OPITO APPROVED STANDARD

Control of Work Training for Performing Authorities

OPITO Standard Codes

<table>
<thead>
<tr>
<th></th>
<th>Course Title</th>
<th>Course Type</th>
<th>Code</th>
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<tr>
<td>1</td>
<td>Control of Work Training for Performing Authorities</td>
<td>Classroom-based</td>
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<td>2</td>
<td>Control of Work Training for Performing Authorities (CBT)</td>
<td>Computer-based</td>
<td>9231</td>
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<td>3</td>
<td>Control of Work Refresher Training for Performing Authorities</td>
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<td>Control of Work Refresher Training for Performing Authorities (CBT)</td>
<td>Computer-based</td>
<td>9233</td>
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OPITO Standards

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The contents of this document were developed by an industry workgroup facilitated and supported by OPITO. The workgroup consisted of representation from a cross section of oil and gas Industry employers, discipline experts working within the industry and members of the OPITO Approved Training network.

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

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Guidance on this standard is available by contacting OPITO at: Standards Enquiries

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

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<th>AMENDMENT &amp; DATE</th>
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<th>CHANGES MADE BY</th>
<th>CHECKED BY</th>
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<tr>
<td>Revision 0</td>
<td></td>
<td>M. Carr</td>
<td>Industry Work Group (IWG)</td>
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<td>M. Carr</td>
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Revised Course Code with Standard Code in Title Page and amended reference to 'course identification code' with 'OPITO registration code' under section D.3 Certification, inserted amended Appendix 1 to include more relevant OPITO information - to align with other OPITO standards

Revision 0 Amendment 1 10-January 2013

Any amendments made to this standard by OPITO will be recorded above.
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Introduction and Course Description

Effective control of work is crucial to safe operations and the people responsible for control of work are central to it. By implementing consistent training standards for key personnel responsible for control of work at oil and gas installations and sites, many incidents caused by inadequate control of work (or where inadequate control of work is a contributory factor) may be mitigated or prevented. There are a number of responsible roles involved in the control of work, but one of the key roles is the person responsible for control of work at the worksite(s).

The oil and gas industries’ Step Change in Safety Group requested OPITO to facilitate the development of a common initial training standard for personnel responsible for control of work at the worksite(s). For the purpose of this Standard, the role of the person in control of work at the worksite will be called the Performing Authority (see Table 1 for equivalent titles for this role).

This standard defines the Initial and Refresher Training Programme for the Performing Authority; it specifies the generic skills, knowledge, understanding and behaviours required to carry out the role in a safe and effective manner.

The initial and refresher training specified in this Standard will need to be supplemented by company and installation/site-specific training. This supplementary training will provide the Performing Authority with an understanding of the specific company and installation/site systems and procedures required for control of work, and details of the hazards and emergency response requirements associated with the Installation/Site.
Permit-to-work roles

There are a number of roles which are commonly found in the day-to-day running of permit-to-work systems. There can be a considerable variation in the titles given to those people carrying out these roles. Table 1 compares titles used in different permit-to-work systems among companies and business units.

Table 1

<table>
<thead>
<tr>
<th>Role</th>
<th>Suggested title</th>
<th>Alternate titles found in permit-to-work systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person requiring the job to be done</td>
<td>Originator</td>
<td>Permit Originator, Requestor</td>
</tr>
<tr>
<td>Person working under the terms of the permit</td>
<td>Permit User</td>
<td>Competent Person</td>
</tr>
<tr>
<td>Person authorising the permit for issue e.g. if an extra level of authorisation is required</td>
<td>Permit Authoriser</td>
<td>OIM, Approver</td>
</tr>
<tr>
<td>Person issuing the permit</td>
<td>Issuing Authority</td>
<td>Responsible Person, Permit Coordinator, Asset Shift Supervisor, Permit Issuer,</td>
</tr>
<tr>
<td>Person accepting the permit on behalf of the permit user(s)</td>
<td>Performing Authority</td>
<td>Acceptor, Nominated Person, Work Leader, Person in Charge of the Work</td>
</tr>
<tr>
<td>Person in control of location where the work is to be carried out</td>
<td>Area Authority</td>
<td>Nominated Area Operator, Responsible Person, System Operator</td>
</tr>
<tr>
<td>Person carrying out checks as detailed on the permit</td>
<td>Site Checker</td>
<td>Gas Tester, Authorised Gas Tester</td>
</tr>
<tr>
<td>Person Responsible for making isolations</td>
<td>Isolating Authority</td>
<td>Authorised Person (electrical, mechanical, process), Responsible Person (e.g. Responsible Electrical Person or Electrical Responsible Person)</td>
</tr>
</tbody>
</table>

Source: HSE HSG250
SECTION A  Initial Training

This section specifies the minimum initial training requirement for the Performing Authority (PA). Further installation/site-specific induction and systems training is the responsibility of the site/installation Duty Holder (See Appendix 2 for the Company and installation/site-specific Training Guide).

Delegates have the option of either:

(a) A classroom-based Initial Training programme, or
(b) A computer-based Initial Training programme.

The Installation/site Duty Holder or the delegate’s employer will decide which form of training is suitable. Irrespective of the method used, this Training Standard specifies the topics that must be covered, the expected learning outcomes of the training, and the evaluation/testing criteria to demonstrate the delegate has learned what is expected of them.

