Product title:	**Offshore Emergency Response Team Leader Initial Training**

Product code:	4600
Product type:	OPITO Standard
Product category:	Oil and Gas / Specialist Emergency Response / Helideck and Emergency Response Teams
Date of last update:	19/05/2023 - Date of last update field added to product spec

Who is the Product for?

This Product is for personnel who are appointed to, or to be appointed to, the role of an Offshore Emergency Response Team Leader.

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 Product is to set out the basic training, further practice and assessment requirements for Offshore Emergency Response Team Leaders which will be conducted at an onshore training centre. The learner 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.

For the purposes of this Product the definition of an Offshore Emergency Response Team Leader is a person who:

- Has responsibility for an individual Emergency Response Team
- May take responsibility for more than one team as the Senior Team Leader

Appointment of OERTLs

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

(1) The OERTL Initial Training – which will be conducted at an onshore training centre
(2) The OERTL Further Training – this programme involves updating and refreshing relevant knowledge and undertaking practical emergency response training in the OERTL role not able to be conducted offshore. OERTL learners will also undertake further practical training in the OERTM role during the practical exercises where they are not required to perform the role as OERTL

Workplace Training and Assessment

In addition to the onshore-based training, company and site-specific training and assessment will typically be conducted offshore.

OERTL emergency response training that can be conducted offshore will be conducted on a regular basis during drills and exercises. Workplace OERTL Competence guidance for duty holders is specified in the OERTL Workplace Competence document.

Note: This Product does not include practical training for accommodation fires involving ventilation fire in compartments where backdraft potential exists. Other specialist training exists in this area and should be undertaken where deemed necessary.

What does this Product cover?

This Product aims to equip the learner with the necessary knowledge, understanding and skills to perform the role of Offshore Emergency Response Team Leader effectively.

How can you successfully achieve this Product?

To achieve the Offshore Emergency Response Team Leader Initial Training the learner will need to complete the mandatory unit.

What could this Product lead to?

The Offshore Emergency Response Team Leader Further Training Standard

What are the entry requirements?

The prerequisites for this training programme are:

a) A valid Initial Offshore Emergency Response Team Member Training (OERTM) certificate

OR

b) A valid Further Offshore Emergency Response Team Member Training certificate.

Medical entry requirements

Training activities contained within this Product may include physically demanding and potentially stressful elements. All personnel who participate in such activities must be capable of participating fully.

Therefore, OPITO-approved training centres are required, as a minimum, to ensure that prior to participating in practical exercises the learner is declared fit, in that they

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

The OPITO-approved Centre shall keep a record of the learners' declaration(s) 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 learner will be asked to perform, will be given to learners 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 learner and/or company sponsoring the learner. Where doubt exists regarding the fitness of any learner, the OPITO-approved Centre must direct the individual to consult a medical officer familiar with the nature and extent of the training.

Note: Practical exercises must be designed and delivered solely to meet this Product and must not place on the learners any demands other than those required to meet the Product.

Country Specific if applicable?

N/A

How is this Product assessed?

Learners will be assessed against the outcomes specified in accordance with the assessment guidance detailed in each unit.

Are there any ratios that must be adhered to for the delivery of this Product?

OERTL Initial Training - Minimum learners 6, and Maximum 12

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

Theory	1:12
Demonstrations	1:12
Practical Exercises	1:6

Note: For the OERTL and OERTL Further Training programmes, the maximum learner numbers and theory ratio may be exceeded to accommodate company/installation emergency response teams. However, practical exercise supervision ratios must not be exceeded.

What are the Guided Learning Hours?

24 hours

An approximate ratio of 20% theory to 80% practical is appropriate for this training programme.

What staff resources are required to deliver this Product?

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, visits to heliports, visits to dry-docked rigs.

What facilities and equipment are required to deliver this Product?

Facilities

It is important to ensure that the full range of facilities is made available to ensure learners get the most out of their training. The following facilities criteria must be adhered to:

Practical training area(s) so designed to enable each learner to, as a team leader or 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 two or more of the following:

I. Class A contained fire (mandatory requirement)
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).

There must be at least one multilevel structure with a minimum of 3 levels, with open and enclosed spaces on each level.

