and hazards involved from the available information, and can carry out the correct emergency action procedures
6. Given an assortment of marked and labelled packages/containers of hazardous chemicals, demonstrate you understand and can use the segregation rules for incompatible chemicals, and explain why the rules have been made.
Course Title:

**(EA) Environmental Awareness**

Course Aim:

To provide the target population with an awareness of environmental issues and risks related to company activities and operations, and the means by which such issues can be managed.

Course Objectives

Provide knowledge and understanding of:

1. PDO's operations and activity environmental hazards and risks.
2. The legal environment and key environmental limits PDO needs to comply with.
3. The requirements for environmental impact assessments within PDO projects at the planning stage.

**Essential EA Course components (MUST HAVE topic areas)**

1. PDO specific environmental issues, e.g. oil spills; waste handling, emissions to atmosphere
2. Management of oil spills, waste handling, and environmental risk management
3. The Omani legal and regulatory requirements related to the environment and permit requirements.
4. PDO’s environmental specifications.
5. Aspect/Impact of different activities/projects and their management.
6. Integrated impact assessment

Max. Course Duration | Max. re-assessment interval | Min. delegates | Max. delegates
--- | --- | --- | ---
Eight (8) hours | None | Three (3) | Twelve (12)

Delivery Language(s)

- English

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
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<tbody>
<tr>
<td>Environmental Awareness</td>
<td>EA</td>
<td>Operations, drilling, well services and project team staff.</td>
<td>Recommended</td>
</tr>
</tbody>
</table>

Additional Pre-requisites for EA Course

(ORT) HSE Orientation

**EA Assessment Performance criteria (MUST be able to do)**

1. When shown 5 video clips or photographs of different operational, drilling, well services or production activities, correctly identify the PDO specific environmental issues and risks associated with them.
2. When shown 4 video clips or photographs of different hazardous waste materials, correctly identify the waste handling and management processes that need to be followed with each.
3. When shown 5 photographs or video clips of hazardous chemicals being transported, stored or handled, correctly identify the different environmental risks associated with each.
4. When shown an activity or process that is to take place at a real or simulated workplace, carry out an environmental risk assessment correctly for it.
5. When shown an activity or process that is to take place at a real or simulated workplace, identify appropriate control measures for the general hazards associated with it.
6. Correctly explain 6 different categories of environmental risk associated with company activities and the control measures associated with each.
7. Demonstrate you can identify where information on the legislative and regulatory framework for environmental issues and controls that apply in PDO is to be found, and name two of each type – i.e. legal, regulatory or company document.
**FW) Fire Warden responsibilities**

**Course Aim:**

To provide delegates with basic knowledge and understanding of fire protection, fire prevention and fire defence so that they may function effectively as a fire warden at any location.

**Course Objectives**

Preparing delegates to function as effective fire wardens by providing them with sufficient knowledge and skills to carry out the role at any location.

**Essential FW Syllabus components (MUST HAVE topic areas)**

1. **Fire protection** in buildings and on sites – its form and function, i.e. compartmentalisation, construction materials, surface treatments, fire-stopping and unseen voids; heat, smoke and fire spread mechanisms – effects of natural ventilation and AC systems.
2. **Fire prevention** – house-keeping; flammables and hazardous materials storage and handling; contractors activities; common fire hazards; electrical safety; smoking controls;
3. **Means of Escape** in case of fire - smoke and fire stop self-closing doors, wall, floor and ceiling surfaces, escape corridors and stairways, fire exit doors and signs, emergency lighting, assembly points, panic bars, key locks (and boxes), alarmed doors.
4. **Fire Defence** – Emergency Response Plans; Automatic Heat/Fire/Smoke/Gas Detection systems, detector types, alarm panels, zone diagrams, fixed fire-fighting systems (sprinklers, total flooding, risers, hose-reels), portable fire-fighting equipment;
5. **Fire Warden's role** – Before a fire; during a fire; after a fire. Zone clearance; Assisting Evacuation, Leaving your zone; Reports to Lead Fire Warden. After the event – what next?

<table>
<thead>
<tr>
<th>Max. Course Duration</th>
<th>Max. re-certification interval</th>
<th>Min. Delegates</th>
<th>Max. delegates</th>
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**Delivery Language(s)**

Arabic, English or Hindi

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<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
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<tbody>
<tr>
<td>Fire Warden</td>
<td>FW</td>
<td>PDO &amp; Contractor staff designated to carry out the role of a fire warden.</td>
<td>Entry</td>
</tr>
</tbody>
</table>

**Additional Pre-requisites for FW training**

(ORT) HSE Orientation, & H2S Awareness & Escape if interior based

**FW Assessment Performance criteria (MUST be able to do)**

1. Name four elements correctly, that would collectively be used to achieve fire protection within a structure.
2. Demonstrate during a tour of a building at a real or simulated workplace, what you would look for, and why, when checking if the fire protection and Means of Escape are intact and effective, in a zone you have been given responsibility for.
3. Demonstrate, during a tour of a real or simulated workplace, that you can identify 4 different types of fire hazard, and can identify how to remove or reduce the risk of fire of at least 2 of those hazards.
4. Correctly identify at least one smoke control door and at least one fire-stop door during a tour of a real or simulated workplace, explain the differences between them and ordinary doors, and why their closed status needs to be maintained.
5. When given responsibility for one of the zones on a provided zone diagram of a simulated workplace, when the emergency alarm sounds, demonstrate that you can take the correct actions as a fire warden during and after the event.
(HRA) Conducting health risk assessments

Course Aim:
To enable attendees to identify health hazards, assess the risk and implement controls whilst conducting and preparing Job Type HRA’s

Course Objectives
1. Prepare delegates to identify health hazards i.e. chemical, physical, biological, ergonomic and psycho-social.
2. Confirm delegates’ ability to conduct health risk assessments, health surveillance measuring and monitoring, and to recommend appropriate controls.
3. Prepare delegates to use the Job Type HRA template to demonstrate hazards are controlled to ALARP

Essential HRA Syllabus components (MUST HAVE topic areas)
1. The five key health hazard categories with examples
2. Use of Risk Matrix and Control Matrix and their function during assessment of the risk
3. Occupational Exposure Limits e.g. Chemical, radiation, noise, heat, manual handling etc
4. Health Surveillance and Fitness to work requirements
5. Hierarchy of Controls
6. Practical assessment of job type in the field
7. Exposure monitoring requirements and field assessments
8. Completion of Job Type HRA template and remedial action plan
9. Remedial action plan
10. Legislative requirements in Oman

Desirable HRA Syllabus components (nice to have topic areas)
1. Monitoring equipment e.g. noise meters, sampling pumps, radiation meters

Max. Course Duration | Max. re-assessment interval | Min. Delegates | Max. delegates
--- | --- | --- | ---
Twelve (12) hours | None | Three (3) | Twelve (12)

Delivery Language(s)
English

Course Title | Course Code | Target Population | Type
--- | --- | --- | ---
Health Risk Awareness | HRA | Industrial Hygienists, HSE Advisors, PTW Signatories, Permit Applicants | Recommended

Additional Pre-requisites for HRA training
(ORT) HSE Orientation

HRA Assessment Performance criteria (MUST be able to do)
1. Correctly identify at least one health hazard in each of the five key categories in a real workplace.
2. Accurately interpret occupational exposure limits for each of the health hazard categories.
3. In a real workplace, identify the controls being used for the five health hazard categories and correctly assess their adequacy, suitability and sufficiency for the tasks being performed.
4. Correctly apply the hierarchy of controls during an assessment of the risk presented by a health hazard identified in a real workplace.
5. Given an actual workplace scenario, determine when to perform occupational exposure monitoring e.g. noise, chemicals and/or correctly interpret previous exposure monitoring results.
6. Determine if the exposures provided by actual measurement or simulated measurement exceed the OEL’s or acceptable limits and where unsure, identify how to gain assistance, and from whom.
7. Correctly determine the health surveillance requirements when given 3 examples of specific health hazards e.g. heavy metals, noise/vibration, heat stress
8. Carry out Job Type Health Risk Assessments for submission and approval by the appointed Health Risk Assessor.

Course Title:
(NORMA) Working with Naturally Occurring Radioactive Materials

Course Aim:
Provide awareness and define NORM, where it occurs, hazards and controls to mitigate risk

Course Objectives
1. Define what is NORM and the risk during maintenance activities
2. Explain where NORM may deposit, the precautionary principle and basic monitoring
3. Precautions to follow if NORM is identified above the Company limits

Essential NORMA Syllabus components (MUST HAVE topic areas)
1. NORM SP1170 definitions
2. Basic radiation theory
3. Health and Environmental risks – Who is at risk, how, when and why?
4. Precautionary principle associated with certain maintenance and well servicing activities that must include monitoring for NORM using approved meters.
5. NORM controls to mitigate the risk, e.g. PPE, Hygiene and Time, Distance, Shielding.
6. Disposal arrangements for NORM contaminated equipment and sludge to the Bahja NORM Yard.

Desirable NORMA Syllabus components (nice to have topic areas)
1. Inclusion of the PDO NORM Video (10 mins)
2. Recording NORM measurements e.g. EDM, Production Station Spreadsheets
3. Plastic wrapping and labelling of contaminated equipment

Max. Course Duration | Max. re-assessment interval | Min. Delegates | Max. delegates
--- | --- | --- | ---
Two (2) hours | None | Three (3) | Twelve (12)

Delivery Language(s)
Arabic, English or Hindi

Course Title | Course Code | Target Population | Type
--- | --- | --- | ---
NORM Awareness | NORMA | PDO and contractor personnel who will perform maintenance or servicing activities on equipment that has conveyed or stored production fluids (oil, water or gas). | Entry

Additional Pre-requisites for NORMA training

<table>
<thead>
<tr>
<th>Non-supervisory staff</th>
<th>Supervisory/Managerial staff</th>
<th>All staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coverall or working clothing</td>
<td>Safety Footwear &amp; Hard hat</td>
<td>(ORT) HSE Orientation</td>
</tr>
</tbody>
</table>

NORMA Assessment Performance criteria (MUST be able to do)
1. Explain which PDO document(s) have NORM specifications & guidelines and how they are accessed.
2. State correctly PDO’s definition of NORM.
3. Explain the NORM associated precautionary principle used in PDO correctly.
4. Identify equipment, installations and materials in well engineering operations that may be NORM.
5. Correctly explain the health risks associated with NORM.
6. Correctly explain the environmental risks associated with NORM.
7. Given a list of PPE items available for well engineering activities, correctly identify those required to be worn when working with NORM or suspected NORM.
8. Correctly explain the personal hygiene requirements associated with NORM contaminated equipment, when they should be used and by whom.
## Appendix B – Level 2 HSE Courses and Assessments

### Course Title:

**(AGT) Authorised Gas Tester course**

### Course Aim:

Provide individuals with the knowledge, understanding and skills to act as authorised gas testers.

### Course Objectives

1. Provide awareness of when and why gas testing is required, i.e. for confined spaces and for hot work.
2. Provide knowledge on use of gas testing equipment.
3. Provide knowledge of how to conduct, interpret and document gas testing in confined spaces and for hot work.

### Essential AGT Syllabus components (MUST HAVE topic areas)

1. **Narcotic effects of hydrocarbons.**
2. **Testing in confined spaces, covering confined space criteria:** the type of production operation being tested for flammable and toxic gases; the potential cumulative hazards of operations within an oxygen deficient, toxic or flammable environment; carrying out a suitable and sufficient risk assessment before testing activities and confined space entry; using safe systems of work including Confined Space Entry and PTW procedures; using observers to raise the alarm and initiate emergency response.
3. **Testing for hot work, covering hot work criteria:** the type of production operation being tested for flammable and toxic gases; the principles of hot work gas testing as applied to the work area; the hazards and properties of flammable gases – to include gas and vapour cloud movement; the acceptable levels of flammable gases and the correct amount of Oxygen; carrying out a suitable and sufficient risk assessment before testing Activities; using safe systems of work including PTW procedures; and using observers to raise the alarm and initiate emergency response.
4. **Use of atmosphere / gas measuring and monitoring equipment,** covering how to access and interpret the relevant operational instructions; the operating principles of atmosphere monitoring and measuring equipment and frequently observed failure modes; the strengths and weaknesses of the various types of atmospheric flammable and toxic gas detection equipment - to include transportable, portable and personal monitors; how to correctly select between aspirating and non-aspirating detectors to obtain a representative sample of the atmosphere being tested; equipment required in inert atmospheres; gas detector pre-start checks; and calibrating the instruments used in atmospheric testing.
5. **Gas testing in confined spaces,** covering the hazards and properties of flammable and toxic gases including oxygen deficiency and enrichment, nitrogen and specialist materials appropriate to the location; the behaviour of different gases – to include heavier than air & lighter than air behaviour and “neutral buoyancy” effect; the range and frequency of tests; acceptable levels of flammable and toxic gases and the correct amount of oxygen; the implications of WEL for toxic gases and LEL for flammable gases; how to set up the relevant detector for each gas testing application, its potential failure modes and confirming its correct functioning; performing gas tests in sequence; how to correctly select between aspirating and non-aspirating detectors to obtain a representative sample of the atmosphere being tested; how to obtain a representative atmosphere sample from a range of confined spaces; taking samples at the top, middle and bottom to locate varying concentrations of gases and vapors; sampling confined spaces at a distance from the opening because air intrusion near the entrance can give a false sense of adequate oxygen present; testing flammable gases in inert atmospheres; monitoring and retesting after the initial entry; where to site ongoing monitoring equipment for vessel entry.
5. **Gas testing for hot work**, covering the different types of detectors used for the flammable product; how to set up the relevant detector for each gas testing application and confirm its correct functioning; how to correctly select between aspirating and non-aspirating detectors, relevant to the atmosphere being tested; the operating principles of atmospheric monitoring and measuring equipment including their strengths, weaknesses and frequently observed failure modes; and where to locate ‘sentinel styled’ portable or transportable site monitoring equipment for optimum benefit.

6. **Interpreting and documenting the results of a gas test**, covering how to interpret the results, to include both normal and abnormal; how to document the results and advise relevant personnel.

<table>
<thead>
<tr>
<th>Max. Course Duration</th>
<th>Max. re-certification interval</th>
<th>Min. Delegates</th>
<th>Max. delegates</th>
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**Delivery Language(s)**

English ONLY

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<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
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<tbody>
<tr>
<td>Authorised Gas Tester</td>
<td>AGT</td>
<td>PDO &amp; contractor personnel designated as Authorised Gas Testers</td>
<td>Entry</td>
</tr>
</tbody>
</table>

**Additional Pre-requisites for AGT training**

- (ORT) HSE Orientation
- H2S Awareness & Escape
- Safety Footwear & Hard hat
- Medically & physically fit
- Coverall or working clothing
- 3 months concession area work experience

Provide a copy of evidence in the form of certificates to prove the English Language certification to IELTS Band 6

**AGT Assessment Performance criteria (MUST be able to do)**

1. When given the names of three different hydrocarbons, correctly explain their narcotic effects.
2. Correctly explain:
   - The implications of applicable PDO procedures;
   - The hazards of operations within an oxygen deficient, toxic or flammable environment;
   - What the confined space criteria are;
   - The behaviour of different flammable and toxic gases including H2S, SO2, CO, CO2, and alkanes that are normally vapour at ambient conditions;
   - The acceptable levels of another flammable and toxic gases including H2S, SO2, CO, CO2, and alkanes that are normally vapour at ambient conditions;
   - The operating principles of atmosphere monitoring and measuring equipment;
3. The pre-start – correctly explain
   - How you would correctly calibrate atmosphere monitoring and measuring equipment;
   - How to set up the relevant detector for each gas testing application;
4. The range and frequency of tests – correctly explain:
   - How a representative atmosphere sample should be obtained;
   - How to specify continuous monitoring or retesting frequency;
   - Given an operational scenario, where you would site ongoing monitoring equipment;
   - What ‘hot work’ means;
   - The hazards associated with it in relation to the production of flammable and toxic gases;
   - The hazards and properties of flammable gases;
   - The principles of hot work gas testing;
   - The strengths and weaknesses of flammable and toxic gas detection equipment.
5. At an actual or simulated operational workplace for confined space entry:
   - Carry out a suitable and sufficient risk assessment after interpreting operational requirements.
   - Demonstrate you can correctly identify the appropriate safe systems of work needed and can use
them, including the Permit to Work system
- Demonstrate you can select and use the correct PPE and RPE before a gas testing operation.
- Demonstrate you can carry out gas detector pre-start checks correctly.
- Demonstrate you can perform gas tests in the correct sequence.

6. Given a set of readings from the instruments you selected, demonstrate you are able to correctly interpret and document the results.

7. At an actual or simulated operational workplace where hot work is to take/is taking place:
   - Carry out a suitable and sufficient risk assessment after interpreting operational requirements and instructions;
   - Demonstrate you can correctly identify the appropriate safe systems of work needed and can use them, including the Permit to Work system;
   - Demonstrate you can identify the correct detector to use for a given flammable product;
   - Carry out detector pre-start checks;
   - Demonstrate how to locate and set up the relevant detector and confirm its correct functioning;
   - Demonstrate where to locate sentinel styled equipment for optimum benefit;
   - Demonstrate you can correctly obtain a representative sample of the atmosphere being tested;
   - Given a set of readings from the instruments you selected, demonstrate you are able to correctly interpret and document the results.
Assessment Title:

(AGTR) Authorised Gas Tester scheduled Recertification

Assessment Aim:

Confirm individuals have retained the knowledge, understanding and skills to act as authorised gas testers.

Assessment Objectives

1. Confirm the delegate has retained awareness of when and why gas testing is required, i.e. for confined spaces and for hot work.
2. Confirm delegate has retained the knowledge on use of gas testing equipment.
3. Confirm delegate has retained the knowledge of how to conduct, interpret and document gas testing in confined spaces and for hot work.

Essential AGTR Assessment components (MUST HAVE topic areas)

1. Narcotic effects of hydrocarbons.
2. Testing in confined spaces, covering confined space criteria
3. Testing for hot work, covering hot work criteria
4. Use of atmosphere / gas measuring and monitoring equipment
5. Gas testing in confined spaces
6. Gas testing for hot work
7. Interpreting and documenting the results of a gas test

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<th>Max. Duration</th>
<th>Max. re-certification interval</th>
<th>Min. Delegates</th>
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Delivery Language(s)

English ONLY

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<th>Course Title</th>
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<td>Authorised Gas Tester Recertification</td>
<td>AGTR</td>
<td>PDO &amp; contractor personnel who have been previously trained as Authorised Gas Testers</td>
<td>Entry</td>
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Additional Pre-requisites for AGTR Assessment

All staff

- H2S Awareness & Escape (H2S) Medically & physically fit Safety Footwear & Hard hat
- Authorised Gas Tester (AGT) Eye protection Coverall or working clothing
- Current, valid AGT permit

Provide a copy of evidence in the form of certificates to prove the English Language certification to IELTS Band 6

AGTR Assessment Performance criteria (MUST be able to do)

1. When given the names of three different hydrocarbons, correctly explain their narcotic effects.
2. Correctly explain:
   - The implications of applicable PDO procedures;
   - The hazards of operations within an oxygen deficient, toxic or flammable environment;
   - What the confined space criteria are;
   - The behaviour of different flammable and toxic gases including H2S, SO2, CO, CO2, and alkanes that are normally vapour at ambient conditions;
   - The acceptable levels of another flammable and toxic gases including H2S, SO2, CO, CO2, and alkanes that are normally vapour at ambient conditions;
   - The operating principles of atmosphere monitoring and measuring equipment;
3. The pre-start
4. The range and frequency of tests;
   - How you would correctly calibrate atmosphere monitoring and measuring equipment;
   - How to set up the relevant detector for each gas testing application;

5. At an actual or simulated operational workplace for confined space entry:
   - Carry out a suitable and sufficient risk assessment after interpreting operational requirements.
   - Demonstrate you can correctly identify the appropriate safe systems of work needed and can use them, including the Permit to Work system
   - Demonstrate you can select and use the correct PPE and RPE before a gas testing operation.
   - Demonstrate you can carry out gas detector pre-start checks correctly.
   - Demonstrate you can perform gas tests in the correct sequence.

