

COMMON INDUCTION PROCESS

VOLUME

1

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Common Induction Process **Volume 1**

This document contains:

Volume 1

OPITO Approved

Guidelines for Operators & Employers

- **Employing Company Based Induction**
- **Installation Specific Induction**
- **Team & On-the-job Induction**

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ACKNOWLEDGEMENT

This document was developed jointly by a Step Change in Safety Task Group and a Technical Group from the OPITO Training Standards Committee. The development was coordinated by OPITO.

Representation was drawn from the following:-

UK Offshore Operators Association (UKOOA)

International Association of Drilling Contractor (IADC) North Sea Chapter

Offshore Contractors Association (OCA)

Inter Union Offshore Oil Committee (IUOOC)

UK OPITO Approved Training Providers

Guidance and advice on this document is available by contacting:

OPITO

Minerva House

Bruntland Road

Portlethen

Aberdeen, AB12 4QL

Tel: 01224 787800

Fax: 01224 787830

E-mail: info@opito.com

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COMMON INDUCTION PROCESS

VOLUME 1

OPITO APPROVED GUIDELINES

EMPLOYING COMPANY INDUCTION

INSTALLATION SPECIFIC INDUCTION

TEAM & ON-THE-JOB INDUCTION

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EXECUTIVE SUMMARY

As part of the Cross Industry Step Change Initiative a Task Group was set up to establish a common induction process. The justification is that the current system was fragmented between the different employing companies, was subject to varying standards and since it was not easily transferable between employers and locations, led to inefficient duplication and lack of focus on critical safety issues.

The Task Group developed a Common Induction Process which is described in this document.

- A document which provides a framework for companies to design their own programme. Practical working guidelines to assist the Trainer and the Assessor
- A Common Induction process has 4 stages (see Figure 1 on page 2):
 - Basic Offshore Safety Induction & Emergency Training (OPITO Standard)
 - Employing Company Induction - Guidelines
 - Installation Specific Induction - Guidelines
 - Team & On-the-job Induction (job specific) - Guidelines
- Each stage building on the training received at the last stage
- Assessments will be carried out at each stage
- Emphasis is on:
 - improving safety awareness
 - relevant and well defined minimum training
 - the need for individual's personal responsibility for own and other's safety
- Key elements of the process are:
 - Management and Supervisor commitment at all stages
 - extended duration of job specific induction to 3 months
 - ability to shorten job specific induction for 'old hands' and remove 'Green Hat'
 - formal and practical assessment designed to suit the installation and/or job
 - investing the Supervisor with the responsibility to train members of his/her team
 - a refresher assessment for everyone every 4 years
 - registration of assessment outcomes on Industry Database and individual's Smartcard
- Requirements for the Common Induction process to be a success are:
 - designing local training and assessment systems and guidelines
 - providing management resources to introduce training both on and offshore
 - training of supervisors to support the execution of their role in the process
 - supporting the introduction of an Industry Database and Smartcard

Figure 1

REQUIRED



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GLOSSARY

ALARP	As low as reasonably practical
BOSIET	Basic Offshore Safety Induction & Emergency Training
CAA	Civil Aviation Authority
ESD	Emergency shutdown
FOSET	Further Offshore Safety & Emergency Training
GPA	General Platform Alarm
HASAWA	Health & Safety at Work Act
HLO	Helicopter Landing Officer
HSE	Health & Safety Executive
HS&E	Health, safety and environment
H2S	Hydrogen Sulphide
IADC	International Association of Drilling Contractors
IUOOC	Inter Union Offshore Oil Committee
MOB	Man overboard
OCA	Offshore Contractors Association
OIM	Offshore Installation Manager
OPITO	Offshore Petroleum Training Organisation
POB	Personnel onboard
PPE	Personal Protective Equipment
PTW	Permit to Work
RPE	Responsible Electrical Person
SMS	Safety Management System
UKOOA	UK Offshore Operators Association

Introduction

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SECTION A INTRODUCTION

A.1 Background

At Offshore Europe 1997 in Aberdeen, the major offshore associations of UKOOA, IADC and OCA jointly announced their commitment to a 'Step Change in Safety'. The main themes are:

- A 50% improvement in safety performance by the year 2000.
- Demonstration of leadership commitment through personal concern for safety as an equal to business performance.
- All of industry working together through the involvement of employees, contractors, regulator etc.

The importance of a comprehensive new employee Induction Programme to support this commitment cannot be over emphasised. The first few days is the period when an employee is most receptive and impressionable. It is believed that what he/she learns at this time will most influence attitude and approach towards their work.

The need to improve the induction process was identified in a survey of approximately 700 Safety representatives from across the industry. The feedback from companies, individuals and safety representatives indicated a strong feeling that the effectiveness of the client induction could be improved, the high degree of repetition within the induction process should be reduced and that there is a need to improve information retention.

The outcome of this survey was to include in the Step Change for Safety Programme the Common Induction Process along with other work in the Programme for New Starts (Green Hat Policy), POB and Offshore Passport.

