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

OPITO Standard Codes
Offshore Emergency Response Team Member: 4500
Further Offshore Emergency Response Team Member: 4550
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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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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 Members 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.

Appointment of OERTMs

The Installation, MODU or vessel Duty Holder is responsible for ensuring that personnel appointed to the Offshore Emergency Response Team Member (OERTM) 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 OERTM Training

(1) The OERTM Initial Training – which will be conducted at an onshore training centre (see Section A).

(2) The OERTM 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.

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

A.1  OERTM Initial Training Target Group

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

A.2  OERTM Initial Training Delegate Pre-requisites

Delegates attending this programme must possess a valid Basic Offshore Safety Induction and Emergency Training (BOSIET) or Further Offshore Emergency Training (FOET) / T-BOSIET/T-FOET certificate.
A.3 OERTM 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  OERTM Initial Training Aim and Objectives

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

A.5  OERTM Initial Training Learning Outcomes

The Delegate’s learning outcomes are specified 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 Member.
(2) Explain the purpose of offshore emergency response arrangements
(3) Explain the purpose of offshore emergency response procedures.
(4) Identify hazards and risk mitigation associated with typical offshore fire and non-fire incidents.
(5) Explain the purpose of fixed fire systems offshore.
(6) Understand the performance capability and limitations of typical fixed systems offshore.
(7) Identify the emergency response PPE requirements for the OERTM.
(8) Under directions from the OERTL: approach the incident area in a controlled manner – continually assessing how the changes in the emergency could impact on the safety of other OER team members.
(9) Communicate effectively with the OERTL and team members
(10) Respond appropriately to OERTL direction in emergencies
(11) Use safe working practices and site-specific procedures
(12) Select and use portable fire fighting equipment.
(13) Select, operate and flush foam firefighting equipment.
(14) Extinguish a fire and secure an area.
(15) Conduct breathing apparatus operations in accordance with OERTL directions and safe practices.
(16) Conduct effective search and rescue for missing persons and casualties during the emergency
(17) Demonstrate correct casualty handling and recovery techniques.

Learning Outcomes (8) through (17) are to be assessed during practical exercises.
A.6 OERTM 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 Member (OERTM). 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 7 (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 8 through 16 (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 OERTM Initial Training Duration and Timing

The optimum *contact time for this OPITO programme is 32 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)

| OERTM Initial Training | Practical-to-Theory ratio: 75% : 25% |
A.8 OERTM Initial Training Programme

The OERTM 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 OERTM Initial Training Programme comprises the following **modules** and **elements**:

**Module 1**  Role of the Offshore Emergency Response Team Member
Element 1.1 Offshore Emergency Response Arrangements
Element 1.2 Teamwork and Communications

**Module 2**  Incident Response
Element 2.1 Entering the Incident Area
Element 2.2 Selection and Operation of Firefighting Equipment
Element 2.3 Working Duration Breathing Apparatus
Element 2.4 Search and Rescue
Element 2.5 Casualty Recovery

**Module 3**  Practical Exercises for the OERTM
Element 3.1 Using Portable Equipment on a Range of Fires
Element 3.2 Non-fire Incidents
MODULE 1  The Role of the Offshore Emergency Response Team Member

ELEMENT 1.1  Offshore Emergency Response Arrangements

Training staff to explain:

1.1.1  Typical offshore emergency response arrangements, to include:

(a)  Emergency Alarms and Procedures
(b)  Emergency and incident planning
(c)  Levels of emergency e.g. precautionary down-manning, fire and explosion etc.
(d)  Phases in emergency response, to include: mitigation, preparedness, response actions, and recovery
(e)  Emergency management roles (individual and team roles)
(f)  Incident control centres
(g)  Emergency communication protocols.

