

# OIM Controlling Emergencies



**Standard Title**  
OIM Controlling Emergencies

**Code**  
7025

## **OPITO STANDARDS**

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This standard has been verified and accepted through the governance and integrity management model for OPITO standards.

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This standard has been designed to accommodate global variations in national legislation and regulations. In the absence of relevant national legislation and regulations, OPITO-approved centres should use legislative and regulatory criteria specified within this Standard

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AMENDMENTS					
Amendment & Date		Pages	Changes made by	Checked by	Approved by
	Full revision of standard; approved 03/10/05	All	B. Provan	G. Clark	B. Provan
1	Changed Cogent to OPITO	Various	I. Emslie	G. Clark	I. Emslie
2	Changed to new OPITO logo; updated header, title page & numbering scheme 17-01-08	All	T. Wilson	P. Crowther	P. Crowther
3	Moved revision bar to header  09-Dec 2008	All except title page	T. Wilson	J. Cameron	M. Duncan
4	Changed header to reflect amendment numbering scheme  09-Dec 2008	All except title page	T. Wilson	J. Cameron	M. Duncan
5	Replaced UKOOA with Oil & Gas UK and removed reference to Cogent 08-June 2010	2, 22	L. Geddes	M. Carr	J. Cameron
6	Replaced Course Code with Standard Code in Title Page and amended wording regarding certification under section F. General Requirements - to align with other OPITO standards  10-January 2013	Title Page, 24	M. Foo	M. Carr	P. Lammiman
	Revision 4 - Rebranded and updated following formal	All	SA	SM	SAA

	Industry Work Group Review during 2016				
	A3 & A6, removed word should and replaced with must for auditing purposes – 13/03/2017	Page 11 and 13	SA	SM	
1	Clarification on Discipline Expert requirements in Section B.1 re RFC 88/17 and definition of “Occupationally Competent” added to Glossary	19, 23	SM	SC	RAMs
	Revision 5 – Released 29 <sup>TH</sup> March 2019  2018 four-yearly Industry Review completed	All	Standards Coordinator	Director(Standards and QA)	IWG

Any amendments made to this standard by OPITO will be recorded above.

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## INTRODUCTION

The oil and gas industry recognises that a major objective is to prevent incidents occurring and, if they do occur, to control them and minimise their effect. It is important, therefore, to set common standards and to ensure that personnel are continuously trained, assessed and re-assessed against these summaries of best practice.

Before employees can be assessed against standards they will require the knowledge and skills to enable them to carry out the tasks involved. This may require basic training, practice, relevant experience or regular drills and exercises to be undertaken before an official assessment can be held.

*The Offshore Installation Manager (OIM )Controlling Emergencies Standard* introduces and describes the competence statements, safety training and further practice for **OIMs** controlling emergencies. It also explains how competence shall be assessed and certified for this role.

It must be recognised that this document is only part of a broader training programme. There will also be company and installation specific emergency response training most of which will be conducted offshore as drills and exercises.

It is the responsibility of the Duty Holder to ensure the competency of the OIM Controlling Emergencies. A major factor in the judgement should be the performance of the OIM in controlling emergencies under simulated conditions according to this OPITO Standard. It is however important to note that such simulated assessments should be firmly placed in the context of the overall process employed by the Duty Holder. **This process should include the Company selection, training and on the job appraisal and assessment procedures, the competence profile of the OIM or potential OIM together with the record of their past experience, particularly any experience of controlling real incidents or emergencies.**

## GUIDANCE FOR DUTY HOLDERS

### 1. OIM TRAINING - CONTROLLING EMERGENCIES

OIMs or candidates for appointment to the position of OIM are likely to come from differing backgrounds and bring to the position different ranges of skills, knowledge and experience. It is therefore not possible to identify a particular training course or series of courses which would meet the varied training needs that may be identified.

This guidance therefore concentrates on the general approach and gives advice on areas that should be considered when designing a training and development programme for OIMs or for candidates to the position of OIM, to supplement existing skills, knowledge and experience.

#### Recommendations

1. An individual training programme based on identified training needs should be prepared for prospective OIMs and for OIMs in position.
2. New OIMs should spend an induction period offshore with an experienced incumbent if they have not previously worked on the installation to which they have been appointed.
3. All OIMs should receive training to enable them to undertake the control of emergencies and be deemed competent before they are appointed.
4. Training for the control of emergencies should include experience of playing the role of OIM during realistically simulated emergencies either onshore or offshore. Personal feedback should be provided.
5. The training content should be designed to ensure that the OIM has suitable and sufficient information and knowledge to enable him to control emergencies offshore. This should include the essential knowledge identified in the OPITO competence standard Managing Offshore Installations - Controlling Emergencies.
6. Training for oil spill response should be delivered through a training module designed to ensure the OIM is able to assess situations, understand consequences, activate contingency plans and report correctly within the statutory regulations. These training modules may be part of any OPITO-approved OIM course or may be taken as a half-day course at a training centre, accredited by the Nautical Institute. Alternatively, the Nautical Institute will consider accreditation of distance learning modules at this level.
7. Training Providers should have knowledge of the offshore oil industry and how emergencies should be controlled offshore, including due recognition of continuing developments in temporary refuge arrangements and abandonment philosophies.
8. Where such training is generic, the Duty Holder should ensure that the prospective OIM is trained and competent to apply the mitigation measures and emergency response procedures to be adopted in any foreseeable emergency on the installation to which he/she is assigned.

