

Industry Guideline for the basic offshore safety training for Offshore Installations on Danish Continental Shelf

Valid from 01.01.2022



**DANSK
OFFSHORE**

Document control

Rev:	Change:	Date:	Author:
0	Draft	10.10.2018	Jesper Sjørvad
1	Implemented	01.01.2019	Jesper Sjørvad
2	CVI changes and edit	23.02.2022	Søren Pedersen
3	Adding appendix + minor changes to text	15.12.2022	Søren Pedersen
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8			
9			
10			
11			
12			
13			
14			

Contents:

List of Abbreviations

1. Acknowledgements
2. Introduction
3. Philosophy
4. Framework
 - 4.1 *Duty Holders*
 - 4.2 *Individuals*
5. Scope
 - 5.1 *Personnel with No Specific Emergency Response Duties*
 - 5.2 *Personnel with Specific Emergency Response Duties*
6. Summary
 - 6.1 *All Personnel Working Offshore*
 - 6.2 *Personnel with Specific Emergency Response Duties*
 - 6.2.1 *Training and Assessment for Specific Emergency Resp. Roles*
 - 6.2.2 *Further Training and Exercises*
 - 6.3 *Visiting Personnel*
 - 6.4 *Deviations*
 - 6.4.1 *For all personnel described in 6.1 and 6.2*
 - 6.4.2 *For all personnel described in 6.3:*
 - 6.4.3 *Responsibility and documentation for deviations*
7. Practice, Simulation and Testing
 - 7.1 *Introduction*
 - 7.2 *Offshore Practice and Exercises*
8. Notes to Guideline
 - 8.1 *Medical Fitness*
 - 8.2 *Acceptance of Suitable Alternative Standards*
 - 8.3 *Documentation*
 - 8.4 *Intervals for Further (Refresher) Training*
9. Verification:
 - 9.1 *Training evaluation Group*
 - 9.2 *Yearly evaluation of the training*
 - 9.3 *Dansk Offshore verification of audits*
10. Definitions of Terms:
 - 10.1 *Competence*
 - 10.2 *Assessment*
 - 10.3 *Operator*
 - 10.4 *Contractor*
 - 10.5 *OPITO*
 - 10.6 *STCW*
 - 10.7 *GSK*
11. OPITO Training providers in Denmark
Appendix 1

List of Abbreviations

BOSIET	Basic Offshore Safety and Induction and Emergency Training
BOSC	Basic Offshore Safety Course
DEA	Danish Energy Agency
DMA	Danish Maritime Authority
DEPA	Danish Environment Protection Agency
DWEA	Danish Working Environment Agency
FOET	Further Offshore Emergency Training
FPSO	Floating Production, Storage and Offloading
HUET	Helicopter Underwater Escape Training
IADC	International Association of Drilling Contractors
MCA	Maritime & Coastguard Agency
NOGEPAN	Netherlands Oil Gas Exploration Production Association
OIM	Offshore Installation Manager
OPITO	Offshore Petroleum Industry Training Organization

1. Acknowledgements

This Guideline refers to the Danish Order no 833 of 2018 §§ 13 and 22.

In addition to all of those who provided comments during the consultation process, Dansk Offshore would like to acknowledge the contributions made by members of the workgroup who undertook the review of the guideline.

These included representatives from the following companies and organizations:

- INEOS Oil & Gas Denmark
- TotalEnergies
- Dansk EI-forbund
- Dansk Metal
- CO-industri
- Falck Safety Service
- Maersk Training Center
- MARTEC

2. Introduction

This Guideline has been developed as part of the implementation of OPITO, BOSIET, and FOET as the standard for basic offshore training for work in oil and gas activities on the Danish continental shelf.

It seeks to set out good practice and Duty Holders should make a judgement on how best to apply this to a specific location. Where Duty Holders approve exceptions to this Guideline then this should be documented along with alternative arrangements that apply in the Duty Holder's own policies and procedures.

This Guideline is intended for all those involved in the oil and gas industry, including oil and gas companies, rig owners/operators and suppliers.

3. Philosophy

To achieve and increase the highest level of uniformity in emergency response training, it is mandatory for all personnel working offshore on Danish continental shelf to have participated and passed the basic offshore training course from OPITO, named BOSIET (Basic Offshore Safety Induction & Emergency Training) or an equivalent training recognized by Dansk Offshore.

