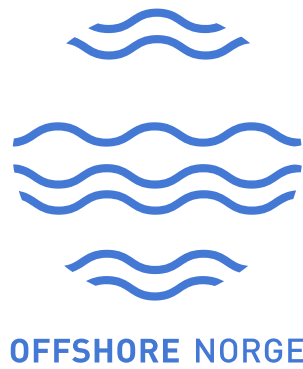




143 – Offshore Norge Recommended guidelines for training for work on process and auxiliary systems

FOREWORD

These guidelines are recommended by the Offshore Norge Operations Committee. They have also been approved by the director general.

The guidelines are owned and administered by Offshore Norge.

Offshore Norge
Hinna Park
Fjordpiren, Laberget 22, 4020 Stavanger
Postboks 8065, 4068 Stavanger

CONTENTS

..... 1

FOREWORD2

1 INTRODUCTION.....4

 1.1Purpose 4

 1.2 Area of application 4

 1.3 Responsibility and management system 4

 1.4 Requirements for qualifications 4

 1.5 References 4

2 TRAINING CURRICULUM5

 2.1 Competence objectives and requirements 5

 2.2 Training - flange work 5

 2.3 Training - Fittings and Small Bore Tubing systems..... 5

 2.4 Training - Process safety 6

 2.5 Training - Valve technology..... 6

3 NONCONFORMITIES.....7

1 INTRODUCTION

1.1 Purpose

These guidelines specify recommended requirements for basic training for workers who will work on process and auxiliary systems. The purpose of these plans is to establish a common practice for training in the following disciplines:

- Flange work
- Fittings and Small Bore Tubing systems
- Process safety
- Valve technology

1.2 Area of application

These guidelines encompass personnel on fixed facilities and onshore facilities related to petroleum activities.

1.3 Responsibility and management system

The operator companies are responsible for establishing a management system to ensure compliance with these guidelines of own employees and employees of suppliers.

The employer is responsible for ensuring that employees have the necessary expertise to perform their work.

1.4 Requirements for qualifications

Section 9, sub-section 7 of the Norwegian Petroleum Act specifies requirements of qualifications, which are amplified in section 21 of the activities regulations.

1.5 References

- The Norwegian Petroleum Act § 9-7
- Activities regulation § 21
- Norwegian Standard NS-EN 1591-4:2013
- Handbook flange work
- Handbook Fittings and Small Bore systems
- Handbook valve technology

2 TRAINING CURRICULUM

2.1 Competence objectives and requirements

Basic training is given in the form of courses. Such training can be provided in the form of classroom teaching, e-learning, simulator use or other appropriate methods.

Competence objectives and course content requirements are specified in the training curriculum.

2.2 Training - flange work

NS-EN 1591

General requirements for training follow from Norwegian Standard NS-EN 1591-4:2013. Personnel performing work operations on flanges in process and auxiliary systems. The NS-EN 1591 matrices in chapters 8.2 og 8.3 provide mandatory minimum syllabus for the different training levels.

Offshore Norge training curriculum complements NS-EN 1591 and specifies the industry's requirements for how course according to NS-En 1591 should be conducted.

Refresher course

The validity period for course according to NS-EN 1591 is five years after the course certificate is issued. To extend the validity for another five years, a refresher course must be completed according to requirements in Offshore Norge training curriculum. Refresher course must also be completed by personnel who have not practiced bolting for a period of 6 months.

If a refresher course has not been completed within 5 months after the 5 year deadline, a new and basic course must be completed.

2.3 Training - Fittings and Small Bore Tubing systems

The training in fittings and small bore tubing systems should provide the participant with basic knowledge of structure, operation, assembly, testing and maintenance of tubing systems with associated fittings.

Training must be provided in accordance with the Offshore Norge training curriculum for course in fittings and small bore tubing systems.

Refresher course

Requirements for refresher course follow the training curriculum.

2.4 Training - Process safety

The training in process safety should increase understanding of process safety related to process and auxiliary systems but can also be applied to other systems related to water and the like.

Training must be provided in accordance with the Offshore Norge training curriculum for course in process safety.

Refresher course

Requirements for refresher course follow the training curriculum.

2.5 Training - Valve technology

The training in valve technology should provide the participant with the necessary basic competence in the structure and operation of valves. In addition, the participant should be introduced safe operation, possible sources of leakage and basic maintenance of the most used valve types.

Training must be provided on accordance with the Offshore Norge training curriculum for course in valve technology.

Refresher course

Requirements for refresher course follow the training curriculum.

3 NONCONFORMITIES

All nonconformities from these guidelines must be dealt with and documented by the operator concerned in accordance with its governing documentation.