OPITO APPROVED STANDARD
Offshore Emergency Response
Team Leader
Training and Competence Assessment

OPITO Standard Codes
Offshore Emergency Response Team Leader: 4600
Further Offshore Emergency Response Team Leader: 4650
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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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Any amendments made to this standard by OPITO will be recorded above.
OPITO Approved Standard
Offshore Emergency Response Team Leader

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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 in emergency response and to ensure that they are maintained. Before personnel can be assessed against the standards they will require the knowledge and skills to enable them to carry out the emergency response tasks involved. They will require emergency response training and practice before being assessed.

The purpose of this standard is to set out the basic training, further practice and assessment requirements for Offshore Emergency Response Team Leaders which will be conducted at an onshore training centre. The delegate should recognise that this 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 on a regular basis as offshore drills and exercises.

For the purposes of this standard the definition of an Offshore Emergency Response Team Leader is a person who:

- Has responsibility for an individual Emergency Response Team
- May take responsibility for more than one team as the Senior Team Leader

Appointment of OERTLs

The Installation, MODU or vessel Duty Holder is responsible for ensuring that personnel appointed to the Offshore Emergency Response Team Leader (OERTL) role have received sufficient training and gained relevant experience to undertake the role competently and safely.

The Duty Holder must ensure that, apart from the provision of onshore training, workplace training is provided and competence assessment is conducted.

OPITO-certified OERTL Training

(1) The OERTL Initial Training – which will be conducted at an onshore training centre (see Section A).
(2) The OERTL Further Training – this programme involves updating and refreshing relevant knowledge and undertaking emergency response training not able to be conducted offshore (see Section B)

Workplace Training and Assessment

In addition to the onshore-based training, company and site-specific training and assessment will typically be conducted offshore. This document also specifies the standard for the workplace competence requirement.

OERTL emergency response training that can be conducted offshore will be conducted on a regular basis during drills and exercises. Workplace OERTL Competence guidance for duty holders is specified in The OERTL Workplace Competence Units within Section E of this standard.
SECTION A  OERTL Initial Training

A.1  OERTL Initial Training Target Group

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

A.2  OERTL Initial Training Delegate Pre-requisites

Delegates attending this programme must possess a valid Offshore Emergency Response Team Member Training (OERTM) certificate.
A.3 OERTL Initial Training Physical and Stressful Demands

Training and/or assessment activities contained within this Standard may include physically demanding and potentially stressful elements. All personnel who participate in such activities must be physically and mentally capable of participating fully.

Delegates require some form of medical and/or fitness screening to ascertain that they are fit to undertake this type of training.

Therefore OPITO-approved training centres are required, as a minimum, to ensure that prior to participating in practical exercises, the delegate must:

- a) Possess a valid, current offshore medical certificate or
- b) Possess an operator approved medical certificate, or
- c) Undergo medical screening by completing an appropriate medical screening form provided by the OPITO-approved centre (a list of medical conditions which could be included in a medical screening form is available from OPITO).

The OPITO-approved Centre shall keep a record of the delegate’s/candidate’s declaration of fitness in accordance with their document control policies and/or procedures.

This information, along with summary details of the type of physical activities the delegate/candidate will be asked to perform, will be given to delegates/candidates by the OPITO-approved Centre and, if applicable, to their sponsoring company as part of the joining instructions. The responsibility for declaring any 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 delegate/candidate and/or company sponsoring the delegate.

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

Note: Practical exercises should be designed and delivered solely to meet this standard, and must not place on the delegates any physical or mental demands other than those required to meet the Standard.
A.4  OERTL Initial Training Aim and Objectives

The aim and objectives of the OERTL Initial Training Programme are to equip the delegate with the necessary knowledge, understanding and skills to perform the role of Offshore Emergency Response Team Leader effectively.

A.5  OERTL Initial Training Learning Outcomes

The Delegate’s learning outcomes are specified out below:

To successfully complete this training, delegates must be able to:

1. Define the role and explain the key responsibilities of the Emergency Response Team Leader.
2. State the main priorities of the Emergency Response Team Leader.
3. Explain the purpose of OER arrangements and procedures.
4. Identify the typical elements of emergency response planning.
5. Identify the emergency response PPE requirements for the OERTL and the OERTM.
6. Explain the purpose of setting priorities and objectives in response to an incident.
7. Explain the importance of monitoring environmental conditions during an incident.
8. Explain the importance of monitoring human factors during an incident.
9. Explain the reason for dynamic risk assessment during an emergency response.
10. Delegate tasks to the OERT effectively.
11. Communicate effectively with relevant emergency response personnel.
12. Give clear and concise instructions to the OERT members during the emergency.
13. Lead the OERT in a clear and confident manner.
14. When safe to do so, direct the OERT members into the incident area – continually assessing how the changes in the emergency could impact on the safety of the OERT members.
15. Conduct dynamic risk assessments throughout the incident.
16. Look for and respond accordingly to signs of stress in individual ERT members during the emergency.
17. Effectively monitor breathing apparatus (BA) control.
18. Lead the OERT during non-fire incidents effectively.
19. Lead the OERT during firefighting operations effectively.
20. Conduct missing persons and casualty management effectively during the emergency.