A.1 Target Group for the Initial Training Programme

The target group for Initial Training is personnel who intend to act, or are already acting, as a Performing Authority in the workplace.

A.2 Delegate pre-requisites for the Initial Training Programme

There are no pre-requisites for attending the Initial Training course.
A.3 Physical and stressful demands of the Initial Training Programme

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.

OPITO-approved Centres are therefore required, as a minimum, to ensure that prior to participating in practical exercises the delegate or 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 delegate/candidate aware that they must immediately inform the Centre staff if this capability changes – at any time prior to, or during the programme.

Delegates/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 may 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 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 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 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/candidates any physical or mental demands other than those required to meet the Standard.

**Note:** For those who complete the CBT option; the time spent at, and the terminal setup, should comply fully with current Display Screen Equipment Legislation.
A.4  **Aim and objectives of the Initial Training Programme**

The aim of the Initial Training Programme is to equip the delegate with a minimum, generic, industry-wide understanding and basic skills required of the role of the Performing Authority.

The objectives of the Initial Training Course are to ensure that Performing Authorities and prospective Performing Authorities:

(a) Are aware of their legal responsibilities of being in charge of work parties at the worksite
(b) Are able to recognise and assess worksite hazards and associated risks. And are able to control, reduce or eliminate the risks through formalised risk assessment systems and safe systems of work.
(c) Monitor and control the work effectively and respond appropriately to changes in work conditions or the work plan
(d) Manage and control work safely through effective communication and handovers at various stages of the work.

A.5  **Learning Outcomes of the Initial Training Programme**

To successfully complete the Initial Training Programme: delegates must meet all the learning outcomes specified below:

**Module 1 Learning Outcomes** (Introduction to Control of work)

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

(1) Identify the main legal requirements and guidance documents relevant to control of work
(2) State the purpose of a permit-to-work system
(3) Explain the principles of work control, and how work is controlled within typical permit-to-work systems
(4) Identify the main types of control of work documents (hot work, isolation certificates etc.) and explain their purpose and why they are cross-referenced to each other.
(5) Identify the main roles within a typical permit-to-work system and the function of each role
(6) Explain the role of the Performing Authority
(7) State the responsibilities of the Performing Authority

Continued.
Module 2 Learning Outcomes (Task Risk Assessment)

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

8) Define the term: ‘hazard’
9) Identify common ways of grouping oil and gas industry workplace hazards e.g. Electrical, chemical, radiation etc.
10) Identify typical effects and consequences of specific hazards
11) Define the term: ‘risk’
12) Differentiate between hazard and risk
13) Give examples of work-related hazards and explain the associated risk element
14) Explain the purpose of a task risk assessment
15) Identify and explain the main steps of a typical task risk assessment process
16) Identify and explain typical controls that would be put in place to eliminate or reduce such risks
17) Give a brief explanation of the term: ‘ALARP’
18) Explain typical methods for recording a task risk assessment
19) Explain how to undertake a review of existing task risk assessments and why reviews are required.
20) Prepare a task risk assessment (practical exercise)

Module 3 Learning Outcomes (Controlling Work Activities)

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

21) Identify and explain typical steps in planning and preparing for the work activity/activities
22) Identify and explain hazards and risks of simultaneous working at multiple worksites
23) Explain how others may be affected by the work activities
24) Explain the requirement to communicate effectively with everyone involved at the worksite (team briefings, toolbox talks etc)
25) Explain how the PA can verify isolations for the work in hand
26) Know how to comply with typical work control document and Permit-to-Work (PTW) rules and requirements
27) Explain why regular worksite visits and inspections are important
28) Explain how unplanned changes to the work plan and changes to the workplace conditions can affect worksite safety; the PA’s responsibility to respond appropriately to the changes
29) Identify typical methods for controlling work activities
30) Understand that performing authorities have a responsibility to stop the work if they, or any other person, expresses concerns related to the work activities.
Module 4 Learning Outcomes (Handover, work suspension and completion)

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

(31) Explain the requirement for effective handovers
(32) Explain techniques and methods to ensure effective handovers
(33) Identify typical reasons for suspending work
(34) Identify typical steps in suspension of work
(35) Explain typical work completion requirements
(36) Explain how lessons learned from work activities should be captured and recorded
(37) Explain how waste from work activities can be managed according to local site rules

A.6 Delegate performance evaluation of the Initial Training Programme

Delegates will be evaluated against the specified learning outcomes for each module, whether classroom-based training or computer-based training (CBT). The performance evaluation will be in the form of a test. The test must cover all of the learning outcomes and contain a balanced mix of multiple-choice questions and other question types (e.g. written, drag-and-drop). The test will be ‘open book’ (for classroom-based training) and last a maximum of one hour, with a required pass mark of 80%. The delegate must achieve the pass mark to be awarded a certificate. If delegates undertaking the test via CBT, they must be given the opportunity to refresh their learning if they get answers wrong the first time round. If required and time permits during the course, further coaching may be given to individual delegates to enable them to reach the required standard.

A.7 Duration and timing of the Initial Training Programme

The optimum contact time for the classroom based, tutored training is 7 hours (including evaluation and testing) with a ratio of 90% theory to 10% *practical.

*practical: For delegates that choose to take the CBT training, an equivalent ‘virtual’ practical exercise must be completed.