The following requirements must be met for operations across multiple levels in a single structure.

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

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.

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

What is the validity of this Product?

2 years

Please note: If the expiry date on the learners previous certificate is within 3 months prior of the course enrolment date then the date of the new certificate should correspond with the expiry date of the existing/previous certificate unless stated otherwise by the Duty Holder or Asset Owner or Operator.

Product Summary

Product Structure:

To achieve the Offshore Emergency Response Team Leader Initial Training the learner will need to complete the mandatory unit.

Unit Code	Unit Title
OIS-10	Offshore Emergency Response Team Leader

Unit Summary

Unit Code	OIS-10
Title	Offshore Emergency Response Team Leader
Guided Learning Hours	See GLH at Product level
Assessment Guidance	**Assessment Guidance for Outcome 1 - 3** Centres must ensure that learners receive all theoretical learning specified in each Unit Outcome prior to any practical assessment taking place. Centres must also be able to demonstrate that learners have achieved an understanding of the information and concepts detailed in each of the Unit Outcomes. This may be achieved through a variety of methods, including but not limited to: group or individual discussion, verbal or written questioning, scenarios, virtual simulation, and eLearning. **Assessment Guidance for Outcome 4** Centres must ensure that learners receive all theoretical learning specified in each Outcome prior to any practical assessment taking place. Following theoretical learning and demonstration of practical exercises by the centre, learners will be observed undertaking practical exercises covering all the criteria specified. Learners must successfully complete all practical exercises in order to achieve this Unit. Practical exercises used must include appropriate combinations of all of the following scenarios: Fire-related Incidents: (a) Accommodation (multi-level) including galley or laundry fires (b) Process area (open and closed) including internal and external high

	pressure and pool fires (c) Machinery space including engine room/plant room (d) Fabrication area including workshop/paint store (e) Closed containers or cylinders exposed to fire. Non fire related incidents: (f) Unignited gas and liquid releases (g) Chemical incident (h) Confined space incident (i) Working at height incident with restricted access Each learner must be involved in at least one scenario covering all 3 levels of a multi-level structure and must include casualty recovery and hose management, with a charged hose. Notes for i) (1) Height must be a minimum of 2 metres and a maximum of 4 metres (2) Basic rescue exercise without specialist support involving non-suspended casualty. (3) Restricted access would involve the use of equipment such as ladder, access hatch, stretcher. (4) Elevated work area examples include scaffolding, crane operator cabin, elevated maintenance area etc.
Assessment/Evidence Requirements	Records of assessment referencing all outcomes, must be securely maintained.

OUTCOMES	**CRITERIA**
1 **Outcome: The role of the OERTL** **The learner will understand:**	1.1 The role and key responsibilities of the OERTL, to include: 1.1.1 ensuring command and control of the ER team is maintained at all times including sub-leadership and deputizing arrangements where necessary 1.1.2 establishing and maintaining effective communications during emergency response (ER), to include communicating to the team and communicating to ER command centre using all available methods 1.1.3 maintaining the safety of the OER team at all times 1.1.4 the key principles and types of effective leadership and their application to offshore emergency response teams in different situations

		1.1.5 how human factors may affect the safety of OER team and individual team members including: i) effects of heat and humidity ii) stress affecting decision making iii) loss of orientation/location iv) physical limitations v) sources of assistance available during emergency vi) effects and management of stress while leading a team in an emergency
2	**Outcome: The emergency response arrangements** **The learner will understand:**	2.1 Importance of being fully conversant with company/asset specific offshore emergency response arrangements, to include: 2.1.1 key legislation relevant to OERTL role in region of operations 2.1.2 emergency alarms and procedures 2.1.3 fixed and mobile firefighting systems and equipment 2.1.4 incident planning and progress monitoring 2.1.5 levels of emergency and response to include: preparedness, response actions, and recovery 2.1.6 emergency management roles (individual and team roles) 2.1.7 incident control centres 2.1.8 emergency communication protocols. 2.1.9 briefing the installation/vessel Offshore Emergency Response Team 2.2 Hazards, hazard recognition and mitigation associated with typical fire and non-fire incidents, to include: **Fire:** 2.2.1 rotating machinery 2.2.2 electrical 2.2.3 pressure-fed