Learning Outcomes (10) through (20) are to be assessed during practical exercises.
A.6 OERTL Initial Training Delegate Performance Assessment

Delegates attending this training and assessment programme will be given a series of explanations and demonstrations which will identify what they are expected to know and do in their role as Offshore Emergency Response Team Leader (OERTL). This will be followed by practical exercises which will allow delegates to demonstrate their skills, knowledge and understanding of their emergency response role.

Delegates will be assessed against the knowledge learning outcomes 1 through 9 (specified in Section A.5) by written, open-book test or series of tests. The written tests must incorporate a balanced mix of the following question types:

a) Multiple choice  
b) True/False  
c) A small number of questions that require written answers.

Delegates will be assessed against the practical learning outcomes 10 through 20 (specified in Section A.5) using direct observation and oral questions as appropriate.

If required, further time and opportunity for coaching will be given to delegates to enable them to attain the standard leading to the award of a certificate. However, the time available for this during a programme is limited and it should be recognised there may be occasions where other arrangements need to be made.

A.7 OERTL Initial Training Duration and Timing

The optimum ‘contact time’ for this training is seen as 24 hours, which is to be delivered over consecutive days.

The contact time is based on the maximum number of delegates/candidates undertaking the programme.  
Where stated, individual module/unit/element timings that are specified within the standard must be adhered to.  
The contact time must not exceed 8 hours in any one day and the **total programme day must not exceed 10 hours.  
Practical and theory sessions must contain adequate breaks for delegate welfare.

*Contact time includes the following:  
i. delegate/candidate enrolment and certification process  
ii. delivery of the theoretical and practical training/assessment programme.

**The total programme day includes: contact time, welfare breaks, meal breaks and where applicable, travel between sites.

Practical-to-theory ratio (Approximate)

| OERTL Initial Training | Practical-to-Theory ratio: 80% : 20% |
The OERTL Initial Training Programme specified below will assist the delegates to meet the learning outcomes specified in Section A.5. The order in which elements of the training programme are delivered may vary. However, contents in Appendix 1 must be covered prior to delivery of the modules.

To make efficient use of time and ensure effective learning there should, wherever practicable, be an integration of the three phases of explanation, demonstration and practice. Full use should be made of visual/audio aids and course handout material. Training staff should give practical demonstrations for all training activities which delegates are required to practise and demonstrate.

Each module must be introduced prior to commencing the session and should include:

a) **Aim**
   The main purpose of the module

b) **Learning Outcomes**
   What the delegates are expected to learn

c) **Timetable/Programme**
   Training module duration and timings

d) **Assessment**
   How delegates will be assessed and what they will be assessed against

e) **Staff**
   Who will be delivering the training and roles of training support staff

The OERTL Initial Training Programme comprises the following **module** and **elements**:

**Module 1** The Offshore Emergency Response Team Leader (OERTL)

- **Element 1.1** The role of the OERTL
- **Element 1.2** Emergency response arrangements
- **Element 1.3** Leading the response to an incident
- **Element 1.4** Practical exercises for OERTL
MODULE 1 The Offshore Emergency Response Team Leader (OERTL)

ELEMENT 1.1 The role of the OERTL

Training staff to explain:

1.1.1 The role and key responsibilities of the OERTL.
1.1.2 The type of leadership required for emergency response team leader
1.1.3 The priorities for an emergency response team leader, to include the safety of the ER team
1.1.4 Deputising arrangements
1.1.5 Effective communications during emergency response (ER), to include communicating to the team and communicating to ER command centre
1.1.6 The effects and management of stress while leading a team in an emergency.

ELEMENT 1.2 Emergency response arrangements

Training staff to explain:

1.2.1 The key principles of effective leadership and their application to offshore emergency response teams.
1.2.2 The requirement for the OERTL to be fully conversant with Installation layout and predetermined emergency response plans derived from the safety case.
1.2.3 Typical emergency response procedures
1.2.4 Typical incident response planning elements, to include:
   a) the typical phases of an emergency response
   b) hazard identification during emergency response
1.2.5 Emergency Response PPE requirements for OERTL and OERTM
1.2.6 Fixed and mobile firefighting systems and equipment
1.2.7 Briefing the installation/vessel Offshore Emergency Response Team
1.2.8 Hazards and risk mitigation associated with typical fire and non-fire incidents, to include:

   Fire:
   a) Mechanical incident – e.g. pump overheating
   b) Electrical incident – e.g. switchboard fire
   c) Galley/laundry fires
   d) Process area fire
   e) Drill floor/weld test area fire
   f) Fabrication shop (welding & grinding) fire