9. Training for the control of emergencies should include regular exercises for the OIM with their offshore emergency management team and other key personnel with specific emergency response duties.
10. OIMs in post should participate in at least one offshore emergency exercise per annum designed to practice and test the essential functions and responsibilities associated with the emergency response role, and to test the interfaces with other relevant members of the offshore Emergency Response Team, including communication with key members of the onshore Management Team. Participation should be recorded and any improvement actions identified in conjunction with members of the Installation Emergency Management Team.
11. At least every 3 years, OIMs should participate in an exercise in which they are not briefed as to the content and be given feedback of their performance by a trained and independent observer.
12. The requirement for further training of OIMs in post should be considered when any significant changes occur that are likely to demand additional skills or knowledge on the part of the OIM, if the OIM is assigned to a different Installation or if regular performance appraisal and feedback identifies the training need exists.

## **2. DEPUTY for OIM**

Duty Holders should ensure that a designated deputy is available in case the nominated OIM is incapacitated.

On normally attended installations, sufficient competent persons should also be appointed to act as manager of the offshore installation to cover shift and leave arrangements and occasions when the manager is absent.

Personnel who deputise for OIMs under such planned or other reasonably foreseeable circumstances should be trained, assessed and practiced in accordance with the relevant section of the Oil & Gas UK Guidelines and to the same level in emergency response management as nominated OIMs.

## **3. EMERGENCY DEPUTY OIMS**

Emergency Deputy OIMs are those persons who are judged to be sufficiently competent to assume the emergency response duties of an OIM, should either the primary OIM and his fully qualified Deputy be incapacitated or absent from the installation. They will not normally act as OIMs on a planned basis or under circumstances that may be reasonably foreseen and that have a reasonable likelihood of occurrence. In the Oil & Gas UK Guidelines and this document the term 'Emergency Deputy OIM' is used as an indicative title for the person.

They are not 'stand-in' OIMs or 'deputy' OIMs who are rostered to relieve existing OIMs for holidays or planned absences.

Duty Holders should ensure that the Emergency Deputy OIM receives sufficient tuition and practice offshore in order to deputise during an emergency.

Duty Holders should ensure that the training and assessment of an Emergency Deputy OIM is such that they have sufficient evidence of their competence to deputise for the OIM in the circumstances described above. In particular, consideration should be given to the following:

- Emergency Deputy OIMs should receive training and assessment either onshore or offshore to enable them to take control of emergencies
- Training and assessment for the control of emergencies should include playing the role of OIM during realistically simulated emergencies, either onshore or offshore. Personal feedback should be provided.
- Emergency Deputy OIMs should participate in at least one offshore scenario per year in which they are not briefed as to the content. They should be given feedback on their performance by their OIM or by an independent or more senior observer.

## **SECTION A OIM Controlling Emergencies Competence Assessment**

### **A.1 Target Group for OIM Controlling Emergencies Competence Assessment**

The target group for the OIM Controlling Emergencies Competence Assessment are personnel who have been deemed ready by their employer to be formally assessed in the role of an OIM during an emergency situation.

### **A.2 Candidate evidence requirements for OIM Controlling Emergencies Competence Assessment**

Note: All evidence must be provided prior to any certificate being awarded

A formal declaration and supporting evidence from the candidate's employer confirming that the candidate has achieved the performance criteria in Element 1.1 in the workplace, satisfied the core essential knowledge and asset type knowledge requirements and that the candidate has been deemed ready for formal assessment against Elements 1.2 to 1.6.

### **A.3 Physical and stressful demands of OIM Controlling Emergencies Competence Assessment**

All personnel who participate in practical activities specified in this standard must be physically and mentally capable of participating fully.

OPITO-approved Centres are therefore required, as a minimum, to ensure that prior to participating in practical exercises the candidate provides written confirmation that they deem themselves physically and mentally capable of undertaking all aspects of the training or assessment. Centres must also make the candidate aware that they must immediately inform the Centre staff if this capability changes – at any time prior to, or during the programme.

Candidates must be advised that they are required to declare any current or pre-existing medical conditions which may be exacerbated by, or impair their ability to complete, the training/assessment programme. Should this be the case, the individual will be required to provide an authentic medical certificate issued since any identified medical condition was diagnosed.

The OPITO-approved Centre shall keep a record of the candidate's declaration of fitness in accordance with their document control policy(s) or procedures.

This information, along with summary details of the type of physical activities the candidate will be asked to perform, will be given to candidates by the OPITO-approved Centre and, if applicable, to their sponsoring company as part of the joining instructions. The responsibility for declaring any known current or pre-existing medical conditions that could have adverse effects to the individual's state of health while undertaking the training and/or assessment activities lies with the candidate and/or company sponsoring the candidate.

Candidates must sign a declaration indicating they have read and understood a written statement regarding the stressful nature of the training and the need for persons to be in good health prior to each course commencing.

Where doubt exists regarding the fitness of any candidate, the OPITO-approved Centre must direct the individual to consult a medical officer familiar with the nature and extent of the training.

