

STANDARD PRACTICE

Atlantic Canada Offshore Petroleum Industry

Standard Practice for the Training and Qualifications of Personnel

Revised April 2008

The Canadian Association of Petroleum Producers (CAPP) represents 130 companies that explore for, develop and produce natural gas, natural gas liquids, crude oil, oil sands, and elemental sulphur throughout Canada. CAPP member companies produce more than 95 per cent of Canada's natural gas and crude oil. CAPP also has 150 associate members that provide a wide range of services that support the upstream crude oil and natural gas industry. Together, these members and associate members are an important part of a \$120-billion-a-year national industry that affects the livelihoods of more than half a million Canadians.

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Appendix A Terms of Reference

Appendix B Glossary

Overview

The investigation into the loss of the mobile offshore drilling unit the *Ocean Ranger* and its entire crew in February 1982 offshore Newfoundland revealed serious deficiencies in the formal training of offshore workers, both in matters affecting the safety of the installation itself and in procedures to improve the chances of workers surviving an offshore accident. Since that time, both the offshore petroleum industry and government authorities have focused a large effort on remedying the deficiencies in training which were identified.

The Atlantic Canada Offshore Petroleum Industry: Standard Practice for the Training and Qualifications of Personnel is the culmination of a joint effort among the offshore industry operators, drilling contractors and regional and national regulatory authorities to produce a single document containing a concise description of the minimum qualifications and certificated safety training required of individuals working in Atlantic Canada's offshore petroleum industry. The requirements have been made sufficiently broad to allow their application to each type of installation likely to operate in Canada's east coast offshore areas. Future editions will likely be applicable to all Canadian offshore areas.

Operators of offshore projects have responsibility for ensuring their operations comply with the requirements set out in this document, and should establish sufficient internal controls that will enable them to assess the adequacy of the training and qualifications of project personnel and ensure they remain compliant and competent for the duration of the project. This Standard Practice is not intended to be all inclusive and simple adherence to the Standard Practice is not sufficient to ensure an operator's or employer's obligations pursuant to relevant applicable legislation. The Standard Practice does not, for example, cover all aspects of training and competency assurance as it relates to internal company procedures, processes and equipment. Operators and employers must exercise due diligence to ensure all workers are properly trained to deal with all hazards and to complete all safety critical tasks.

It is intended that a joint Committee comprising industry and government representatives will review this document on an annual basis (see Appendix A for Atlantic Canada Offshore Petroleum Training and Qualifications Committee's Terms of Reference). The Committee will also consult with other relevant stakeholders such as the offshore workforce and educational and training institutions, recommend revisions to the document as deemed appropriate and seek approval of the revisions in accordance with an agreed upon amendment process. Readers should be aware that this document is the result of a collaborative effort among several government and industry groups. Consequently the document, while administered by the Petroleum Boards, was not developed in the same manner as a "Guideline" document produced solely by the Petroleum Boards pursuant to their mandates as specified in legislation.

Comments or queries relating to the information presented in this document should be directed to the Atlantic Canada Manager, Canadian Association of Petroleum Producers, Suite 403, Scotia Centre, 235 Water Street, St. John's, NL A1C 1B6 or by email to communication@capp.ca.

Offshore Workforce Engagement Protocol

The offshore workforce should be engaged in all proposed changes to the Standard Practice. The Training and Qualifications Committee (the Committee) will engage the workforce by sending proposed changes and updates, via the installation owners' Joint Occupational Health and Safety (OH&S) Committees, for review and comment. The Committee will endeavour to send a Change Request summary to the Joint OH&S Committees at least 45 days prior to approval. Comments will be accepted for review as part of the approval process.

Periodic updates, via plain language, "presentations type", communications, will be issued via the operators and owners to the various Joint OH&S Committees on all installations active in Atlantic Canada.

The Training and Qualifications Committee will endeavour to provide feedback to those OH&S Committees providing comments.

Chapter Summaries

1. Drilling Installations – Personnel Qualifications and Training

This chapter outlines the minimum qualifications, safety training and, where appropriate, marine and professional certification, required of operator and drilling contractor personnel assigned to *drilling installations* operating in Canada's offshore areas. For each position, the role and reporting relationship is provided along with details regarding service requirements.

2. Production Installations – Personnel Qualifications and Training

This chapter outlines the minimum qualifications, safety training and, where appropriate, marine and professional certification, required of operator and drilling contractor personnel assigned to *production installations* operating in Canada's offshore areas. For each position, the role and reporting relationship is provided along with details regarding service requirements.

3. Mandatory Safety Training for All Petroleum Installations

Chapter 3 provides a brief description of the mandatory safety and emergency preparedness training required of individuals who work on or visit all installations operating in Canada's offshore areas.

The training programs described therein have been categorized as follows:

- *Personal Safety Training* which provide individuals with a basic level of training to prepare them to react effectively to protect themselves and assist others in an emergency situation;
- *Technical Safety Training* which ensure personnel assigned responsibility for the integrity and safe operation of the well and the installation are properly trained and competent in their area of responsibility; and
- *Emergency Team Training* which provide designated personnel with the knowledge and skills necessary to perform together as an effective emergency and rescue response team.

4. Mobile Offshore Drilling Units – Marine Certification

Under construction (refer to note on chapter page)

5. Standby and Supply / Support Vessel – Personnel Qualifications and Training

This chapter identifies the minimum safety and emergency response training required of the crews of support vessels as set out in energy authority legislation and Transport Canada's *Standards Respecting Standby Vessels (TP 7920)*. The training is intended to provide crew members with the knowledge and skills necessary to fulfill their support roll.

6. Emergency Preparedness and Response for All Petroleum Installations

This chapter is intended to provide guidance to offshore operators in the development of policies, plans and procedures that will prepare people to respond immediately and effectively to minimize the potential consequences of an emergency and, where possible, facilitate the resumption of normal operations.

7. Exemption and Equivalency Procedures

Because of the intermittent nature of employment, course scheduling and other factors, it may not always be possible for an individual to fulfill all the qualification and training requirements set out in this document prior to traveling offshore. In such circumstances, an exemption may be granted on a case-by-case basis with the approval of the operator's senior onshore representative and the Offshore Installation Manager (OIM). This chapter provides guidance with respect to exemption procedures along with a corresponding exemption form. The chapter also provides guidance to operators on how to document and communicate determinations of equivalency.

8. Recognition of Certificates

This chapter explains that the list of "recognized" certificates provided in the document is provided solely to assist users and is not intended to preclude the use of other training courses and approaches which meet the intent of the Standard Practice. The chapter further explains that the Committee does not accredit or approve courses or training institutions or formally audit courses, but simply makes its best effort to monitor the quality of course delivery through the resources and participation of individual members.