The aim was to introduce an effective process which would ensure that all parts of industry are covered and seek to remove duplication of training whilst recognising the need for reinforcement and time to absorb the training. In order to achieve this we would have to establish what the common ground was between induction modules and where the duplications occurred. Further it was felt important to include assessment into the process and produce a document which would be recognised across the industry.

As Step Change for Safety was to demonstrate leadership commitment, it was felt important to build into all modules of the Common Induction process the opportunity for managers to have a personal and direct input.

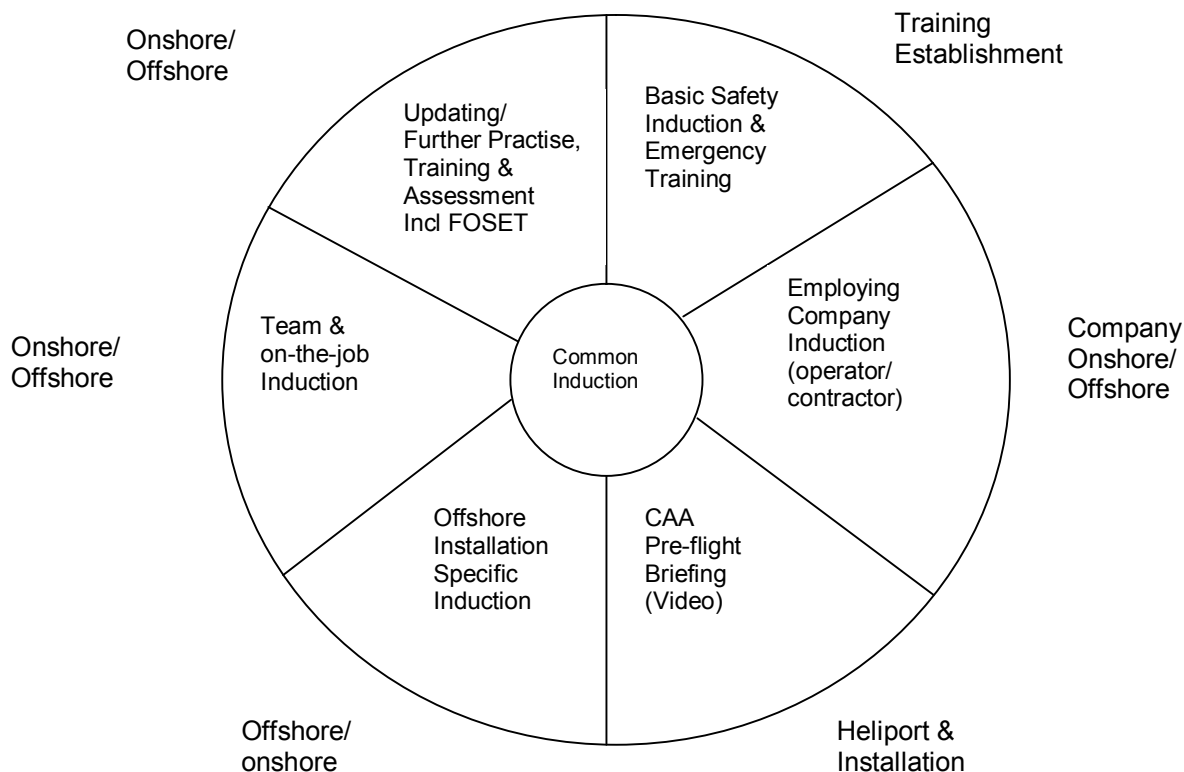
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A.2 Induction Process

An induction process consisting of 5 modules

The modules are BOSIET, Employing Company Induction, *CAA helicopter briefing(video), Installation Specific Induction, Team and On-the-job Induction.

* not covered in this Standard



All personnel working offshore should be assessed.

Long-term platform personnel will require evidence of competence when moving to another platform.

Persons successfully achieving all modules up to and including the team and on-the-job induction will not be required to wear a Green Hat.

It is expected that companies will make arrangements for the induction of Visitors to offshore installations.

FOSET, updating and further practise, training and assessment will be undertaken as necessary.

The induction matrix on page 5 identifies the induction requirements of personnel against their status in the industry

Purpose

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A INTRODUCTION continued

A.3 Purpose

The purpose of this document is to ensure that new entrants to the industry and employees with offshore experience who are new to an installation can demonstrate competence in:

- addressing the safety requirements
- controlling hazards on the installation
- acting in an emergency
- using personal safety equipment
- carrying out their individual responsibilities for HS&E.

A.4 Objectives

The objectives of this Common Industry Induction Standard are to ensure that all personnel working offshore achieve the following:

- 1) Awareness of the risks to which they are exposed and how they are managed
- 2) An understanding of the essential safety rules with which they must comply and how to act in an emergency
- 3) An increase in their personal commitment to work safely
- 4) Effective use of personal safety equipment

A.5 Assessment

Persons successfully achieving all modules up to and including team and on-the-job will not be required to wear a Green Hat.

Certification and Recording