   Non-fire:
   g) Confined space incident
   h) Working at height incident
   i) Man overboard
   j) Heli-crash and ERT involvement with the Heli-deck Team
   k) Loss of Containment, to include:
      i. Hydrocarbon liquid spills and releases
      ii. Unignited and toxic gas releases
      iii. Chemical and simulated radiation incident

Note: Element 1.2.8 covered in detail in the OERTM programme, so overview only required.
ELEMENT 1.3  Leading the response to an incident

Training staff to explain:

1.3.1  The principles of initial and dynamic risk assessment during an emergency.
1.3.2  Setting objectives and priorities
1.3.3  Agreeing communication methods with the ER team/s
1.3.4  Keeping the Emergency Response Command Centre updated with relevant information
1.3.5  Monitoring the safety of the ER team
1.3.6  Monitoring of environmental conditions and how they may impact on the emergency response.
1.3.7  Monitoring human factors elements during emergency response e.g. stress affecting decision making and recognising signs of stress in the ER Team.
1.3.8  Techniques for keeping calm while leading an emergency response.
1.3.9  Asking for assistance if overwhelmed by the emergency situation
1.3.10 Optimising the use of fixed and mobile ER systems
1.3.11 Directing the ER team in using appropriate extinguishant media

Training staff must provide sufficient explanations to enable delegates to practise and demonstrate the following while leading the response to the emergency exercises.

1.3.12 Implementing an appropriate initial response plan for the emergency.
1.3.13 Effective communications with all relevant ER personnel – clear and concise instructions and requests.
1.3.14 Leading the OER team in a clear and confident manner.
1.3.15 Directing entry to the incident area with due regard to emergency response team safety.
1.3.16 Effective delegation of OER tasks to team members.
1.3.17 Obtaining feedback on progress against the plan.
1.3.18 Recognising and effectively dealing with stress in the OERTM
1.3.19 Effectively monitoring breathing apparatus (BA) control.
1.3.20 Leading non-firefighting ER operations.
1.3.21 Effective use of firefighting fixed systems
1.3.22 Effective use of firefighting mobile equipment and systems.
1.3.23 Conducting dynamic risk assessment throughout the emergency.
1.3.24 Utilising any back-up ER teams via the Team Leader (this only requires briefing the back-up team leader).
1.3.25 Missing persons and casualty management, to include:
   a) prioritising
   b) accounting for missing personnel
   c) casualty handling.

Refer to Practical Exercises for the OERTL on the following page for scope of exercises.
ELEMENT 1.4 Practical exercises for OERTL

The scope of the emergency response exercises must include the following:

1.4.1 Maintaining a means of access and egress from the incident area
1.4.2 Ensuring that appropriate fire-fighting equipment is used for the incident
1.4.3 Responding to Class A fires
1.4.4 Responding to Class B fires, to include:
   a) flammable hydrocarbon liquid spill
   b) flowing hydrocarbon liquid fires
   c) Pressure-fed hydrocarbon fires
1.4.5 Responding to a Class C (gas) fire
1.4.6 Responding to a chemical incident
1.4.7 Responding to a radiation incident
1.4.8 Effective use of portable fire monitors
1.4.9 Effective use of mobile and portable firefighting and rescue equipment, to include: dry chemical, foam and CO₂ fire extinguishant.
1.4.10 Locating, extracting and handling missing personnel and casualties
1.4.11 Breathing Apparatus (BA) control
1.4.12 Personnel protection using water spray
1.4.13 Non-fire emergency response, to include:
   a) Confined space entry and recovery of casualties
   b) Rescue of casualties from elevated work area with restricted access (height of between 2-4 metres)

Notes for Element 1.4.13 (b):

1. Basic rescue exercise without specialist support involving non-suspended casualty.
2. Restricted access would involve the use of equipment such as ladder, access hatch, stretcher.
3. Elevated work area examples include scaffolding, crane operator cabin, elevated maintenance area etc.

All delegates to practise leading the Offshore Emergency Response Team (OERT) during emergency response exercises - in the role of Offshore Emergency Response Team Leader (OERTL). However, in order to gain appreciation of the emergency response team issues and requirements and getting ‘hands-on’ practice of ER equipment (including using BA), delegates not leading the team during a particular exercise must act as OERT members in exercises.
SECTION B  OERTL Further Training

B.1  OERTL Further Training Target Group

The target group for the OERTL Further Training are existing offshore emergency team leaders that are required to revalidate their OPITO OERTL certification by completing training scenarios which they are unable undertake offshore.

B.2  OERTL Further Training Delegate Pre-requisites

Delegates must possess any one of the following:

a) A valid OPITO Offshore Emergency Response Team Leader certificate
b) A valid OPITO OERTL Further Training certificate
B.3  OERTL Further Training Physical and Stressful Demands

Training and/or assessment activities contained within this Standard may include physically demanding and potentially stressful elements. All personnel who participate in such activities must be physically and mentally capable of participating fully.