**Note:** Practical exercises must be designed and delivered solely to meet this standard, and must not place on the candidates any physical or mental demands other than those required to meet the Standard.

### **A.4 Aim and Objective of OIM Controlling Emergencies Competence Assessment**

The aim and objective of the OIM Controlling Emergencies Competence Assessment are to formally assess the candidate in the role of an OIM during an emergency situation in a simulated environment.

## **A.5 OIM Controlling Emergencies Competence Assessment Outcomes**

The assessment outcomes of the OIM Controlling Emergencies Competence Standard are specified in the Performance and Underpinning Knowledge and Understanding criteria of the Competence Unit in Section A.8.

## **A.6 OIM Controlling Emergencies Competence Candidate Assessment**

The OIM Controlling Emergencies Competence candidate must be assessed by suitably qualified assessors; refer to Section B.1 for the specific OIM Controlling Emergencies Competence Assessor requirements.

The candidate will be assessed against the performance criteria specified in Elements 1.2 to 1.6 within Section A.8 of this standard under simulated conditions using a minimum of 3 and a maximum of 4 emergency scenarios based on the type of asset where the candidate is normally required to fulfil the OIM role as agreed and confirmed by the Duty Holder.

Evaluation of candidates will be by continuous observation of their performance during their tenure(s) as an OIM, based around a major incident chosen from **each** of the following Types:

Type A - a major emergency that is readily controllable if managed appropriately.

Type B - a major emergency which could escalate if not controlled.

Type C - a major emergency that the EM is unable to control leading to a full evacuation of the facility.

Realistic emergency scenarios must cover:

1. Threat to life
2. Threat to environment
3. Threat to plant and equipment

Scenarios must be based on a different major incident from the range specified below:

- (a) Well Control Incident
- (b) Explosion and fire
- (c) Unignited Hydrocarbon or Toxic Gas Release
- (d) Accommodation fire
- (e) Helicopter incident
- (f) Pipeline incident
- (g) Collision or wave damage causing structural collapse
- (h) Loss of stability (for mobile assets only)
- (i) Foundation failure (for Jack ups)

The candidate must be assessed against all of the following events at least once across the range of incidents, using appropriate combinations for each incident:

- i. Evacuation or abandonment of facility by air and/or sea
- ii. Injured personnel or loss of life
- iii. Missing personnel or man overboard

- iv. Loss of communication
- v. Loss of containment
- vi. Multiple casualties
- vii. Loss of evacuation, muster points or temporary refuge
- viii. Stressed Personnel (individual ineffectiveness or mass panic)
- ix. Extreme weather conditions
- x. Environmental concerns and effects
- xi. Loss of essential facilities
- xii. Loss of key personnel
- xiii. Rapidly developing situation leading to information overload
- xiv. Loss of positioning (where appropriate)

### **Method of Assessment of Performance Under Simulated Conditions**

The method of assessment is direct observation of the performance of the OIM in controlling emergencies under simulated conditions according to this OPITO Standard.

### **Preparation of Emergency Response Scenarios**

Scenarios must be prepared using relevant asset-specific information from the Safety Case and Emergency Response Plan for the appropriate asset type(s) as determined by the Duty Holder.

Each scenario must have clear and justifiable decision making requirements and intermediate decision making points or events. Some responses may be critical or mandatory, others may rely on judgement. The assessor must define the required response at each critical point. Some events may require an immediate response; some may require monitoring prior to deciding what, if any, action is taken. The scenario must contain a balance between situations which require a defined response and ones which require the use of judgement to assess viable alternative solutions. The assessor must recognise this in the preparation of the scenario and acknowledge it in the assessment. The assessor must discuss these points with the candidate during the debrief session.

Candidates must be briefed as to the criteria against which their performance is to be assessed and be given the opportunity to become familiar with the assessment process and facilities.

### **Assessment Guidance**

The assessment procedure must include the opportunity for the candidate to explain or justify the reasons for their decisions and actions; this opportunity must take place prior to the formal assessment decision.

The assessment, including details of the selection and training of persons conducting the assessment, must be formally recorded.

The duty holder should take full and proper account of the assessment outcome in deciding to appoint to an OIM position or to allow a person to continue to serve as an OIM.

The relevant OIM Controlling Emergencies Competence certificate will only be awarded if the candidate is successfully assessed against all of the Performance and Knowledge Criteria.

### **Notification of Assessment Outcome**

The candidate's employer must be notified of the outcome of the assessment within one working day.

The assessor must clearly identify and record the outcomes which have and have not been met, and suggest any further training requirements where applicable. The Assessment Centre must provide the candidate and the candidate's employer with a written report identifying the outcomes of assessment and any further training requirements within 14 days.

If the candidate does not meet the requirements of the OIM Controlling Emergencies Competence Standard then no certificate will be awarded and the candidate must be re-assessed against the OIM Controlling Emergencies Competence Standard at a later date.

### **A.7 Duration and Timing of OIM Controlling Emergencies Competence Assessment**

There are no specific timings for the duration of the OIM Controlling Emergencies Workplace Competence assessment(s). However, sufficient time and access to candidates must be arranged in order to ensure that all required performance criteria can be successfully assessed during a minimum of 3 emergency scenarios.