6. Given a set of readings from the instruments you selected, demonstrate you are able to correctly interpret and document the results.

7. At an actual or simulated operational workplace where hot work is to take/is taking place:
   - Carry out a suitable and sufficient risk assessment after interpreting operational requirements and instructions;
   - Demonstrate you can correctly identify the appropriate safe systems of work needed and can use them, including the Permit to Work system;
   - Demonstrate you can identify the correct detector to use for a given flammable product;
   - Carry out detector pre-start checks;
   - Demonstrate how to locate and set up the relevant detector and confirm its correct functioning;
   - Demonstrate where to locate sentinel styled equipment for optimum benefit;
   - Demonstrate you can correctly obtain a representative sample of the atmosphere being tested;
   - Given a set of readings from the instruments you selected, demonstrate you are able to correctly interpret and document the results.
Course Title:

(HII) HSE Incident Investigation course

Course Aim:

To prepare staff who may be nominated, as individuals or as a member of a team, to investigate incidents or accidents.

Course Objectives

Ensuring, through tutoring, that delegates have:

1. Confirmation, clarification and expansion of knowledge and understanding related to incident types, records, risk assessment matrix and the Bow-Tie concept previously gained on HSE Tools & Skills course.
2. Sufficient knowledge and clarity concerning human factors in incident investigation.
3. An awareness of Tripod Trees and the ability to prepare incident reports.

Essential HII Course components (MUST HAVE topic areas)

2. Initial response to an incident
3. Gathering initial facts from the scene and evidence preservation.
4. Forming and effective investigation team and its terms of reference
5. Investigation techniques and philosophies.
6. Interviewing witnesses.
7. Determining relevance of information.
8. Following information leads.
9. Validation of gathered evidence and corroboration.
11. Analysing the Management System and Procedures.
12. Analysis of findings.
13. Finding the reasons behind the cause(s).
14. Determining sensible and SMART actions to learn from the incident.
15. Preparation, review and publication of the report.
16. Practical role play with case studies. (6 hours)

Max. Course Duration | Max. re-certification interval | Min. Delegates | Max. delegates
---|---|---|---
Sixteen (16) hours | None | Three (3) | Twelve (12)

Delivery Language(s)

English

Course Title | Course Code | Target Population | Type
---|---|---|---
HSE Incident Investigation course | HII | PDO HSE Team Leads and Contractor HSE Advisers | Mandatory
PDO Contract Owners, Contract Holders and Contractor Managers & Supervisors, who may be required as part of their role to lead incident investigations. | Recommended
### Additional Pre-requisites for HII training

**All target population staff**

(ORT) HSE Orientation

Provide a copy of evidence in the form of certificates to prove the English Language certification to IELTS Band 6

<table>
<thead>
<tr>
<th>HII Assessment Performance criteria <strong>(MUST be able to do)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Correctly illustrate and explain the incident triangle, and the reason for investigating incidents.</td>
</tr>
<tr>
<td>2. Correctly list 5 of the key aspects of collecting data following an incident.</td>
</tr>
<tr>
<td>3. Given a potential severity rating, explain correctly the depth to which the investigation should be taken and why.</td>
</tr>
<tr>
<td>4. Accurately, but in your own words, explain why it is important to establish underlying cause(s) and latent failures in relation to an incident, rather than just the immediate cause(s) and human factors they tend to indicate.</td>
</tr>
<tr>
<td>5. Demonstrate through role play, that you can interview a witness effectively to obtain 4 key pre-determined facts the witness has, in connection with a specific incident scenario.</td>
</tr>
<tr>
<td>6. Demonstrate, after role play and group work concerning a specific incident scenario, that you can prepare a clear and structured investigation report and presentation, that both include the key cause(s) and management failures.</td>
</tr>
<tr>
<td>7. Demonstrate, using your investigation report and presentation, that you can recognise and formulate SMART recommendations related to the investigation role play you have participated in.</td>
</tr>
<tr>
<td>Course Title:</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td><strong>(PSO) Process safety - your role to play</strong></td>
</tr>
</tbody>
</table>

**Course Aim:**

Provide an awareness of Asset Integrity – Process Safety (AI-PS) in PDO.

**Course Objectives**

1. Provide an awareness of the aim of process safety management.
2. Provide an introduction to AI-PS terminology including the barrier concept, Process Safety Events, and the AI-PS framework.
3. Provide an awareness of AI-PS asset level assurance.
4. Set expectations for AI-PS accountabilities and responsibilities, and model AI-PS behaviours.

**Essential Course components (MUST HAVE topic areas)**

1. **AI-PS definitions.** Asset Integrity – Process Safety (AI-PS) definitions including Technical Integrity, Design Integrity and Operating Integrity.
2. **Process safety incidents.** Examples of process safety incidents in industry and in PDO.
3. **Definition and classification of Process Safety Events.** The link between process safety incidents and Process Safety Basic Requirements.
4. **The barrier concept.** The barrier concept and Bow-Ties. The barrier concept and Safety Critical Elements (SCEs). How the barrier concept, Bow-Ties and Manual of Permitted Operations (MOPO) can be used in operational risk assessments.
5. **Process safety management system.** AI-PS framework (CCPS Risk-Based Process Safety). The four pillars of process safety, i.e. process safety commitment, understand hazards & risk, manage risk, and learn from experience. The twenty process safety elements.
6. **Process safety assurance.** AI-PS assurance including knowledge and understanding of level 2 and 3 assurance activities and supporting materials.
7. **Roles and responsibilities for process safety.** HSE Case Owners & Custodians and HSE Critical Positions described in Operations HSE Cases. Accountabilities of project managers. The role of a Technical Authority. The role of the AI-PS Asset Leadership Team (AIPSALT) and Element Champions in AI-PS assurance.

<table>
<thead>
<tr>
<th>Max. Course Duration</th>
<th>Max. re-certification interval</th>
<th>Min. Delegates</th>
<th>Max. delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sixteen (16) hours</td>
<td>Five (5) years</td>
<td>Three (3)</td>
<td>Twelve (12)</td>
</tr>
</tbody>
</table>

**Delivery Language(s)**

English ONLY

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Safety Orientation</td>
<td>PSO</td>
<td>PDO staff in HSE Critical Positions identified in Operations HSE Cases; operations and engineering technical authorities; members of AI-PS teams (AI-PS working group, AI-PS asset meetings, AIPSALT).</td>
<td>Recommended</td>
</tr>
</tbody>
</table>

**Additional Pre-requisites for PSO training**

- (ORT) HSE Orientation & H2S Awareness & Escape (H2S) 3 months PDO work experience
- Provide a copy of evidence in the form of certificates to prove the English Language certification to IELTS Band 4
**PSO Assessment Performance criteria (MUST be able to do)**

1. Correctly explain what Asset Integrity – Process Safety (AI-PS) is and the meaning of the terms Technical Integrity, Design Integrity and Operating Integrity.
2. Define a Process Safety Event and give three examples each of process safety incidents in industry and in PDO.
3. Correctly explain the barrier concept and its link to Bow-Ties and Safety Critical Elements (SCEs).
4. Carry out an operational risk assessment, demonstrating how the barrier concept, Bow-Ties and Manual of Permitted Operations (MOPO) can be used.
5. Correctly identify and explain the elements of the PDO AI-PS framework.
6. Correctly explain the AI-PS assurance framework including level 2 & 3 activities and supporting materials.
7. Identify and correctly describe the key PDO AI-PS roles and list their functions, including those for HSE Case Owners & Custodians, HSE Critical Positions in Operations HSE Cases, project managers, & Technical Authorities.
8. Explain correctly the role of the AI-PS Asset Leadership Team (AIPSALT) and Element Champions in AI-PS assurance.
9. Describe correctly how the PDO Golden Rules, Life Saving Rules and Safety Leadership can be applied to AI-PS to achieve a positive safety culture.
Course Title:

(PTWH) Permit to Work Holders course

Course Aim:
To provide the knowledge and understanding of the PTW procedure to enable delegates to competently carry out the role of a permit holder.

Course Objectives
1. Promote a thorough knowledge & understanding of the PDO PTW System, its scope and objectives.
2. Confirm delegates are able to identify hazards and carry out risk assessment procedures.
3. Using role plays, have delegates participate in a step-by-step flow through the operation of the PTW system.
4. Ensure delegates are provided with the opportunity to demonstrate their competence to function as a PTW holder.

Essential PTWH Course components (MUST HAVE topic areas)
1. Carrying out hazard identification and the risk assessment process.
2. The PDO PTW System, its scope and objectives.
3. Work that needs a permit, who produces and signs it, when, where and for what activities.
4. Roles and Responsibilities of persons who sign permit documents.
5. A step-by-step flow through how the PTW system operates.
6. Control of isolations, the work tracking system and PTW system certificates.

Max. Course Duration | Max. re-certification interval | Min. Delegates | Max. delegates
--- | --- | --- | ---
Sixteen (16) hours | Three (3) years | Three (3) | Sixteen (16)

Delivery Language(s)

English

Course Title | Course Code | Target Population | Type
--- | --- | --- | ---
Permit to Work Holder | PTWH | PDO and Contractor personnel who will directly supervise a work party (e.g. first-line supervisor, leading hand, charge hand or technician etc) | Entry

Additional Course pre-requisites
HSELFs or HSELM - HSE Leadership Supervisors or Managers (as role dictates)
Coverall or working clothing
Safety Footwear & Hard Hat
Provide a copy of evidence in the form of certificates to prove the English Language certification to IELTS Band 4.
2 x Passport sized photo
Age over 21 years

PTWH Performance criteria (MUST be able to do)
1. Identify 4 different hazards at a simulated operational workplace and conduct a risk assessment on the hazard presenting the highest potential risk, using the recommended procedure.
2. Accurately describe the scope and objectives of PDO’s PTW system.
3. Accurately explain the roles and responsibilities of the persons that are authorised to sign PTWs.
4. State correctly, the controls relating to isolations and when they would be used within the PTW procedure.
5. Explain the differences between generic and dynamic risk assessment and when each is used by a permit holder within the PTW procedure.
6. Explain correctly what work requires a permit, and given 6 different work activities, indicate correctly which
require permits and what type must be used.

7. Given a specific work activity that is said to be required at a simulated (HSE Training Centre) or actual operational area, meet with the Permit Applicant and carry out the role of a Permit Holder and sign or reject to sign the permit, based on your assessment.

8. At a simulated (HSE Training Centre) or operational work area, conduct an effective Toolbox talk using the TRIC attached to a valid, authorised PTW to a team of no less than four people, who are role playing work staff, and carry out the procedures that must then be followed by the permit holder.

9. When the Area Authority verbally agrees to it, hand over a valid permit to another permit holder carrying out all the required procedures correctly.

10. Whilst role playing a permit holder, carry out all of the required actions for suspension, completion of work and revalidation with other PTW signatories.
Assessment Title:

**(PTWHR) Permit to Work Holders scheduled Recertification**

Assessment Aim:

To provide the knowledge and understanding of the PTW procedure to enable delegates to competently carry out the role of a permit holder.

Assessment Objectives

1. Promote a thorough knowledge & understanding of the PDO PTW System, its scope and objectives.
2. Confirm delegates are able to identify hazards and carry out risk assessment procedures.
3. Using role plays, have delegates participate in a step-by-step flow through the operation of the PTW system.
4. Ensure delegates are provided with the opportunity to demonstrate their competence to function as a PTW holder.

Essential PTWHR Assessment components (MUST HAVE topic areas)

1. Carrying out hazard identification and the risk assessment process.
2. The PDO PTW System, its scope and objectives.
3. Work that needs a permit, who produces and signs it, when, where and for what activities.
4. Roles and Responsibilities of persons who sign permit documents.
5. A step-by-step flow through how the PTW system operates.
6. Control of isolations, the work tracking system and PTW system certificates.

Max. Duration | Max. re-certification interval | Min. Delegates | Max. delegates
--- | --- | --- | ---
One (1) hour | Three (3) years | One (1) | Six (6)

Delivery Language(s)

English

Course Title | Course Code | Target Population | Type
--- | --- | --- | ---
Permit to Work Holder Recertification | PTWHR | PDO and Contractor personnel who will directly supervise a work party (e.g. first line supervisor, leading hand, charge hand or technician etc) and are trained and currently licensed as a permit holder. | Entry

PTWHR Assessment Additional Pre-requisites

Valid, current PTWH permit
Coverall or working clothing
Age 21 or over

2 x Passport sized photo
HSELSFS or HSELM - HSE Leadership Supervisors or Managers (as role dictates)

Provide a copy of evidence in the form of certificates to prove the English Language certification to IELTS Band 4

PTWHR Assessment Performance criteria (MUST be able to do)

1. Identify 4 different hazards at a simulated operational workplace and conduct a risk assessment on the hazard presenting the highest potential risk, using the recommended procedure.
2. Accurately describe the scope and objectives of PDO’s PTW system.
3. Accurately explain the roles and responsibilities of the persons that are authorised to sign PTWs.
4. State correctly, the controls relating to isolations and when they would be used within the PTW procedure.
5. Explain the differences between generic and dynamic risk assessment and when each is used by a permit holder within the PTW procedure.
6. Explain correctly what work requires a permit, and given 6 different work activities, indicate correctly which require permits and what type must be used.

7. Given a specific work activity that is said to be required at a simulated (HSE Training Centre) or actual operational area, meet with the Permit Applicant and carry out the role of a Permit Holder and sign or reject to sign the permit, based on your assessment.

8. At a simulated (HSE Training Centre) or operational work area, conduct an effective Toolbox talk using the TRIC attached to a valid, authorised PTW to a team of no less than four people, who are role playing work staff, and carry out the procedures that must then be followed by the permit holder.

9. When the Area Authority verbally agrees to it, hand over a valid permit to another permit holder carrying out all the required procedures correctly.

10. Whilst role playing a permit holder, carry out all of the required actions for suspension, completion of work and revalidation with other PTW signatories.
### Course Title:

**(PTWS) Permit to Work Signatories course**

### Course Aim:
To provide the knowledge and understanding of the PTW procedure to enable delegates to competently carry out the role of a signatory.

### Course Objectives
1. Promote a thorough knowledge & understanding of the PDO PTW System, its scope and objectives.
2. Confirm delegates are able to identify hazards and carry out risk assessment procedures.
3. Using a role play, have delegates participate in a step-by-step flow through the operation of the PTW system.
4. Ensure delegates are provided with the opportunity to demonstrate their competence to function as a PTW signatory.

### Essential PTWS Course components (MUST HAVE topic areas)
1. Carrying out hazard identification and the risk assessment process.
2. The PDO PTW System, its scope and objectives.
3. Work that needs a permit, who produces and signs it, when, where and for what activities.
4. Roles and Responsibilities of persons who sign permit documents.
5. A step-by-step flow through how the PTW system operates.
6. Control of isolations, the work tracking system and PTW system certificates.

<table>
<thead>
<tr>
<th>Max. Course Duration</th>
<th>Max. re-certification interval</th>
<th>Min. Delegates</th>
<th>Max. delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sixteen (16) hours</td>
<td>Three (3) years</td>
<td>Three (3)</td>
<td>Sixteen (16)</td>
</tr>
</tbody>
</table>

### Delivery Language(s)
English ONLY

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit to Work Signatories</td>
<td>PTWS</td>
<td>PDO and Contractor personnel who will fulfill a role within the Permit to Work System as a permit applicant, area authority or responsible supervisor</td>
<td>C</td>
</tr>
</tbody>
</table>

### Additional Pre-requisites for PTWS training
- Coverall or working clothing
- (ORT) HSE Orientation
- 2 x Passport sized photo
- Safety Footwear & Hard Hat
- HSELF5 or HSELM - HSE Leadership Supervisors or Managers (as role dictates)
- Provide a copy of evidence in the form of certificates to prove the English Language certification to IELTS Band 5
- Age 21 yrs or over

### PTWS Assessment Performance criteria (MUST be able to do)
1. Identify 4 different hazards at a simulated operational workplace and conduct a risk assessment on the hazard presenting the highest potential risk, using the recommended procedure.
2. Accurately describe the scope and objectives of PDO’s PTW system.
3. Accurately explain the roles and responsibilities of the persons that are authorised to sign PTWs.
4. State correctly, the controls relating to isolations and when they would be used within the PTW procedure.
5. Explain correctly what work requires a permit, and given 6 different work activities, indicate correctly which require permits and what type.
6. Given a specific work activity that is said to be required at a simulated (HSE Training Centre) or actual operational area, carry out the role of a Permit Applicant, and produce all necessary documentation for...
Both the Job Safety plan and the Permit application as required by the PTW procedure.

7. Given a specific permit application, carry out the role of a Responsible Supervisor and when satisfied or not satisfied all conditions have been met as set out in the PTW procedure, correctly authorise or reject the permit.

8. Given a specific authorised permit, carry out the role of the permit applicant and brief the permit holder, to include all relevant detail.

9. Decide correctly, in accordance with the PTW procedure, whether to validate a specific PTW or not (and why) after being given a briefing by a permit holder on the intended task.

10. Acting as an Area Authority, when presented with a PTW certificate and a request to revalidate it by a permit holder, determine correctly whether to do so when supplied with the relevant information.

11. Acting as an Area Authority, when presented with a PTW that has been signed by the permit holder as job completed, correctly carry out the required actions.
Assessment Title:

(PTWSR) Permit to Work Signatories scheduled Recertification

Assessment Aim:
To provide the knowledge and understanding of the PTW procedure to enable delegates to competently carry out the role of a signatory.

Assessment Objectives
Promote a thorough knowledge & understanding of the PDO PTW System, its scope and objectives. Confirm delegates are able to identify hazards and carry out risk assessment procedures. Using a role play, have delegates participate in a step-by-step flow through the operation of the PTW system. Ensure delegates are provided with the opportunity to demonstrate their competence to function as a PTW signatory.

Essential PTWSR Assessment components (MUST HAVE topic areas)

1. Carrying out hazard identification and the risk assessment process.
2. The PDO PTW System, its scope and objectives.
3. Work that needs a permit, who produces and signs it, when, where and for what activities.
4. Roles and Responsibilities of persons who sign permit documents.
5. A step-by-step flow through how the PTW system operates.
6. Control of isolations, the work tracking system and PTW system certificates.

Max. Duration | Max. re-certification interval | Min. Delegates | Max. delegates
--- | --- | --- | ---
One (1) hour | Three (3) years | One (1) | Six (6)

Delivery Language(s)
English

Course Title | Course Code | Target Population | Type
--- | --- | --- | ---
Permit to Work Signatories | PTWS | PDO and Contractor personnel who have been trained and hold a valid, current PTW signatory license to fulfill a role within the Permit to Work System as a permit applicant, area authority or responsible supervisor | Entry

Additional Pre-requisites for PTWSR Assessment
- Current, valid PTWS permit
- Coverall or working clothing
- Age 21 or over
- Authorised gas tester
- Safety Footwear & Hard Hat
- 2 x Passport sized photo
- HSELS or HSELM - HSE Leadership Supervisors or Managers (as role dictates)

Provide a copy of evidence in the form of certificates to prove the English Language certification to IELTS Band 5

PTWSR Assessment Performance criteria (MUST be able to do)

1. Identify 4 different hazards at a simulated operational workplace and conduct a risk assessment on the hazard presenting the highest potential risk, using the recommended procedure.
2. Accurately describe the scope and objectives of PDO’s PTW system.
3. Accurately explain the roles and responsibilities of the persons that are authorised to sign PTWs.
4. State correctly, the controls relating to isolations and when they would be used within the PTW procedure.
5. Explain correctly what work requires a permit, and given 6 different work activities, indicate correctly which require permits and what type.
6. Given a specific work activity that is said to be required at a simulated (HSE Training Centre) or actual
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>operational area, carry out the role of a Permit Applicant, and produce all necessary documentation for both the Job Safety plan and the Permit application as required by the PTW procedure.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Given a specific permit application, carry out the role of a Responsible Supervisor and when satisfied or not satisfied all conditions have been met as set out in the PTW procedure, correctly authorise or reject the permit.</td>
</tr>
<tr>
<td>8.</td>
<td>Given a specific authorised permit, carry out the role of the permit applicant and brief the permit holder, to include all relevant detail.</td>
</tr>
<tr>
<td>9.</td>
<td>Decide correctly, in accordance with the PTW procedure, whether to validate a specific PTW or not (and why) after being given a briefing by a permit holder on the intended task.</td>
</tr>
<tr>
<td>10.</td>
<td>Acting as an Area Authority, when presented with a PTW certificate and a request to revalidate it by a permit holder, determine correctly whether to do so when supplied with the relevant information.</td>
</tr>
<tr>
<td>11.</td>
<td>Acting as an Area Authority, when presented with a PTW that has been signed by the permit holder as job completed, correctly carry out the required actions.</td>
</tr>
</tbody>
</table>
Course Title:

(PTWA) Permit to Work Auditors course

Course Aim:
Provide sufficient knowledge and understanding of the PTW audit system to delegates so they may function as an effective member of a PTW Audit team.