The optimum contact time for the CBT course (including evaluation and testing) is 4 hours

Where this training is part of a programme of longer duration the total contact time per day must not exceed 8 hours and the total training day must not exceed 10 hours. The total training day includes contact time, refreshment and meal breaks and travel between training sites where applicable.
## Initial Training Programme timing

### Table 1: Classroom-based timings

<table>
<thead>
<tr>
<th>Module</th>
<th>Element</th>
<th>Expected (approximate) Duration (minutes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction to Control of Work</td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>Legal requirements of control of work</td>
<td>20</td>
</tr>
<tr>
<td>1.2</td>
<td>Responsibilities of the Performing Authority</td>
<td>20</td>
</tr>
<tr>
<td>1.3</td>
<td>Principles of permit to work systems</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>(1 hrs 0 mins)</td>
</tr>
<tr>
<td>2</td>
<td>Task Risk Assessment</td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Identify hazards at the worksite</td>
<td>15</td>
</tr>
<tr>
<td>2.2</td>
<td>Assessing risks (including practical)</td>
<td>60</td>
</tr>
<tr>
<td>2.3</td>
<td>Common industry-specific risks</td>
<td>15</td>
</tr>
<tr>
<td>2.4</td>
<td>Recording risk assessments</td>
<td>15</td>
</tr>
<tr>
<td>2.5</td>
<td>Reviewing risk assessments</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>(2 hrs 0 mins)</td>
</tr>
<tr>
<td>3</td>
<td>Controlling Work Activities</td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>Planning and Preparing for work activities</td>
<td>40</td>
</tr>
<tr>
<td>3.2</td>
<td>Work-party briefings/toolbox talks (TBT)</td>
<td>40</td>
</tr>
<tr>
<td>3.3</td>
<td>Performing the work</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>(2 hrs 0 mins)</td>
</tr>
<tr>
<td>4</td>
<td>Handover, Work Suspension and Completion</td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td>Handovers</td>
<td>15</td>
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<tr>
<td>4.2</td>
<td>Making the worksite safe</td>
<td>15</td>
</tr>
<tr>
<td>4.3</td>
<td>Permit suspension and completion</td>
<td>15</td>
</tr>
<tr>
<td>4.4</td>
<td>Lessons learned</td>
<td>15</td>
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<tr>
<td></td>
<td>TOTAL</td>
<td>(1 hrs 0 mins)</td>
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<tr>
<td></td>
<td>Knowledge test</td>
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<td></td>
<td>GRAND TOTAL</td>
<td>(7 hrs 0 mins)</td>
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**Note:** The contact times specified in Table 1 refer to classroom-based training. As the duration of the CBT Programme is only 4 hours compared with the classroom based training of 7 hours, the above timings do not apply to CBT. However, topic times for the individual CBT modules must be an equivalent proportional percentage (approximate) of the total CBT duration e.g. the classroom-based Task Risk Assessment module is 2/7 of 7 hours = 2 hrs; therefore CBT Task Risk Assessment module should be 2/7 of 4 hrs = 1 hr (approximately)
A.8 The Initial Training Programme

The Initial Training Programme is comprised of the following modules and elements:

**Module 1** Introduction to Control of Work
- Element 1.1 Legal requirements of control of work
- Element 1.2 Responsibilities of the Performing Authority
- Element 1.3 Principles of permit-to-work systems

**Module 2** Task Risk Assessment
- Element 2.1 Identifying hazards at the worksite
- Element 2.2 Assessing risks
- Element 2.3 Common industry-specific risks
- Element 2.4 Recording risk assessments
- Element 2.5 Reviewing risk assessments

**Module 3** Controlling Work Activities
- Element 3.1 Planning and preparing for work activities
- Element 3.2 Work-party briefings/toolbox talks (TBT)
- Element 3.3 Performing the work

**Module 4** Handovers, Work Suspension and Work Completion
- Element 4.1 Handovers
- Element 4.2 Making the worksite safe
- Element 4.3 Permit suspension and completion
- Element 4.4 Lessons learned

**Initial Training Programme**

Training staff (and CBT) must provide clear explanations and deliver training which covers all the topics specified in Modules 1 to 4 to ensure that delegates meet the learning outcomes detailed in section A5.

Each module must be introduced by the training staff (and CBT guides) and include:

(a) **Aim** – The main purpose of the module  
(b) **Learning Outcomes** – What the delegates are expected to learn  
(c) **Timetable** – Training module duration and timing  
(d) **Evaluation** – How delegates will be evaluated and what they will be evaluated against  
(e) **Staff** - Who will be delivering the training and roles of training support staff.
MODULE 1  
Introduction to Control of work and Permit-to-work

Element 1.1  
Legal requirements of control of work

1.1.1 Legislation and guidance documents relevant to the control of work (Refer to Appendix 4 for relevant UK specific legislation), to include:
(a) Legislation specific to control of work - explain the purpose of the legislation and the main sections relevant to control of work
(b) Legislation relevant to control of work - make delegates aware of existence of various legislation and provide a brief outline of its relevance to control of work

1.1.2 The main legal duties placed on the individual, employer and duty holder under the relevant legislation governing control of work

1.1.3 Compliance with legislation as applied to workplace activities.

Element 1.2  
Responsibilities of the Performing Authority

1.2.1 The role and main responsibilities of a performing authority (PA)
1.2.2 PA Legal responsibilities (Legal, Process, Duty of Care for Others, etc)
1.2.3 PA responsibility within the risk assessment process
1.2.4 Control of work at multiple worksites
1.2.5 Methods of communications used during control of work
1.2.6 Responding to changing workplace circumstances and environment
1.2.7 Stopping the job – understand that the PA has a responsibility to stop the work if there is a threat to:
(a) The health and safety of the work party
(b) The health and safety of others affected by the work
(c) Plant and machinery
(d) The environment
or
If genuine concerns are expressed by anyone connected with or affected by the work activities.