1.1.2  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/well 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 incidents
iv)  Simulated radiation incident

1.1.3  Incident planning and progress monitoring, to include:

(a)  Typical Safety Case/ER plans
(b)  The various stages of emergency response
(c)  Key emergency assessment points
(d)  Establishing the layout of the incident area and boundaries
(e)  Location of fire and emergency equipment.
1.1.4 The operation, performance and limitations of typical fixed systems offshore, to include:

(a) deluges
(b) sprinklers
(c) monitors
(d) foam
(e) CO₂
(f) water mist

1.1.5 ER team familiarisation of significant changes to structural layout of installation/vessel e.g. during commissioning or decommissioning.

ELEMENT 1.2 Teamwork and Communications

Training staff to explain:

1.2.1 The elements of teamwork and their application to offshore emergency response teams, to include:

(a) The role and responsibilities of the OERTM
(b) The role and key responsibilities of the OERTL
(c) Human factors that may affect the safety of the OERTM, to include the following categories: the job/task, the individual and the organisation
(d) Discipline, confidence and team spirit
(e) Team safety to include:
   i. Importance of BA team monitoring and controlling
   ii. sub-leadership

1.2.2 The elements of effective communication, to include:

(a) Benefits and limitations of various communication methods to include:
   i. Runners
   ii. hand signals
   iii. Radios
   iv. telephone
   v. vocal.

(b) Control requirements to include designated ER radio channels
(c) Barriers to communication to include background noise.
MODULE 2 Incident Response

ELEMENT 2.1 Entering the Incident Area

Training staff to explain:

2.1.1 Considerations and actions prior to entry and whilst entering the incident area, to include:

(a) Establishing layout and relevant structures and systems of incident area, to include:

   i. access and egress points
   ii. weather exposure
   iii. structures
   iv. confined spaces
   v. scaffolding
   vi. live machinery
   vii. live process

(b) Typical emergency operating procedures, to include:

   i. Installation
   ii. Firefighting
   iii. Personal protection
   iv. Personnel protection
   v. Structural protection

(c) The dangers posed by closed containers exposed to fire (e.g. drums, tanks, separators, etc.) and how to respond to these types of incidents.

(d) Movement through the incident area, to include:

   i. upright (BA shuffle)
   ii. crawl
   iii. descend/ascend stairs and ladders
2.1.2 Safe emergency response practices to be used in the incident area, to include:

(a) effective communications
(b) types and donning of PPE for different incidents i.e.
(c) chemical and firefighting PPE
(d) effects of heat and humidity
(e) dynamic risk assessment, to include team safety considerations
(f) emergency response practices involving non-fire incidents, to include:

   i. hydrocarbon liquid spills and releases
   ii. unignited and toxic gas releases
   iii. chemical incidents
   iv. simulated radiation incident
ELEMENT 2.2 Selection and operation of firefighting equipment

Training staff to explain and demonstrate, and delegates to practise:

2.2.1 Selection and operation of firefighting equipment and media to extinguish fires. Training Instructors to explain the suitability, limitations of the various firefighting equipment and media stated below.

Fire types:

(a) Responding to, and extinguishing the following fire types:
   i. Class A (solids)
   ii. Class B (hydrocarbon liquids) (spill, flowing and pressure-fed)
   iii. Class C (gases).

Equipment:

(b) Using portable fire equipment, to include:
   i. dry chemical extinguishers
   ii. hose reels,
   iii. hose branches
   iv. monitors

(c) Using foam equipment, to include:
   i. inductors
   ii. branches
   iii. compound containers
   iv. flushing after use.

(d) Hose operations, to include:
   i. running out and under-running
   ii. connecting to ancillary equipment
   iii. routing through: walkways, stairways and inside modules
   iv. adding and replacing lengths of hoses
   v. making up following use of hoses.

Media:

(e) Using the following firefighting media:
   i. water
   ii. *foam
   iii. CO2
   iv. dry chemical

*foam - types of concentrate, application techniques and post fire security.
ELEMENT 2.3 Working Duration Breathing Apparatus

Training staff to explain and demonstrate, and delegates to practise:

2.3.1 Breathing apparatus control board procedures, to include:

(a) Setting up the BA control board in a safe location
(b) Calculation of working durations and whistle times
(c) Using BA control board tally procedures.