Delegates require some form of medical and/or fitness screening to ascertain that they are fit to undertake this type of training.

Therefore OPITO-approved training centres are required, as a minimum, to ensure that prior to participating in practical exercises, the delegate must:

a) Possess a valid, current offshore medical certificate or  
b) Possess an operator approved medical certificate, or  
c) Undergo medical screening by completing an appropriate medical screening form provided by the OPITO-approved centre (a list of medical conditions which could be included in a medical screening form is available from OPITO).

The OPITO-approved Centre shall keep a record of the delegate’s/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 delegate/candidate will be asked to perform, will be given to delegates/candidates by the OPITO-approved Centre and, if applicable, to their sponsoring company as part of the joining instructions. The responsibility for declaring any 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 delegate/candidate and/or company sponsoring the delegate.

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

Note: Practical exercises should be designed and delivered solely to meet this standard, and must not place on the delegates any physical or mental demands other than those required to meet the Standard.
B.4  OERTL Further Training Aim and Objectives

The aim and objectives of the OERTL Further Training Programme are to allow Offshore Emergency Response Team Leader delegates to practise and be assessed on live fire exercises which they would not be able to conduct in the workplace.

B.5  OERTL Further Training Learning Outcomes

The Delegate’s learning outcomes are specified below:

To successfully complete this programme, delegates must able to demonstrate:

1. Maintaining relevant communications
2. Effectively directing the team’s duties and tasks during emergency response exercise
3. Monitoring the team’s progress, evaluating, adjusting and communicating the response plan
4. Briefing and debriefing the team at appropriate points
5. Monitoring stress in team members
6. On completion of the exercises, confirming and checking that the emergency situation is under control and ER team and relevant personnel are accounted for.

B.6  OERTL Further Training Delegate Performance Assessment

Delegates will have previously demonstrated their knowledge and their skills and will have been assessed as competent Offshore Emergency Response Team Leaders. During this programme they will be given the opportunity to demonstrate, as detailed below, their knowledge and skills required when dealing with live fire and emergency response situations as an Offshore Emergency Response Team Leader in aspects which they cannot reasonably practise offshore.

Delegates will be assessed against the learning outcomes specified in Section B.5.
B.7  OERTL Further Training Duration and Timing

The optimum ‘contact time’ for this programme is seen as **10 hours**.

The contact time is based on the maximum number of delegates/candidates undertaking the programme. Where stated, individual module/unit/element timings that are specified within the standard must be adhered to.

The contact time must not exceed 8 hours in any one day and the **total programme day must not exceed 10 hours**.

Practical and theory sessions must contain adequate breaks for delegate welfare.

*Contact time includes the following:

i. delegate/candidate enrolment and certification process

ii. delivery of the theoretical and practical training/assessment programme.

**The total programme day includes: contact time, welfare breaks, meal breaks and where applicable, travel between sites.

**Practical-to-theory ratio** (Approximate)

| OERTL Initial Training | Practical-to-Theory ratio: 90% : 10% |
B.8 OERTL Further Training Programme

The training programme provided below will give the delegate maximum opportunity to practise the team fire/emergency response skills previously developed and, where necessary, delegates can receive further training or coaching. At the end of the programme the training provider should identify, to the employer, delegates requiring further development and training.

This training programme will assist the delegates to meet the learning outcomes specified in Section B.5. The order in which elements of the programme are delivered may vary. However, contents in Appendix 1 must be covered prior to course commencement.

Each module must be introduced prior to commencing the session and should include:

(a) **Aim**
(b) **Learning Outcomes**
(c) **Timetable/Programme**
(d) **Assessment**
(e) **Staff**

The OERTL Further Training Programme comprises the following module and elements:

**Module 1**

**Leading Further Emergency Response Exercises**

Element 1.1 Further emergency response exercises
MODULE 1 Leading Further Emergency Response Exercises

ELEMENT 1.1 Further emergency response exercises

Provide exercises to enable delegates to practise and demonstrate:

1.1.1 Briefing and debriefing the ER team effectively on the incident
1.1.2 Directing the ER team’s duties and tasks effectively
1.1.3 Leading the ER team effectively during the emergency response
1.1.4 Maintaining relevant communications, to include: team and emergency response room manager/commander communications
1.1.5 Controlling and monitoring the team’s progress
1.1.6 Evaluating, adjusting and communicating the response plan to the team and the emergency response room manager/commander
1.1.7 Monitoring stress in the team and taking appropriate action where required
1.1.8 On completion of the exercise, confirming and checking that the emergency situation is under control and ER team and relevant personnel are accounted for.

All delegates to practise leading the Emergency Response Team (ERT) during emergency response exercises - in the role of Offshore Emergency Response Team Leader (OERTL). But in order to gain appreciation of the emergency response team issues and requirements, delegates not leading the team during a particular exercise must act as ERT members in exercises; this include using BA.