A maximum of 4 attempts to achieve the successful assessment of the 3 emergency scenarios is permitted.

## **A.8 OIM Controlling Emergencies Competence Assessment Programme**

This Unit includes the core assessment criteria for a number of different asset types as follows:

- Production Operations (Fixed)
- Production Operations (Floating)
- Drilling Operations (Fixed)
- Drilling Operations (Floating)
- Mobile/Floating Installations
- Normally Unattended Installations (NUI)

The OIM Controlling Emergencies Competence Unit and Elements are detailed below.

### **Module 1**

#### **Controlling Emergencies**

Element 1.1	Maintain a State of Readiness
Element 1.2	Assess Situation and Take Effective Action
Element 1.3	Maintain Communications
Element 1.4	Delegate Authority to Act
Element 1.5	Manage Individual and Team Performance
Element 1.6	Deal with Stress in Self and Others

## Module 1                      Controlling Emergencies

### Element 1.1      Maintain a State of Readiness

#### Performance Criteria

The candidate must **demonstrate** the following:

- 1.1.1    Supplied valid and reliable, oral and written information to relevant personnel.
- 1.1.2    Ensured that drills and exercises are consistent with priorities, objectives, procedures and statutory requirements.
- 1.1.3    Coached the Deputy OIM, the Emergency Management and Response Teams and assessed their potential to respond to emergencies during drills and exercises.
- 1.1.4    Encouraged personnel to seek clarification of their allocated roles and responsibilities and gain an awareness of ongoing activities.
- 1.1.5    Pre-planned actions to deal with potential emergencies.
- 1.1.6    Confirmed the serviceability and sufficiency of equipment in accordance with procedures.

#### Underpinning Knowledge and Understanding Criteria

Within the limits of their responsibility, the candidate must be able to demonstrate that they **know** and **understand**:

- 1.1.7    Core essential knowledge (See Appendix 2)
- 1.1.8    Asset type knowledge specific to the type used in the assessment scenario (see Appendix 3)

## Element 1.2 Assess Situation and Take Effective Action

### Performance Criteria

The candidate must **demonstrate** the following:

- 1.2.1 Obtained information from all appropriate sources evaluated it and confirmed it as quickly as possible.
- 1.2.2 Utilised the appropriate resources throughout the emergency.
- 1.2.3 Made valid interpretations of the emergency procedures and pre-determined strategies, and taken valid decisions throughout the emergency.
- 1.2.4 Reviewed the potential outcomes of the emergency and the possible response actions against the consequences and probabilities.
- 1.2.5 Developed a plan of action, including that required to deal with contingency situations in the light of this evidence. (The plan must be continually reviewed).
- 1.2.6 Taken the appropriate action as quickly as possible.
- 1.2.7 Coordinated and directed the emergency response teams in an effective manner.
- 1.2.8 Applied working practices that are safe and conform to current health and safety legislation and company procedures.

## Element 1.3 Maintain Communications

### Performance Criteria

The candidate must **demonstrate** the following:

- 1.3.1 Informed the onshore team, the coastguard, the ERRV, the emergency response team leaders, nearby installations/shipping and helicopters of the emergency and its progression as appropriate.
- 1.3.2 Keeping appropriate external agencies informed in accordance with local arrangements, guidance documents and legislation
- 1.3.3 Effectively communicated the plan with the relevant people in accordance with communication procedures by using the PA, telephone systems and a 2 way radio.
- 1.3.4 Established and maintained a common understanding of the situation throughout the emergency management team.
- 1.3.5 Provided reports of the situation as it developed to installation staff at suitable intervals.
- 1.3.6 Ensure an accurate record of key events and communication is maintained
- 1.3.7 Established, when necessary, alternative communication methods.

**Element 1.4 Delegate Authority to Act****Performance Criteria**

The candidate must **demonstrate** the following:

- 1.4.1 Made valid decisions on which activities must be delegated in the light of the circumstances at the time.
- 1.4.2 Assigned all delegated activities to those most suited to deal with them in accordance with established procedures.
- 1.4.3 Checked that those delegated with tasks understand them and that they have reported back accordingly

**Element 1.5 Managing Individual and Team Performance****Performance Criteria**

The candidate must **demonstrate** the following:

- 1.5.1 Requested assistance and action from others in a manner which promotes a positive response.
- 1.5.2 Taken action and instilled confidence in the team by positive leadership
- 1.5.3 Recognised the strengths and weaknesses within the team and taken the appropriate action.
- 1.5.4 Maintained an appropriate degree of detachment.

**Element 1.6 Deal with Stress in Self and Others****Performance Criteria**

The candidate must **demonstrate** the following:

- 1.6.1 Quickly recognised any deterioration in their performance, or the performance of team members, due to stress
- 1.6.2 Taken the appropriate action by removing stressed personnel from critical task (especially those involving communication links) and re-allocating these tasks; delegating personal tasks if workload becomes excessive and time management difficult.
- 1.6.3 Taken action to reduce the stress in oneself and the team

## SECTION B RESOURCES

In order that an assessment programme may be delivered successfully it is essential that the right people are there to support the programme and that the appropriate facilities and equipment are in place.