			2.2.4 chemical including methanol and oxidising agents 2.2.5 explosives 2.2.6 accommodation, galley and laundry 2.2.7 fire behaviour in relation to backdraft and flashover 2.2.8 hazardous areas including processing, drill floor/well test area and fabrication shop **Non-fire:** 2.2.9 unignited gas releases 2.2.10 unignited fuel spillages 2.2.11 chemical spill 2.2.12 radiation incident 2.2.13 toxic gas release and asphyxiates 2.2.14 cryogenic release (i.e. LNG) 2.2.15 electrical incident 2.2.16 confined space incident 2.2.17 working at height incident 2.2.18 medical emergency 2.2.19 ERT involvement with the Heli-deck Team
3	**Outcome: How to lead the response to an incident** **The learner will understand:**	3.1 3.2	Mobilisation of the ER team includingconfirming operational readiness with regards to personnel, PPE, equipment and resources ERTL responsibility to conduct the Incident Brief including the following key elements: 3.2.1 location and type of incident 3.2.2 purpose and objectives of entry 3.2.3 safe access and egress 3.2.4 process conditions and associated local hazards 3.2.5 active work sites 3.2.6 people in the area

		3.2.7 fire protection and detection systems in operation 3.2.8 potential effects of the incident on infrastructure (ie. FRP grating) 3.2.9 weather conditions including prevailing wind 3.2.10 communication processes 3.2.11 incident withdrawal arrangements 3.2.12 types and donning of PPE for different incidents i.e. chemical and firefighting PPE
	3.3	Considerations and actions whilst leading the team during the incident, including: 3.3.1 the importance of key emergency assessment points including dynamic risk assessment of the incident area where safe to do so 3.3.2 optimizing the use of fixed and mobile ER systems 3.3.3 directing the ER team in using appropriate extinguishing media 3.3.4 monitoring the safety of the ER team 3.3.5 keeping the Emergency Response Command Centre updated with relevant information 3.3.6 techniques for keeping calm while leading an emergency response. 3.3.7 asking for assistance if overwhelmed by the emergency situation 3.3.8 monitoring of environmental conditions and how they may impact on the emergency response. 3.3.9 ensuring any casualties receive the appropriate care and attention
	3.4	ERTL responsibilities at incident conclusion, including: 3.4.1 ensure that the ER team has made the area safe after the incident has been concluded 3.4.2 confirm standby ER team requirements post-incident

		3.4.3 preparation for next incident response and confirm operational readiness i.e. recharge and maintain breathing apparatus, replenish and stow equipment 3.4.4 carry out post-incident debrief 3.4.5 potential investigation requirements
4	**Outcome: Leading the OERT in a clear and confident manner in response to critical incidents** **The learner will perform:**	4.1 Implement an appropriate initial response plan by conducting an effective Incident Brief for the emergency in a clear and concise manner, confirming ER team's understanding. 4.2 Establish and maintain effective communications with all relevant ER personnel. 4.3 Direct ER team's response and entry to the incident area with due regard to emergency response team safety and operability emergency response equipment (e.g. fixed or portable firefighting equipment and rescue equipment). 4.4 Effective delegation of tasks to ER team members. 4.5 Conduct dynamic risk assessment throughout the emergency. 4.6 Obtain situational updates against the initial plan and adjust plan accordingly where appropriate, ensuring changes are communicated clearly to ER team. 4.7 Effectively monitor breathing apparatus (BA) control. 4.8 Recognise and effectively deal with stress in the OERTM. 4.9 Request and brief ER support teams prior to deployment. 4.10 Ensure casualties receive appropriate due care and attention. 4.11 Conduct post-incident debrief and ensure operational readiness.

ABOUT OPITO

OPITO is the global, not-for-profit, skills body for the energy industry. For over three decades the company has ensured safety is at the forefront of operations, with more than 375,000 people trained every year.

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