Refer to Practical Exercises for the OERTL Emergency Response on the following page for scope of exercises.
Practical Exercises for the OERTL Emergency Response

Practical Exercises must include the following.

Leading the response to:

(a) Live Class ‘B’ external hydrocarbon fires
(b) Live Class ‘B’ internal hydrocarbon fires
(c) Live Class ‘C’ (gas) fires
(d) Search, rescue and casualty recovery
(e) Emergency response to a confined space incident
(f) Emergency response involving rescue of casualties from elevated work area with restricted access (height of between 2-4 metres).

Notes for (f):

(1) Basic rescue exercise without specialist support involving non-suspended casualty.
(2) Restricted access would involve the use of equipment such as ladder, access hatch, stretcher.
(3) Elevated work area examples include scaffolding, crane operator cabin, elevated maintenance area etc.
SECTION C  Resources

In order that training programmes 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.

C.1  Staff

Instructional training staff must:

(a) Fully understand the requirements of this industry standard.
(b) Possess occupational expertise and have proven experience in firefighting and emergency response operations at supervisory level.
(c) Have been trained in training delivery and training assessment techniques.
(d) Hold an industry-recognised assessor qualification.
(e) Participate in an ongoing training and development programme which ensures that they are aware and knowledgeable of relevant industry requirements and changes to requirements.

All staff will have the appropriate competencies to conduct or assist (as appropriate) with the element of training being undertaken.

OPITO Centres must have an auditable training programme in place to ensure instructors keep up-to-date with relevant current offshore practices and changes. The programme must include at least two of the following: visits to offshore fixed or mobile installations, visits to heliports, visits to dry-docked rigs.

C.2  Trainer/Delegate Ratio

The following table specifies the minimum and maximum number of delegates allowed to undertake a single training programme.

<table>
<thead>
<tr>
<th>Training Programme</th>
<th>Delegates numbers</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minimum</td>
<td>Maximum</td>
</tr>
<tr>
<td>OERTL Initial Training</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>OERTL Further Training</td>
<td>6</td>
<td>12</td>
</tr>
</tbody>
</table>

The following ratios indicate the maximum number of delegates to be supervised by one Instructor at any one time during each activity.

- Theory: 1:12
- Demonstrations: 1:12
- Practical Exercises: 1:6

Note: For the OERTL and OERTL Further Training programmes, the maximum delegate numbers and theory ratio may be exceeded to accommodate company/installation emergency response teams. However, practical exercise supervision ratios must not be exceeded.
C.3 Facilities

It is important to ensure that the full range of facilities is made available to ensure delegates get the most out of their training. The following facilities criteria must be adhered to:

**Administration** arrangements to support delegates from booking through registration and assessment to certification

**Theory training area(s)** designed to enable each delegate to view, hear and participate fully in the subject matter being taught.

**Practical training area(s)** so designed to enable each delegate to, as a team leader or as part of a team, participate fully in the following:

(a) Using fire hose, hose fittings, hydrants, hose branches, portable monitors, hose running and branch handling on walkways and stairways, against one or more of the following:

   I. Class A contained fire
   II. Class B contained spill fire
   III. Class B flowing fire
   IV. Class C (gas) fire

(b) Isolating fuel valves on a hydrocarbon pressure-fed fire whilst using water for structural and personal protection

(c) Using foam producing equipment against a Class B hydrocarbon flowing and contained spill fires

(d) Donning and wearing working duration breathing apparatus on open and enclosed multi-level structure(s) with a minimum of three levels with open and enclosed spaces on each level. The structure must be capable of:

   I. Being smoke-logged and heated using cosmetic, real smoke and fire
   II. Being accessed internally and externally by the use of stairs, fixed ladders and walkways
   III. Containing
      i. internal Class A contained fire(s), Class B contained spill fire(s), Class B pressure-fed fire(s) and
      ii. external Class B pressure-fed fires, Class B contained spill fire(s) and Class C (gas) fire(s)
   IV. Allowing realistic firefighting operations to be conducted

(e) Firefighting and protecting a structure housing a simulated pressure vessel and associated pipework.

(f) Confined space [for confined space incident]

(g) Rescue of casualties from elevated work area with restricted access (height of between 2-4 metres)

**Note:** Class B fires: For environmental purposes, smoke suppression or clean-burn systems are acceptable for reducing smoke during Class B fire exercises.

Continued.
Facilities - continued.

Firewater Reservoir Tank/Vessel
Firewater reservoir of sufficient capacity to enable all firefighting exercises to be completed.

Firewater Pumping Capability
1. Firewater pumping capacity adequate to supply practical fire exercise areas at full training capacity.
2. Firewater pumping system back-up capability to supply adequate pressurised water to the exercise area in the event of the main pump/s failure.
3. Adequate controls and safety arrangements to shut off fuel to fires in event of fire water failure.
4. Low firewater pressure alarm.