### B.1 Staff

OPITO-approved assessment centres must ensure that assessors are competent and qualified to conduct the assessment of candidates undertaking the OIM Controlling Emergencies Competence assessment programme.

#### Assessor Requirements

Assessors must:

- (a) Be occupationally competent
- (b) Hold an industry-recognised assessor's qualification
- (c) Fully understand the OPITO-approved Assessment Centre's internal quality assurance of assessment processes and practices.
- (d) Fully understand the requirements of the OIM Controlling Emergencies Competence Standard being assessed
- (e) Fully understand the OPITO requirements for recording assessment decisions and securely maintaining accurate records of these.
- (f) Participate in regular standardisation meetings or events to ensure a consistent approach to assessment.
- (g) Undertake and record continuing professional development (CPD).

Discipline Experts must:

- (h) Be someone from or authorised by the OIM Candidate's company to act as a discipline expert on their behalf (where possible, a person who has served as an OIM on the asset or an equivalent asset type should be involved).
- (i) Evidence of communication and formal agreement between the OIM Candidate's company and the Assessment Centre must be retained for audit purposes.

In addition:

Support Staff:

- (j) There must be sufficient role players involved to maintain the reality of the simulation.
- (k) The scenario facilitator and role players must have sufficient knowledge of process and systems involved during the simulations to effectively contribute to the scenarios.
- (l) All training centre personnel participating in emergency scenarios must fully understand the requirements of the OIM Controlling Emergencies Competence Standard being assessed and be involved in an ongoing training programme to maintain their competence.

## **B.2 Assessor/Candidate Ratio**

The Assessor/Discipline Expert to Candidate ratio for the OIM Competence Assessment is (1+1:1).

## **B.3 Facilities**

To ensure proper presentation the training/assessment provider must adhere to the following criteria and provide a designated room or space that will not be used simultaneously for any other activity and which includes:

**Administration** arrangements appropriate for enrolment and certification of candidates.

**Knowledge and Understanding training/assessment** area(s) with sufficient space to allow candidates to be comfortable to participate fully in individual/group knowledge and understanding assessment activities.

**Practical training/assessment** area(s) with adequate space for each candidate to participate fully in practical assessment activities.

In addition to the above:

- (a) Facilities must realistically reflect the facilities that the candidate would have at their disposal during the management of an emergency on their installation.
- (b) Process system simulations must provide sufficient information and control to allow the candidate to take appropriate actions when faced with an emergency.
- (c) Communication systems must reflect those systems that the candidate would expect to have at their disposal.

**All facilities must be maintained and where appropriate, inspected and tested in accordance with current standards/legislation and manufacturers recommendations.**

#### **B.4 Equipment**

The following equipment must be available for use and maintained to ensure effective operation/use during training sessions.

- (a) Copy of Company Emergency Response Plan
- (b) Copy of the relevant information from a Company Safety Case
- (c) Generic 'company' procedures (or Company procedures if supplied)
- (d) Relevant permits
- (e) Audible and visual alarms
- (f) Telephones, radios and a public address system
- (g) Information boards and systems tools
- (h) Simulated background noise and distractions
- (i) General Arrangement Plans

**All equipment must be maintained, and where appropriate, inspected and tested in accordance with current standards/legislation.**

**Risk assessments must be conducted and documented for all training facilities and equipment.**

## SECTION C CERTIFICATION & ADMINISTRATION

### C.1 Joining Instructions

The OPITO approved assessment centre must draw attention to the content of the competence assessment by providing the candidate with a copy of the relevant competence standard or by providing a link to the standard on the OPITO website.

Candidates must sign a declaration indicating they have read and understood a written statement regarding the stressful nature of the training and the need for persons to be in good health prior to each course commencing.

### C.2 Validity and Renewal

The OIM Controlling Emergencies Competence Standard has no formal expiry date. However, it is recommended that candidates are re-assessed, as a minimum, every 3 years.

### C.3 Certification & Recording

Persons successfully completing the OIM Controlling Emergencies Competence assessment will be issued with an OPITO endorsed certificate.

**Assessments centres are responsible for** issuing a certificate directly to the candidate that has successfully met the requirements of the Standard, and to the sponsoring company (when required), or if the candidate is not yet competent, providing the candidate and candidate's employer with a written report identifying why the candidate was deemed not yet competent and suggest any further training requirement.

Each certificate must indicate that the candidate has been assessed against and met the required standard.

The certificate must contain the following:

- a) Assessment centre name
- b) Full OPITO Standard title stating that it is OPITO approved
- c) OPITO registration code
- d) Candidate's name
- e) Assessment date(s)
- f) Unique Certificate Number (UCN) – (refer to [guide on OPITO website](#))
- g) Assessment Centre Signatory

### C.4 Assessment Administration

Each candidate attending any OPITO-approved programme must be registered with the Central Register (CR) operated by OPITO. Registration must be made by the training centre to OPITO within one week following the successful assessment.

OPITO confirms that information on the registration form will be contained in a computerised register which will be available to employers, prospective employers and training/assessment providers in the oil and gas industry to verify training records. At all times, use of this data will be strictly in accordance with principles laid down in data protection legislation.