Course Objectives
1. To demonstrate a thorough understanding of PDO PTW system through structured training and assessment modules for the role as PTW Auditor
2. To provide necessary knowledge to be able to demonstrate thorough understanding to a PDO PTW licensing panel for the role as PTW Auditor

Essential PTWA Course components (MUST HAVE topic areas)

1. Auditing system definitions
2. Auditing objectives
3. Purpose of Level I and II Audits.
4. Roles and responsibilities within the Audit team
5. Audit organisation, conduct, corrective actions, reporting and archiving.
6. PTW System Review: - Frequency, objectives, review mechanism.
7. Interim amendments
8. PTW system audit forms

Max. Course Duration Max. re-certification interval Min. Delegates Max. delegates
Sixteen (16) hours Three (3) years Three Sixteen (16)

Delivery Language(s)

English ONLY

Course Title Course Code Target Population Type
Permit to Work Auditor PTWA PDO and Contractor personnel who may fulfill a role within the Permit to Work Audit Team as the nominated Auditor. C

Additional Pre-requisites for PTWA training

(ORT) HSE Orientation Min. 2 yrs as licensed PTW Signatory.
Valid PTWS permit. HSELFs or HSELM - HSE Leadership Supervisors or Managers (as role dictates)

Provide a copy of evidence in the form of certificates to prove the English Language certification to IELTS Band 6

PTWA Assessment performance criteria (MUST be able to do)

1. Explain simply but accurately the role holders and their responsibilities within the PTW system.
2. Correctly explain the purpose of the PTW system Monitoring, Auditing & system review.
3. Correctly explain the key role holders and their responsibilities in the PTW audit system.
4. State correctly, the types of PTW audit, their frequency, who may be a Lead Auditor, who may be audit team members, and the time scales for presenting audit findings.
5. Provide the non-compliance headings that auditors should consider in a report.
6. Accurately describe who and how the PTW System review is conducted, what evidence should be considered, and what the outcome of the review may be.
7. List the PTW audit forms that should be used by audit teams.
Assessment Title:

(PTWAR) Permit to Work Auditors scheduled Recertification

Assessment Aim:

To ensure that PTW Auditors retain the required knowledge and understanding of the PTW system so they may continue to function as an effective member of a PTW Audit team.

Assessment Objectives

To ensure the delegate retains a thorough knowledge and understanding of the PDO PTW system through structured assessment of the PTW Auditor.

Essential PTWAR Assessment components

1. Auditing system definitions
2. Auditing objectives
3. Purpose of Level I and II Audits.
4. Roles and responsibilities within the Audit team
5. Audit organisation, conduct, corrective actions, reporting and archiving.
6. PTW System Review: - Frequency, objectives, review mechanism.
7. Interim amendments
8. PTW system audit forms

Max. Duration Max. re-certification interval Min. Delegates Max. delegates

One (1) hour Three (3) years One (1) Twelve (12)

Delivery Language(s)

English ONLY

Course Title Course Code Target Population Type

Permit to Work Auditor Re-certification PTWAR PDO and Contractor PTWA trained personnel who have to fulfil a role within the Permit to Work Audit Team as the nominated Auditor. Entry

Additional Pre-requisites for PTWAR training

Min. 2 yrs as licensed PTW Signatory. Valid PTWA permit
HSELS or HSELM - HSE Leadership Supervisors or Managers (as role dictates)
Provide a copy of evidence in the form of certificates to prove the English Language certification to IELTS Band 6

PTWAR Assessment Performance criteria (MUST be able to do)

1. Explain simply but accurately the role holders and their responsibilities within the PTW system.
2. Correctly explain the purpose of the PTW system Monitoring, Auditing & system review.
3. Correctly explain the key role holders and their responsibilities in the PTW audit system.
4. State correctly, the types of PTW audit, their frequency, who may be a Lead Auditor, who may be audit team members, and the time scales for presenting audit findings.
5. Provide the non-compliance headings that auditors should consider in a report.
6. Accurately describe who and how the PTW System review is conducted, what evidence should be considered, and what the outcome of the review may be.
7. List the PTW audit forms that should be used by audit teams.
Course Title:

(HSELF) HSE Leadership for Front line Supervisors

Course Aim:

To enable management to become leaders in health, safety and the environment

Course Objectives

The course provides guidance and support exploring what effective leadership means, what HSE management means, how to be a successful leader, how to communicate, motivate, mentor and coach a team. How to conduct risk assessments, how to manage HSE in your team, how to use behavior to your advantage, how to conduct reflective learning, how to investigate incidents, how to manage the environment and how to manage asset integrity and process safety as a supervisor.

Essential HSELFs Course components (MUST HAVE topic areas)

1. Introduction to leadership and managing production pressure
2. HSE Leadership
3. Hazard identification and risk assessment
4. Supervisor HSE tools
5. Asset Integrity and Permit to Work
6. Behavioral based safety
7. Competency, coaching and mentoring
8. The environment
9. HSE Incident Investigation
10. Effective communication
11. Reflective learning

Max. Course Duration | Max. re-certification interval | Min. Delegates | Max. delegates
--- | --- | --- | ---
Forty Eight (48) hours | Four (4) years | Six (6) | Sixteen (16)

Delivery Language(s)

Arabic or English

Course Title | Course Code | Target Population | Type
--- | --- | --- | ---
HSE Leadership for Front line supervisors | HSELFsFS | All PDO & Contractor staff whose role involves the supervision of work done by employees at the front line. | Entry

Additional Pre-requisites for training

(ORT) HSE Orientation

Performance criteria (MUST be able to do)

1. The course has a formative assessment criteria for each section and is assessed on understanding, acceptance, participation and confirmation of understanding
# Course Title:

**HSELF SRSR**  
**HSE Leadership for Front line Supervisors Refresher**

## Course Aim:

To enable front line supervisors to remain up to date with the latest techniques and issues in HSE.

## Course Objectives

The course provides instruction and training in the latest relevant issues in HSE management as they relate to supervisory tools or philosophies.

## Essential HSELF S Course components (MUST HAVE topic areas)

Subject matter will vary depending on the latest topics

<table>
<thead>
<tr>
<th>Max. Course Duration</th>
<th>Max. re-certification interval</th>
<th>Min. Delegates</th>
<th>Max. delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eight (8) hours</td>
<td>Four (4) years</td>
<td>Six (6)</td>
<td>Sixteen (16)</td>
</tr>
</tbody>
</table>

## Delivery Language(s)

Arabic or English

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSE Leadership for Front line supervisors Refresher</td>
<td>HSELF SFS</td>
<td>All PDO &amp; Contractor staff whose role involves the supervision of work done by employees at the front line.</td>
<td>Entry</td>
</tr>
</tbody>
</table>

## Additional Pre-requisites for training

- (HSELF S) - HSE Leadership for Frontline supervisors

## Performance criteria (MUST be able to do)

The course has a formative assessment criteria for each section and is assessed on understanding, acceptance, participation and confirmation of understanding.
Course Title:

(HSELM) HSE Leadership for Management

Course Aim:

To enable management to become leaders in health, safety and the environment

Course Objectives

The course provides guidance and support exploring what effective leadership means, what HSE management means, how to be a successful leader, how to communicate, motivate, mentor and coach a team. How to conduct risk assessments, how to manage HSE in your team, how to use behavior to your advantage, how to conduct reflective learning, how to investigate incidents, how to manage the environment and how to manage asset integrity and process safety as a non frontline supervisor or manager.

Essential HSELM Course components (MUST HAVE topic areas)

1. Introduction to leadership and managing production pressure
2. HSE Leadership
3. Hazard identification and risk assessment
4. Supervisor HSE tools
5. Asset Integrity and Permit to Work
6. Behavioral based safety
7. Competency, coaching and mentoring
8. The environment
9. HSE Incident Investigation
10. Effective communication
11. Reflective learning

<table>
<thead>
<tr>
<th>Max. Course Duration</th>
<th>Max. re-certification interval</th>
<th>Min. Delegates</th>
<th>Max. delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forty Eight (48) hours</td>
<td>Four (4) years</td>
<td>Six (6)</td>
<td>Sixteen (16)</td>
</tr>
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</table>

Delivery Language(s)

Arabic or English

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSE Leadership for Supervisors and Management</td>
<td>HSELSMS</td>
<td>All PDO &amp; Contractor staff whose role involves the supervision of work done another supervisor or manager. Note that if you have attended the HSEFLS program then you do not need to attend this one.</td>
<td>Entry</td>
</tr>
</tbody>
</table>

Additional Pre-requisites for training

(ORT) HSE Orientation

Performance criteria (MUST be able to do)

The course has a formative assessment criteria for each section and is assessed on understanding, acceptance, participation and confirmation of understanding
Course Title:

**HSELMR HSE Leadership for Management Refresher**

Course Aim:
To enable front line supervisors to remain up to date with the latest techniques and issues in HSE

Course Objectives
The course provides instruction and training in the latest relevant issues in HSE management as they relate to supervisory tools or philosophies.

Essential HSELM Course components (MUST HAVE topic areas)
Subject matter will vary depending on the latest topics

<table>
<thead>
<tr>
<th>Max. Course Duration</th>
<th>Max. re-certification interval</th>
<th>Min. Delegates</th>
<th>Max. delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eight (8) hours</td>
<td>Four (4) years</td>
<td>Six (6)</td>
<td>Sixteen (16)</td>
</tr>
</tbody>
</table>

Delivery Language(s)
Arabic or English

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSE Leadership for Non frontline Supervisors and Managers Refresher</td>
<td>HSELSMS</td>
<td>All PDO &amp; Contractor staff whose role involves the supervision of work done another supervisor or manager.</td>
<td>Entry</td>
</tr>
</tbody>
</table>

Additional Pre-requisites for training
(HSELM) HSE Leadership for Non frontline Supervisors and Managers

Performance criteria (MUST be able to do)
The course has a formative assessment criteria for each section and is assessed on understanding, acceptance, participation and confirmation of understanding.
Course Title:  
(HSELPDOC) HSE Leadership for PDO Coastal Management

Course Aim:  
To enable management to become leaders in health, safety and the environment

Course Objectives
The course provides guidance and support exploring what effective leadership means, what HSE management means, how to be a successful leader, how to communicate, motivate, mentor and coach a team. How to conduct risk assessments, how to manage HSE in your team, how to use behavior to your advantage and how to conduct reflective learning in MAF.

Essential HSELM Course components (MUST HAVE topic areas)
1. Introduction to leadership and managing production pressure  
2. HSE Leadership  
3. Hazard identification and risk assessment  
4. Behavioral based safety  
5. Competency, coaching and mentoring  
6. Effective communication  
7. Reflective learning

Max. Course Duration | Max. re-certification interval | Min. Delegates | Max. delegates  
---|---|---|---  
Thirty two (32) hours | Four (4) years | Six (6) | Sixteen (16)  

Delivery Language(s)
Arabic or English

Course Title | Course Code | Target Population | Type  
---|---|---|---  
HSE Leadership for PDO Coastal Management | HSELPDOC | Only office based management or supervisory staff based on the coast who will visit the interior less than 4 times a year. Note that if you have attended the HSELFs or HSELM program then you do not need to attend this one. | Entry

Additional Pre-requisites for training
(ORT) HSE Orientation

Performance criteria (MUST be able to do)  
The course has a formative assessment criteria for each section and is assessed on understanding, acceptance, participation and confirmation of understanding

Note: Coast is defined as the Muscat and surrounding areas up to but not including the following towns Barka, Bid bid and Quiryat.
Course Title:

(SLE) Safety Leadership for Executives

Course Aim:
To create self-awareness in Executive Safety Leaders that promotes sustained visible and felt safety leadership and an organisational environment that will positively drive forward an improved safety culture.

Course Objectives
1. To provide workgroup activities that lead to self-realisation that executives are fully accountable for their organisation’s safety performance by how they are seen by others, and by what they do.
2. Provide workgroup activities that require active listening, effective communication and positive safety leadership to achieve key learning that influences values, attitudes and behaviours.
3. Provide a self-reflection and personal action planning opportunity in relation to safety leadership, that includes specific goals and time scales, accountability agents, and the monitoring, measuring and review mechanisms to be used to measure its success.

Essential SLE Course Components (MUST HAVE topic areas)
1. The need for alignment – A Shared vision and case for change
2. Safety as a value
3. Responsibility and accountability for safety
4. Profile of a good safety leader; the See-Hear-Feel-Do and Active listening models.
5. ‘Unwritten rules’ – the ‘Say-Do Gap’.
6. Zero is possible
7. Goal Zero’s challenges to the contracting community
8. Fitness to work and fatigue.
9. ABC of Behavioural Safety
10. Personal learning & commitment

<table>
<thead>
<tr>
<th>Max. Course Duration</th>
<th>Max. re-certification interval</th>
<th>Min. Delegates</th>
<th>Max. delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eight (8) hours</td>
<td>Four (4) years</td>
<td>Five (5)</td>
<td>Thirty (30)</td>
</tr>
</tbody>
</table>

Delivery Language(s)
English

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Leadership for Executives</td>
<td>SLE</td>
<td>PDO and Contractor Executives and deputies having full executive authority.</td>
<td>Entry</td>
</tr>
</tbody>
</table>

Pre-requisites for training
To be a MDC member or Senior Leadership Team for PDO or Chief Executive /Managing Director of Contractor

SLE Assessment performance criteria (MUST be able to do)
1. Demonstrate, through workshop contributions, personal accountability for you and your team
2. Demonstrate during workshop activities that you can apply the agreed principles of the aligned safety approach to all of the workshop, and intended future plans.
3. Demonstrate during the workshop that you use an appropriate safety leadership style for situations, and use the INCLUDE, See-Hear-Feel-Do and actively listening models when interacting with others.
4. Demonstrate through workshop activities, that you recognise safe initiatives on the part of others or yourself, whilst using any available tools (e.g. Hazard Id, Risk Assessment, TRIC & TBTs, STOP, A-B-C etc)
5. Prepare a personal safety leadership action plan, with specific goals, time scales, accountability agent, together with the monitoring, measuring and review mechanisms to be used.
6. Demonstrate how you will measure the impact you have on others’ safe behaviours, how you will review this against your personal action plan’s intent, and at what frequency.
Course Title:

(SLOT) Supervisor Lifting Operations Training course

Course Aim:
To provide knowledge, understanding and skills in the consideration of the safety of persons and property in lifting operations.

Course Objectives
1. Be able to apply knowledge of the regulations applicable to cranes and the environment.
2. Be able to apply knowledge of slinging techniques and their application.
3. Be able to apply technical knowledge of cranes, their characteristics, rated capacity chart and specification information, mechanisms and safety equipment.

Essential SLOT Course components (MUST HAVE topic areas)
1. Legislation and regulations applicable to lifting operations.
2. Supervisory skills before, during and after a lifting operation.
3. Lift planning, lifting operations
4. Cranes, their characteristics, rated capacity charts and specifications, mechanisms and safety equipment.
5. Handling and mitigating emergencies, recovery
6. Slinging techniques and their application
7. Safety of the environment
8. Certification, marking and recognising safe and unsafe lifting equipment.

Max. Course Duration | Max. re-certification interval | Min. Delegates | Max. delegates
--- | --- | --- | ---
Twenty four (24) hours | Three (3) years | Three (3) | Eight (8)

Delivery Language(s)
Arabic, English or Hindi

Course Title | Course Code | Target Population | Type
--- | --- | --- | ---
Supervisor Lifting Operations Training | SLOT | Contractor personnel required to supervise lifting operations | Entry

Additional Pre-requisites for SLOT training
- Safety Footwear & Hard hat
- Eye protection & GP gloves
- Coverall or working clothing

**SLOT Assessment Performance criteria (MUST be able to do)**
1. When planning a lift, demonstrate the correct application of technical knowledge about cranes, their characteristics, rated capacity chart and specifications.
2. Prepare a safe system of work for a lifting operation.
3. Select a suitable crane for the lifting operation.
4. Safely supervise the operation of any crane being used in the lifting operation.
5. Explain how you make full use of the various characteristics of the cranes in use.
6. Identify defects in the lifting operation or crane, and demonstrate your ability to take the correct actions.
7. Demonstrate how to ensure the cranes have a maintenance procedure in place and they are being followed.
8. Demonstrate that all relevant reports and other documentation have been completed correctly.
9. Demonstrate compliance with all statutory requirements and codes of practice during the lifting operation.
Course Title:

(CHAS) Chemical Handling Awareness for Supervisors course

Course Aim:

To provide PDO and Contractor staff with an awareness of, and the knowledge to control, the potential safety and health hazards or environmental damage arising from the transport, storage, handling and disposal of hazardous chemicals.

Course Objectives

1. Describe and apply the procedures for approving of chemicals.
2. Identify the class of a hazardous chemical by recognizing signs, symbols and labels. Describe the safety, Health and environmental hazards of commonly occurring hazardous chemicals.
3. Describe and apply the procedures for approving of chemicals.
4. Apply safety handling date in SHOC system.

Essential CHAS Course components (MUST HAVE topic areas)

1. Legislative responsibilities (Royal Decree No. 46/95 Issuing the Law of Handling and Use of Chemicals)
2. Control strategies in relation to the handling of chemicals/ Transport/ Storage and Segregation
3. Classification of Chemical Substances and Preparations
   Material safety data sheets (MSDSs) – SHOC / PDO procedures for approving of chemicals.
4. Personal Protective Equipment
5. Overview of Safe Systems of Work, including "Permit to Work" and "Hot Work" permits

Max. Course Duration | Max. re-certification interval | Min. Delegates | Max. delegates
--- | --- | --- | ---
Eight (8) hours | Four (4) years | Three (3) | Twelve (12)

Delivery Language(s)
Arabic, English or Hindi

Course Title | Course Code | Target Population | Type
--- | --- | --- | ---
Chemical Hazards Awareness for Supervisors | CHAS | PDO & Contractor supervisors who are responsible for operations pr processes involving chemicals | Entry

Additional Pre-requisites for CHAS training

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Footwear</td>
<td>Eye protection</td>
</tr>
<tr>
<td></td>
<td>GP gloves</td>
</tr>
<tr>
<td>Hard hat</td>
<td>(ORT) HSE Orientation</td>
</tr>
<tr>
<td></td>
<td>Age 21 or over</td>
</tr>
<tr>
<td>Coverall or working clothing</td>
<td>Supervisor level or above</td>
</tr>
</tbody>
</table>

(HSELM of HSELSF ) HSE Leadership for Supervisors and Managers

CHAS Assessment Performance criteria (MUST be able to do)

1. Accurately describe the responsibilities the company has under law in relation to the handling and use of chemicals.
2. When shown packaging or storage signs, symbols and labels, correctly identify and describe the class of 6 different hazardous chemicals.
3. Accurately describe the different routes of exposure to hazardous chemicals.
4. Correctly describe the safety, health and environmental hazards when given the names of 4 commonly occurring Hazardous chemicals.
5. Accurately describe PDO’s procedures for approval of chemicals.
6. Accurately describe the hazard control procedures and associated activities applicable to chemical transport, handling, storage and disposal.
7. When given an emergency scenario associated with hazardous chemicals, accurately describe the emergency action procedures that need to be taken.
8. When shown a group of packages that are correctly signed and labelled, segregate them correctly according to the rules for incompatible chemicals.
9. When given a selection of information sources, find accurate information concerning the hazards associated with a hazardous chemical.
**Course Title:**

(NORMS) Naturally Occurring Radioactive Material for Supervisors course

**Course Aim:**

To provide PDO and PDO contractor supervisors awareness, knowledge and understanding of NORM in the oil and gas industry, and the PDO requirements associated with it, so that the safety and health of staff and the public are not compromised, and the environment is not harmed.