2.3.2 Operation, donning and wearer checks of working duration breathing apparatus, to include:

a) Pre-operational checks
b) Wearer checks, to include face seal
c) Donning
d) Operation
e) Whistle check
f) Monitoring usage in the incident area – gauge checks

2.3.3 Instructors to explain-only that there are a variety of BA types used in industry and that delegates should familiarise themselves their own type when they are offshore.

ELEMENT 2.4 Search and Rescue

Training staff to explain:

2.4.1 Typical search and rescue procedures, equipment and techniques, involving the following:

(a) Installation and module design, to include:
   i. open/closed modules
   ii. differing heights/levels
   iii. congested/confined
   iv. ascending/descending ladders and stairs

(b) Methods of access and egress
(c) Maintenance of means of escape
(d) Varying range of visibility, to include one of each of the following search and rescue scenarios:
   i. Without BA and no smoke
   ii. With BA and no smoke
   iii. With BA and smoke
ELEMENT 2.5   Casualty Recovery

Training staff to explain and demonstrate:

2.5.1   Casualty recovery, to include:

(a)   Casualty handling equipment - stretchers, harness(es), sling(s)
(b)   Casualty assessment - with an overview of reassurance, airway, breathing, bleeding control, recovery position

Note: The emphasis must be on casualty assessment, and recovery and not detailed medical treatment of casualties, and that essential first aid should be carried out only if safe to do so.
MODULE 3   Practical Exercises for the OERTM

Provide exercises that cover Elements 3.1 to 3.5 to enable delegates to demonstrate the element requirements as part of a team:

ELEMENT 3.1 Using firefighting equipment on a range of fires

3.1.1 The selecting and use of firefighting equipment on the agreed range of fires, to include:

(a) Extinguishing the following classes of fires:
   i. Class A (solids)
   ii. Class B (hydrocarbon liquids) - spill, flowing and pressure-fed fires
   iii. Class C (gases)

(b) Using Portable fire equipment, to include:
   i. larger mobile dry chemical extinguishers,
   ii. hose reels,
   iii. hose branches,
   iv. monitors,
   v. hydrants

(c) Using Foam equipment, to include:
   i. inductor,
   ii. branch,
   iii. compound containers,
   iv. Flushing

(d) Correct hose handling operations, to include:
   i. running out and under-running
   ii. connecting to ancillary equipment
   iii. routing through: walkways, stairways and inside modules
   iv. adding and replacing lengths of hoses
   v. making up following use of hoses

(e) Using firefighting media. To include:
   i. water
   ii. foam
   iii. CO2
   iv. dry chemical

(f) Using water for personal and structural protection.

(g) Responding correctly to closed containers exposed to fire.
ELEMENT 3.2  Emergency response on a variety of structures

3.2.1  Responding to fires in the following structure types:

(a) open and closed modules,
(b) Over differing heights/levels,
(c) In congested and confined modules

3.2.2  Establishing and maintaining effective communications throughout the incident.

ELEMENT 3.3  Incidents requiring the use of BA

3.3.1  Responding to incidents requiring the use of BA, to include:

(a) Using BA in good and poor visibility
(b) Deciding on methods of access
(c) Maintenance of means of escape
(d) Using search and rescue procedures:
(e)  
   i. With BA and no smoke  
   ii. With BA and smoke
(f) Using BA during a chemical incident

ELEMENT 3.4  Search and Rescue

3.4.1  Casualty recovering casualties, to include:

(a) Search for and rescue personnel
(b) Extracting trapped personnel
(c) Using casualty handling equipment - harnesses, slings, stretchers
(d) Conducting casualty assessment - give consideration to: reassurance, airway, breathing, circulation, recovery position