First Aid Facilities
Appropriate first aid facilities and equipment as specified in the training centre’s risk assessments, and sufficient staff trained in the use of the facilities and equipment.

All facilities must be maintained and where appropriate, inspected and tested in accordance with current standards/legislation and manufacturers recommendations. Risk assessments must be conducted and documented for all training facilities and equipment.
C.4 Equipment

The following equipment, of a type in use regionally on offshore oil and gas installations is required to meet the needs of the training programme exercises.

Firefighting Equipment

a) Hand adjustable foam-producing fire monitors  
b) Mobile foam, dry powder and CO$_2$ cart/trolley  
c) Portable extinguishers:  
   i. Water  
   ii. dry powder  
   iii. foam  
   iv. CO$_2$.  
d) Fire hoses  
e) variety of branches: aspirated and non-aspirated  
f) foam inductors  
g) water fire hose reel  
h) fire-lighting equipment for lighting fires safely

Other equipment

i) Stretchers  
j) Harnesses  
k) Slings  
l) working duration breathing apparatus and cylinders  
m) breathing apparatus entry control equipment  
n) first aid equipment  
o) resuscitation equipment  
p) casualty simulators  
q) Fire fighting PPE  
r) Chemical spill kit  
s) Chemical Personal Protective Equipment (PPE)  
t) Torches/flashlights

All equipment must be maintained, and where appropriate, inspected and tested in accordance with current standards/legislation, guidance and manufacturers recommendations
SECTION D  Administration and Certification

An OPITO Certificate will be issued to all delegates assessed as meeting the stated outcomes. The issue of a certificate indicates that the delegate has achieved a level of training to enable him/her to join an Offshore Emergency Response Team for further installation specific training and development.

D.1  Joining Instructions

All joining instructions must contain information which indicates that certain aspects of the course are of a physical and potentially stressful nature.

D.2  Periodicity

The OERTL Initial Training certificate expiry is two years.
The OERTL Further Training certificate expiry is two years.

Note: Successful completion of the OERTL Further Training programme will revalidate OPITO OERTL certification.

D.3  Certification

Training Centres are responsible for issuing a certificate direct to the delegate successfully completing the programme and to the sponsoring company (when required). Each certificate must indicate that the delegate has been assessed against, and met the required learning outcomes.

The certificate must also contain the following:

a)  Training Establishment name
b)  Full OPITO course title stating that it is OPITO approved
c)  OPITO Registration Code
d)  Delegate’s name
e)  Course dates
f)  Expiry date
g)  Unique Certificate Number (UCN) – Refer to OPITO UCN Guidance doc for details
h)  Training Establishment Signatory.
D.4 Course Administration

Each delegate 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 course.

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 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 relevant data protection legislation.
SECTION E  OERTL Workplace Competence

E.1  OERTL Workplace Competence

Workplace training and assessment

In addition to the onshore-based training, company and site-specific training and assessment will typically be conducted offshore. This Section specifies the standard for the OERTL workplace competence requirement.

Elements of OERTL emergency response training that can be conducted offshore will be conducted on a regular basis in the form of drills and exercises.

The OERTL Workplace Competence Units are detailed in Section E.2 below.
E.2 OERTL Workplace Competence Units

The Units specified below contain competence requirements of the OERTL which should be covered by a combination of onshore emergency response training (which includes live firefighting and non-fire exercises) and offshore emergency drills and exercises.

Competence Units/Element Titles

**Unit 1: Assess the incident**

Element 1.1: Review available information or instructions

Element 1.2: Confirm the suitability (or otherwise) of any pre-formed plan (time permitting)

Element 1.3: Plan the response if no pre-formed plan is suitable

**Unit 2: Execute the emergency response plan**

Element 2.1: Monitor and control the use of resources

Element 2.2: Evaluate progress and alter plans as appropriate

Element 2.3: Determine when incident is complete
UNIT 1 Assess the incident

ELEMENT 1.1 Review available information or instructions

This element is about reviewing available information or instructions and taking the appropriate action.

Standards of Performance

In achieving this element you will have (in accordance with procedures):

1.1.1 Evaluated available information and instructions, and taken appropriate action
1.1.2 Collected information by observation, assessment of alarm panels, audible warnings and verbal reports (time permitting)
1.1.3 Identified explosions, fires, well control incidents, helicopter incidents and evaluated the incidents current and feasible extent from minor to major implications
1.1.4 Estimated the time available to tackle the incident in accordance with procedures
1.1.5 Evaluated the pre-formed plans for their suitability to deal with the incident in the immediate, short, medium and longer term timescales
1.1.6 Determined alternative courses of action in accordance with procedures for action to be taken the absence of preformed plans.

Underpinning Knowledge and Understanding

Within the limits of your responsibility you must be able to demonstrate that you know:

(a) The role of the Emergency Response Team Leader and offshore emergency response activities
(b) The layout of installation and plant and location of hazards
(c) The location of fire/emergency equipment
(d) The location/content and application of pre-formed plans
ELEMENT 1.2  Confirm the suitability (or otherwise) of any pre-formed plan (time permitting)

This element is about selecting and confirming the suitability of any pre-formed plan and the means and resources required to execute the plan.