**Course Objectives**

1. Provide awareness and knowledge of NORM, the hazards and risks associated with it.
2. Provide knowledge of where NORM may deposit
3. Introduce field instruments associated with suspected NORM
4. Introduce the precautionary principle and actions required if NORM is identified.

**Essential NORMS Course components (MUST HAVE topic areas)**

1. SP1170 and NORM Guidelines
2. Define NORM, fixed scales, sludge and pigging waste including basic radiation theory
3. Health and Environmental risks – Who is at risk, how, when and why?
4. Precautionary Principle; maintenance and well servicing activities that must include NORM monitoring using the approved meters
5. Practical demonstration of which, when, how to use the NORM meters and their limitations
6. Controls to implement if NORM is identified to mitigate the risk, e.g. PPE, Hygiene, Plastic wrapping of contaminated equipment
7. Disposal of NORM contaminated equipment and sludge to the Bahja NORM Yard
8. Relevant NORM documentation and Permit to Work
9. Reporting NORM results e.g. EDM or Production Station Spreadsheets
10. NORM monitoring video.
11. Collecting a representative sample of sludge
12. Stepping through specific activities e.g. tank cleaning (MSE.14), Well servicing (MSE.24), Pigging (MSE.15) and Maintenance activities in production stations (EMC) or outside stations such as MSV’s and flowlines (ODC)

<table>
<thead>
<tr>
<th>Max. Course Duration</th>
<th>Max. re-certification interval</th>
<th>Min. Delegates</th>
<th>Max. delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Five (5) hours</td>
<td>Four (4) years</td>
<td>Three (3)</td>
<td>Twelve (12)</td>
</tr>
</tbody>
</table>

**Delivery Language(s)**

English ONLY

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Naturally Occurring Radioactive Materials for Supervisors</td>
<td>NORMS</td>
<td>PDO &amp; Contractor Production Supervisors / Operators, Maintenance Coordinators/Supervisors, Pigging contractor supervisors, tank/separator cleaning contractor supervisors, Well Service (Rig/Hoist) Managers/Drillers, EMC Contractor maintenance supervisors and ODC Contractor maintenance supervisors, NORM Yard and WTF Yard Supervisors, other supervisors working with potential NORM contaminated equipment or material</td>
<td>Compulsory</td>
</tr>
</tbody>
</table>
### Additional Pre-requisites for NORMS training

<table>
<thead>
<tr>
<th>Safety Footwear &amp; Hard hat</th>
<th>Eye protection &amp; GP gloves</th>
<th>Coverall or working clothing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age 21 or over</td>
<td>(ORT) HSE Orientation</td>
<td></td>
</tr>
</tbody>
</table>

Provide a copy of evidence in the form of certificates to prove the English Language certification to IELTS Band 4

### NORMS Assessment Performance criteria (MUST be able to do)

1. Can access and interpret the NORM specification SP1170 Ver 4.0 and relevant Guidelines e.g. MSE.24
2. State with accuracy PDO’s definition of NORM and the precautionary principle
3. Correctly identify what type of equipment and waste may be NORM Contaminated
4. Correctly explain the health and Environmental risks if NORM is not correctly disposed to Bahja NORM Yard.
5. Using a simulated radioactive source located in an actual or simulated workplace, conduct monitoring using the approved meters
6. Correctly identify the approved NORM instruments, their limitations, frequency of calibration.
7. Demonstrate how to correctly complete the NORM calibration/repair Form in SP1170
8. Following the monitoring exercise in an actual or simulated work place, correctly locate, identify and complete the appropriate NORM Forms.
9. Correctly state the essential PPE to wear if NORM is encountered
10. Correctly state how you maintain personal hygiene after working with NORM contaminated equipment
11. Demonstrate how to seal open ends of contaminated equipment effectively and correctly.
12. Demonstrate correctly how to collect and label a representative sample of sludge for analysis and complete the appropriate form correctly.
13. Demonstrate, during a simulated exercise, how to complete and update the relevant NORM Databases.
## Assessment Title:

**NORM for Supervisors scheduled Reassessment**

### Assessment Aim:

To confirm PDO and PDO contractor supervisors have retained the awareness, knowledge and understanding of NORM in the oil and gas industry, and the PDO requirements associated with it, so that the safety and health of staff and the public are not compromised, and the environment is not harmed.

### Assessment Objectives

1. Confirm delegates have retained:
2. Awareness and knowledge of NORM, the hazards and risks associated with it.
3. Knowledge of where NORM may deposit
4. Information about the field instruments associated with suspected NORM
5. Knowledge of the precautionary principle and actions required if NORM is identified.

### Essential NORMSR Assessment components (MUST HAVE topic areas)

1. SP1170 and NORM Guidelines
2. Define NORM, fixed scales, sludge and pigging waste including basic radiation theory
3. Health and Environmental risks – Who is at risk, how, when and why?
4. Precautionary Principle; maintenance and well servicing activities that must include NORM monitoring using the approved meters
5. Practical demonstration of which, when, how to use the NORM meters and their limitations
6. Controls to implement if NORM is identified to mitigate the risk, e.g. PPE, Hygiene, Plastic wrapping of contaminated equipment
7. Disposal of NORM contaminated equipment and sludge to the Bahja NORM Yard
8. Relevant NORM documentation and Permit to Work
9. Reporting NORM results e.g. EDM or Production Station Spreadsheets
10. NORM monitoring video.
11. Collecting a representative sample of sludge
12. Stepping through specific activities e.g. tank cleaning (MSE.14), Well servicing (MSE.24), Pigging (MSE.15) and Maintenance activities in production stations (EMC) or outside stations such as MSV’s and flowlines (ODC)

<table>
<thead>
<tr>
<th>Max. Duration</th>
<th>Max. re-certification interval</th>
<th>Min. delegates</th>
<th>Max. delegates</th>
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</thead>
<tbody>
<tr>
<td>One (1) hour</td>
<td>Four (4) years</td>
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<td>Six (6)</td>
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### Delivery Language(s)

English ONLY

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Naturally Occurring Radioactive</td>
<td>NORMSR</td>
<td>PDO &amp; Contractor Production Supervisors / Operators, Maintenance Coordinators/</td>
<td>Compulsory</td>
</tr>
<tr>
<td>Materials for Supervisors</td>
<td></td>
<td>Supervisors, Pigging contractor supervisors, tank/separator cleaning contractor</td>
<td></td>
</tr>
<tr>
<td>Reassessment</td>
<td></td>
<td>supervisors, Well Service (Rig/Hoist) Managers/Drillers, EMC Contractor</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>maintenance supervisors and ODC Contractor maintenance supervisors, NORM Yard</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>and WTF Yard Supervisors, other supervisors working with potential NORM</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>contaminated equipment or material</td>
<td></td>
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</table>
Additional Pre-requisites for NORMSR Assessment

<table>
<thead>
<tr>
<th>Safety Footwear &amp; Hard hat</th>
<th>NORMS</th>
<th>Coverall or working clothing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eye protection &amp; GP gloves</td>
<td>Age 21 or over</td>
<td></td>
</tr>
</tbody>
</table>

Provide a copy of evidence in the form of certificates to prove the English Language certification to IELTS Band 4

NORMSR Assessment Performance criteria (MUST be able to do)

1. Can access and correctly interpret the NORM specification SP1170 Ver 4.0 and relevant Guidelines e.g. MSE.24
2. State with accuracy PDO’s definition of NORM and the precautionary principle
3. Correctly identify what type of equipment and waste may be NORM Contaminated
4. Correctly explain the health and Environmental risks if NORM is not correctly disposed to Bahja NORM Yard.
5. Correctly identify the approved NORM instruments, their limitations, frequency of calibration.
6. Demonstrate how to correctly complete the NORM calibration/repair Form in SP1170
7. Correctly state the essential PPE to wear if NORM is encountered
8. Correctly state how you maintain personal hygiene after working with NORM contaminated equipment
9. Using a simulated radioactive source located in an actual or simulated workplace, conduct monitoring effectively using the approved meters
10. Following the monitoring exercise in an actual or simulated work place, correctly locate, identify and complete the appropriate NORM Forms.
11. Demonstrate how to seal open ends of contaminated equipment effectively and correctly.
12. Demonstrate correctly how to collect and label a representative sample of sludge for analysis and complete the appropriate form correctly.
13. Demonstrate, during a simulated exercise, how to complete and update the relevant NORM Databases.
## Appendix G – Level 3 HSE courses

### Course Title:
Institution of Occupational Safety & Health

**IOSHM) IOSH Managing Safely course**

### Course Aim:
To provide delegates with the knowledge and tools to tackle the health and safety issues they’re responsible for, and why health and safety is such an essential part of their job.

### Course Objectives
1. Provide Health and safety, and environmental basics for supervisors and managers.
2. Provide the essentials of hazard identification, risk assessment and controls.
3. Provide an introduction to investigating incidents and accidents.

### Essential IOSHM Course components (MUST HAVE topic areas)
1. Introducing Managing safely
2. The legal framework and HSE Management Systems
3. Assessing and controlling risks
4. Understanding your responsibilities
5. Identifying hazards
6. Investigating accidents and incidents
7. Measuring safety performance
8. Protecting our environment

### Delivery Language(s)
Arabic and English

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>IOSH Managing Safely</td>
<td>IOSHM</td>
<td>PDO staff who are starting their HSE professional career path, and whose professional Learning Ladder includes this course.</td>
<td>Recommended</td>
</tr>
</tbody>
</table>

### Pre-requisites for IOSHM training
- (ORT) HSE Orientation Safety: HSELFs or HSELM - HSE Leadership for Supervisors-Managers
- Safety Footwear and Hard Hat, coverall or working clothing
- Minimum of 2 years work experience with PDO: JG 5 or higher

### IOSHM Assessment Performance criteria (MUST be able to do)
As determined by IOSH during examination and practical assessment.
**Course Title:**

National Examination Board in Occupational Safety & Health

*(NEBCCS) NEBOSH International Certificate in Construction health & safety course*

**Course Aim:**

Provide those who manage construction contractors, and Supervisors & Managers within the construction industry, with the knowledge required for them to ensure that staff and activities under their control are working safely.

**Course Objectives**

1. Provide delegates with the knowledge required to manage construction site and construction contractors safely.
2. Enable delegates to demonstrate their understanding of the learning through assessed practical application.

**Essential NEBCCS Course components (MUST HAVE topic areas)**

**Unit IGC1**
- Element 1 - Foundations in health & safety
- Element 2 - Policy
- Element 3 - Organising for health & safety
- Element 4 - Promoting a positive health & safety culture
- Element 5 - Risk assessment
- Element 6 - Principles of control
- Element 7 - Monitoring, review and audit
- Element 8 - Occupational incident and accident investigation, recording and reporting

**Unit ICC1**
- Element 1 - Construction management
- Element 2 - Construction site hazards and risk control
- Element 3 - Movement of people and vehicles – hazards and risk control
- Element 4 - Musculoskeletal hazards and risk control
- Element 5 - Work equipment – hazards and risk control
- Element 6 - Electrical safety
- Element 7 - Fire safety
- Element 8 - Chemical and biological health hazards and risk control
- Element 9 - Physical and psychological health hazards and risk control
- Element 10 - Working at height - hazards and risk control
- Element 11 - Excavation work and confined spaces – hazards and risk control
- Element 12 - Demolition and deconstruction - hazards and risk control

**Unit ICC2**

Practical application of health and safety principles within Units IGC1 and ICC1.
Min. Course Duration | Min. Delegates | Max. delegates
--- | --- | ---
One hundred and seven (107) tuition hours and fifty eight (58) private study | Three (3) | Twelve (16)

### Delivery Language(s)

English ONLY

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEBOSH Certificate in construction health &amp; safety</td>
<td>NEBCCS</td>
<td>PDO and PDO contractor supervisory and management staff who have construction site responsibilities.</td>
<td>Recommended</td>
</tr>
</tbody>
</table>

#### Pre-requisites for NEBCCS training

- Safety Footwear & hard hat
- Eye protection & GP gloves (ICC2)
- Coverall or working clothing
- HSELFS or HSELM - HSE Leadership for Supervisors/Managers

*PDO staff should assure themselves their English fluency is at least equivalent to IELTS band 6 before applying to attend this course.*

#### NEBCCS Performance criteria (MUST be able to do)

**Units IGC1 and ICC1:**
A 2 hour written examination for each of these units. (Minimum 45% to pass)

**ICC2:**
1. Carry out, unaided, a safety inspection of a construction workplace, identifying the more common workplace hazards, deciding whether they are adequately controlled and, where necessary, suggesting appropriate and cost-effective control measures.
2. Prepare a report, in the candidate’s own handwriting or word-processed, that persuasively urges management to take appropriate action, explaining why such action is needed (including reference to possible breaches of legislation) and identifying, with due consideration of reasonable practicability, the control measures that should be implemented.

Candidates will normally be required to complete the ICC2 assessment within 14 days (before or after) sitting the examinations for Units IGC1 and ICC1.
Course Title:
National Examination Board in Occupational Safety & Health

*(NEBEMC) Level 3 NEBOSH National Certificate in Environmental Management course*

Course Aim:
To provide Managers and Supervisors with specific responsibility for Environmental Management to acquire a sound professional foundation in the subject.

Course Objectives
Provide the necessary knowledge and understanding for delegates to implement effective environmental management systems, ensuring that line managers have a sound understanding of the principles of managing environmental risk.

**Essential NEBEMC Course components (MUST HAVE topic areas)**

**Unit NEC1:**
Element 1 - Foundations in environmental management
Element 2 - Environmental management systems
Element 3 - Environmental impact assessments 7 4
Element 4 - Control of emissions to air 2 4
Element 5 - Control of contamination of water resources 3 4
Element 6 - Control of waste and land use 4 5
Element 7 - Sources and use of energy and energy efficiency 3 5
Element 8 - Control of environmental noise 2 5
Element 9 - Planning for and dealing with environmental emergencies

**Unit NEC2:**
Workplace Environmental management practical application

<table>
<thead>
<tr>
<th>Minimum Course Duration</th>
<th>Max. re-certification interval</th>
<th>Min. Delegates</th>
<th>Max. delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thirty seven (37) taught hours + thirty three (33) private study hours</td>
<td>Not Applicable</td>
<td>Three (3)</td>
<td>Sixteen (16)</td>
</tr>
</tbody>
</table>

Delivery Language(s)
English

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEBOSH Level 3 Certificate in Environmental Management</td>
<td>NEBEMC</td>
<td>PDO and contractor Managers and Supervisors who have specific responsibility for managing environment issues as part of their day to day duties, and who have the course included in their professional development Learning Ladder, or who seek such a professional qualification.</td>
<td>Recommended</td>
</tr>
</tbody>
</table>

Pre-requisites for NEBEMC training
PPE requirements for Unit (ORT) HSE Orientation
<table>
<thead>
<tr>
<th>NEC2</th>
<th>HSELFS or HSELM - HSE Leadership for Supervisors/Managers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Footwear</td>
<td>Hard hat &amp; GP gloves</td>
</tr>
</tbody>
</table>

**NEBEMC Assessment performance criteria (MUST be able to do)**

**Unit NEC1** is assessed by one two (2) -hour written examination.
- Each written examination consists of ten (10) 'short-answer' questions and one (1) 'long-answer' question.
- All questions are entry.
- Candidate scripts are marked by external examiners appointed by NEBOSH.
- Pass rate is set at 45% minimum.

**Unit NEC2** is assessed by one three (3) -hour practical examination.
- This is held on a date set by the course provider and must be taken within 14 days of a written examination.
- The practical examination is internally assessed by the course provider and externally moderated by NEBOSH.
- Unit NEC2 is not normally offered independently of the taught elements.
- Students will normally be required to complete the NEC2 assessment within 14 days (before or after) of sitting the examination for Unit NEC1.
- Course providers will set the date on which the completed practical application must be submitted to them to ensure they are marked and the results submitted to NEBOSH within 21 days of the date of the written examination.
- Completion of study for NEC1 is recommended in order to undertake the practical application unit (NEC2).
### Course Title:

National Examination Board in Occupational Safety & Health (NEBEMD) Level 5 NEBOSH Diploma in Environmental Management course

### Course Aim:

Provide the necessary knowledge and understanding for delegates to implement effective environmental management systems, ensuring that line managers have a sound understanding of the principles of managing environmental risk.

### Course Objectives

To provide high level knowledge and understanding of environmental management issues to existing qualified safety professionals and managers who have responsibilities for the management of environmental matters related to their organisation.

### Essential Course components (MUST HAVE topic areas)

<table>
<thead>
<tr>
<th>Unit ED1 Management of Environmental Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Element 1 – Principles of environmental risk management</td>
</tr>
<tr>
<td>Element 2 – Environmental risk evaluation</td>
</tr>
<tr>
<td>Element 3 – Control strategies for environmental risks</td>
</tr>
<tr>
<td>Element 4 – Monitoring, review and audit</td>
</tr>
<tr>
<td>Element 5 – Developments in environmental legislation</td>
</tr>
<tr>
<td>Element 6 – Environmental legislative framework and methods of enforcement</td>
</tr>
<tr>
<td>Element 7 – Public access to environmental information</td>
</tr>
<tr>
<td>Element 8 – Civil liability in relation to environmental pollution</td>
</tr>
<tr>
<td>Element 9 – Solid and liquid wastes</td>
</tr>
<tr>
<td>Element 10 – Gaseous and particulate releases to atmosphere</td>
</tr>
<tr>
<td>Element 11 - Water resources management</td>
</tr>
<tr>
<td>Element 12 – Control of environmental nuisance</td>
</tr>
<tr>
<td>Element 13 – Hazardous substances</td>
</tr>
<tr>
<td>Element 14 – Environmental implications of development and land use</td>
</tr>
<tr>
<td>Element 15 - Energy use and efficiency</td>
</tr>
</tbody>
</table>

| Unit ED2 - Application of environmental risk theory and practice |

### Minimum Course Duration

<table>
<thead>
<tr>
<th>One hundred and sixty (160) taught hours + thirty (30) private study hours</th>
</tr>
</thead>
</table>

### Max. re-certification interval

Not Applicable

### Min. Delegates

Three (3)

### Max. delegates

Sixteen (16)

### Delivery Language(s)

English ONLY
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEBOSH Diploma in Environmental Management</td>
<td>NEBEMD</td>
<td>PDO and PDO Contractor safety professional s and managers who have environmental management responsibilities at work, and who require or seek to acquire a high level professional environmental management qualification.</td>
<td>Recommended</td>
</tr>
</tbody>
</table>

**Pre-requisites for NEBEMD training**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ORT) HSE Orientation</td>
<td>HSELS or HSELM - HSE Leadership for Supervisors/Managers</td>
</tr>
<tr>
<td>Safety Footwear &amp; Hard hat</td>
<td>Eye protection</td>
</tr>
<tr>
<td>Coverall or working clothing</td>
<td>IELTS 6 English level</td>
</tr>
<tr>
<td>Either NEBOSH Certificate, Diploma or NVQ OSH qualification at Level 3 or higher</td>
<td></td>
</tr>
</tbody>
</table>

**NEBEMD Assessment Performance criteria (MUST be able to do)**

- **Unit ED1** – is assessed by a single 3 hour examination in English. Delegate scripts are marked by external examiners appointed by NEBOSH.
- **Unit ED2** – The workplace based project is assessed via the completion of an environmental audit pro-forma and a written report of around 4,000 words. Projects are internally assessed by the course provider and externally moderated by NEBOSH.
Course Title:

National Examination Board for Occupational Safety & Health

(NEBHSA) NEBOSH Health & Safety at work qualification course

Course Aim:
To provide delegates with knowledge and understanding of the common hazards, basic principles and methods of control associated with safeguarding the health and safety of people at work.