ELEMENT 3.5  Non-fire Incidents

Provide exercise/s to enable delegates to practise and demonstrate as part of a team:

3.5.1  Taking appropriate action to deal with non-fire incidents, to include:

(a) unignited gas releases
(b) unignited fuel spillages
(c) chemical incident
(d) radiation incident
(e) toxic gas release
(f) confined space incident
(g) Rescue of casualties from elevated work area with restricted access (height of between 2-4 metres).
Notes for Element 3.5.1 (g):

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 B  OERTM Further Training

B.1  OERTM Further Training Target Group

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

B.2  OERTM Further Training Delegate Pre-requisites

Delegates must possess any one of the following:

a) A valid OPITO Offshore Emergency Response Team Member certificate
b) A valid OPITO OERTM Further Training certificate
B.3 OERTM 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 OERTM Further Training Aims and Objectives

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

B.5 OERTM Further Training Learning Outcomes

The Delegate’s learning outcomes are specified below:

To successfully complete the Further OERTM training, delegates must be able to demonstrate:

1. Entering and working in the fire incident area using safe working practices and site-specific procedures
2. Locating and recovering casualties
3. Appropriate selection and use portable firefighting equipment to extinguish fires
4. Extinguishing a fire and/or securing an area
5. Conducting breathing apparatus operations during incidents
6. Responding to a confined space incident
7. Responding to an incident involving personnel working at height
8. Maintaining effective communications.

B.6 OERTM 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 Members. During this programme they will be given the opportunity to demonstrate, as detailed below, their knowledge and the actions required by a member of an Offshore Emergency Response Team when dealing with live fire and emergency response situations which they cannot reasonably practise offshore.

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

The optimum contact time for this OPITO programme is 10 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)

| OERTM Initial Training | Practical-to-Theory ratio: 90% : 10% |
B.8 OERTM 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** The main purpose of the module
(b) **Learning Outcomes** What the delegates are expected to learn
(c) **Timetable/Programme** Training module duration and timing
(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 OERTM Further Training Programme comprises the following **module** and **elements**:

**Module 1** Further Emergency Response Exercises for the OERTM
Element 1.1 Further emergency response exercises
MODULE 1  Further Emergency Response Exercises for the OERTM

ELEMENT 1.1  Further emergency response exercises

Provide exercises to enable delegates to **practise** and **demonstrate**:

1.1.1 Selecting and using mobile firefighting equipment to extinguish fires
1.1.2 Selecting and using portable firefighting equipment to extinguish fires
1.1.3 Selecting and using foam equipment to extinguish a fire and/or secure an area
1.1.4 Donning, operating, wearer checking and using working duration breathing apparatus during firefighting and rescue operations
1.1.5 Search for, and rescue casualties
1.1.6 Establishing and maintaining effective communications and operating communications equipment.

**Practical Exercises for the OERTM Emergency Response**

Practical Exercises must include the following:

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

**Notes for (g):**

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 this training programme may be delivered successfully it is essential that the right people are there to support the programme and that the appropriate facilities and equipment are in place.

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 or visits to (dry)-docked rigs / vessels.

C.2  Trainer/Delegate Ratio

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

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<tr>
<th>Training Programme</th>
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<tr>
<td></td>
<td>Minimum</td>
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<tr>
<td>OERTM Initial Training</td>
<td>6</td>
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<tr>
<td>OERTM Further Training</td>
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The following ratios indicate the maximum number of delegates to be supervised by one Instructor at any one time during each activity.

Theory                                1:16
Demonstrations                        1:8
Practical Exercises                   1:8

Note: For the OERTM and OERTM 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 areas** so designed to enable each delegate to, 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)
   Class B flowing fires 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 or a means of monitoring firewater pressure.

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) Dry powder and CO₂ cart/trolley
c) Portable extinguishers:
   i. Water
   ii. dry powder
   iii. foam
   iv. CO₂.
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 OERTM Initial Training certificate expiry is two years.
The OERTM Further Training certificate expiry is two years.