Furthermore, it is mandatory for all personnel working offshore on Danish continental shelf to have participated in and passed training in escape chute.

Personnel who have no specific responsibility during an emergency are trained to take responsibility for their own personal safety, evacuation, and survival in accordance with instructions given to them. This Guideline sets out their initial training and their further refresher training.

4. Framework

The Guideline serves to link the competence of individuals to the Duty Holder's Safety Case and the Emergency Response Plan.

The framework set out in the Guideline shows how competence in emergency response can be developed, demonstrated, and maintained.

The Guideline can assist with the identification of what needs to be done to ensure that personnel is competent to discharge their emergency responsibilities.

4.1 Duty Holders

Duty Holders should identify the tasks likely to be carried out in an emergency as well as the command structure and ensure that the roles and responsibilities of persons performing these tasks are clearly defined and understood. Regulation requires the Duty Holder to address the selection and competence of personnel to undertake emergency duties and the provision of instructions for everyone else on the Installation on the appropriate action to take in an emergency. Duty Holders should determine which training and competence requirements should apply to roles not defined in this, or related, guidelines.

4.2 Individuals

This Guideline is intended to:

- Introduce standards for the level of competence required for individuals who do not have specific emergency response duties on offshore oil and gas installations.
- Encourage the regular practice and review of these competencies to ensure that individuals maintain their level of competence

5. Scope

This Guideline covers the following categories of personnel:

5.1 Personnel with No Specific Emergency Response Duties

Training requirements and Guideline are set out for the following categories which have no specific responsibilities in an emergency situation:

- All personnel who travel offshore to take part in the work activity
- Visiting personnel who travel offshore for reasons other than to participate in the work activity e.g. people on familiarization trips to the offshore environment or people representing outside interests.

5.2 Personnel with Specific Emergency Response Duties

Training requirements and standards for personnel with specific Emergency Response duties of competence is described in "Order 833 from 2018"

6. Summary

This Guideline for the training and competence in emergency response is summarized as follows:

6.1 All Personnel Working Offshore

All personnel working offshore should undergo the following:

Medical

In accordance with the latest version of latest recognized Guidance for Examining Physicians on Danish Sector or other equal standards accepted by Danish operators.

BOSIET (Basic Offshore Safety Induction and Emergency Training)

This course is run by OPITO-approved training providers and should be completed according to <http://www.opito.com/standard/bosiet> by all personnel working/staying on an offshore Installation. The acquired competencies are to be maintained every 4th year by participating in FOET (ref. below) or equivalent.

Furthermore, all personnel working offshore on Danish continental shelf must have participated in and passed training in escape chute every 4th year.

FOET (Further Offshore Emergency Training)

OPITO-approved refresher training courses and/or an equivalent training meeting the standards may be accepted if conducted every 4th year according to:

<https://opito.com/standards/further-offshore-emergency-training-foet-with-compressed-air-emergency-breathing-system-ca-ebbs>

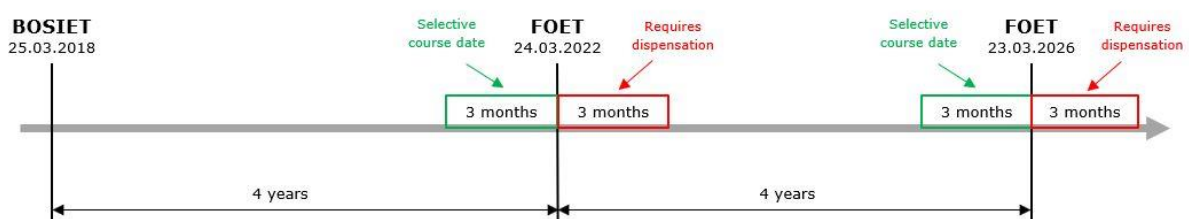
The expiration dates for the validation of the certificate are fixed dates calculated from the first OPITO course and 4 years forward - 1 day (the day at the course) and these dates will be the dates on the certificate.

The FOET course can be passed within the 3 months prior to the fixed date of expiration but the date of the actual course will be forwarded to the fixed date which is calculated from first OPITO course and 4 years forward - 1 day (the day of the course)

If the day of expiration has passed, it will normally be required to do a BOSIET course again, however, within the period of 3 months after the expiration date it will be possible to get a dispensation and do the FOET instead, provided that the requirements, found in OEUK's "Guidelines for the Management of Competence and Training in Emergency Response for Offshore Installations - Issue 3" appendix 1, are met (see the copy in appendix). The full version of the guidelines can be found [here](#).

