

# Norwegian Oil and Gas policy on competence and training requirements

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## 1. Purpose

This policy will ensure that new and existing requirements for competence and training in the oil and gas industry are harmonised in terms of content and methods.

The policy will ensure management involvement before decisions are taken on industry requirements for competence in Norwegian Oil and Gas. That also applies to industry requirements set by NORSOK standards and recommendations issued by Working Together for Safety, where Norwegian Oil and Gas has direct influence.

The policy will ensure that competence and training requirements are cost-effective.

## 2. Delimitation

Member companies in Norwegian Oil and Gas must have systems, tools and processes to identify, assess, document and develop the competence required for a job or role. This policy does not deal with the management of competence in the member companies, but with the role of Norwegian Oil and Gas in developing industry and regulatory requirements on competence.

The policy applies to all competence requirements which are formulated as industry requirements.

Norwegian Oil and Gas will not be involved directly in approving course providers.<sup>1</sup>

## 3. Definitions

### *Definition of “competence”*

The use of the term “competence” in this policy builds on the following definition:

“The sum total of knowledge, skills and behaviour, and the ability to combine these

- knowledge: practical understanding
- skills: technical ability
- behaviour: demonstrated performance.”

### *Words and expressions*

<i>Industry requirements</i>	Published requirements issued by the industry which are additional to or supplement legislation and regulations.
<i>Formal competence</i>	Education or formal training measures undertaken and passed, confirmed by officially approved and acknowledged evidence (diploma, certificate, etc).
<i>Norwegian Oil and Gas guidelines</i>	Advice and recommendations on how companies in the oil and gas industry can deal with various issues in the best possible way, prepared in accordance with the Norwegian Oil and Gas procedure for establishing, revising, withdrawing and approving Norwegian Oil and Gas guidelines.

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<sup>1</sup> The system established relating to safety and emergency preparedness courses has historical roots.

An [overview of guidelines](#) can be found on the Norwegian Oil and Gas website.

*Norwegian Oil and Gas training curriculum*

Description of the content in and implementation of defined training, prepared in accordance with the Norwegian Oil and Gas procedure for training curricula.

An [overview of training curricula](#) (in Norwegian only) can be found on the Norwegian Oil and Gas website.

*Norsok standards*

Industry standards for the petroleum sector owned by Norwegian Oil and Gas, the Federation of Norwegian Industries and the Norwegian Shipowners Association. [Standards Norway](#) manages, administers and issues the [Norsok standards](#) on behalf of their owners and in accordance with general rules for standardisation work.

*Norwegian standards (NS)*

Standards established and issued by Standards Norway.

*International standards*

Standards developed by international standardisation bodies (the International Organisation for Standardisation – ISO, etc).

*IOGP*

International Association of Oil & Gas Producers (IOGP) <http://www.iogp.org/About-IOGP>.

*Operations Committee*

Permanent strategic committee in Norwegian Oil and Gas, comprising operations managers on the Norwegian continental shelf (NCS).

*Working Together for Safety (SfS)*

Organisation established by employer organisations and unions, with the Petroleum Safety Authority Norway (PSA) as an observer, to pursue such activities as developing recommendations. An overview of [SfS recommendations](#) can be found on its website.

*HSE regulations*

Set of regulations governing health, safety and the environment on the NCS.

- [Framework regulations](#)
- [Management regulations](#)
- [Facilities regulations](#)
- [Activities regulations](#)
- [Technical and operational regulations \(land-based facilities only\)](#)

## 4. Principles

The principles which will form the basis for decisions relating to competence and training requirements in Norwegian Oil and Gas.

### 4.1 Main principles

The companies have processes for recruitment, employment, promotion, subsequent training/education and career development in order to take care of their overall competence.

Personnel with a formal skill qualification or with higher education hold most posts today. The bulk of competence development for the individual occurs in a practical, on-the-job form. Through their work, the employee will receive training, education, follow-up and guidance on performing their role.

Education and training at company level (also known as on-the-job training or work-based learning) are the most important methods for imparting competence and ensuring career development.

Norwegian Oil and Gas will work to ensure that:

- the content of relevant subjects in vocational training and other formal education is tailored to the industry's requirements
- industrial requirements are established only when a particular need is documented and when it has the support of the industry as a whole
- training and other competence-enhancing measures should be capable of being provided in the company, and to a lesser extent as requirements for external courses
- special Norwegian competence and training requirements over and above formal qualifications should be avoided.

### 4.2 Industry requirements established by Norwegian Oil and Gas

Competence and training requirements can be established by Norwegian Oil and Gas should they be collectively requested by member companies.

Requirements for competence and training will only be established in a

- "Norwegian Oil and Gas guideline" or a
- "Norwegian Oil and Gas training curriculum".

#### **Competence and training requirements in a Norwegian Oil and Gas guideline must be**

- proposed as a commission from the Operations Committee which describes their purpose, goal and target groups
- formulated as functionally as possible and at an overall level
- approved by the director general of Norwegian Oil and Gas following acceptance by the Operations Committee

#### **A Norwegian Oil and Gas training curriculum must**

- be entrenched in a guideline
- set detailed competence goals and describe the content of the training
- be approved by the director general of Norwegian Oil and Gas following acceptance by the relevant Norwegian Oil and Gas committee or forum

#### *4.3 Industry requirements specified in Norsok standards*

Competence and training requirements in a Norsok standard will

- be entrenched in a request from Norwegian Oil and Gas member companies and the owners of Norsok standards
- be formulated as functionally as possible
- not contain
  - requirements which match corresponding requirements in an international standard
  - certification requirements or requirements for certifying course providers
  - educational requirements in the form of courses or course execution outside a company

Competence requirements must not be repeated in a Norsok standard if identically worded provisions exist in regulations. Instead, efforts should be made to ensure, in dialogue with the government, that such requirements are directly applicable to offshore petroleum activities.