Element 1.3  
Principles of permit-to-work systems

1.3.1 Systems used to control work e.g. integrated safe systems of work
1.3.2 Industry and government body PTW guidance documents
1.3.3 Purpose and principles of PTW systems and an overview of typical PTW processes (electronic and paper-based)
1.3.4 Types of work likely to be controlled by permit-to-work processes
1.3.5 Types of work not likely to be controlled by permit-to-work processes
1.3.6 Typical control of work documents (e.g. hot work permits, electrical permits and isolation certificates) – and how they are cross-referenced to each other.
1.3.7 Typical PTW roles and functions – to include all roles detailed in Table 1.
1.3.8 Awareness of variation in company-specific standards which may be applied to Control of Work.
MODULE 2 Task Risk Assessment

Element 2.1 Identifying hazards at the worksite

2.1.1 Definition and explanation of the term: ‘hazard’
2.1.2 Typical plant/process hazards
2.1.3 Hazard groups; to include:
   (a) Hazardous atmospheres
   (b) Gravity
   (c) Electrical
   (d) Mechanical
   (e) Chemical
   (f) Pressure
   (g) Radiation e.g. (NORM)
   (h) Thermal
   (i) Noise
   (j) Biological

2.1.4 Typical effects and consequences of specific hazards (use hazard examples listed in Element 2.3.1)
2.1.5 Hazard checklists – how to use them and benefits derived from using them
2.1.6 The importance of worksite visits
2.1.7 Using lessons learned from previously-used risk assessments in developing new ones.

Element 2.2 Assessing risks

2.2.1 Definition of the term: ‘risk’ and the difference between hazard and risk
2.2.2 The purpose of a risk assessment
2.2.3 Typical risk assessment processes, levels & matrices
2.2.4 Risk assessment teams
2.2.5 Impact of work activities on safety systems
2.2.6 Hazards and risks associated with simultaneous operations
2.2.7 Human factors (e.g. error, omissions, communication, violations, fatigue)
2.2.8 Appropriate controls to eliminate or mitigate specific risks
2.2.9 Hierarchy of controls; eliminate, substitute, reduce etc.

Element 2.3 Common industry-specific risks

2.3.1 Typical risks associated with hazards specified in 2.1.3
Element 2.4  Record risk assessments  

2.4.1 Typical methods for recording/documenting risk assessments  
2.4.2 Referencing site/company safe working practices/supporting documentation  
2.4.3 Gaining approval for risk assessments  

Element 2.5  Review risk assessments  

2.5.1 Reviewing existing risk assessments  
2.5.2 Reviewing reference site/company safe working practices/supporting documentation  
2.5.3 Updating risk assessments  
2.5.4 ALARP (is there anything else that can be done to reduce risk?)  

Module 2 Practical Exercise: Demonstrate the key elements of preparing a risk assessment using a generic oil and gas industry related example (use of one or a combination of: photographs, illustrations, and/or video) which includes identifiable hazards. The delegates should evaluate the hazards, prepare a risk assessment, and then decide on controls that can be added to eliminate or lower the risk.  

CBT equivalent exercise: For delegates that choose to undertake the CBT training, an equivalent ‘virtual’ risk assessment exercise must be completed.  

Module 3  Controlling Work Activities  

Element 3.1  Planning and Preparing for work  

3.1.1 Work planning and preparation  
3.1.2 Confirming worksite status through worksite visits and inspections  
3.1.3 Communicating with the Permit Issuing Authority  
3.1.4 Confirming scope of work  
3.1.5 Isolations: verifying integrity and cross-referencing isolations to the main permit  
3.1.6 How the PA can verify the isolation integrity for the work in hand e.g. ask an appropriately authorised person to attempt to start a machine, that has been recorded as isolated, using normal start switches  
3.1.7 Awareness of others that may affect, or be affected by PA work party activities  
3.1.8 Emergency response actions required – PA responsibility to communicate, discuss and agree task-based emergency response actions with the work team(s) and facility-based emergency response actions i.e. work team response to typical Installation/site emergency response alarms  
3.1.9 Identifying and implementing effective controls and barriers before the issue of a permit  
3.1.10 PA accepting, reading and checking the permit to work, isolation certificates and other work-related PTW documents
Element 3.2  Work party briefings / toolbox talks (TBT)

3.2.1  The principles of an effective TBT
3.2.2  PA responsibility to communicate effectively to all parties affected by the work
3.2.3  Ensuring all members of the work party actively participate in the TBT
3.2.4  Reviewing work control documents with work party
3.2.5  Communicate, discuss and agree work scope, hazards, risks and controls with the work party
3.2.6  Empowering members of the work party to raise work activity concerns with the PA - if they have any.
3.2.7  Duty to 'stop the job' communicated, discussed and agreed at the TBT - understand that work may be interrupted or stopped at any time by anyone if the PA, work party or others affected by the work activities express concerns about:
   (a) The health and safety of the work party
   (b) The health and safety of others affected by the work
   (c) Damage to, or the safety of, plant and machinery
   (d) Environmental damage (potential or otherwise)
   (e) Individuals unsure about roles related to the work activities or ability to carryout work activities, or
Any other issues that could cause work activity related problems

