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# 105 – Offshore Norge recommended guidelines on competence requirements for scaffolders

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*Translated version*

## FOREWORD

These guidelines are recommended by the Offshore Norge Forum for HSE Regulations, HSE Forum and Operations Committee. They are also approved by the director general.

The responsible manager in Offshore Norge is the manager, expertise development.

These guidelines have been developed in collaboration with the unions and supplier companies providing scaffolding services. They are owned by Offshore Norge.

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## 1 INTRODUCTION

### 1.1 Purpose

These guidelines specify recommended competence requirements for personnel involved in erecting, removing, inspecting and approving scaffolding in the petroleum industry. The training will ensure that they have the basic expertise needed.

### 1.2 Scope

The guidelines cover personnel working on fixed and floating offshore facilities and at land-based plants in the petroleum industry.

These guidelines do not apply to vessels.

### 1.3 Division of responsibilities

The operator company/mobile facility owner is responsible for ensuring that personnel, both its own employees and contract staff, have the qualifications described in this guideline. It is the contractor's responsibility to ensure that its own employees and contract staff have the necessary qualifications.

### 1.4 Definitions

#### **Skilled scaffolder**

Person with an official trade certificate in scaffolding pursuant to the Norwegian Education Act.

#### **Fixed facility**

Facility permanently installed on a field throughout its producing life. Production ships fall within this definition since they are intended to be permanently positioned on the field.

#### **Mobile facility**

Facility not permanently positioned on a field and registered in a national ship register (flagged facility), which means it must observe a maritime operating concept including classification.

#### **Approved training establishment**

An enterprise approved as a training establishment by the relevant county council. It must have relevant assignments which permit training to the competence targets in the appropriate curriculum for apprentices. It must also have a manager who can discharge the training responsibility pursuant to the Norwegian Education Act.

#### **Land-based plant**

Facility on land subject to supervision by the Petroleum Safety Authority Norway.

### **Scaffolder**

Person who has completed training pursuant to the learning outcomes for module 1, module 2 and supplementary module 4.2 in chapter 5 of NS 9700.

### **Roof over roof**

Temporary structure to protect employees and structures from the weather.

## **1.5 References**

Norwegian standard NS 9700-1: 2016

Act on primary and secondary education (Education Act) of 17 June 1998.

## **2 COMPETENCE OBJECTIVES**

### **2.1 Basic training for skilled worker**

A skilled scaffolder must have a trade certificate in scaffolding pursuant to the Norwegian Education Act with regulations.

### **2.2 Basic training for scaffolder**

Person who has completed training pursuant to the learning outcome in module 1, module 2 and supplementary module 4.2 in chapter 5 of NS 9700.

### **2.3 Requirements for scaffolding supervisor**

All scaffolding work must be supervised by a skilled scaffolder.

This supervisor must have an overview of all scaffolding within their area of responsibility and ensure that the necessary documentation for such scaffolding is compiled.

### **2.4 Requirements for scaffolding team**

A scaffolding team must have a minimum of one skilled scaffolder. Other members of the team must have received training as scaffolders.

At least half the members of a scaffolding team must have more than two years of documented experience. If the team has more than four members, it must contain two skilled scaffolders.

A scaffolder with less than two years of documented experience, and apprentices, must be incorporated in the team in order to acquire experience with the type of scaffolding equipment used on site before they are given independent assignments.

## 2.5 Supplementary training

When constructing roof over roof scaffolding, the scaffolder must have completed training pursuant to the learning outcome for supplementary module 4.3 in chapter 5 of NS 9700.

## 2.6 Approval and inspection of scaffolding

Approval of scaffolding and its inspection during use must be carried out by a skilled scaffolder.

## 3 TRAINING OF SCAFFOLDERS

Training of scaffolders can be carried out internally in the company by an approved training establishment. A final exam must be given for the theoretical part of the course. A course certificate must be prepared with documents theoretical and practical training.

## 4 NONCONFORMITIES

All correction of nonconformities from the requirements in these guidelines are to be dealt with and documented by the individual operator company/mobile facility owner in accordance with the operator's governing documentation.

## 5 REVISION HISTORY

Since guideline 105 was established in 2006, a national standard for scaffolding has been adopted. Norwegian Standard NS 9700-1:2016 Scaffolds and encapsulation constructions covers many of the requirements which derive from guideline 105, including competence qualifications. NS 9700 specifies no requirements for a trade certificate.

There has been a need to update requirements for skilled worker competence when erecting scaffolding on offshore petroleum facilities and at land-based petroleum plants. These guidelines also cover requirements for work supervisors and scaffolding teams. Other requirements covered by different standards and guidelines have been removed from this document.

The title of the guideline has been changed to clarify that it applies to requirements for competence when erecting scaffolding.