Course Objectives
1. To make delegates aware of the basic principles, legal duties and responsibilities associated with health and safety at work.
2. To enable delegates to identify and understand the harm potential of common workplace hazards.
3. To enable delegates to carry out risk assessment, select and introduce appropriate hazard controls to reduce risk.

Essential NEBHSA Course components (MUST HAVE topic areas)

Unit 1
Element 1 - The foundations of health and safety
Element 2 - The responsibility for health and safety.
Element 3 - Health and safety risk assessment and control.
Element 4 - Hazards and control associated with work equipment.
Element 5 - Transport safety.
Element 6 - Hazards and control associated with electricity.
Element 7 - Fire safety.
Element 8 - Hazards and control associated with manual handling and repetitive movement
Element 9 - Hazards and control associated with hazardous substances
Element 10 - Hazards and control associated with the working environment

Unit 2
Workplace based risk assessment

<table>
<thead>
<tr>
<th>Min. Course Duration</th>
<th>Max. re-certification interval</th>
<th>Min. Delegates</th>
<th>Max. delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eighteen (18) hours + Six (6) private study</td>
<td>Not Applicable</td>
<td>Three (3)</td>
<td>Twelve (12)</td>
</tr>
</tbody>
</table>

Delivery Language(s)

English & Arabic

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 2 NEBOSH Award in Health &amp; Safety</td>
<td>NEBAHS</td>
<td>PDO staff whose HSE Learning Ladder includes the course as part of their structured professional development.</td>
<td>Recommended</td>
</tr>
<tr>
<td>Pre-requisites for NEBHSA training</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ORT) HSE Orientation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Footwear &amp; Hard hat (Unit 2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coverall or working clothing (Unit 2)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NEBHSA Assessment Performance criteria (MUST be able to do)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit HSW1</strong> - The examination consists of forty questions (1 mark each) with one correct and three incorrect responses available per question. The examination paper covers the whole unit syllabus with at least one question per unit element and all questions are entry. Candidate scripts are scanned and marked electronically.</td>
</tr>
<tr>
<td><strong>Unit HSW2</strong> - is assessed by a one-hour practical assessment carried out in the candidate’s own workplace. This is held on a date set by the accredited course provider and must be taken within 14 days of a multiple choice examination. The practical assessment is internally assessed by the accredited course provider and externally moderated by NEBOSH</td>
</tr>
</tbody>
</table>
Course Title:
National Examination Board in Occupational Safety & Health

*(NEBHSC) NEBOSH International Certificate in Occupational Safety & Health course*

Course Aim:
Provide delegates with the skills and know-how to fulfil their health & safety responsibilities in any country and in any kind of organisation.

Course Objectives
Provide delegates with the core knowledge related to managing health & safety and controlling workplace hazards so that they may apply the core skills they have learnt in any workplace, within any country to promote safe working conditions and safe working behaviours.

Essential NEBHSC Course components (MUST HAVE topic areas)

<table>
<thead>
<tr>
<th>Unit IGC1 Management of International Health and Safety</th>
</tr>
</thead>
<tbody>
<tr>
<td>Element 1 - Foundations in health &amp; safety</td>
</tr>
<tr>
<td>Element 2 - Policy</td>
</tr>
<tr>
<td>Element 3 - Organising for health &amp; safety</td>
</tr>
<tr>
<td>Element 4 - Promoting a positive health &amp; safety culture</td>
</tr>
<tr>
<td>Element 5 - Risk assessment</td>
</tr>
<tr>
<td>Element 6 - Principles of control</td>
</tr>
<tr>
<td>Element 7 - Monitoring, review and audit</td>
</tr>
<tr>
<td>Element 8 - Occupational incident and accident investigation, recording and reporting</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit IGC2 Control of international workplace hazards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Element 1 - Movement of people and vehicles – hazards and control</td>
</tr>
<tr>
<td>Element 2 - Manual and mechanical handling – hazards and control</td>
</tr>
<tr>
<td>Element 3 - Working equipment hazards and Control</td>
</tr>
<tr>
<td>Element 4 - Electrical hazards and control</td>
</tr>
<tr>
<td>Element 5 - Fire hazards and control</td>
</tr>
<tr>
<td>Element 6 - Chemical and biological health hazards and control</td>
</tr>
<tr>
<td>Element 7 - Physical and psychological health hazards and control</td>
</tr>
<tr>
<td>Element - 8 Construction activities - hazards and control</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit IGC3 International health and safety practical application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical hazard identification and risk assessment in the delegate’s workplace.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Minimum Course Duration</th>
<th>Min. Delegates</th>
<th>Max. delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eighty (80) tuition hours plus forty nine (49) private study hours</td>
<td>Three (3)</td>
<td>Sixteen (16)</td>
</tr>
</tbody>
</table>
### Delivery Language(s)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEBOSH International Certificate in Occupational health and safety</td>
<td>NEBHC</td>
<td>PDO or Contractor staff who need this HSE qualification as part of their professional Learning Ladder, or who seek such a qualification.</td>
<td>Recommended</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All PDO Level 1 Approved HSE Trainers, Interior HSE Training Contractor Representatives</td>
<td>Entry</td>
</tr>
</tbody>
</table>

### Pre-requisites for NEBHSC training

- (ORT) HSE Orientation
- Safety Footwear & Hard hat
- Coverall or working clothing (IGC3)
- HSELFs or HSELM - HSE Leadership for Supervisors-Managers

Delegates should assure themselves their English fluency is at least equivalent to IELTS band 6 before applying to attend this course.

### NEBHSC Performance criteria (MUST be able to do)

**Units IGC1 and IGC2** are each assessed by one two-hour written examination.

Each written examination consists of ten ‘short-answer’ questions and one ‘long-answer’ question. All questions are entry.

Candidate scripts are marked by external examiners appointed by NEBOSH.

Minimum pass rate is 45%.

**Unit IGC3** is assessed by one two-hour practical examination. This is held on a date set by the course provider and must be taken within 14 days of a written examination. The practical examination is internally assessed by the course provider and externally moderated by NEBOSH.
Course Title:
National Examination Board in Occupational Safety & Health

*(NEBHSD)* Level 6 NEBOSH International Diploma in Occupational Safety & Health course

**Course Aim:**
To provide a high level, Internationally recognised professional HSE qualification for professional HSE trainers, Managers and others, based on academic knowledge and understanding of safety and health matters, that can lead to Chartered Membership of the Institution of Occupational Safety & Health ( CIOSH).

**Course Objectives**
To provide high level knowledge and understanding of occupational safety and health issues to existing qualified HSE training and safety professionals and managers who have high level responsibilities for the management of safety and health matters related to their organisation.

**Essential Course components (MUST HAVE topic areas)**

### Core Skills (Preparatory content)
- Element 1 – Part 1: Communication skills
- Element 2 – Part 2: Training skills

#### Unit IA: International Management of Health & Safety
- Element 1 – Principles of health and safety management
- Element 2 – Loss causation and incident investigation
- Element 3 – Identifying hazards, assessing and evaluating risk
- Element 4 – Risk control and emergency planning
- Element 5 – Organisational factors
- Element 6 – Human factors
- Element 7 – Regulating health and safety
- Element 8 – Measuring health and safety performance

#### Unit IB: International control of hazardous agents in the workplace
- Element 1 – General aspects of occupational health and hygiene
- Element 2 – Principles of toxicology and epidemiology
- Element 3 – Chemical agents – evaluating risk
- Element 4 – Hazardous substances – preventive and protective measures
- Element 5 – Hazardous substances – monitoring and maintenance of control measures
- Element 6 – Biological agents
- Element 7 – Physical Agents 1 – noise and vibration
- Element 8 – Physical Agents 2 – radiation and thermal environment
- Element 9 – Psych-social agents
- Element 10 – Ergonomic agents

#### Unit IC: International workplace and work equipment safety
- Element 1 – General workplace issues
- Element 2 – Principles of fire and explosion
- Element 3 – Workplace fire risk assessment
- Element 4 – The storage, handling and processing of dangerous substances
- Element 5 – Work equipment
Element 6 – Machinery safety  
Element 7 – Mechanical handling  
Element 8 – Electrical safety  
Element 9 – Safety in construction and demolition  
Element 10 – Environmental pollution and waste management  

Unit ID: International application of health and safety theory and practice  

<table>
<thead>
<tr>
<th>Minimum Course Duration</th>
<th>Max. re-certification interval</th>
<th>Min. Delegates</th>
<th>Max. delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two hundred and forty one (241) taught hours + two hundred and thirty four (234) private study hours</td>
<td>Not Applicable</td>
<td>Three (3)</td>
<td>Sixteen (16)</td>
</tr>
</tbody>
</table>

**Delivery Language(s)**  
English ONLY

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEBOSH Level 6 Diploma in Occupational Safety and Health</td>
<td>NEBHSD</td>
<td>PDO and Contractor HSE professionals seeking, or required by their professional Learning Ladder, to acquire a high level professional HSE qualification as part of their professional development.</td>
<td>Recommended</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PDO Approved Level 2 HSE Trainers, Facilitators, Assessors, HSE Training Managers and HSE Training Assessment Managers, who do not hold an NVQ5 Diploma in OSH.</td>
<td>Entry</td>
</tr>
</tbody>
</table>

**Pre-requisites for NEBHSD training**  
Contract HSE Management - HSELF5 or HSELM - HSE Leadership for Supervisors/Managers  
(ORT) HSE Orientation  
NEBOSH Level 3 Certificate or NVQ Level 3, in OSH, Construction Safety or Environmental Management

**Performance criteria (MUST be able to do)**  
The preparatory content covers the core skills of communication and training that students will be need to complete all four qualification units and is **not assessed separately by NEBOSH. Assessment of these core skills is incorporated across the syllabus as part of the written examinations (Units IA, IB & IC) and the written assignment (Unit ID)**. Core Skills should be presented as introductory content at the beginning of the program and internally assessed by the accredited centre in order to determine whether the student is adequately prepared to progress to the qualification units.  

**Units IA-IC**  
Units IA, IB and IC are each assessed by one three-hour examination. Candidate scripts are marked by external examiners appointed by NEBOSH. Minimum pass rate is 45%  
**Unit ID** is assessed via a workplace-based written assignment of around 8,000 words. Assignments are marked by external examiners appointed by NEBOSH. Minimum pass rate is 45%
Course Title:
National Examination Board in Occupational Safety & Health

(NEBHW) NEBOSH Certificate in Management of Health & Well-being at work course

Course Aim:
Provide delegates with the basic knowledge and understanding required of an Occupational Health clinician or professional early in their OH career path, so they can carry out their OH role effectively within their organisation.

Course Objectives
Promote clarity and understanding of:
- The factors that may affect the physical and mental health of the work force,
- How the physical and mental health of the workforce may affect the workplace
- Recognition and management.
- Proactive Occupational Health activities to promote positive workplace health.

Essential NEBHW Course components (MUST HAVE topic areas)

Unit 1
Element 1 - Introduction to workplace health
Element 2 - Effects of health on work
Element 3 - Effects of work on health
Element 4 - Management of attendance
Element 5 - Management of mental health at work
Element 6 - Management of people with musculoskeletal disorders
Element 7 - Workplace health promotion
Element 8 - Workplace health support

Unit 2
Practical application of course syllabus in the workplace to produce a health review and report.

Min. Course Duration | Max. re-certification interval | Min. Delegates | Max. delegates
--- | --- | --- | ---
Eighteen (18) hours + Six (6) private study | Three (3) years | Three (3) | Twelve (12)

Delivery Language(s)
Arabic and English

Course Title | Course Code | Target Population | Type
--- | --- | --- | ---
NEBOSH Certificate in Management of health and well being at work | NEBHW | PDO & PDO contractor Occupational Health and clinical staff whose role includes the management of occupational health. | Recommended

Pre-requisites for NEBHW training
(ORT) HSE Orientation | Coverall or working clothing, Hard hat (Unit 2)
### HSELF5 or HSELM - HSE Leadership for Supervisors/Managers

<table>
<thead>
<tr>
<th>Performance criteria (MUST be able to do)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit 1</strong> is a taught unit assessed by one two-hour written examination. The written examination consists of ten ‘short-answer’ questions and one ‘long-answer’ question. All questions are entry. Candidate scripts are marked by external examiners appointed by NEBOSH.</td>
</tr>
<tr>
<td><strong>Unit 2</strong> is assessed by one three-hour practical assessment undertaken within the candidate’s own workplace, to be taken within 14 days of the date of the Unit 1 written papers. The practical examination is internally assessed by the accredited course provider and externally moderated by NEBOSH.</td>
</tr>
</tbody>
</table>
Course Title:
National Examination Board in Occupational Safety & Health
(NEBTOGS) NEBOSH International Tech. Certificate in Oil and Gas Operational Safety course

Course Aim:
Provide knowledge and specialist skills that enable professionals who work in the Oil and Gas and connected industries to fulfill the health and safety responsibilities that need to be carried out.

Course Objectives
1. Develop delegate understanding of the oil and gas industry’s principal operational safety issues through the application of knowledge to familiar and unfamiliar situations.
2. Develop delegates to be able to identify the main hazards of, and suitable controls for, land and marine transport in the oil and gas industries

Essential NEBTOGS Course components (MUST HAVE topic areas)

Unit IOG1
Element 1 - Health, safety and environmental management in context
Element 2 - Hydrocarbon process safety I
Element 3 - Hydrocarbon process safety II
Element 4 - Fire protection and emergency response
Element 5 - Logistics and Transport Operations

Minimum Course Duration | Min. Delegates | Max. Delegates
--- | --- | ---
Thirty four (34) tuition hours plus twenty (20) private study hours | Three (3) | Twelve (16)

Delivery Language(s)
English ONLY

Course Title | Course Code | Target Population | Type
--- | --- | --- | ---
NEBOSH International Technical Certificate in Oil & Gas Operational Safety | NEBTOGS | PDO and PDO contractor staff who require or seek an Internationally recognised professional qualification associated with safety in the oil and gas industry. | Recommended

Pre-requisites for NEBTOGS training
(ORT) HSE Orientation | HSELFs or HSELM - HSE Leadership for Supervisors-Managers
Underpinning knowledge of Oil and Gas safety issues or another NEBOSH qualification.

Delegates should assure themselves their English fluency is at least equivalent to IELTS band 6 before applying to attend this course.

NEBTOGS Assessment Performance criteria (MUST be able to do)
The IOG1 Unit is a taught unit assessed by one two-hour written examination. The written examination consists of ten ‘short-answer’ questions and one ‘long-answer’ question. All questions are entry. Candidate scripts are marked by external examiners appointed by NEBOSH.
Course Title:
National Vocational Qualification

(NVQ3LDA) NVQ Level 3 Award in Learning & Development

Course Aim:
To confirm competence in role as a trainer/facilitator of learning and development in others.

Course Objectives
Provide the base knowledge, understanding and skills of facilitating learning for inexperienced trainers, those who have training as part of their role and work-based assessors who coach others.

Essential NVQ3LDA Course components (MUST HAVE topic areas)
1. Principles and practices of Learning and Development Unit
2. Facilitate learning and development in groups Unit
3. Assess vocational skills, knowledge and understanding Unit

Max. Course Duration | Max. re-certification interval
--- | ---
None set | Not Applicable

Delivery Language(s)
Arabic and English

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>NVQ Level 3 Award in Learning &amp; Development</td>
<td>NVQ3LDA</td>
<td>New or inexperienced Level 1 HSE trainers; PDO and Contractor Supervisory staff who are required to carry out 'core' HSE assessments in the workplace, who coach others to learn and develop and who seek a practitioner qualification as part of their professional development.</td>
<td>Entry</td>
</tr>
</tbody>
</table>

Pre-requisites for training
(ORT) HSE Orientation
HSELFs or HSELM - HSE Leadership for Supervisors/Managers

Performance criteria (MUST be able to do)
As determined and controlled by the specific NVQ Awarding body.
Course Title:
National Vocational Qualification
(NVQ3LDC) NVQ Level 3 Certificate in Learning & Development

Course Aim:
To confirm competence in role as a trainer/facilitator and to the standards required, to assure quality of training delivery at Level 1.

Course Objectives
In addition to the units that make up the Level 3 Award in Facilitating Learning and Development, provide delegates with knowledge about learning needs analysis, working with both groups and individuals, planning learning and development sessions and resources, assessing learners, providing information and advice to learners and employers, supporting learners through the learning and development process and engaging with employers.

Essential NVQ3LDC Course components (MUST HAVE topic areas)
1. Identify individual learning & development needs
2. Facilitate learning & development in individuals
3. Engage learners in the learning & development process
4. Reflect on and improve own practice in learning & development
5. Understanding the principles and practices of assessment

Max. Course Duration | Max. re-certification interval | Min. Delegates | Max. delegates
--- | --- | --- | ---
None specified | Not Applicable | Three (3) | Sixteen (16)

Delivery Language(s)
Arabic and English

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>NVQ Level 3 Certificate in Learning &amp; Development</td>
<td>NVQ3LDC</td>
<td>All PDO Level 1 Approved HSE trainers</td>
<td>Entry</td>
</tr>
</tbody>
</table>

Pre-requisites for NVQ3LDC training
(ORT) HSE Orientation HSELF or HSELM - HSE Leadership for Supervisors/Managers
NVQ3LDA

NVQ3LDC Assessment Performance criteria (MUST be able to do)
As determined and controlled by the specific NVQ Awarding body.
There are no formal examinations.
Observation evidence, by a nominated NVQ assessor, of the candidate’s practitioner skills being applied in the candidate’s own workplace.
Documentary evidence portfolio (which may be in Arabic and translated to English) providing a totality of evidence of skills application which is current, appropriate, relevant and sufficient to meet the requirements of each Unit in the award, as determined by the nominated assessor.
**Course Title:**

National Vocational Qualification

**Course Title:**

(NVQ3OSH) NVQ Level 3 in Occupational Safety & Health

**Course Aim:**

To provide an intermediate level, Internationally recognised professional HSE practitioner qualification based on demonstrated workplace practice and achievement, rather than formal academic examination.

**Course Objectives**

To provide structured opportunities for those requiring professional HSE qualifications and development to demonstrate their HSE knowledge, understanding and skills are at an intermediate professional level through observed workplace practice and documented evidence of achievement.