3.2.8  Identifying new hazards, updating risk assessment
3.2.9  Reviewing the permit if new members join the work party
3.2.10 Be prepared to repeat the TBT if the risk assessment is updated or new members join the work party

Element 3.3  Performing work

3.3.1  Complying with task risk assessments and other associated work control documents.
3.3.2  Display a copy of the permit at/near worksite
3.3.3  Ensuring the worksite is safe during work – PA worksite visits and inspections
3.3.4  Responding to change in worksite status - identifying changing workplace conditions, task scope and team makeup
3.3.5  Continual worksite reassessment for changing or additional hazards
3.3.6  Responsibility of the PA to act on any 'stop the job' requirements
3.3.7  Dynamic review of the worksite – stopping the work at previously agreed stages of the work to gauge progress or reassess the work
3.3.8  Hazards and risks associated with simultaneous working at multiple sites (especially sites within close proximity to each other)
3.3.9  Responsibility for effective supervision at single and multiple worksites
3.3.10 PA maintaining overview of worksites
MODULE 4  Handovers, work suspension and work Completion

Element 4.1  Handovers

4.1.1  The requirement for effective handovers e.g. shift, team or crew-change handovers
4.1.2  Effective techniques and methods of communicating handover information
4.1.3  Effective reporting of work status at handover.

Element 4.2  Making the worksite safe on completion or suspension of the work

4.2.1  PA’s responsibility for ensuring that the worksite is left in a safe condition upon completion or suspension of the work activities
4.2.2  Ensuring that the worksite is left in a clean and tidy condition and waste is disposed of according to local and site-specific rules
4.2.3  Returning PTW-related certificates to the Issuing Authority and discuss work status.

Element 4.3  Permit suspension and completion

4.3.1  Understanding typical reasons why permits may be suspended, and principles and typical steps of permit suspension
4.3.2  PA responsibility to discuss suspension or completion status of work with the Issuing Authority (to include any isolation and inhibit status and requirements).
4.3.3  Typical PA permit signatory requirements for completion of work activities.

Element 4.4  Lessons learned

4.4.1  How lessons learned from work activities are recorded when work is completed or suspended
4.4.2  How lessons learned might be used in future work activities.
SECTION B   Refresher Training

This section specifies the refresher training requirement for the Performing Authority (PA). Further installation/site-specific induction and systems training is the responsibility of the installation/site Duty Holder (See Appendix 2 for the Company and installation/site-specific Training Guide)

Delegates have the option of either:

(a) A classroom-based Refresher Training programme, or
(b) A computer-based (CBT) Refresher Training programme (see Appendix 1)

The delegate’s employer will decide which form of training is suitable.

CBT Refresher Training

Employers also have the option of choosing whether the delegate undertakes the full classroom based Refresher Training programme or, following an initial test, refreshes training only on the module elements associated with questions not answered or answered incorrectly by the delegate.

To accommodate this, the CBT Refresher Training must include a diagnostic programme which allows the delegate to refresh the training only on the module elements associated with questions not answered or answered incorrectly by the delegate in the initial test. Delegates will then be re-tested only on the relevant module elements. See Section B.6 for test evaluation detail.

B.1    Target Group for Refresher Training

This programme is designed to meet the refresher training and evaluation requirements for a performing authority.

B.2    Delegate pre-requisites for Refresher Training

Delegates must hold a valid OPITO-approved certificate for Control of Work Training for Performing Authorities (Initial or Refresher Training), or verifiable evidence of their PA experience.
B.3 Physical and stressful demands of Refresher Training

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.

OPITO-approved Centres are therefore required, as a minimum, to ensure that prior to participating in practical exercises the delegate or 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 delegate/candidate aware that they must immediately inform the Centre staff if this capability changes – at any time prior to, or during the programme.

Delegates/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 may 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 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 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 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/candidates any physical or mental demands other than those required to meet the Standard.
B.4 Aim and objectives of Refresher Training

Classroom-based Refresher Training

**Aim:** The aim of the Refresher Training Programme is to refresh and update the knowledge, understanding and skill elements of the Performing Authority.

**Objectives:**

The objectives of the Refresher Training programme are to refresh and reinforce the following:

(a) The responsibilities that apply to the PA role.
(b) Effective hazard and risk assessment methods and techniques
(c) Effective control of the worksite and communication with work parties
(d) Typical permit-to-work stages and processes that apply to control of work.

CBT Refresher Training objectives

The objectives of the CBT Refresher Training are to test delegates on their current knowledge and skills and refresh the specific training elements (and re-test delegates) where their understanding and skills did not meet the standard.

B.5 Learning Outcomes of Refresher Training

The Refresher Training Programme will use the same learning outcomes specified in the Initial Training Programme. Refer to A5 for the learning outcomes.
B.6 Delegate performance evaluation for Refresher Training

Delegates will be evaluated against the specified learning outcomes for each module, whether classroom-based training or computer-based training (CBT). The performance evaluation will be in the form of a test. The test must cover all of the learning outcomes and contain a balanced mix of multiple-choice questions and other question types.

For classroom-based training: the test will be ‘open book’ with a maximum duration of **one hour**, and a required **pass mark of 80%**. The delegate must achieve the pass mark to be awarded a certificate.