## Glossary of Terms and Abbreviations

### Terms

<b>Asset-type</b>	Information relating to the type of asset where the candidate has been nominated to control emergencies: e.g Production Operations (Fixed), Production Operations (Floating), Drilling Operations (Fixed), Drilling Operations (Floating), Mobile/Floating Installations or Normally Unattended Installations (NUI).
<b>Asset-specific</b>	Information relating to the specific asset where the candidate normally works.
<b>Occupationally Competent</b>	<p>Assessors must be occupationally competent in the discipline area of the Standards they are assessing against – this could be demonstrated in a number of different ways:</p> <ul style="list-style-type: none"><li>• they are an experienced practitioner or supervisor in the same discipline;</li><li>• they have been assessed as competent for the relevant Standard(s) and/or have achieved an equivalent qualification;</li><li>• they have previously performed or supervised the activities defined in the Standard(s) and can demonstrate that they have maintained their technical expertise and knowledge of current processes and practices;</li></ul>
<b>Simulation</b>	<p>A simulation is a structured practical exercise with specific objectives involving the organisation and completion of a product or resource based task and which seeks to simulate real-life conditions. In a simulation the candidates are active participants who shape the result by their involvement. To be effective, simulations must succeed in recreating the atmosphere, conditions and pressures of the real situation. A simulation focuses on a particular activity and aims to test behavioural, analytical and decision-making skills in a realistic setting.</p>
<b>Team</b>	Any personnel available to assist in the emergency scenario

### Abbreviations

<b>ER</b>	Emergency Response
<b>OIM</b>	Offshore Installation Manager
<b>NUI</b>	Normally Unattended Installation

## Appendix 1      OPITO Information

The topics listed below are to be delivered as part of the introduction to this assessment programme.

Additional introduction topics may include assessment centre layout and alarms, emergency actions, first aid and domestic arrangements

Mandatory OPITO Information:

- a) Medical Fitness
- b) Certification Periods
- c) CR/Vantage (provided by OPITO)
- d) OPITO Customer Service Statement (provided by OPITO)
- e) The roles of employers and training providers (provided by OPITO)
- f) What is OPITO's role in industry? (provided by OPITO)
- g) Current Global Network of training providers (provided by OPITO)
- h) Emergency Response Framework (provided by OPITO – applicable for ER Training Providers)
- i) OPITO DVD (*BOSIET/TBOSIET only*) provided by OPITO

## Appendix 2      Core Essential Knowledge Criteria

Within the limits of their responsibility, the candidate must be able to demonstrate that they **know** and **understand**:

### 1. Procedures

- (a) Safety Case
- (b) Emergency procedures
- (c) Sources of help in an emergency (e.g. coastguard, onshore emergency support, helicopters, emergency response vessels etc.) and their facilities, methods of communication and response times
- (d) Safety management system
- (e) Marine search and rescue procedures

### 2. Hardware

- (a) Sources of information on the properties of on site materials
- (b) Layout of installation including location and functions of the major systems
- (c) All relevant sources of energy to prime movers
- (d) Drainage systems
- (e) Location and operation of emergency systems (fire and gas detection, firefighting, communications and life saving appliances, escape systems and lifeboats)
- (f) Purpose of significant control systems
- (g) Causes and effects of significant alarms and trips
- (h) Effects of loss of any utility and its reinstatement

### 3. Information

- (a) Potential dangers resulting from activities in each area of the installation
- (b) Consequences of loss of containment
- (c) Effects of the environmental conditions on emergency response
- (d) Effects of sea conditions or tidal flow on emergency response
- (e) Potential effects of the emergency on external operations e.g. diving, supply vessel, standby vessel, helicopter.
- (f) Potential effects of the emergency on combined operations
- (g) Current health and safety legislation and its guidance
- (h) Principles for preventive and protective measures
- (i) Performance limitations of personal protective equipment

### 4. Human Factors

- (a) Stress induced reduction in performance.
- (b) Contributory human factors to failures e.g. optimism in the face of adversity, false sense of security, overcautious, under cautious.
- (c) Communication techniques
- (d) Decision making processes

## Appendix 3      Asset-type Knowledge Criteria

Depending on the asset-type being assessed, the candidate must be able to demonstrate that they **know** and **understand**:

### 1. Production Operations (Fixed)

- (a) Principles of operation of all hydrocarbon systems and their safety critical interfaces
- (b) Process shutdown logic and its effects (operational intent and response to activation)
- (c) Methods and consequences of isolation and depressurisation
- (d) Flare and vent systems.
- (e) Consequences of process upsets
- (f) Purpose of the major components of wellhead and well completions
- (g) The effects which Wireline, Coiled Tubing and other maintenance activities and workover operations may have on well integrity.
- (h) Hazards associated with pipelines.
- (i) Simultaneous operations

### 2. Production Operations (Floating)

- (a) Principles of operation of all hydrocarbon systems and their safety critical interfaces
- (b) Process shutdown logic and its effects (operational intent and response to activation)
- (c) Methods and consequences of isolation and depressurisation
- (d) Flare and vent systems.
- (e) Consequences of process upsets
- (f) Purpose of the major components of wellhead and well completions
- (g) The effects which Wireline, Coiled Tubing and other maintenance activities and workover operations may have on well integrity.
- (h) Hazards associated with pipelines.
- (i) Simultaneous operations
- (j) Basic principles and effects of loss of stability and its control
- (k) Basic principles and effects of loss of mooring (fixed or dynamic positioning)
- (l) Marine damage control
- (m) Installation design constraints affecting loading limitations