In case a dispensation is granted, the actual date of the course will be adjusted back to the fixed date which is calculated from first OPITO course and 4 years forward - 1 day (the day of the course) to ensure that the course is passed every 4th year.

Example:



Personnel who have a valid BOSC certificate can refresh it with a FOET.

Pre-flight briefing video

All personnel travelling to or from an offshore Installation should attend a pre-flight briefing prior to each journey from land to installation and from installation to land

Installation safety and emergency response induction

Personnel arriving on an offshore Installation should participate in a safety and emergency induction specific to that location on their first visit. The Duty Holder is responsible for the content of the induction and for ensuring that it takes place. Personnel who

have not visited or worked on the offshore Installation in the previous 12 months should participate in an additional Installation safety induction.

Offshore Practice

Offshore training should be carried out at intervals as defined in the Duty Holder's Emergency Response Plan.

6.2 Personnel with Specific Emergency Response Duties

Personnel with specific emergency response duties should, in addition to the above, undergo training according to: "Danish Order no 833 of 2018".

6.3 Visiting Personnel:

Visitors must undergo all courses as described in 6.1
Except for personnel described in 6.4.2

6.4 Deviations:

Deviations from descriptions in 6.1, 6.2 and 6.3:

6.4.1 For all personnel described in 6.1 and 6.2

Duty Holder can deviate from 6.1 for helicopter crews if these persons have other equal or higher knowledge which can be considered equivalent to the requirements in 6.1

6.4.2 For all personnel described in 6.3:

Duty Holder can deviate from 6.1 in situations which could not have been predicted that requires immediate presence of expertise and in situations where the sudden requirement for additional labour on the installation could not have been predicted.

Furthermore, Duty Holder can deviate 6.1 for personnel on visits of duration of no longer than 1 day on the installation and not overnighting on board the installation.

6.4.3 Responsibility and documentation for deviations

All deviations from 6.1, 6.2 and 6.3 and how these are administered must be documented by the Duty Holders Management System.

Duty Holder is not responsible for personnel on the installation who are in public duties such as personnel from Police, and supervisory authorities.

7. Practice, Simulation and Testing

7.1 Introduction

Duty Holder should provide regular opportunities for the personnel on board to practice and maintain the competencies described above.

Integration and realism are important elements in practicing and maintaining competencies. Participants can strengthen the teamwork in an emergency situation and can work together through scenarios drawn up to closely reflect the potential hazards they might encounter on their Installation. The scenarios chosen should therefore test the people, equipment, procedures, and the interfaces between all of these and, in essence the Emergency Response Plan itself.

8. Notes to Guideline

8.1 Medical Fitness

The Duty Holder should be aware that emergency response training includes physically demanding and stressful elements. Consequently, all personnel who participate in such training should be medically fit and capable of undertaking the training.

8.2 Acceptance of Suitable Alternative Standards

Whilst this Guideline and the associated OPITO, STCW, etc. Training Standards should be the main reference points when making judgements on the training and competence of personnel, there will be cases where it will be appropriate to accept suitable alternative standards. Such circumstances could arise for example when personnel from other continental shelves such as UK or the Netherlands or from other countries such as Norway, come to work on the Danish Continental Shelf.

An agreement of documented mutual acceptance exists between the respective organisations of Norway, Denmark, Netherlands, and the United Kingdom to recognise the safety training given in each of the countries.

Information on the criteria for meeting this agreement is contained in a Mutual recognition matrix. Further details about the Mutual recognition matrix can be downloaded from the website (<https://danskoffshore.dk/offshore-sikkerhedstraening/>).

The decision to accept suitable alternative standards rests with Duty Holders.

8.3 Documentation

Duty Holders should be able to demonstrate that an adequate system is in place for recording relevant competencies.

8.4 Intervals for Further (Refresher) Training

The intervals between further Offshore Emergency Training cannot exceed 4 years. This also applies when using alternative standards.

Furthermore, all personnel working offshore on Danish continental shelf must have participated and passed training in escape chute at not more than 4-years intervals.

9. Verification

9.1 Training Evaluation Group

A Dansk Offshore Training Evaluation Group must meet as a minimum once each year to verify that the quality of the BOSIET and FOET courses are kept in the standard as described in OPITO standards.