Delegates undertaking the Refresher Training via CBT must be tested (against the learning outcomes) at the start of the programme and refresh the relevant module elements if they have not answered or answered incorrectly – refer to [CBT Refresher Training](#) for Refresher Training options.

Delegates must achieve an **overall pass mark of 80%** for CBT Refresher Training to be awarded a certificate (they must either achieve 80% or greater on the initial test, or answer sufficient questions correctly following refresher training and re-test until their initial test plus re-test mark is 80% or greater).

If required and time permits during the course, further coaching may be given to individual delegates to enable them to reach the required standard.

B.7 Duration and timing of Refresher Training

The optimum contact time for the classroom-based Refresher Training is **4 hours** - with a ratio of 90% theory to 10% *practical*.

The optimum contact time for CBT Refresher Training will depend on the number of module elements the delegate is required to refresh.

*practical: For delegates that choose to take the CBT training, an equivalent ‘virtual’ practical exercise must be completed.

**Note:** Although the Refresher Training contains the same modules as the Initial Training, the duration of the classroom-based Refresher Training is half that of the Initial Training. This is because the Refresher Training is seen as a reinforcement of performing authority principles and practices and therefore will not need the same amount of time for explanations as the Initial Training.

Where this training is part of a programme of longer duration the total contact time per day must not exceed 8 hours and the total training day must not exceed 10 hours. The total training day includes contact time, refreshment and meal breaks and travel between training sites where applicable.

For those who complete the CBT package the time spent at the terminal should comply fully with the Display Screen Equipment Legislation (see [Appendix 2](#)).
### Refresher Training programme timing

<table>
<thead>
<tr>
<th>Module</th>
<th>Element</th>
<th>Expected (approximate) Duration (minutes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Control of Work</td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>Legal requirements of control of work</td>
<td>-</td>
</tr>
<tr>
<td>1.2</td>
<td>Responsibilities of the Performing Authority</td>
<td>-</td>
</tr>
<tr>
<td>1.3</td>
<td>Principles of permit to work systems</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>(0 hrs 30 mins)</td>
</tr>
<tr>
<td>2</td>
<td>Task Risk Assessment</td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Identify hazards at the worksite</td>
<td>-</td>
</tr>
<tr>
<td>2.2</td>
<td>Assessing risks (including practical)</td>
<td>-</td>
</tr>
<tr>
<td>2.3</td>
<td>Common industry-specific risks</td>
<td>-</td>
</tr>
<tr>
<td>2.4</td>
<td>Recording risk assessments</td>
<td>-</td>
</tr>
<tr>
<td>2.5</td>
<td>Reviewing risk assessments</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>(1 hrs 0 mins)</td>
</tr>
<tr>
<td>3</td>
<td>Controlling Work Activities</td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>Preparing for work</td>
<td>-</td>
</tr>
<tr>
<td>3.1</td>
<td>Work-party briefings/toolbox talks (TBT)</td>
<td>-</td>
</tr>
<tr>
<td>3.2</td>
<td>Performing the work</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>(1 hrs 0 mins)</td>
</tr>
<tr>
<td>4</td>
<td>Handover, Work Suspension and Completion</td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td>Handovers</td>
<td>-</td>
</tr>
<tr>
<td>4.2</td>
<td>Making the worksite safe</td>
<td>-</td>
</tr>
<tr>
<td>4.3</td>
<td>Permit suspension and completion</td>
<td>-</td>
</tr>
<tr>
<td>4.4</td>
<td>Lessons learned</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>(0 hrs 30 mins)</td>
</tr>
<tr>
<td></td>
<td>Knowledge test</td>
<td>(1 hrs 0 mins)</td>
</tr>
<tr>
<td></td>
<td>GRAND TOTAL</td>
<td>(4 hrs 0 mins)</td>
</tr>
</tbody>
</table>

### B.8 The Refresher Training Programme

The Refresher Training Programme covers the same topics specified in Module’s 1 to 4 (Section A.8) However, because this programme is aimed at experienced performing authorities there isn’t the requirement to go into the same depth – hence the 4 hour duration.
SECTION C  Resources for Training

In order that a training programme may be delivered successfully it is essential that the right staff is in place to support the programme and that appropriate facilities and equipment are used throughout the programme.

C.1  Staff

In order for this training programme to be delivered successfully, it is necessary to have appropriate people in the training and supporting roles.

Training instructors for classroom-based courses must:

(a) Fully understand the requirements of this Industry Standard

(b) Be occupationally competent i.e. they must hold a valid OPITO Control of Work Training for Performing Authorities certificate, and a minimum of 3 years experience in a permit authority or control of work role.

(c) Be trained in instructional/evaluation techniques, and have proven instructing/teaching experience.

(d) Be included in an ongoing training and development programme, which ensures they are aware and knowledgeable of changes to relevant legislation and industry requirements.

Training facilitators for CBT courses must:

(a) Fully understand the requirements of this Industry Standard

(b) Hold a valid OPITO Control of Work Training for Performing Authorities certificate

(c) Be trained in instructional/evaluation techniques, and have proven training or facilitation experience.

All staff will have the appropriate competencies to conduct/assist with the element of training being undertaken.
C.2 Trainer/Delegate Ratio

The maximum number of delegates attending this programme will be 16.