Standards of Performance

In achieving this element you will have (in accordance with procedures):

1.2.1 Confirmed the priorities as ERT protection, saving life, damage limitation, passive fire protection and the potential for escalation with the appropriate people.

1.2.2 Made the initial selection of a pre-formed plan and notified the appropriate people.

1.2.3 Ensured the means and resources required to execute the plan including personnel availability and readiness, priorities, tasks, pre-planned lines of communication and equipment location is confirmed with the appropriate people in a timely manner.

Underpinning Knowledge and Understanding

Within the limits of your responsibility you must be able to demonstrate that you know:

(a) Key assessments to be made with regard to objectives and priorities
(b) Resource utilisation/allocation decisions
(c) Procedures
ELEMENT 1.3 Plan the response if no pre-formed plan is suitable

This element is about planning the response if no pre-formed plan is suitable due to the nature of the incident.

Standards of Performance

In achieving this element you will have (in accordance with procedures):

1.3.1 Confirmed the objectives and priorities as ERT protection, saving life, damage limitation, passive fire protection and the potential for escalation with the appropriate people.

1.3.2 Identified the personnel and equipment required to contain the incident and confirmed their availability with the appropriate people.

1.3.3 Established the likely response times to activate equipment and personnel to contain the incident and conveyed this information to the appropriate people.

1.3.4 Established priorities to deal with the incident.

1.3.5 Set up and established lines of communication using personal radios, the telephone and PA system and verbal methods.

1.3.6 Reviewed all alternatives with the appropriate people and selected the best option.

Underpinning Knowledge and Understanding

Within the limits of your responsibility you must be able to demonstrate that you know:

(a) Key assessments to be made with regard to objectives and priorities
(b) Resource utilisation/allocation decisions
(c) Procedures
(d) Methods and channels of communications
UNIT 2 Execute the emergency response plan

ELEMENT 2.1 Monitor and control the use of resources

This element is about monitoring the situation and controlling the use of resources allocated in response to the incident.

Standards of Performance

In achieving this element you will have (in accordance with procedures):

2.1.1 Communicated your choice of pre-formed or newly constructed plan, either verbally, or with the use of the telephone system or personal radio to the appropriate people in a promptly and controlled manner and with authority and clarity.

2.1.2 Confirmed the emergency duties and tasks for search and rescue of personnel, team briefing and casualty handling with the appropriate people.

2.1.3 Implemented the plan and commenced the duties and tasks as agreed.

2.1.4 Monitored the progress of the plan, by team and individual progress reports, visual observation and oral feedback. taken corrective actions including resource re-allocation and utilisation of people, materials and equipment and task prioritisation to actual or potential deviation factors including resource consumption, stress levels and time slippage.

2.1.5 Identified the secondary hazards and communicated incident information to the appropriate people by verbal means or use of the telephone or personal radio.

Underpinning Knowledge and Understanding

Within the limits of your responsibility you must be able to demonstrate that you know:

(a) Duties and tasks to be allocated
(b) Methods and channels of effective communication
(c) Operation and use of firefighting/emergency equipment and breathing apparatus
(d) Teamwork and leadership
(e) Monitoring processes
ELEMENT 2.2 Evaluate progress and alter plans as appropriate

This element is about receiving information, evaluating progress and altering plans as appropriate to the nature of the incident.

Standards of Performance

In achieving this element you will have:

2.2.1 Interpreted the information received from the appropriate people during the execution of the plan and used it to re-assess the situation in appreciation of changes to the problem, timescales and progress against targets.

2.2.2 Altered the preformed or newly constructed plans as required, to take account of changing circumstances associated with the weather conditions and problem escalation.

2.2.3 Adjusted the objectives and priorities, including ERT protection, saving life, incident sectorisation, damage limitation and passive fire protection (as time permits) in consultation, as appropriate, taking account of changing circumstances and information received from the appropriate people.

2.2.4 Confirmed the remaining equipment and personnel required to contain the problem with the appropriate people.

2.2.5 Identified pre-formed plans and feasible alternatives and evaluated them as time allows.

2.2.6 Selected and implemented alternative options without delay.

2.2.7 Maintained communications with the appropriate people, verbally or by the use of the telephone or personal radio, throughout the incident as circumstances allow.

Underpinning Knowledge and Understanding

Within the limits of your responsibility you must be able to demonstrate that you know:

(a) Sources of information
(b) Uses of information
(c) Effect of changing circumstances on plans
(d) Methods of channels of communications
(e) Methods of identifying new priorities and objectives
ELEMENT 2.3  Determine when incident is completed

This element is about determining when the incident is completed, gathering information on the incident and ensuring equipment utilised is made available.