**Essential NVQ3OSH Course components (MUST HAVE topic areas)**

<table>
<thead>
<tr>
<th>Mandatory Units:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit HSS1 – Make sure your own actions reduce risks to health and safety</td>
<td></td>
</tr>
<tr>
<td>Unit HSS2 – Develop procedures to safely control work operations</td>
<td></td>
</tr>
<tr>
<td>Unit HSS3 – Monitor procedures to safely control work operations</td>
<td></td>
</tr>
<tr>
<td>Unit HSS4 – Promote a health and safety culture in the workplace</td>
<td></td>
</tr>
<tr>
<td>Unit HSS5 – Conduct a health and safety risk assessment of a workplace</td>
<td></td>
</tr>
<tr>
<td>Unit HSS6 – Investigate and evaluate health and safety incidents and complaints in the workplace</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Optional Units:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit HSS5 - Investigate and evaluate health and safety incidents and complaints in the workplace</td>
<td></td>
</tr>
<tr>
<td>Unit HSS7 – Make sure your own actions within the workplace aim to protect the environment</td>
<td></td>
</tr>
<tr>
<td>Unit HSS8 – Review health and safety procedures in workplaces</td>
<td></td>
</tr>
<tr>
<td>Unit HSS9 – Supervise the health, safety and welfare of a learner in the workplace</td>
<td></td>
</tr>
</tbody>
</table>

**Course Duration**

<table>
<thead>
<tr>
<th>Min. Delegates</th>
<th>Max. delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>No specified time limits</td>
<td>Three (3)</td>
</tr>
<tr>
<td></td>
<td>Sixteen (16)</td>
</tr>
</tbody>
</table>

**Delivery Language(s)**

Arabic and English

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>NVQ Level 3 Occupational Safety &amp; Health</td>
<td>NVQ3OSH</td>
<td>PDO Approved HSE Trainers who do not hold the NEBOSH International Certificate in OSH.</td>
<td>Entry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PDO and PDO contractor staff whose HSE Learning Ladder includes the course as part of their structured professional development, or who seek a formal HSE practitioner qualification.</td>
<td>Recommended</td>
</tr>
</tbody>
</table>
Pre-requisites for NVQ3OSH training

<table>
<thead>
<tr>
<th>(ORT) HSE Orientation</th>
<th>(IOSHM) IOSH Managing Safely</th>
<th>Eye protection &amp; GP gloves</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coverall or working clothing, Safety Footwear &amp; Hard hat</td>
<td>Contract HSE Management</td>
<td>In a HSE supporting role</td>
</tr>
</tbody>
</table>

HSELFs or HSELM - HSE Leadership for Supervisors/Managers

**NVQ3OSH Assessment performance criteria (MUST be able to do)**

1. There are no formal examinations.
2. Observation evidence, by a nominated NVQ assessor, of the candidate’s practitioner skills being applied in the candidate’s own workplace.
3. Documentary evidence portfolio (which may be in Arabic and translated to English) providing a totality of evidence of skills application which is current, appropriate, relevant and sufficient to meet the requirements of each Unit in the award, as determined by the nominated assessor.
Course Title:

National Vocational Qualification

(NVQ3VAA) NVQ Level 3 Vocational Assessor Award

Course Aim:

To assess a learning and development practitioner’s knowledge and understanding of the principles and practices of assessment, and their performance in carrying out the assessment of vocational skills, knowledge and understanding.

Course Objectives

Preparing a delegate to specifically conduct vocational assessments, with particular reference to the ‘Core HSE Assessment system in use by PDO.

Essential NVQ3VAA Course components (MUST HAVE topic areas)

Understanding the principles and practices of vocational assessment Unit

Element 1 – The principles and requirements of assessment
Element 2 – Different types of assessment method
Element 3 – How to plan assessment
Element 4 – How to involve learners and others in assessment
Element 5 – Quality assurance of assessment
Element 6 – How to manage information relating to assessment

Assess occupational competence in the work environment Unit

Assess vocational skills, knowledge and understanding Unit

Element 1 – The responsibilities of the organisation is assessing vocational skills, knowledge and understanding
Element 2 – Communication skills needed in assessing vocational skills, knowledge and understanding
Element 3 – Making assessment judgments
Element 4 – Recording assessment decisions and providing feedback
Element 5 – Action planning for future development

Max. Course Duration | Max. re-certification interval | Min. Delegates | Max. delegates
--- | --- | --- | ---
None specified | Not applicable | Three (3) | Sixteen (16)

Delivery Language(s)

Arabic and English

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>NVQ Level 3 Vocational Assessor Award</td>
<td>NVQ3VAA</td>
<td>Training staff, required to conduct vocational assessments, who do not hold a formal assessor qualification.</td>
<td>Entry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All workplace supervisors required to coach and assess the ‘Core’ HSE performance of others in the workplace.</td>
<td>Recommended</td>
</tr>
</tbody>
</table>

Pre-requisites for NVQ3VAA training

(ORT) HSE Orientation | GP gloves | Safety Footwear & Hard hat
Coverall or working clothing | HSELF5 or HSELM - HSE Leadership for Supervisors/Managers
<table>
<thead>
<tr>
<th>Eye protection</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Performance criteria (MUST be able to do)</strong></td>
</tr>
<tr>
<td>As determined and controlled by the specific NVQ Awarding body.</td>
</tr>
</tbody>
</table>
Course Title:
National Vocational Qualification

(NVQ4LDD) NVQ Level 4 Diploma in Learning & Development

Course Aim:
To raise the knowledge understanding and skills of experienced trainers and facilitators so they may enhance their professional value and contribution and assure training delivery quality.

Course Objectives
To provide delegates with knowledge and understanding of some higher level elements of Learning and Development to maximise their effectiveness and flexibility as trainers and facilitators.

Essential NVQ4LDD Course components (MUST HAVE topic areas)
In addition to those units specified for the NVQ3LDA and NVQ3LDC (which all count as credits towards the Diploma), units to be completed for the NVQ4LDD are:
- Work productively with colleagues and stakeholders
- Plan, allocate and monitor work in own area of responsibility
- Set objectives and provide support for team members
- Developing collaborative relationships with other organisations

Max. Course Duration | Max. re-certification interval | Min. Delegates | Max. delegates
--- | --- | --- | ---
No time limit specified | Not Applicable | Three (3) | Sixteen (16)

Delivery Language(s)
Arabic and English

Course Title | Course Code | Target Population | Type
--- | --- | --- | ---
NVQ Level 4 Diploma in Learning & Development | NVQ4LDD | Experienced Level 1 trainers/facilitators and assessors, who are required to raise their professional Learning & Development qualifications in order to acquire Level 2 Approval, or HSE Training or HSE Training Assessment Managers. | Entry

Pre-requisites for NVQ4LDD training
- Safety Footwear & Hard hat
- Eye protection & GP gloves
- HSELFs or HSELM - HSE Leadership for Supervisors/Managers

NVQ4LDD Assessment performance criteria (MUST be able to do)
As determined and controlled by the specific NVQ Awarding body. There are no formal examinations.
Observation evidence, by a nominated NVQ assessor, of the candidate’s practitioner skills being applied in the candidate’s own workplace.
Documentary evidence portfolio (which may be in Arabic and translated to English) providing a totality of evidence of skills application which is current, appropriate, relevant and sufficient to meet the requirements of each Unit in the award, as determined by the nominated assessor.
Course Title:

National Vocational Qualification

(NVQ4VAC) NVQ Level 4 Vocational Assessor Certificate course

Course Aim:
To provide a professional qualification in assessment and quality assurance for those engaged in, or intended to be in, these roles within their organisation.

Course Objectives
Develop and improve assessment and QA practitioners in role through:
1. Understanding the principles and practices of internally assuring the quality of assessment
2. Internally assuring the quality of assessment
3. Planning, allocating and monitoring work in own area of responsibility

Essential Course components (MUST HAVE topic areas)
1. Performance criteria – what are they; components of; how they are used to measure performance.
2. Acceptable evidence types – Current, Authentic, Relevant, Sufficient.
3. Observation evidence.
4. Documentary evidence types – learner statements; witness evidence; oral and written questions; assignments; projects; case studies; recognising prior learning.
5. Recording assessments and outcomes.

Max. Course Duration | Max. re-certification interval | Min. Delegates | Max. delegates
--- | --- | --- | ---
None specified | Not Applicable | Three (3) | Sixteen (16)

Delivery Language(s)
Arabic and English

Pre-requisites for training
(ORT) HSE Orientation NVQ3VAA Safety shoes, hard hat, coverall/working clothing
Sector competence for topics or activities whose assessments are being quality assured.
HSELFS or HSELM - HSE Leadership for Supervisors/Managers

Performance criteria (MUST be able to do)
Assessment criteria and methods as prescribed by the Awarding Body.
Course Title:

National Vocational Qualification

(NVQ5HSD) NVQ Level 5 Diploma in occupational health & safety

Course Aim:

To provide a high level, Internationally recognised professional HSE practitioner qualification based on demonstrated workplace practice and achievement, that can lead to Chartered Membership of the Institution of Occupational Safety & Health (CMIOSH).

Course Objectives

To provide delegates with the opportunity to provide assessed and verifiable evidence of their practice in applying some of the higher level elements of Occupational Safety & Health, in order to maximise their effectiveness and flexibility as HSE trainers, facilitators, assessors or managers.

Essential Course components (MUST HAVE topic areas)

HSP1 comprising:

Unit H2 - Promote a positive health & safety culture
Unit H3 - Develop & implement the health & safety policy
Unit H4 - Develop & implement effective communication systems for H&S information
Unit H5 - Develop & maintain individual & organisational competence in H&S matters
Unit H6 - Identify & evaluate health & safety hazards
Unit H7 - Assess health & safety risks
Unit H8 - Determine & implement health & safety risk control measures
Unit H9 - Develop & & active monitoring systems for health & safety
Unit H10 - Develop & implement reactive monitoring systems for health & safety
Unit H11 - Develop & implement health & safety emergency response systems & procedures
Unit H12 - Develop & implement health & safety review systems
Unit H13 - Develop & implement health & safety audit systems

HSP2 which requires additional Level 5 evidence in the same topic areas over Level 4.

Max. Course Duration | Max. re-certification interval | Min. Delegates | Max. delegates
--- | --- | --- | ---
None specified | Not Applicable | Three (3) | Sixteen (16)

Delivery Language(s)

English

Course Title | Course Code | Target Population | Type
--- | --- | --- | ---
NVQ Level 5 Diploma in Occupational Health & Safety | NVQ5HSD | Level 2 HSE Trainers, Facilitators & Assessors, HSE Training Managers & HSE Training Assessment Managers who do not hold a NEBOSH Diploma in OSH, wishing to be Approved by PDO. | Entry

Pre-requisites for NVQ5HSD training

(ORT) HSE Orientation | Coverall or working clothing | Contract HSE Management
Safety Footwear & Hard hat | Eye protection | GP gloves
HSEFLS or HSELM - HSE Leadership for Supervisors/Managers
NEBOSH International Certificate or NVQ3OSH or NVQ4OSH
### NVQ5HSD Assessment Performance criteria (MUST be able to do)

<table>
<thead>
<tr>
<th>NVQ5HSD Assessment Performance criteria (MUST be able to do)</th>
</tr>
</thead>
<tbody>
<tr>
<td>As determined and controlled by the specific NVQ Awarding body.</td>
</tr>
<tr>
<td>There are no formal examinations.</td>
</tr>
<tr>
<td>Observation evidence, by a nominated NVQ assessor, of the candidate’s practitioner skills being applied in the candidate’s own workplace.</td>
</tr>
<tr>
<td>Documentary evidence portfolio (which may be in Arabic and translated to English) providing a totality of evidence of skills application which is current, appropriate, relevant and sufficient to meet the requirements of each Unit in the award, as determined by the nominated assessor.</td>
</tr>
</tbody>
</table>
Course Title:

(TPB) Tripod Beta Practitioner

Course Aim:
Provide delegates with the knowledge and understanding of incident analysis, human behaviour, the Tripod Beta approach and software so that they can, as Tripod Beta practitioners, establish underlying causes of incidents and accidents and the systemic failures that need to be addressed to avoid recurrence.

Course Objectives
Promote a deeper understanding in delegates of human behaviour and the need to identify underlying causes at management system level so that Tripod Beta software can be used by them as an effective tool to assist in the investigation of incidents and accidents.

Essential Course components (MUST HAVE topic areas)
1. HSE Management Systems and elements within them
2. Risk Identification and Management
3. Continuous improvement loop
4. Incident investigation teams – planning, preparation and implementation
5. First stage evidence gathering and review.
6. Refining evidence gathering
7. Interview technique and recording evidence
8. Using the Tripod Beta software to enhance the investigation process
9. Using the Tripod Beta software to enhance the analytical process
10. Tripod Beta Analysis trees
11. Tripod Beta reports

Max. Course Duration | Max. re-certification interval | Min. Delegates | Max. delegates
--- | --- | --- | ---
Twenty four (24) taught hours | Evidence required within 12 months for Practitioner certification | Three (3) | Twelve (12)

Delivery Language(s)
English ONLY

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tripod Beta Practitioner</td>
<td>TBP</td>
<td>PDO/Contractor supervisory/management staff called to be a member of an incident or accident investigation team as a TBP Practitioner.</td>
<td>Entry</td>
</tr>
</tbody>
</table>

Pre-requisites for TBP training
- Contract HSE Management
- Incident Investigation
- (ORT) HSE Orientation
- HSELFs or HSELM - HSE Leadership for Supervisors/Managers

TBP Assessment performance criteria (MUST be able to do)
1. Assessment criteria pre-set by Training Provider, plus
2. Stichting Tripod Foundation pre-defined criteria through:
3. Formal examination
4. Submission of incident investigations using the Tripod beta software, within 12 months of training.
Appendix C - Level 1 Defensive Driving Courses and Assessments

<table>
<thead>
<tr>
<th>Course Title:</th>
<th>(DD01) Defensive Driving, Light Vehicles, Blacktop Roads</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Aim:</td>
<td>To promote SAFE driving behavior and eliminate the instances of motor vehicle crashes</td>
</tr>
<tr>
<td>Course Objectives</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Promote and develop a positive attitude towards driving and other road users.</td>
</tr>
<tr>
<td>2.</td>
<td>Consistently Display low risk driving techniques in Light Vehicles.</td>
</tr>
<tr>
<td>3.</td>
<td>Reliably demonstrate the use of creating adequate space and time.</td>
</tr>
<tr>
<td>Essential DD01 Syllabus components (MUST HAVE topic areas)</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Driving environments – urban, rural, weather, road surfaces, traffic density &amp; type.</td>
</tr>
<tr>
<td>2.</td>
<td>Hearts and Minds (Attitude) – (e.g. human behaviours, emotional effects; )</td>
</tr>
<tr>
<td>4.</td>
<td>Distractions - Mobile phone, audio, GPS, PDO radio, vehicle passengers, insecure loads, weather effects</td>
</tr>
<tr>
<td>5.</td>
<td>Creating space / use of speed. – response elements; braking distances v speed, Recognizing Road Hazard and risk. – Systematic all-round observation; observation zones; driving planning; effects of observation and adjustments to plan (Observation and Anticipation)</td>
</tr>
<tr>
<td>6.</td>
<td>Fatigue – causes and effects.</td>
</tr>
<tr>
<td>7.</td>
<td>Seat Belts and seating position.</td>
</tr>
<tr>
<td>8.</td>
<td>Driving Systems</td>
</tr>
<tr>
<td>Max. Duration</td>
<td>Max. re-certification interval</td>
</tr>
<tr>
<td>Sixteen (16) hours</td>
<td>Three (3) years</td>
</tr>
<tr>
<td>Delivery Language(s)</td>
<td>Arabic or English</td>
</tr>
<tr>
<td>Course Title</td>
<td>Course Code</td>
</tr>
<tr>
<td>DD Light vehicles, blacktop roads</td>
<td>DD01</td>
</tr>
<tr>
<td>Pre-requisites for DD01 Course</td>
<td></td>
</tr>
<tr>
<td>All delegates</td>
<td></td>
</tr>
<tr>
<td>Prescribed aids to vision</td>
<td></td>
</tr>
<tr>
<td>Current, valid ROP issued light vehicle driving license</td>
<td>2 x Passport sized photos</td>
</tr>
<tr>
<td>Coverall or working clothing</td>
<td>Safety Footwear</td>
</tr>
<tr>
<td>PDO HSE Passport</td>
<td>(ORT) HSE Orientation</td>
</tr>
<tr>
<td>DD01 Assessment Performance criteria (MUST be able to do)</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>During a 30 minute observed drive in a light vehicle in a city or large town based urban area, demonstrate the constant use of low risk driving techniques including vehicle and passenger sympathy, smooth use of brakes / clutch / accelerator, adjust speed for conditions of traffic / road / weather, steering technique – push pull method for high speed or hand over hand for low speed; seat belt, that produces no more than 3 assessed major faults.</td>
</tr>
<tr>
<td>2.</td>
<td>Correctly explain verbally in a classroom syndicate environment, the effects of fatigue, the signs, symptoms and root cause of fatigue, how medications and other drugs may affect drivers, and the action to be taken with all of these with respect to SJM requirements.</td>
</tr>
</tbody>
</table>
3. Demonstrate effective use of Observation and Anticipation skills whilst operating a light commercial vehicle in city traffic under any conditions. Subject to conditions at the time of assessment, the Assessor may ask questions of the driver regarding decisions made. Questions are to be directly related to the situation at the time, with minimal distraction, and answers must be correct.

4. Continually display a positive attitude towards other road users.

5. Correctly carry out a PDO pre-trip inspection of the vehicle.

6. Demonstrate all elements of Hearts and Minds whilst driving.

7. In a classroom syndicate environment, accurately explain the dangers of over speeding.

8. In a classroom syndicate environment, accurately explain the dangers of using a mobile phone while driving.

9. In a classroom environment, accurately explain the three second rule and apply the rule effectively during practical assessment in a light vehicle, whilst raveling urban roads.
**Course Title:**

*(DD02) Defensive Driving, Heavy Vehicles, Blacktop Roads*

**Course Aim:**

To enhance the existing skills of a driver to operate a heavy rigid or articulated heavy vehicle and to promote Crash-Free Driving.

**Course Objectives**

1. Promote and develop a positive attitude towards driving and other road users.
2. Consistently display low risk driving techniques in Heavy articulated and rigid chassis vehicles.
3. Reliably demonstrate the use of creating adequate space and time.

**Essential DD02 Syllabus components (MUST HAVE topic areas)**

1. Driving environments – urban, rural, weather, road surfaces, traffic density & type.
2. Hearts and Minds (Attitude) – (e.g. human behaviours, emotional effects; )
4. Distractions - Mobile phone, audio, GPS, PDO radio, vehicle passengers, insecure loads, weather effects.
5. Creating space / use of speed. – response elements; braking distances v speed.
6. Recognizing Road Hazard and risk. – Systematic all-round observation; observation zones; driving planning; effects of observation and adjustments to plan (Observation and Anticipation).
7. Fatigue – causes and effects.
8. Seat Belts and seating position.

<table>
<thead>
<tr>
<th>Max. Duration</th>
<th>Max. re-certification interval</th>
<th>Min. delegates</th>
<th>Max. delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sixteen (16) hours</td>
<td>Three (3) years</td>
<td>Three (3)</td>
<td>Twelve (12)</td>
</tr>
</tbody>
</table>

**Delivery Language(s)**

Arabic, English, Hindi

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD Heavy vehicles, blacktop roads</td>
<td>DD02</td>
<td>PDO &amp; all contractor personnel required to drive heavy vehicles in the performance of their work.</td>
<td>Entry</td>
</tr>
</tbody>
</table>

**Pre-requisites for DD02 Course**

<table>
<thead>
<tr>
<th>Non-supervisory staff</th>
<th>All delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ORT) HSE Orientation</td>
<td>2 x Passport sized photos</td>
</tr>
<tr>
<td>Safety Footwear &amp; Hard hat, Coverall or working</td>
<td>Prescribed aids to vision</td>
</tr>
<tr>
<td>Current, valid ROP issued heavy vehicle driving license</td>
<td>PDO HSE Passport</td>
</tr>
</tbody>
</table>

**DD02 Assessment Performance criteria (MUST be able to do)**

1. During a 30 minute observed drive in a heavy vehicle in a city or large town based urban area, demonstrate the constant use of low risk driving techniques including vehicle and passenger sympathy, smooth use of brakes / clutch / accelerator, adjust speed for conditions of traffic / road / weather, steering technique – push pull method for high speed or hand over hand for low speed; seat belt, that produces no more than 3 assessed major faults.

2. Correctly explain verbally in a classroom syndicate environment, the effects of fatigue, the signs, symptoms and root cause of fatigue, how medications and other drugs may affect drivers, and the action to be taken with all of these with respect to SJM requirements.