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

**Classroom-based training**
- Theory: 1:16 (Instructor-to-delegates)
- Practical: 1:8 (Instructor-to-delegates)

**CBT**
- Theory and Practical: 1:16 (Instructor/facilitator-to-delegates)
C.3 Facilities

Facilities may vary depending on the type of delivery of the training i.e. classroom-based or CBT. However, training facilities must be of a required standard – see below for details.

Administration arrangements must be in place to support delegates from booking through registration and evaluation to certification.

Theory training area(s) must be so designed to enable each delegate to participate fully.

Practical training areas so designed to accommodate the full working area of the training activities to enable each delegate to participate fully.

Location of Training

Prior to any courses being delivered remotely, training providers must comply with the following requirements:

(a) Prior to initial approval, the training provider will specify a single ‘approved site’ and advise OPITO of its intention to deliver training remotely.

(b) The training provider will advise OPITO (with at least one week’s notice) of the location of any remote training in advance of each delivery.

(c) The training provider shall ensure the suitability of facilities and arrangements prior to delivery.

(d) Documented evidence will be retained by the training provider to show that delivery of training at the remote site meets the criteria detailed in this OPITO standard including, but not limited to, facilities, equipment and qualification of instructional and/or assessment staff.

(e) Documented management procedures shall be retained which record any measures required to assure the quality and safety of on location training.

(f) All records and associated documentation must be retained at a single, specified location, mutually agreed with OPITO, and made available at time of audit.

(g) OPITO reserves the right to physically audit any or all of the remote sites operated by the training provider.

All facilities must be maintained and inspected and tested in accordance with applicable legislation and standards.
The training centre must conduct and record risk assessments of all training areas.
C.4 Equipment and Materials

For classroom-based tutored courses, the following materials must be available:

1. Copies of relevant legislation and guidance documents
2. Pro forma risk assessment (RA) form and suitable media to describe the RA exercise
3. Forms for recording tool box talks; managing shift changes etc.
4. Examples of paper based permits, isolation certificates and illustrative printouts of electronic PTW system pages.
5. Selection of case studies to aid achieving the learning outcomes.

Computer Based Training (CBT):

Training centre computer equipment must be of sufficient quality, specification and where necessary, sufficient connectivity that it allows the training programme to be run at a reasonable speed and without any unreasonable interruptions.

The CBT Refresher Training must include a diagnostic programme which allows the delegate to refresh the training only on the module elements associated with questions not answered or answered incorrectly by the delegate in the initial test. The CBT must then allow delegate to re-take the test questions that were not answered or answered incorrectly.

Training providers must ensure that Display Screen Equipment (DSE) legislation/regulation is conformed to during delegate CBT training.

Delegates must be shown how to navigate their way through the course on the computer.

All equipment must be maintained, and where appropriate, inspected and tested in accordance with current standards/legislation, guidance and manufacturers recommendations. Equipment certificates and maintenance schedules should be available at all times.

The training centre must conduct and record risk assessments of all equipment used during the training programme.
SECTION D  Administration and Certification

D.1  Joining Instructions

The OPITO-approved Training Centre must provide the candidate either with a copy of the OPITO-approved *Control of Work Training for Performing Authorities Standard* or a link to the Standard on the OPITO website - so that the delegate can make himself/herself aware of the requirements of the Standard.

All joining instructions, including information specified in section A.3, must be given to delegates/candidates by the OPITO-approved Centre and, if applicable, to their sponsoring company.

D.2  Validity and Renewal

The Initial Training certificate is valid for **two years**

The Refresher Training certificate is valid for **two years**

Therefore performing authorities that wish to maintain their OPITO Control of Work Training for Performing Authorities certification must successfully complete Refresher Training every **two years**.
D.3 Certification

This Standard specifies the minimum training requirement for a performing authority. Further installation/site-specific induction and systems training is the responsibility of the installation/site duty holder.

The details of each delegate will be registered on Vantage, the industry’s central recording data base.

OPITO-approved Centres are responsible for issuing a certificate direct to the delegate successfully completing the Initial or Refresher Training Programme, and to the sponsoring company (when required). Each certificate must indicate that the delegate has been evaluated against and achieved the agreed learning outcomes, and must contain the following:

(a) OPITO-approved Centre name
(b) Full OPITO course title stating that it is OPITO-approved
(c) OPITO registration code
(d) Delegate’s name
(e) Course dates
(f) Certificate expiry date
(g) Unique Certificate Number (refer to guide on OPITO website)
(h) OPITO-approved Centre 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 the UK Data Protection Act, 1998.
## Glossary of terms and abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALARP</td>
<td>As Low as Reasonably Practicable</td>
</tr>
<tr>
<td>CBT</td>
<td>Computer-based training</td>
</tr>
<tr>
<td>CoW</td>
<td>Control of Work</td>
</tr>
<tr>
<td>HSE</td>
<td>Health and Safety Executive (UK)</td>
</tr>
<tr>
<td>NORM</td>
<td>Naturally Occurring Radioactive Materials</td>
</tr>
<tr>
<td>PA</td>
<td>Performing Authority: (Person accepting the permit on behalf of permit user(s))</td>
</tr>
<tr>
<td>PTW</td>
<td>Permit-to-work</td>
</tr>
<tr>
<td>RA</td>
<td>Risk Assessment</td>
</tr>
<tr>
<td>Valid certificate</td>
<td>An authentic certificate which is in-date i.e. has not expired</td>
</tr>
<tr>
<td>Verifiable evidence</td>
<td>Installation/site duty holders (or designated representatives) must verify evidence of previous PA experience</td>
</tr>
</tbody>
</table>
Appendix 1  OPITO Information

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)  
i) OPITO DVD (BOSIET/TBOSIET only) provided by OPITO
Appendix 2  Computer-based Training packages

This following sets out the principle criteria for the design and presentation of the computer-based training (CBT) packages.