### 3. Drilling Operations (Fixed)

- (a) Purpose of the drill string equipment, circulating system, rotary equipment, diverter, BOP, riser and gas separator devices
- (b) Causes and effects of mud loss and influx from the formation into the well bore and the implications
- (c) Causes and effects of loss of pressure control systems.
- (d) Principles of hydrostatic well control and its application in drilling, running casing, workover operations and well testing including extended well testing
- (e) Purpose of rig emergency shutdown systems
- (f) The effects which Wireline, Coiled Tubing and maintenance activities and workover operations may have on well integrity.
- (g) Flare and vent systems.

- (h) Basic principles of leg loading and soil bearings and effects on leg bearings in case of shallow blowout or severe storm (where appropriate to installation type).
- (i) Ongoing drilling programme
- (j) Simultaneous operations

#### **4. Drilling Operations (Floating)**

- (a) Purpose of the drilling string equipment, hoisting equipment, circulating system, rotary equipment, diverter, BOP, riser and gas separator devices
- (b) Causes and effects of mud loss and influx from the formation into the well bore and the implications
- (c) Causes and effects of loss of pressure control systems.
- (d) Principles of hydrostatic well control and its application in drilling, running casing, workover operations and well testing including extended well testing with tender support
- (e) Purpose of rig emergency shutdown systems
- (f) The effects which Wireline, Coiled Tubing and maintenance activities and workover operations may have on well integrity.
- (g) Flare and vent systems.
- (h) Ongoing drilling programme
- (i) Basic principles and effects of loss of stability from both internal and external sources
- (j) Basic principles and effects of loss of mooring (fixed or dynamic positioning)
- (k) Basic principles and effects of loss of ballast control.
- (l) Marine damage control
- (m) Installation design constraints affecting local loading limitations

#### **5. Mobile/Floating Installations**

- (a) Basic principles and effects of loss of stability
- (b) Basic principles and effects of loss of mooring (fixed or dynamic positioning)
- (c) Basic principles and effects of loss of ballast control.
- (d) Marine damage control
- (e) Installation design constraints affecting local loading limitations
- (f) Flare and vent systems.


#### **6. Normally Unattended Installations (NUI)**

- (a) Principles of operation of all hydrocarbon systems and their safety critical interfaces
- (b) Process shutdown logic and its effects (operational intent and response to activation)
- (c) Methods and consequences of isolation and depressurisation
- (d) Vent systems
- (e) Consequences of process upsets
- (f) Purpose of the major components of wellhead and well completions
- (g) The effect that wireline, coiled tubing and other maintenance activities may have on well integrity
- (h) The effects that workover operations may have on well integrity
- (i) Hazards associated with pipelines
- (j) Simultaneous operations

## Appendix 4      Assessor Checklists and Competence Assessment Record

The following pages contain sample OIM Controlling Emergencies Assessor Checklists and a sample Competence Assessment Record.


Although OPITO-approved Centres may develop their own versions of the Assessor Checklist and Competence Assessment Record, these must, as a minimum, include **all** the information contained in the Assessor Checklists and Competence Assessment Record sheets specified within this standard – see next pages for the Assessor Checklist and Assessment Record.


OIM Controlling Emergencies Duty Holder Declaration			
Company			
Address			
Declaration		<b>By completing this declaration you are confirming that the candidate has achieved the performance criteria in Unit 1, Element 1.1 within the workplace, satisfied the core essential knowledge and asset type knowledge defined in Appendix 2 and 3, and that the candidate has been deemed ready for formal assessment against Elements 1. 2 to 1.6. Supporting Evidence must be provided.</b>	
Candidate Name		Employer Name	
Element No	1.1	Maintain a State of Readiness	
Ref No.	Performance Criteria	Competent (C)/ Not Yet Competent (NYC)	Comments/ Supporting Evidence
1.1.1	Supplied valid and reliable, oral and written information to relevant personnel.		
1.1.2	Ensured that drills and exercises are consistent with priorities, objectives, procedures and statutory requirements.		
1.1.3	Coached the Deputy OIM, the Emergency Management and Response Teams and assessed their potential to respond to emergencies during drills and exercises.		
1.1.4	Encouraged personnel to seek clarification of their allocated roles and responsibilities and gain an awareness of ongoing activities.		
1.1.5	Pre-planned actions to deal with potential emergencies.		
1.1.6	Confirmed the serviceability and sufficiency of equipment in accordance with procedures.		
Ref No.	Underpinning Knowledge and Understanding Criteria	Competent (C)/ Not Yet Competent (NYC)	Comments/ Supporting Evidence
1.1.7	Core essential knowledge (See Appendix 2)		
1.1.8	Asset-type knowledge specific to the type used in the assessment scenario (see Appendix 3)		


<b>Duty Holder Signature</b>		<b>Date</b>	
<b>Assessor Signature</b>		<b>Date</b>	