3. Demonstrate effective use of Observation and Anticipation skills whilst operating a heavy commercial vehicle in city traffic under any conditions.
4. Continually display a positive attitude towards other road users.
5. Correctly carry out a PDO pre trip inspection of the vehicle.
6. Demonstrate all elements of Hearts and Minds whilst driving.
7. In a classroom syndicate environment, accurately explain the dangers of over speeding.
8. In a classroom syndicate environment, accurately explain the dangers of using a mobile phone while driving.
9. Accurately explain the three second rule and apply the rule effectively during practical assessment in a heavy vehicle, whilst travelling urban roads.
Course Title:

(DD03) Defensive Driving, Graded Roads

Course Aim:

To enhance the existing skills of a driver to operate a vehicle over graded roads and to promote Crash-Free Driving.

Course Objectives

1. Consistently Display low risk driving techniques in Light or Heavy Vehicles on a graded road.
2. Reliably demonstrate the use of creating adequate space and time.
3. Promote and develop a positive attitude towards driving and other road users.

Essential DD03 Syllabus components (MUST HAVE topic areas)

1. Dust Code, Rollover, Windrows and safety lanes.
2. Graded Road Hazards and vehicle handling characteristics.
3. Vehicle checks/Pre trip inspection.
4. Recognizing Road Hazard and risk. (Observation and Anticipation)
5. Driver Attitude. (Hearts and Minds)
7. Fatigue.

Max. Duration | Max. re-certification interval | Min. delegates | Max. delegates |
--- | --- | --- | --- |
Sixteen (4) hours | Three (3) years | Three (3) | Twelve (12)

Delivery Language(s)
- Arabic
- English
- Hindi

Course Title | Course Code | Target Population | Type |
--- | --- | --- | --- |
DD Graded roads | DD03 | All PDO & contractor personnel required to drive any vehicle type on graded roads in the performance of their work. | Entry |

Pre-requisites for DD03 Course

All delegates

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Footwear</td>
<td>Coverall or working clothing</td>
</tr>
<tr>
<td>(ORT) HSE Orientation</td>
<td>Current, valid ROP issued light/heavy driving license</td>
</tr>
<tr>
<td>(DD01 or DD02) current, valid permit</td>
<td>PDO HSE Passport</td>
</tr>
</tbody>
</table>

Non-Omani DD04 or DD05 permit holders must provide the vehicle type they are licensed to drive.
### DD03 Assessment Performance criteria (MUST be able to do)

1. During a 30 minute observed drive in a light or heavy vehicle on an approved graded road, demonstrate the constant use of low risk driving techniques including vehicle and passenger sympathy, smooth use of brakes / clutch / accelerator, adjust speed for conditions of traffic / road / weather, steering technique – push pull method for high speed or hand over hand for low speed; seat belt, that produces no more than 3 assessed major faults.
2. Explain Graded Road Hazards and vehicle handling characteristics in a classroom syndicate environment, and apply the principles correctly during an on-road assessed drive.
3. Correctly explain verbally in a classroom syndicate environment, the effects of fatigue, the signs, symptoms and root cause of fatigue, how medications and other drugs may affect drivers, and the action to be taken with all of these with respect to SJM requirements.
4. Demonstrate effective use of Observation and Anticipation skills whilst using a light or heavy commercial vehicle on an approved graded road.
5. Continually display a positive attitude towards other road users.
6. Correctly carry out a PDO pre-trip inspection of the vehicle.
7. Demonstrate all elements of Hearts and Minds whilst driving.
8. In a classroom syndicate environment, accurately explain the dangers of over speeding.
9. In a classroom syndicate environment, accurately explain the dangers of using a mobile phone while driving.
10. Demonstrate effective space management, adhering to the conditions present, during an assessed drive on an approved graded road, at all times complying with the requirements of SP 2000.
**Course Title:**

**(DD04) Defensive Driving, Bulk Tankers, Light & Heavy course**

**Course Aim:**

To promote SAFE driving behavior and eliminate the instances of motor vehicle crashes

**Course Objectives**

1. Promote and develop a positive attitude towards driving and other road users.
2. Consistently display low risk driving techniques in Bulk Tankers.
3. Reliably demonstrate the use of creating adequate space and time.

**Essential DD04 Syllabus components (MUST HAVE topic areas)**

1. Driving environments – urban, rural, weather, road surfaces, traffic density & type.
2. Hearts and Minds (Attitude) – (e.g. human behaviours, emotional effects;)
4. Distractions - Mobile phone, audio, GPS, PDO radio, vehicle passengers, insecure loads, weather effects
5. Creating space / use of speed. – response elements; braking distances v speed,
6. Recognizing Road Hazard and risk. – Systematic all-round observation; observation zones; driving planning; effects of observation and adjustments to plan (Observation and Anticipation)
7. Vehicle dynamics in relation to tankers.
8. Fatigue – causes and effects.
9. Driving Systems

<table>
<thead>
<tr>
<th>Max. Duration</th>
<th>Max. recertification interval</th>
<th>Min. delegates</th>
<th>Max. delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Four (4) hours</td>
<td>Three (3) years</td>
<td>Three (3)</td>
<td>Twelve (12)</td>
</tr>
</tbody>
</table>

**Delivery Language(s)**

Arabic, English, Hindi

**Course Title**

DD Bulk Tankers, Light & Heavy

**Course Code**

DD04

**Target Population**

All PDO & Contactor drivers required to drive tanker vehicles on blacktop or graded roads in Oman in the performance of their work.

**Type**

Entry

**Pre-requisites for DD04 Course**

<table>
<thead>
<tr>
<th>All delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ORT) HSE Orientation</td>
</tr>
<tr>
<td>Current, valid ROP issued vehicle driving license</td>
</tr>
<tr>
<td>Prescribed aids to vision</td>
</tr>
<tr>
<td>Current, valid DD permit of appropriate type.</td>
</tr>
</tbody>
</table>
DD04 Assessment Performance criteria (MUST be able to do)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Correctly explain verbally in a classroom syndicate environment, the effects of fatigue, the signs, symptoms and root cause of fatigue, how medications and other drugs may affect drivers, and the action to be taken with all of these with respect to SJM requirements.</td>
</tr>
<tr>
<td>2</td>
<td>In a classroom syndicate environment, accurately explain the dangers of over speeding.</td>
</tr>
<tr>
<td>3</td>
<td>In a classroom syndicate environment, accurately explain the dangers of using a mobile phone while driving.</td>
</tr>
<tr>
<td>4</td>
<td>In a classroom syndicate environment, correctly explain the characteristics of a bulk tanker when full or part full.</td>
</tr>
<tr>
<td>5</td>
<td>Correctly carry out a PDO pre trip inspection of the vehicle.</td>
</tr>
<tr>
<td>6</td>
<td>During a 30 minute observed drive in a heavy vehicle in a city, large town based urban area, or in-field environment, demonstrate the constant use of low risk driving techniques including vehicle and passenger sympathy, smooth use of brakes / clutch / accelerator, adjust speed for conditions of traffic / road / weather, steering technique – push pull method for high speed or hand over hand for low speed; seat belt, that produces no more than 3 assessed major faults.</td>
</tr>
<tr>
<td>7</td>
<td>Demonstrate effective use of Observation and Anticipation skills whilst operating a heavy vehicle in city traffic under any conditions.</td>
</tr>
<tr>
<td>8</td>
<td>Continually display a positive attitude towards other road users.</td>
</tr>
<tr>
<td>9</td>
<td>Demonstrate all elements of Hearts and Minds whilst driving.</td>
</tr>
<tr>
<td>10</td>
<td>Demonstrate effective space management during practical assessment in a heavy vehicle, whilst travelling on various road types.</td>
</tr>
</tbody>
</table>
Course Title:

(DD05) Defensive Driving, Buses, Light & Heavy Course

Course Aim:

To enhance the existing skills of a driver to operate a light or heavy bus.

Course Objectives

1. Demonstrate low risk driving techniques in driving a Bus.
2. Display a positive attitude towards driving and other road users.
3. Demonstrate the use of creating space and time.

Essential DD05 Syllabus components (MUST HAVE topic areas)

1. Driving environments – urban, rural, weather, road surfaces, traffic density & type.
2. Hearts and Minds (Attitude) – (e.g. human behaviours, emotional effects; )
4. Distractions - Mobile phone, audio, GPS, PDO radio, vehicle passengers, insecure loads, weather effects
5. Creating space / use of speed. – response elements; braking distances v speed, Recognizing Road Hazard and risk. – Systematic all-round observation; observation zones; driving planning; effects of observation and adjustments to plan (Observation and Anticipation)
6. Fatigue – causes and effects.
7. Driving Systems

<table>
<thead>
<tr>
<th>Max. Duration</th>
<th>Max. recertification interval</th>
<th>Min. delegates</th>
<th>Max. delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sixteen (16) hours</td>
<td>Three (3) years</td>
<td>Three (3)</td>
<td>Twelve (12)</td>
</tr>
</tbody>
</table>

Delivery Language(s)

Arabic, English, Hindi

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD Light &amp; Heavy Buses</td>
<td>DD05</td>
<td>PDO &amp; all contractor personnel required to drive light or heavy bus vehicles in the performance of their work.</td>
<td>Entry</td>
</tr>
</tbody>
</table>

Pre-requisites for DD05 Course

<table>
<thead>
<tr>
<th>Non-supervisory staff</th>
<th>Supervisory staff</th>
<th>All delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ORT) HSE Orientation</td>
<td>Safety footwear, Coverall or working clothing</td>
<td>2 x Passport sized photos</td>
</tr>
<tr>
<td>Age over 25 years</td>
<td>Prescribed aids to vision</td>
<td>PDO HSE Passport</td>
</tr>
</tbody>
</table>

Current, valid ROP issued driving license for vehicle being driven, either light (held for minimum 8 years and endorsed for bus driving) or heavy (held for at least 4 years and endorsed for bus driving).

(AHAF) AHA Heart saver First Aid, CPR & AED
**DD05 Assessment Performance criteria (MUST be able to do)**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>In a classroom syndicate environment, accurately explain the dangers of over speeding.</td>
</tr>
<tr>
<td>2.</td>
<td>In a classroom syndicate environment, accurately explain the dangers of using a mobile phone while driving.</td>
</tr>
<tr>
<td>3.</td>
<td>In a classroom syndicate environment, explain the dangers of driving in adverse conditions, the correct action to be taken, and apply these principles correctly during a practical assessment.</td>
</tr>
<tr>
<td>4.</td>
<td>In a classroom environment, accurately explain the three second rule and apply the rule effectively during practical assessment in a light vehicle, whilst travelling urban roads. During a 30 minute observed drive in a light or heavy bus in a city or large town based urban area, demonstrate the constant use of low risk driving techniques including vehicle and passenger sympathy, smooth use of brakes / clutch / accelerator, adjust speed for conditions of traffic / road / weather, steering technique – push pull method for high speed or hand over hand for low speed; seat belt, that produces no more than 3 assessed major faults.</td>
</tr>
<tr>
<td>5.</td>
<td>Correctly explain the handling characteristics of buses, and demonstrate the sympathetic control of these during an assessed drive.</td>
</tr>
<tr>
<td>6.</td>
<td>Correctly explain verbally in a classroom syndicate environment, the effects of fatigue, the signs, symptoms and root cause of fatigue, how medications and other drugs may affect drivers, and the action to be taken with all of these with respect to SJM requirements.</td>
</tr>
<tr>
<td>7.</td>
<td>Demonstrate effective use of Observation and Anticipation skills whilst operating a light commercial vehicle in city traffic under any conditions. Subject to conditions at the time of assessment, the Assessor may ask questions of the driver regarding decisions made. Questions are to be directly related to the situation at the time, with minimal distraction, and answers must be correct.</td>
</tr>
<tr>
<td>8.</td>
<td>Demonstrate consideration for passenger safety and comfort.</td>
</tr>
<tr>
<td>9.</td>
<td>Continually display a positive attitude towards other road users.</td>
</tr>
<tr>
<td>10.</td>
<td>Correctly carry out a PDO pre trip inspection of the vehicle.</td>
</tr>
<tr>
<td>11.</td>
<td>Demonstrate all elements of Hearts and Minds whilst driving.</td>
</tr>
</tbody>
</table>
### Course Title:

**(DD06) Defensive Driving, Recertification**

### Course Aim:

To promote SAFE driving behavior and eliminate the instances of motor vehicle crashes

### Course Objectives

1. Promote and develop a positive attitude towards driving and other road users.
2. Consistently Display low risk driving techniques in Light Vehicles.
3. Reliably demonstrate the use of creating adequate space and time.

### Essential DD06 Syllabus components (MUST HAVE topic areas)

1. Driving environments – urban, rural, weather, road surfaces, traffic density & type.
2. Hearts and Minds (Attitude) – (e.g. human behaviours, emotional effects; )
4. Distractions - Mobile phone, audio, GPS, PDO radio, vehicle passengers, insecure loads, weather effects
5. Creating space / use of speed. – Response elements; braking distances v speed, Recognizing Road Hazard and risk. – Systematic all-round observation; observation zones; driving planning; effects of observation and adjustments to plan (Observation and Anticipation)
6. Fatigue – causes and effects.
7. Seat Belts and seating position.
8. Driving Systems

<table>
<thead>
<tr>
<th>Max. Duration</th>
<th>Max. re-certification interval</th>
<th>Min. delegates</th>
<th>Max. delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Five and a half (5 ½) hours</td>
<td>Four (4) years</td>
<td>three (3)</td>
<td>Twelve (12)</td>
</tr>
</tbody>
</table>

### Delivery Language(s)

Arabic, English, Hindi

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD permit recertification</td>
<td>DD06</td>
<td>All PDO &amp; Contractor staff holding DD permits of any kind, required to drive in performance of their work or services.</td>
<td>Entry</td>
</tr>
</tbody>
</table>

### Pre-requisites for DD06 Recertification

<table>
<thead>
<tr>
<th>Non-supervisory staff</th>
<th>Supervisory staff</th>
<th>All delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Footwear</td>
<td>Current, valid ROP issued light vehicle driving</td>
<td>2 x Passport sized photos</td>
</tr>
<tr>
<td>Coverall or working clothing</td>
<td>Current, valid DD permit of appropriate type</td>
<td>Prescribed aids to vision</td>
</tr>
<tr>
<td>DD05 permit holders current</td>
<td>AHA Heart saver First Aid, CPR &amp; AED certificate</td>
<td>PDO HSE Passport</td>
</tr>
</tbody>
</table>
DD06 Assessment Performance criteria (MUST be able to do)

During a 30 minute observed drive in a light or heavy bus in a city or large town based urban area, demonstrate the constant use of low risk driving techniques including vehicle and passenger sympathy, smooth use of brakes / clutch / accelerator, adjust speed for conditions of traffic / road / weather, steering technique – push pull method for high speed or hand over hand for low speed; seat belt, that produces no more than 3 assessed major faults. Correctly explain verbally in a classroom syndicate environment, the effects of fatigue, the signs, symptoms and root cause of fatigue, how medications and other drugs may affect drivers, and the action to be taken with all of these with respect to SJM requirements.

Demonstrate effective use of Observation and Anticipation skills whilst operating a light commercial vehicle in city traffic under any conditions. Subject to conditions at the time of assessment, the Assessor may ask questions of the driver regarding decisions made. Questions are to be directly related to the situation at the time, with minimal distraction, and answers must be correct.

Continually display a positive attitude towards other road users.

Correctly carry out a PDO pre trip inspection of the vehicle.

Demonstrate all elements of Hearts and Minds whilst driving.

In a classroom syndicate environment, accurately explain the dangers of over speeding.

In a classroom syndicate environment, accurately explain the dangers of using a mobile phone while driving.

In a classroom environment, accurately explain the three second rule and apply the rule effectively during practical assessment in a light vehicle, whilst traveling urban roads.

See flow-chart on the next page for rules on maximising validity periods
Exceptional for the Refresher Validity are:
1. Above 50 years. (2 yrs validity)
2. Eye issues. (based on medical advice)
3. Physical disability. (based on medical advice)
4. Govt. directives. (based on any law/regulations)
5. Fuel HGVs + Heavy Buses (High Risk max 3 years)

The contractors must demonstrate their efficient management of:
1. IVMS Report of staff (Always Green on RAG)
2. Comply with PDO Road Safety (No Accidents or LSR Violations)

Course Title:
**Course Aim:**
To promote SAFE driving behavior and eliminate the instances of motor vehicle crashes

**Course Objectives**
1. Promote and develop a positive attitude towards driving and other road users.
2. Consistently display low risk driving techniques in Light Vehicles.
3. Reliably demonstrate the use of creating adequate space and time.

**Essential DD07 Syllabus components (MUST HAVE topic areas)**
1. Driving environments – urban, rural, weather, road surfaces, traffic density & type.
2. Hearts and Minds (Attitude) – (e.g. human behaviours, emotional effects; )
4. Distractions - Mobile phone, audio, GPS, PDO radio, vehicle passengers, insecure loads, weather effects
5. Creating space / use of speed. – response elements; braking distances v speed, Recognizing Road Hazard and risk. – Systematic all-round observation; observation zones; driving planning; effects of observation and adjustments to plan (Observation and Anticipation)
6. Fatigue – causes and effects.
7. Seat Belts and seating position.
8. Driving Systems

<table>
<thead>
<tr>
<th>Max. Duration</th>
<th>Max. recertification interval</th>
<th>Min. delegates</th>
<th>Max. delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Four (4) hours</td>
<td>None Applicable</td>
<td>Three (3)</td>
<td>Twelve (12)</td>
</tr>
</tbody>
</table>

**Delivery Language(s)**
- Arabic or English

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD PDO staff spouses</td>
<td>DD07</td>
<td>PDO staff family members holding recognised ROP driving licenses.</td>
<td>Recommended</td>
</tr>
</tbody>
</table>

**Pre-requisites for DD07 Course**
- Family member of PDO employee
- 2 x Passport sized photos
- Sturdy, flat heeled closed footwear
- Valid ID or residency card issued by ROP.
- Prescribed spectacles or contact lenses
- Current, valid ROP issued light vehicle driving license
- Physically and medically fit
## DD07 Assessment Performance criteria (MUST be able to do)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>During a 30 minute observed drive in a light vehicle in a city or large town based urban area, demonstrate the constant use of low risk driving techniques including vehicle and passenger sympathy, smooth use of brakes / clutch / accelerator, adjust speed for conditions of traffic / road / weather, steering technique – push pull method for high speed or hand over hand for low speed; seat belt, that produces no more than 3 assessed major faults.</td>
</tr>
<tr>
<td>2.</td>
<td>Correctly explain verbally in a classroom syndicate environment, the effects of fatigue, the signs, symptoms and root cause of fatigue, how medications and other drugs may affect drivers, and the action to be taken with all of these with respect to SJM requirements.</td>
</tr>
<tr>
<td>3.</td>
<td>Demonstrate effective use of Observation and Anticipation skills whilst operating a light commercial vehicle in city traffic under any conditions. Subject to conditions at the time of assessment, the Assessor may ask questions of the driver regarding decisions made. Questions are to be directly related to the situation at the time, with minimal distraction, and answers must be correct.</td>
</tr>
<tr>
<td>4.</td>
<td>Continually display a positive attitude towards other road users.</td>
</tr>
<tr>
<td>5.</td>
<td>Correctly carry out a PDO pre-trip inspection of the vehicle.</td>
</tr>
<tr>
<td>6.</td>
<td>Demonstrate all elements of Hearts and Minds whilst driving.</td>
</tr>
<tr>
<td>7.</td>
<td>In a classroom syndicate environment, accurately explain the dangers of over speeding.</td>
</tr>
<tr>
<td>8.</td>
<td>In a classroom syndicate environment, accurately explain the dangers of using a mobile phone while driving.</td>
</tr>
<tr>
<td>9.</td>
<td>In a classroom environment, accurately explain the three second rule and apply the rule effectively during practical assessment in a light vehicle, whilst raveling urban roads.</td>
</tr>
</tbody>
</table>
Course Title:

**(DD08) Defensive Driving, Ambulance Drivers**

Course Aim:

To promote SAFE driving behavior and eliminate the instances of motor vehicle crashes

Course Objectives

1. Promote and develop a positive attitude towards driving and other road users.
2. Consistently Display low risk driving techniques in Light Vehicles.
3. Reliably demonstrate the use of creating adequate space and time.