Standards of Performance

In achieving this element you will have (in accordance with procedures):

2.3.1  Debriefed appropriate people
2.3.2  Compiled a summary of the incident and passed to appropriate people
2.3.3  Initiated servicing of equipment and restoration of stocks

Underpinning Knowledge and Understanding

Within the limits of your responsibility you must be able to demonstrate that you know:

(a)  Rationale for debriefing
(b)  Key aspects of debriefing
(c)  Debriefing methods
(d)  Compiling an incident summary
(e)  Equipment servicing requirements
(f)  Stock levels and sources of supply
E.3 OERTL Workplace Assessment

Assessor Guidance and Assessment Records

Standards of Performance and Underpinning Knowledge

The workplace assessor should use the units and elements specified in this document as standards of performance and underpinning knowledge.

Assessor Qualifications/Certification

Assessors must:

a) Be qualified or certified in assessing competence in the workplace environment

b) Be occupationally competent i.e. have previous work experience of offshore emergency response team leader operations

c) Possess evidence that they are updating their knowledge in the particular field of assessment (in this case: offshore emergency response team leader operations)

AND ideally:

d) Be registered with a centre that assures quality in assessment processes.
Assessing the Candidate: Key Points

1) Enter the candidate’s and assessor’s details on the checklist and candidate record.

2) Prior to the assessment taking place you (the assessor) must:-
   a. Make the candidate(s) aware that they are to be assessed.
   b. Ensure that the candidate(s) understands the standard which they will be assessed against.
   c. Ensure that the assessment site and conditions for assessment are suitable.
   d. Clearly explain to the candidate(s) the task(s) to be performed indicating also how you intend to gather evidence (e.g. observation of simulated exercises, oral or written questions, and witness statements).

3) Allow an opportunity for feedback from the candidate.

4) On completion of the assessment the assessor should sign-off the Candidate Record.

5) Following the assessment the assessor should feedback on the candidate’s performance, identifying where appropriate the areas where competence has not been demonstrated and further training/development is required. These training/development requirements should also be communicated to the candidate’s employer.
**OERTL Assessment Checklist**  
Example of an assessor checklist template

<table>
<thead>
<tr>
<th>OPITO Standard OERTL Workplace Competence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
</tr>
<tr>
<td>Installation</td>
</tr>
<tr>
<td><strong>Candidate Name</strong></td>
</tr>
<tr>
<td>Company No.</td>
</tr>
<tr>
<td><strong>Assessor Name</strong></td>
</tr>
<tr>
<td>Company No.</td>
</tr>
<tr>
<td><strong>Unit</strong></td>
</tr>
<tr>
<td><strong>Element</strong></td>
</tr>
<tr>
<td><strong>Element Ref No.</strong></td>
</tr>
<tr>
<td><strong>Performance Criteria</strong></td>
</tr>
<tr>
<td><strong>Standard achieved Y/N</strong></td>
</tr>
<tr>
<td><strong>Evidence O S Q W</strong></td>
</tr>
</tbody>
</table>

**Assessor signature** | **Date**

**Assessor comments**

**Evidence key:** O: observation, S: simulation, Q: questioning, W: witness statement
**OERTL Competence Assessment Record**  
Example of an assessment record template

<table>
<thead>
<tr>
<th>Company</th>
<th>Installation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Candidate Name</th>
<th>Company No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessor Name</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Title:</th>
</tr>
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<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessor comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>I can confirm that the candidate <em>has met / has not met</em> the assessment criteria for this Unit</td>
</tr>
<tr>
<td><em>Delete as applicable</em></td>
</tr>
</tbody>
</table>

Feedback to Candidate:  
Note: If the candidate has **not** met the Assessment Criteria for this Unit: state the reasons why, and suggested any training requirement to address the competence gap.

---

**Assessor**

<table>
<thead>
<tr>
<th>Sign</th>
<th>Date</th>
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<tbody>
<tr>
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</table>

**Candidate comments**

<table>
<thead>
<tr>
<th>Candidate Sign</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Glossary of Terms and Abbreviations

Terms

Duty Holder
In relation to a fixed installation: the Duty Holder will typically be the Operator,
And in relation to a mobile installation; the Duty Holder will typically be the Owner.

Valid Certificate
An authentic certificate which is in-date i.e. has not expired

Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA</td>
<td>Breathing Apparatus</td>
</tr>
<tr>
<td>ERT</td>
<td>Emergency Response Team</td>
</tr>
<tr>
<td>OERTL</td>
<td>Offshore Emergency Response Team Leader</td>
</tr>
<tr>
<td>OERTM</td>
<td>Offshore Emergency Response Team Member</td>
</tr>
<tr>
<td>PPE</td>
<td>Personal Protective Equipment</td>
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</tbody>
</table>
Appendix 1

The topics listed below are to be delivered as part of the introduction to this course and included in the Lesson Plans/Instructor guides/Exercise Plans. Additional introduction topics may include training 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)