OIM Controlling Emergencies Assessor Checklist			
Assessment Centre			
Assessment Centre Address			
Assessor Name			
Candidate Name		Employer Name	
Element No	1.2	Assess Situation and Take Effective Action	
Ref No.	Performance Criteria	Competent (C)/ Not Yet Competent (NYC)	Comments
1.2.1	Obtained information from all appropriate sources evaluated it and confirmed it as quickly as possible.		
1.2.2	Utilised the appropriate resources throughout the emergency.		
1.2.3	Made valid interpretations of the emergency procedures and pre-determined strategies, and taken valid decisions throughout the emergency.		
1.2.4	Reviewed the potential outcomes of the emergency and the possible response actions against the consequences and probabilities.		
1.2.5	Developed a plan of action, including that required to deal with contingency situations in the light of this evidence. (The plan must be continually reviewed).		
1.2.6	Taken the appropriate action as quickly as possible.		
1.2.7	Coordinated and directed the emergency response teams in an effective manner.		
1.2.8	Applied working practices that are safe and conform to current health and safety legislation and company procedures.		
Assessor Signature		Assessment Date	

OIM Controlling Emergencies Assessor Checklist			
Assessment Centre			
Assessment Centre Address			
Assessor Name			
Candidate Name		Employer Name	
<b>Element No</b>	<b>1.3</b>	<b>Maintain Communications</b>	
Ref No.	Performance Criteria	Competent (C)/ Not Yet Competent (NYC)	Comments
1.3.1	Informed the onshore team, the coastguard, the standby vessel, the fire team leaders and nearby installations/shipping and helicopters of the emergency and its progression at the appropriate times.		
1.3.2	Keeping appropriate external agencies informed in accordance with local arrangements, guidance documents and legislation		
1.3.3	Effectively communicated the plan by using the PA, telephone systems and a 2 way radio, with the relevant people in accordance with communication procedures.		
1.3.4	Established and maintained a common understanding of the situation throughout the emergency management team.		
1.3.5	Provided reports of the situation as it developed to installation staff at suitable intervals.		
1.3.6	Maintained an accurate record of key events and communication.		
1.3.7	Established, when necessary, alternative communication methods.		
<b>Assessor Signature</b>		<b>Assessment Date</b>	

OIM Controlling Emergencies Assessor Checklist			
Assessment Centre			
Assessment Centre Address			
Assessor Name			
Candidate Name		Employer Name	
<b>Element No</b>	<b>1.4</b>	<b>Delegate Authority to Act</b>	
Ref No.	Performance Criteria	Competent (C)/ Not Yet Competent (NYC)	Comments
1.4.1	Made valid decisions on which activities must be delegated in the light of the circumstances at the time.		
1.4.2	Assigned all delegated activities to those most suited to deal with them in accordance with established procedures.		
1.4.3	Checked that those delegated with tasks understand them and that they have reported back accordingly		
<b>Assessor Signature</b>		<b>Assessment Date</b>	

OIM Controlling Emergencies Assessor Checklist			
Assessment Centre			
Assessment Centre Address			
Assessor Name			
Candidate Name		Employer Name	
<b>Element No</b>	<b>1.5</b>	<b>Manage Individual and Team Performance</b>	
Ref No.	Performance Criteria	Competent (C)/ Not Yet Competent (NYC)	Comments
1.5.1	Requested assistance and action from others in a manner which promotes a positive response.		
1.5.2	Taken action and instilled confidence in the team by positive leadership		
1.5.3	Recognised the strengths and weaknesses within the emergency response team and taken the appropriate action.		
1.5.4	Maintained an appropriate degree of detachment.		
<b>Assessor Signature</b>		<b>Assessment Date</b>	

OIM Controlling Emergencies Assessor Checklist			
Assessment Centre			
Assessment Centre Address			
Assessor Name			
Candidate Name		Employer Name	
Element No	1.6	Deal with Stress in Self and Others	
Ref No.	Performance Criteria	Competent (C)/ Not Yet Competent (NYC)	Comments
1.6.1	Quickly recognised any deterioration in their performance, or the performance of their colleagues, due to stress		
1.6.2	Taken the appropriate action by removing stressed personnel from critical task (especially those involving communication links) and re-allocating these tasks; delegating personal tasks if workload becomes excessive and time management difficult.		
1.6.3	Taken action to reduce the stress in oneself, and whenever possible, in the emergency control team members, in other personnel in direct contact with the emergency control situation and in all other persons onboard the installation.		
Assessor Signature		Assessment Date	

**OPITO OIM Controlling Emergencies Assessment Record**

Candidate Full Name:	
Company:	

**Assessor Declaration:** The Candidate was assessed against the competence assessment criteria specified in the OPITO OIM Controlling Emergencies Competence Standard (Code: 7025).

The Candidate named above \*has / has not achieved a level of competence to enable him/her to be deemed competent against the performance and knowledge criteria

\*I recommend that the candidate named requires further training and development specified below.

\* *delete as applicable*

Recommended further training and development for candidate (if applicable):

Assessor Name	Signature	Date
OPITO Assessment Centre		
Centre address		
Candidate Signature	Date	

**Note: Assessor and candidate must sign the Assessment Record above.**



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