Note: Successful completion of the OERTM Further Training programme will revalidate OPITO OERTM 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  OERTM Workplace Competence

E.1  OERTM 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 OERTM workplace competence requirement.

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

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

The Units specified below contain competence requirements of the OERTM 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: Maintain a state of readiness and respond to emergencies**

Element 1.1: Maintain a state of readiness

Element 1.2: Respond to emergency and prepare to enter the incident area

**Unit 2: Enter the incident area and rescue personnel**

Element 2.1: Enter the incident area and work safely

Element 2.2: Rescue personnel

**Unit 3: Control the incident**

Element 3.1: Carry out firefighting operations

Element 3.2: Carry out non firefighting operations

Element 3.3: Maintain effective communications
UNIT 1 Maintain a state of readiness to respond to emergencies

ELEMENT 1.1 Maintain a state of readiness

This element is about maintaining a state of readiness in preparation to respond to emergencies.

Standards of Performance

In achieving this element you will have:

1.1.1 Identified hazards and hazardous areas and notified the appropriate people in accordance with procedures for hazard identification and location.

1.1.2 Located the fixed firewater deluge valves, inert gas systems, fire extinguishing systems and release valves, fire main hydrants and isolation valves and the portable hoses, reel, branches, foam, foam equipment in accordance with equipment and control procedures.

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 member
(b) Offshore fire/emergency response arrangements and PPE
(c) Incident planning and monitoring
(d) Alarm response routines
(e) Muster point assembly
(f) Identification and location of equipment and controls
ELEMENT 1.2  Respond to emergency and prepare to enter the incident area

This element is about responding to an emergency and preparing to enter the incident.

Standards of Performance

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

1.2.1  Responded to alarms in an appropriate manner

1.2.2  Completed the muster

1.2.3  Selected and donned personal protective clothing including: chemical suit, fire clothing, goggles, gloves, boots, and hard hat

1.2.4  Donned the correct breathing apparatus

1.2.5  Completed all pre-entry and BA control checks

Underpinning Knowledge and Understanding

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

(a) Uses and limitations of different types of PPE
(b) Fitting, adjusting and controlling breathing apparatus
(c) Pre-entry checks
(d) Use of monitoring equipment
(e) Procedures
UNIT 2 Enter the incident area and rescue personnel

ELEMENT 2.1 Enter the incident area and work safely

This element is about entering the incident area and working safely.

Standards of Performance

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

2.1.1 Gained access to the incident area in a safe manner

2.1.2 Moved through the incident area ascending/descending stairs and ladders using upright (BA shuffle) and crawling methods appropriate to the circumstances of smoke and heat, darkness and poor visibility, the weather conditions and the construction of the incident area.

2.1.3 Worked in the incident area in a safe manner.

2.1.4 Maintained a safe means of access to, and escape from the incident area.

Underpinning Knowledge and Understanding

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

(a) Gaining entrance
(b) Movement strategies
(c) Effects of heat, smoke, poor visibility
(d) How to maintain a safe means of escape
(e) Procedures
ELEMENT 2.2  Rescue personnel

This element is about rescuing personnel from the incident area.

Standards of Performance

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

2.2.1 Confirmed missing crew members with the appropriate offshore personnel.

2.2.2 Found the missing crew members using appropriate search methods.

2.2.3 Extricated trapped personnel as a matter of urgency to safe location.

2.2.4 Prioritised the casualties and provided basic medical care using the following methods: airway, breathing and circulation (ABC) resuscitation, airway maintenance, establish breathing (manually, automatically), cardiac massage, stop bleeding (direct/indirect pressure), correct positioning, and reassurance/comfort.