The training Evaluation Workgroup shall include representatives from:

At least 1 Dansk Offshore representative

At least 1 Operator representative

At least 1 Union representative

Danish Working Environment Authority (DWEA) shall be invited to participate in the yearly meetings in Dansk Offshore Training Evaluation Group.

9.2 Yearly evaluation of the training

The Dansk Offshore Training Evaluation Group must evaluate the quality of the BOSIET and FOET courses are kept in the standard as described in OPITO standards, by reviewing evaluations and audit reports from Operators Supplier audits, and internal audits from the training centres.

This is to verify that the training is kept on a high standard. The training evaluation must be according to a Dansk Offshore verification template.

The yearly evaluation can be subject to recommendations to relevant stakeholders.

9.3 Dansk Offshore verification of audits

To ensure quality control, Dansk Offshore must verify and be able to document that the training centers are audited in following annual audits:

- Audit by OPITO
- Operator audits
- Training Centres Internal audits
- Evaluation Statistics
- Documentation for OPITO approval

10. Definitions of Terms:

The following terms are used throughout this Guideline:

10.1 Competence

Competence can be defined as 'possessing the necessary skills, experience, knowledge and attitude, and being able to apply them in a particular work environment to perform defined tasks to a predefined standard'.

10.2 Assessment

An assessment is the judgement that an individual or a system is competent or not competent to execute an emergency response role.

10.3 Operator

The Operator is the company or consortium which is appointed by the concession owner to operate an Installation or group of Installations. On fixed Installations and FPSOs the Duty Holder is the Operator. On Mobile Drilling Units (MDUs) the Duty Holder is the owner(s).

10.4 Contractor

A contractor is a company or individual who has a contract for services with the Operator or, in the case of a mobile Installation, the owner.

10.5 OPITO

OPITO - The Oil and Gas Academy is the industry's focal point for skills, learning of basic safety training.

10.6 STCW

International Maritime Organisation - Standards for Training Certification & Watchkeeping

10.7 GSK

Grunnleggende sikkerhets og beredskapsopplæring - Norwegian standards for Training and Certification for offshore personnel.

11. OPITO Training providers in Denmark:

Following training providers in Denmark have OPITO approval:

Maersk Training center

Ravnevej 12
DK-6705 Esbjerg
Tlf. +45 70 22 79 50

RelyOn Nutec

Uglviggårdsvej 3,
DK-6705 Esbjerg
Tlf. +45 76 12 13 14

MARTEC

Hånbækvej 54,
DK-9900 Frederikshavn
Tlf. +45 96 20 88 88

Appendix 1

Appendix 1



Request for Dispensation

(Extension to an expired emergency response training certificate)

Notes:

All reasonable efforts must be made to ensure that emergency response related refresher training is completed before the individual's current certificate expires.

In exceptional circumstances, where it is not possible for an individual to complete a refresher training course before their current refresher certificate expires, it may be possible for the Duty Holder of the Installation on which the individual works, or is due to work, to extend the currency of the individual's current training certificate by up to 3 months. Such extensions should only be granted to cover unforeseen circumstances such as illness or abnormal work demands.

- o Extensions will only be applied to personnel who work offshore regularly and not to visitors or personnel who work offshore occasionally.
- o Extensions will only be applied to personnel who have completed basic training and at least one related refresher course in the respective emergency response subject matter
- o The 'Responsible Person' named below must be nominated by the Duty Holder and will normally be an OIM or senior member of the onshore operational staff. The Responsible Person should review the individual's training record, experience and frequency of participation in relevant drills and exercises before determining that attendance at a refresher course is adequate. Otherwise, the individual should complete the relevant basic training course again.
- o Where an extension is granted, the effective start date of the new refresher training certificate will be the expiry date of the individual's corresponding, current certificate.

Name of person requiring dispensation:			
Date of Birth:		Vantage number:	
Training Course name:			
Current Certificate Expiry Date:			
Organisation requesting dispensation:			
Responsible Person:			
Job Title:			
Contact telephone number:			
Contact email address:			
Reason for granting dispensation:			
Responsible Person Signature:		Date:	

For your information: Please also note that valid 'Emergency Response' Training Certificates can be 'refreshed' up to 3 months prior to the existing certificate expiry date (without loss of validity).

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OGUK Dispensation Form V1 November 2009