Essential DD08 Syllabus components (MUST HAVE topic areas)

1. Driving environments – urban, rural, weather, road surfaces, traffic density & type.
2. Hearts and Minds (Attitude) – (e.g. human behaviours, emotional effects; )
4. Distractions - Mobile phone, audio, GPS, PDO radio, vehicle passengers, insecure loads, weather effects
5. Creating space / use of speed. – response elements; braking distances v speed, Recognizing Road Hazard and risk. – Systematic all-round observation; observation zones; driving planning; effects of observation and adjustments to plan (Observation and Anticipation)
6. Fatigue – causes and effects.
7. Seat Belts and seating position.
8. Driving Systems

Max. Duration | Max. recertification interval | Min. delegates | Max. delegates
---|---|---|---
Forty (40) hours | One (1) year | Three (3) | Twelve (12)

Delivery Language(s)

English (however an Arabic Version will be produced later on)

| DD Ambulance vehicle drivers | DD08 | PDO and contractor staff required to drive ambulance vehicles as part of their work or services. | Entry |

Pre-requisites for DD08 Course

<table>
<thead>
<tr>
<th>Non-supervisory staff</th>
<th>Supervisory staff</th>
<th>All delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Footwear</td>
<td>Coverall or working clothing</td>
<td>2 x Passport sized photos</td>
</tr>
<tr>
<td>Aged over 25 years</td>
<td>Current, valid ROP issued light vehicle driving license</td>
<td>Prescribed aids to vision</td>
</tr>
<tr>
<td>(AHAF) AHA Heart saver First Aid, CPR &amp; AED</td>
<td>PDO HSE Passport</td>
<td></td>
</tr>
</tbody>
</table>
### DD08 Assessment Performance criteria (MUST be able to do)

1. Identify and explain the law regarding emergency vehicles, their use of lights and sirens, negotiating controlled and uncontrolled intersections, lane selection and the use of communication devices.
2. Explain correctly in writing the characteristics of ambulance vehicles within PDO including seating arrangements for all vehicle occupants and types of vehicle use, emergencies and patient transfers.
3. During a 30 minute assessed drive in a light vehicle in a city or large town based urban area, demonstrate during a commentary drive, constant effective use of low risk driving techniques including vehicle and patient sympathy, smooth use of foot operated controls, appropriate speed for road environment conditions, appropriate steering control and use of seat belt, that produces no more than 3 assessed major faults.
4. During assessed drives, consistently demonstrate the effective use of Hearts and Minds in your driving by staying within the law relating to ambulance vehicles, being consistently courteous to other road users, controlling the use of seat belts and driving to prevailing conditions.
5. During an on road driving assessment consistently demonstrate your use of the system of vehicle control to take, use, and give information, react systematically and flexibly to adjust road position, speed, gears and acceleration in order to safely negotiate a variety of hazards.
6. During an assessed drive, continually demonstrate a positive attitude towards other road users by giving and accepting (assertive) rights of way, as appropriate, at all types of intersections, roundabouts, changing lanes and merging, using indicators as appropriate, and without aggressive driving behaviour at any time.
7. Demonstrate effective use of observation and anticipation skills whilst conducting a commentary drive in a PDO ambulance in city traffic under any conditions.
8. During an assessed drive in a PDO ambulance, correctly answer questions about driving decisions made related to 360˚ observation, hazard identification, prioritizing hazards, managing risks, and the system of vehicle control.
9. Demonstrate effective commentary driving that reflects driver patience, the system of vehicle control, and actions being taken during a 30 minute drive under any conditions.
10. During assessed drives, demonstrate a consistent consideration for patient care and comfort, by adjusting the vehicle use to suit road and terrain conditions, and stopping safely if requested to by attendants.
Course Title:

**(DD09) Defensive Driving, Fire-tender & Emergency Response Vehicle Driver**

Course Aim:

To equip the participants with the knowledge and skill to drive an Emergency Response and Fire appliance safely.

Course Objectives

1. Promote and develop a positive attitude towards driving and other road users.
2. Demonstrate high quality emergency driving skills.
3. Demonstrate knowledge of the vehicle’s handling characteristics.

**Essential DD09 Syllabus components (MUST HAVE topic areas)**

1. Driving environments – urban, rural, weather, road surfaces, traffic density & type.
2. Hearts and Minds (Attitude) – (e.g. human behaviours, emotional effects; )
4. Distractions - Mobile phone, audio, GPS, PDO radio, vehicle passengers, insecure loads, weather effects.
5. Creating space / use of speed. – Response elements; braking distances v speed, Recognizing Road Hazard and risk. – Systematic all-round observation (Observation and Anticipation).
6. Fatigue – causes and effects.
7. Seat Belts and seating position.
8. Commentary driving technique.
10. Emergency response driving techniques.
11. Skid control.
12. Positioning and cornering.

<table>
<thead>
<tr>
<th>Max. Duration</th>
<th>Max. re-certification interval</th>
<th>Min. delegates</th>
<th>Max. delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forty (40) hours</td>
<td>One (1) year</td>
<td>Three (3)</td>
<td>Twelve (12)</td>
</tr>
</tbody>
</table>

**Delivery Language(s)**

Arabic, English, Hindi

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD Fire &amp; Rescue Service Emergency Vehicle Driver</td>
<td>DD09</td>
<td>PDO or contractor staff required to drive fire &amp; rescue service vehicles to emergency responses, as part of their work.</td>
<td>Entry</td>
</tr>
</tbody>
</table>

**Additional Pre-requisites for DD09 Course**

- All delegates:
  - (AHAF or AHAR) AHA Heart saver First Aid, CPR & AED & current, valid certificate
  - 2 x Passport sized photos
  - 2 years PDO Fire & Rescue Service driving experience
  - Safety Footwear
  - Current, valid DD01, DD02 or DD05 permit, endorsed for DD03
  - Coverall or working clothing
  - Current, valid ROP issued appropriate driving license
  - PDO HSE Passport
**DD09 Assessment Performance criteria (MUST be able to do)**

1. Identify and explain the law regarding emergency vehicles, their use of lights and sirens, negotiating controlled and uncontrolled intersections, lane selection and the use of communication devices.

2. Explain correctly in writing the characteristics of fire and rescue response vehicles within PDO including seating arrangements for all vehicle occupants, types of vehicle use, and emergency responses.

3. During a 30 minute assessed drive in a light vehicle in a city or large town based urban area, demonstrate during a commentary drive, constant effective use of low risk driving techniques including vehicle and patient sympathy, smooth use of foot operated controls, appropriate speed for road environment conditions, appropriate steering control and use of seat belt, that produces no more than 3 assessed major faults.

4. During assessed drives, consistently demonstrate the effective use of Hearts and Minds in your driving by staying within the law relating to fire and rescue service vehicles, being consistently courteous to other road users, controlling the use of seat belts and driving to prevailing conditions.

5. During an on road driving assessment consistently demonstrate your use of the system of vehicle control to take, use, and give information, react systematically and flexibly to adjust road position, speed, gears and acceleration in order to safely negotiate a variety of hazards.

6. During an assessed drive, continually demonstrate a positive attitude towards other road users by giving and accepting (assertive) rights of way, as appropriate, at all types of intersections, roundabouts, changing lanes and merging, using indicators as appropriate, and without aggressive driving behaviour at any time.

7. Demonstrate effective use of observation and anticipation skills whilst conducting a commentary drive in a PDO fire and rescue service vehicle in city traffic under any conditions.

8. During an assessed drive in a PDO fire and rescue service vehicle, correctly answer questions about driving decisions made related to 360˚ observation, hazard identification, prioritizing hazards, managing risks, and the system of vehicle control.

9. Demonstrate effective commentary driving that reflects driver patience, the system of vehicle control, and actions being taken during a 30 minute drive under any conditions.

10. During assessed drives, demonstrate high quality emergency vehicle driving techniques with consistent consideration for vehicle crew care and comfort, by adjusting the vehicle use to suit road and terrain conditions, and stopping safely if requested to by the crew commander.
Course Title:

(SJM) Safe Journey Manager Course

Course Aim:
To provide delegates with the knowledge of the Safe Journey Management system and its components, so they are able to effectively fulfill the role of a Safe Journey Manager.

Course Objectives
1. Describe the roles and responsibilities of all persons involved in the process.
2. Explain the correct emergency procedures.
3. Describe the components a of a journey plan.

Essential SJM Assessment components (MUST HAVE topic areas)
1. Definition of SJM
2. Responsibilities of: Authorizing person - Journey Manager - Driver
3. Driver - Emergency Procedures: Incident or Crash – Breakdown - Overdue / Lost Man
4. Weather
5. Journey Plans
6. Convoy procedures
7. Vehicle checklist
8. Multi-destination journeys

Max. Duration | Max. reassessment interval | Min. Delegates | Max. delegates
--- | --- | --- | ---
Eight (8) hours | Two (2) years | Three (3) | Twelve (12)

Delivery Language(s)
Arabic, English, Hindi

<table>
<thead>
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<th>Course Title</th>
<th>Course Code</th>
<th>Target Population</th>
<th>Type</th>
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<tr>
<td>Safe Journey Manager</td>
<td>SJM</td>
<td>PDO and Contractor first line supervisors and/or managers responsible for the operational management of driving activities, and Contractor HSE Advisers.</td>
<td>Entry</td>
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</table>

Pre-requisites for SJM Course

- (DD01) defensive driving, light vehicles, blacktop roads | Age 25 or over
- Current, valid DD01 permit | Current, valid ROP issued ID or residency card
- PDO HSE Passport | 2 x passport size photos
- HSE Leadership for Frontline Supervisors HSELFs
**SJM Assessment Performance criteria (MUST be able to do)**

<p>| | |</p>
<table>
<thead>
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<tbody>
<tr>
<td>1.</td>
<td>Correctly define Safe Journey Management</td>
</tr>
<tr>
<td>2.</td>
<td>Correctly define which journeys require a formal Safe Journey Management Plan.</td>
</tr>
<tr>
<td>3.</td>
<td>Detail the responsibilities of all parties involved in the Safe Journey Management system.</td>
</tr>
<tr>
<td>4.</td>
<td>Explain correctly the emergency procedures associated with Safe Journey Management.</td>
</tr>
<tr>
<td>5.</td>
<td>List all of the checks that need to be made in a PDO vehicle safety check, and the responsibilities of the SJM in relation to them.</td>
</tr>
<tr>
<td>6.</td>
<td>Correctly explain the different components of a Safe Journey Plan.</td>
</tr>
<tr>
<td>7.</td>
<td>Correctly describe convoy procedures in PDO, and list the exemptions.</td>
</tr>
<tr>
<td>8.</td>
<td>Explain multi-destination procedures correctly.</td>
</tr>
<tr>
<td>9.</td>
<td>Describe how weather conditions may affect a journey, and what actions a SJM would take in becoming aware of changing conditions.</td>
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</table>
Assessment Title:

(SJMR) Safe Journey Manager scheduled Reassessment

Assessment Aim:
To confirm, using a computer based assessment, delegates have retained the required knowledge of the Safe Journey Management system and its components, so they may continue to effectively fulfill the role of a Safe Journey Manager.

Course Objectives
1. Describe the roles and responsibilities of all persons involved in the process.
2. Explain the correct emergency procedures.
3. Describe the components a of a journey plan.

Essential SJM Assessment components (MUST HAVE topic areas)
1. Definition of SJM
2. Responsibilities of : Authorizing person - Journey Manager - Driver
3. Driver - Emergency Procedures: Incident or Crash – Breakdown - Overdue / Lost Man
4. Weather
5. Journey Plans
6. Convoy procedures
7. Vehicle checklist
8. Multi-destination journeys

Max. Duration | Max. reassessment interval | Min. Delegates | Max. delegates
---|---|---|---
One (1) hour | Three (3) years | three (3) | Limited by PC access only

Delivery Language(s)
Arabic, English, Hindi

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<th>Course Title</th>
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<th>Target Population</th>
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<td>PDO and Contractor first line supervisors and/or managers responsible for the operational management of driving activities, and Contractor HSE Advisers.</td>
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</table>

Pre-requisites for SJMR Reassessment

- Attended SJM or SJMR within previous 3 years.
- Current, valid ROP driving license
- PDO HSE Passport
- 2 x passport size photos

SJMR Reassessment Performance criteria (MUST be able to do)
1. Correctly define Safe Journey Management
2. Correctly define which journeys require a formal Safe Journey Management Plan.
3. Detail the responsibilities of all parties involved in the Safe Journey Management system.
4. Explain correctly the emergency procedures associated with Safe Journey Management.
5. List all of the checks that need to be made in a PDO vehicle safety check, and the responsibilities of the SJM in relation to them.
6. Correctly explain the different components of a Safe Journey Plan.
7. Correctly describe convoy procedures in PDO, and list the exemptions.
8. Explain multi-destination procedures correctly.
9. Describe how weather conditions may affect a journey, and what actions a SJM would take in becoming aware of changing conditions.
## Appendix E – Technical References relating to Courses and Assessments in SP 1157

### Table A1 – Company Reference documents

<table>
<thead>
<tr>
<th>Document Ref NO.</th>
<th>Title</th>
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<td>CP 122</td>
<td>HSE Management System</td>
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<tr>
<td>GU 195</td>
<td>Environment Assessment Guide</td>
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<tr>
<td>GU 253</td>
<td>Incident investigation, reporting &amp; follow up</td>
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<tr>
<td>GU 273</td>
<td>PTW Job Safety Plans</td>
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<td>GU 288</td>
<td>Emergency Response Document Part IV - Guidelines</td>
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<td>GU 371</td>
<td>Incident notification, reporting &amp; follow up</td>
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<td>GU 384</td>
<td>Managing produced water disposal</td>
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<td>Managing emissions to atmosphere</td>
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<td>GU 387</td>
<td>Managing exploration in the Oryx reserve</td>
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<td>GU 388</td>
<td>Managing the Issue of Exploration in the Oryx Reserve</td>
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<td>GU 391</td>
<td>Managing the Issue of Izki Groundwater Contamination</td>
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<td>GU 392</td>
<td>Managing PDO water extraction at AL Khoudh</td>
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<td>GU 393</td>
<td>Managing effects of Yibal compaction</td>
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<tr>
<td>GU 447</td>
<td>Integrated impact assessment guidelines</td>
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<td>GU 501</td>
<td>Guidelines for excavating around live pipelines</td>
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<td>GU 559</td>
<td>Stakeholder Engagement Framework Guideline</td>
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<td>GU 572</td>
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<td>GU 632</td>
<td>Water management control framework</td>
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<td>GU 634</td>
<td>Sampling of sewage for sewage treatment plant</td>
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<td>GU 643</td>
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<td>GU 668</td>
<td>Asset Integrity-Process Safety Element Guides</td>
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<td>PR 1001c</td>
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<td>PR 1001e</td>
<td>Operations procedure temporary variance</td>
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<td>Engineering &amp; Operations excavation certificate procedure</td>
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<td>PR 1065 Part II</td>
<td>Emergency Response documents - Company Procedure</td>
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<td>PR 1076</td>
<td>Isolation of process equipment</td>
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<td>PR 1078</td>
<td>Hydrogen Sulphide Management</td>
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<td>PR 1081</td>
<td>The 'Buddy' system procedure</td>
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<td>PR 1084</td>
<td>Leak/spill Management, site clean-up &amp; restoration</td>
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<td>Abandonment &amp; Restoration procedure</td>
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<td>PR 1709</td>
<td>Lifting &amp; Hoisting procedure Lift Planning execution</td>
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<td>PR 2010 Part I</td>
<td>HSE Training selection and compliance monitoring</td>
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<td>PR 2010 Part II</td>
<td>HSE Training Service Provision - Approval of Training Providers</td>
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<td>Emission to Atmosphere</td>
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<td>Flora and fauna protection</td>
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<td>22 Electrical Safety operating procedures</td>
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<td>SP 1107</td>
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<td>SP 1110</td>
<td>Naturally occurring radioactive procedures</td>
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<td>SP 1237</td>
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<td>SP 1251</td>
<td>Training requirement for Lifting Operations personnel</td>
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<td>SP 1256</td>
<td>Workshop safety (welding etc)</td>
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<td>SP 1257</td>
<td>Scaffolding, working at heights or over water, lifting operations &amp; earthworks</td>
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<td>SP 1259</td>
<td>Safety Training Observation Program</td>
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<td>SP 2000</td>
<td>Road Transport</td>
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<td>SP 2001</td>
<td>Load safety restraints</td>
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<td>SP 2087</td>
<td>Specification for onsite mercury management</td>
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Table A2 – Publicly Available Reference documents

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<th>Standard, Decree or Regulation (Current)</th>
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<tr>
<td>British Standard BS 1139 - 6</td>
<td>2005</td>
<td>Metal scaffolding. Specification for prefabricated tower scaffolds outside the scope of BS EN 1004, but utilizing components from such systems</td>
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<tr>
<td>British Standard BS 1139-2.2</td>
<td>2009</td>
<td>Metal scaffolding. Couplers. Aluminium couplers and special couplers in steel. Requirements and test methods</td>
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<tr>
<td>British Standard BS 1139-4</td>
<td>1982</td>
<td>Specification for steel splitheads and trestles</td>
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<tr>
<td>British Standard BS 2482</td>
<td>2009</td>
<td>Specification for Timber scaffold boards</td>
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<tr>
<td>British Standard BS 5973</td>
<td>1993</td>
<td>Code of Practice for access and working scaffolds and special scaffold structures in steel</td>
</tr>
<tr>
<td>British Standard BS 6651</td>
<td>1999</td>
<td>Protection of structures against lightning</td>
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<tr>
<td>British Standard European Norm BS EN 1004</td>
<td>2004</td>
<td>Mobile access and working towers made of prefabricated elements. Materials, dimensions, design loads, safety and performance requirements</td>
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<tr>
<td>British Standard European Norm BS EN 12811-1</td>
<td>2003</td>
<td>Code of Practice for access and working scaffolds and special scaffold structures in steel</td>
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<tr>
<td>British Standard European Norm BS EN 1808 + A1</td>
<td>1999 / 2010</td>
<td>Safety requirements on suspended access equipment. Design calculations, stability criteria, construction. Tests</td>
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<td>British Standard European Norm BS EN 39</td>
<td>2001</td>
<td>Loose steel tubes for tube and coupler scaffolds. Technical delivery conditions</td>
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<tr>
<td>British Standard European Norm BS EN 62305</td>
<td>2006</td>
<td>Protection of structures against lightning</td>
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<td>Omani Ministerial Decision 118</td>
<td>2004</td>
<td>Air pollution control from stationary sources</td>
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<td>Omani Ministerial Decision 145</td>
<td>1993</td>
<td>Wastewater reuse and discharge</td>
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<td>Omani Ministerial Decision 18</td>
<td>1993</td>
<td>Management of hazardous waste</td>
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<td>2001</td>
<td>Organising the issuance of environmental approvals and final environmental permit</td>
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<td>Omani Ministerial Decision 192</td>
<td>2000</td>
<td>Determination of the Dhahira region water supply well-field protection zones</td>
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<td>Omani Ministerial Decision 281</td>
<td>2003</td>
<td>Regulations for the control and management of radioactive materials</td>
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<td>Omani Ministerial Decision 37</td>
<td>2001</td>
<td>Control and management of ozone depleting substance</td>
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<td>Omani Ministerial Decision 80</td>
<td>1994</td>
<td>Noise pollution control in the working environment</td>
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<td>Omani Royal Decree 114</td>
<td>2001</td>
<td>Conservation of the Environment and prevention of pollution</td>
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<td>Omani Royal Decree 115</td>
<td>2001</td>
<td>Protection of sources of potable water from pollution</td>
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<td>Omani Royal Decree 34</td>
<td>1973</td>
<td>Oman Labour Law, Chapter 7</td>
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<td>Omani Royal Decree 46</td>
<td>1995</td>
<td>Law of handling &amp; use of chemicals</td>
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