2.2.5 Removed casualties using hoists, harnesses, slings and stretchers.

Underpinning Knowledge and Understanding

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

(a) Search techniques
(b) Consideration to be taken into account when extricating trapped personnel
(c) Selecting appropriate treatment for casualties
(d) Choosing equipment and casualty handling techniques
(e) Procedures
UNIT 3  Control and Mitigate the Effects of the Incident

ELEMENT 3.1  Carry out Firefighting Operations

This element is about carrying out firefighting operations to control and mitigate the effects of the incident.

Standards of Performance

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

3.1.1  Utilised fixed systems to optimum effect to fight fire

3.1.2  Monitored the effectiveness of fixed fire fighting systems and taken remedial action to redress deficiencies including water pumping capacity, control mechanisms, water pressure

3.1.3  Selected appropriate portable fire fighting equipment such as hoses, reels, branches, foam equipment and extinguishers

3.1.4  Used the appropriate portable firefighting equipment by running out hoses using the rolled on female couplings and Dutch rolled; made up hoses using rolled out female coupling and Dutch rolled methods; held branches and made connections to ancillary equipment; added lengths to hoses and made replacements to burst lengths; used foam lay out, compound and container equipment

3.1.5  Operated and evaluated the monitor controls for optimum effectiveness and taken appropriate action to redress deficiencies.

3.1.6  Maintained escape routes.

Underpinning Knowledge and Understanding

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

(a)  Uses and limitations of fixed systems
(b)  Uses and limitations of portable systems
(c)  Types of foam concentrate, application techniques and equipment usage
(d)  Choosing and maintaining safety routes
(e)  Procedures
ELEMENT 3.2  Carry out non firefighting operations

This element is about carrying out non-firefighting operations to control and mitigate the effects of the incident.

Standards of Performance

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

3.2.1 Isolated the plant and equipment as required

3.2.2 Taken appropriate action to deal with non-fire incidents including unignited gas releases, unignited fuel spillages, chemicals, radiation, toxic gas releases and extricating trapped personnel.

3.2.3 Cleaned service equipment and replenished stocks

3.2.4 Taken appropriate action to minimise water, smoke and heat damage

Underpinning Knowledge and Understanding

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

(a) Characteristics and dangers associated with gases, fuels, chemicals and radiation
(b) Choice of actions to be taken in different circumstances
(c) Required stock levels and sources of supply
ELEMENT 3.3 Maintain effective communications

This element is about maintaining effective communications at all times.

Standards of Performance

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

3.3.1 Established appropriate communication lines using a personal radio, the fixed telephone system and verbal interaction with other team members, specialists and casualties.

3.3.2 Issued instructions with clarity and in a prompt and controlled manner to the other team members, specialists or casualties.

3.3.3 Operated hand held radios, the fixed telephone and communication equipment correctly.

3.3.4 Promptly responded to instructions.

3.3.5 Relayed the incident information to the other team members and specialists.

Underpinning Knowledge and Understanding

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

(a) Lines and methods of communication
(b) Communication styles
(c) Procedures
E.3 OERTM 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 member 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.
### OPITO Standard OERTM Workplace Competence

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

**Assessor comments**

**Evidence key:** O: observation, S: simulation, Q: questioning, W: witness statement
**OPITO Standard OERTM Workplace Competence Assessment Record**

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**Candidate Name**

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**Assessor Name**

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**Assessor comments**

I can confirm that the candidate *has met / has not met* the assessment criteria for this Unit  
*Delete as applicable

**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.

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**Candidate comments**

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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

ABC  Airway, Breathing and Circulation
BA  Breathing Apparatus
BOSIET  Basic Offshore Safety Induction and Emergency Training
ERT  Emergency Response Team
FOET  Further Offshore Emergency Training
OERTL  Offshore Emergency Response Team Leader
OERTM  Offshore Emergency Response Team Member
PPE  Personal Protective Equipment
T-BOSIET  Tropical Basic Offshore Safety Induction and Emergency Training
T-FOET  Tropical Further Offshore Emergency Training
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)