#### *4.4 Recommendations from Working Together for Safety (SfS)*

Recommendations from SfS must not relate to competence, but SfS can submit proposals to Norwegian Oil and Gas.

#### *4.5 International requirements and recommendations*

Norwegian Oil and Gas will exert influence to ensure that competence requirements in international standards and recommendations from the IOGP can be tailored to Norwegian vocational education and other formal competence.

## Appendix 1: Regulatory requirements in HSE legislation

### 1. *Regulatory requirements pursuant to petroleum legislation*

Section 21 of the activities regulations concerns requirements for competence pursuant to HSE

#### **Section 21 of the activities regulations. Competence**

The responsible party shall ensure that the personnel at all times have the competence necessary to carry out the activities in accordance with the health, safety and environment legislation. In addition, the personnel shall be able to handle hazard and accident situations, cf. Section 14 of the Management Regulations and Section 23 of these regulations.

Personnel who will carry out bell diving or surface-oriented diving, shall have a valid certificate. The Petroleum Safety Authority Norway appoints suitable enterprises to issue certificates on its behalf. Payment can be charged for issuance of certificates.

legislation.

See also sections 12 and 18 of the framework regulations, on organisation and competence and on qualification and follow-up of other participants respectively, and section 14 of the management regulations on manning and competence.

Requirements for competence in the HSE regulations supplement overall requirements for qualifications and training in section 9, sub-section 7 of the Petroleum Activities Act.

#### **Section 9, sub-section 7 of the Petroleum Activities Act. Qualifications**

The licensee and other persons engaged in petroleum activities shall possess the necessary qualifications to perform the work in a prudent manner. Training shall be given to the extent necessary.

In addition the licensee shall see to it that anyone carrying out work for him complies with the provisions contained in the first paragraph.

The responsible parties are licensees and other persons “engaged in petroleum activities”. Requirements for qualifications will cover overall vocational and safety-related qualifications for the specific assignments which the employee is required to carry out. Requirements for training “to the extent necessary” mean that training must be provided when participants lack the necessary qualifications to perform the work and to comply with the safety provisions.

### 2. *Regulatory requirements pursuant to working environment legislation*

Section 22 of the activities regulations expands on the requirements for safety and working environment training pursuant to the Working Environment Act. A number of detailed requirements on qualifications and training in the working environment area are also contained in the [regulations concerning the performance of work](#) relating to:

- work with hazardous chemicals section 3-4
- work with asbestos section 4-5

- work where employees can be exposed to biological agents section 6-4
- maintenance of work equipment section 12-2
- where employees may be exposed to artificial optical radiation section 16-3
- safety signage and signalling section 22-1
- ergonomically strenuous work section 23-2

Pursuant to section 1, sub-section 2 in the regulations concerning the performance of work, the following requirements for qualifications and training do not apply to offshore petroleum activities:

- requirements for the use of work equipment sections 10-1, 10-2 and 10-3<sup>2</sup>
- noise section 14-3
- work at a height sections 17-2, 17-3, 17-4 and 17-5<sup>3</sup>
- operations control and safety monitoring work section 24-1
- diving operations chapter 26

The responsible party pursuant to the Working Environment Act is the employer. Various competence requirements may also be imposed by other legislation for special areas.

### 3. Use of recognised standards in the HSE regulations

#### **Section 24 of the management regulations. Use of recognised standards**

When the responsible party makes use of a standard recommended in the guidelines to a provision of the regulations, as a means of complying with the requirements of the regulations in the area of health, safety and the environment, the responsible party can normally assume that the regulatory requirements have been met.

When other solutions than those recommended in the guidelines to a provision of the regulations are used, the responsible party shall be able to document that the chosen solution fulfils the regulatory requirements. Combinations of parts of standards shall be avoided, unless the responsible party is able to document that an equivalent level for health, safety and the environment can be achieved.

Existing documentation, including maritime certificates issued by Norwegian or foreign flag state authorities, can be used as a basis to document compliance with requirements stipulated in or in pursuance of these regulations.

It is difficult (and, given the PSA's practice, often impossible) to deviate from competence requirements formulated in detail in a referenced standard. See the requirement in section 24, paragraph 2, that the ability of alternative solutions to fulfil the regulatory requirements must be documented.

<sup>2</sup> A reference to the requirements is included in Norsok R 003 appendix B, and the PSA assumes that the requirements are a recognised standard and accordingly apply to offshore petroleum activities.

<sup>3</sup> The guidelines to section 33 of the activities regulations on organisation of work notes that "for work above ground, chapter 17 in the regulations relating to conduct of work (in Norwegian only) should be used". On that basis, the PSA's supervisory practice assumes that the training requirements in sections 17-2, 17-3, 17-4 and 17-5 nevertheless apply.



The Norsok standards and Norwegian Oil and Gas guidelines which fulfil the functional requirements in section 21 of the activities regulations are listed in the [guidelines to section 21 of the activities regulations](#):

Norsok standards:

- Norsok U-100N chapter 6 - manned underwater operations
- Norsok D-010 chapter 13.7.2
- Norsok R-003N appendix B – lifting operations

Norwegian Oil and Gas guidelines:

- Guideline no 002 Safety and emergency preparedness training
- Guideline no 024 drilling and well service personnel
- Guideline no 059 competence for electricians
- Guideline no 074 helideck personnel