**CBT Programme Design**

The design of the programme should ensure the training is interactive and engaging for the learner. There must be a clear navigation system which ensures that the delegate is at ease with the CBT technology and the programme should assume the delegate has little or no computer experience.

Screen text should be limited to summarising and for bullet points. Prompts must be included in the programme to alert the learner to the need for regular breaks - about every 20 minutes.

The training media technology used must be reasonably current.

**CBT Equipment**

Trained facilitators must be available at remote locations to correct simple faults with the CBT package and the hardware.

On-site learning should take place on dedicated equipment in a location suitable for the purpose e.g. adequately lit, clean, dry and noise free.

**The CBT Training Process**

- (a) Questions must be pre-tested internally by the organisation and externally (by OPITO). The training should include continuous evaluation by module/topic and a final test.
- (b) Continuous evaluation should be included for the delegate to check their progress and give the opportunity to revisit sections of the learning package if unsuccessful. These evaluations should not be included in the final result.
- (c) The questions must be supplied on a random basis to prevent delegates obtaining pre-knowledge of them.
- (d) The question methodology should be varied to suit the subject and be engaging. Typical examples to use are: multiple choice, drag-and-drop, complete the question and scenario completion.
- (e) The CBT package must provide feedback to the delegate on incorrect answers and prompt delegates to refresh their learning at the appropriate section then retry the question.
- (f) Evaluation data from previous delegates should be stored in ‘hidden files’ only accessed by the learning package moderator.
- (g) Training centres must have an internal quality assurance process in place to ensure the training evaluations are valid and reliable. Records of this internal quality assurance process should be retained for two years.
Appendix 3  Company and installation/site-specific training

The following is a training guide for duty holders that want their performing authorities to undergo further training in company and site/installation-specific topics, following the successful completion of Initial or Refresher Training specified in this Standard.

Note: the following are suggested topics only.

Company and Site/installation–specific Training Guide

Company-specific elements

Give an explanation of relevant company-specific:

(a) Safety policies
(b) Procedures
(c) Expectations of the PA
(d) Company rules (e.g. Golden Rules etc) including the roles and responsibilities of the PA
(e) Permit-to-work system

Site-specific elements

Give an explanation of relevant site-specific:

(a) Operational hazards
(b) Competence requirements
(c) Site assessment
(d) Emergency response procedures
(e) Environmental requirements
(f) Permit-to-work roles
(g) Permit-to-work processes
### Appendix 4  Control of work legislation (UK only)

#### Legislation specific to Control of Work (UK only)

<table>
<thead>
<tr>
<th>Legislation</th>
<th>Requirement regarding control of work</th>
<th>Learning requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and Safety At Work etc Act 1974</td>
<td>Place a duty on the employer, self employed and the employee to undertake work safely including the development of safe systems of work.</td>
<td>Explain requirement</td>
</tr>
<tr>
<td>Management of Health and Safety at Work Regulations 1999</td>
<td>Requirement to undertake risk assessments, provision of information, co-operations and training.</td>
<td>Explain requirement</td>
</tr>
<tr>
<td>Offshore Installations and Pipeline Works (Management and Administration) Regulations 1995</td>
<td>Requirement to provide permits to work.</td>
<td>Explain requirement</td>
</tr>
<tr>
<td>Control of Substances Hazardous to Health Regulations 2002</td>
<td>Requirement to assess the risk from substances hazardous to health.</td>
<td>Explain requirement</td>
</tr>
</tbody>
</table>

#### Legislation relevant to the Control of Work (UK only)

<table>
<thead>
<tr>
<th>Legislation</th>
<th>Requirement regarding control of work</th>
<th>Learning requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electricity at Work Regulations 1989</td>
<td>Requirements to undertake electrical work safely.</td>
<td>Awareness</td>
</tr>
<tr>
<td>Provision and Use of Work Equipment Regulations 1998</td>
<td>Requirements for the use, maintenance and inspection of work equipment.</td>
<td>Awareness</td>
</tr>
<tr>
<td>Lifting Operations and Lifting Equipment Regulations 1998</td>
<td>Requirements to undertake lifting operations safely.</td>
<td>Awareness</td>
</tr>
<tr>
<td>Personal Protective Equipment at Work Regulations 1992</td>
<td>Requirements for the provision and maintenance of personal protective equipment (PPE).</td>
<td>Awareness</td>
</tr>
<tr>
<td>Work at Height Regulations 2005</td>
<td>Requirement to undertake working at height safely.</td>
<td>Awareness</td>
</tr>
<tr>
<td>Control of Vibration at Work Regulations 2005</td>
<td>Requirement for the control of hand-arm and whole body vibration.</td>
<td>Awareness</td>
</tr>
<tr>
<td>Control of Noise at Work Regulations 2005</td>
<td>Requirement for the control of noise at work.</td>
<td>Awareness</td>
</tr>
<tr>
<td>Confined Spaces Regulations 1997</td>
<td>Requirement for control of confined space entry.</td>
<td>Awareness</td>
</tr>
</tbody>
</table>