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## 024 – Offshore Norge recommended guidelines on competence requirements for drilling and well service personnel

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*Translated version*

## FOREWORD

These guidelines are recommended by the Offshore Norge Drilling Managers Forum and committee for employer policy and expertise. They have also been approved by the director general of Offshore Norge.

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

These guidelines have been developed with industry participation from interested parties and in cooperation with the Norwegian Shipowners Association.

The guidelines are owned by Offshore Norge.

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## 1 INTRODUCTION

### 1.1 Purpose

The purpose of these guidelines is to describe competence requirements for drilling and well service personnel carrying out drilling and well service work in the petroleum industry on the Norwegian continental shelf (NCS).

### 1.2 Definitions and abbreviations

#### **Definitions**

<i>Operator company:</i>	Company which manages day-to-day petroleum operations on behalf of the licensees. (See section 1-6 k of the Petroleum Act on definitions)
<i>Drilling contractor:</i>	Company which conducts drilling for the operator.
<i>Well service company:</i>	Company which undertakes well service assignments for the operator.
<i>Drilling and well service personnel:</i>	People doing work associated with drilling and well service activities
<i>Competence:</i>	The sum of knowledge, skills and attitudes, as well as the ability to carry out assignments and master complex challenges.

#### **Abbreviations**

IWCF:	International Well Control Forum
IADC	International Association of Drilling Contractors

### 1.3 References

- a) Section 9-7, Act of 29 November 1996 no 72 relating to petroleum activities (Petroleum Act) on qualifications
- b) Section 12, Regulations relating to health, safety and the environment in the petroleum activities (framework regulations) on organisation and competence
- c) Section 14, Regulations relating to management and the duty to provide information in the petroleum activities and at certain onshore facilities (management regulations), on manning and competence
- d) Sections 21-23, Regulations relating to conducting petroleum activities (the activities regulations)

## 1.4 Applications

These guidelines rank as a recognised standard by virtue of being referenced in the guidelines to the official regulations.

They apply to drilling and well service personnel carrying out work in all types of drilling and well service activities. These personnel must have the competence required to perform the work they are assigned to do.

Personnel who have acquired their qualifications in other educational and training systems can be assessed in relation to the competence requirements in these guidelines. See chapter 3.

The guidelines apply to both mobile units and fixed facilities.

## 1.5 Responsibilities and management

The employer must ensure and document that drilling and well service personnel have the necessary competence to conduct drilling and well service activities.

The operator must see to it that contractors have systems which document the competence of personnel.

## 2 COMPETENCE REQUIREMENTS

### 2.1 Formal competence requirements for drilling and well service personnel

The following formal competence requirements apply for drilling and well service operators, junior supervisors and department head/supervisors.

#### 2.1.1 Drilling and well service operator

A drilling and well service operator is responsible for carrying out the work they are instructed to do professionally, safely and in accordance with procedures and instructions.

Drilling and well operators must be certified in drilling and well service crafts ([craft certificates](#) – in Norwegian only), or have

a) alternative craft certificates (all links in Norwegian only):

- technical and industrial production ([list of craft certificates](#))
- electrical ([list of craft certificates](#))
- mechanical, chemical process and electrical post-1994 reform ([list of craft certificates](#))

Personnel with an alternative craft certificate must also have completed and passed the cross-disciplinary exam for well technology: [BRT 2004](#).

b) alternative experience:

- five years of relevant experience in one of the certificate crafts above and completion of and passing the cross-disciplinary exam for well technology: [BRT 2004](#) (in Norwegian only).

#### 2.1.2 Junior supervisor

A junior supervisor is responsible for supervising work in a way which ensures that it is carried out professionally, safely and in accordance with procedures and instructions.

Junior supervisory posts will include:

- driller and assistant driller
- personnel supervising parts of a well operation/intervention, including use of dedicated pressure control equipment.

A junior supervisor must have a vocational technical college qualification in petroleum technology and the necessary certificates, see chapter 2.2, as well as relevant experience.

### 2.1.3 Department head/supervisor

Person who is ultimately responsible for work, and for ensuring that it is carried out professionally, safely and in accordance with procedures and instructions.

A department head/supervisor will hold such posts as:

- drilling supervisor and assistant drilling supervisor at an operator company
- drilling supervisor and assistant drilling supervisor at a drilling contractor
- well service supervisor and assistant well service supervisor at an operator company
- well service supervisor and assistant well service supervisor at a well service company.

A department head/supervisor must have a relevant engineering education or a vocational technical college qualification in petroleum technology and the necessary certificates, see chapter 2.2, as well as relevant experience.

## 2.2 Well control competence

Personnel who have duties with safety-related significance for planning, executing and following up drilling and well service activities must have the necessary well control competence.

The following posts require a valid IWCF/IADC well control certificate or the equivalent at levels 3 or 4.

#### Level 3:

- driller and assistant driller
- personnel supervising part of the well operations/interventions, including the use of dedicated pressure control equipment.

#### Level 4:

- drilling supervisor, assistant drilling supervisor, drilling operations supervisor (land-based), drilling supervisor (employed by drilling contractor), assistant drilling supervisor (night)
- supervisor (operator company and drilling contractor/well service company)

The leader of a first-line response team (land/office) should have a valid well control certificate at level 4.

Go here for information on IWCF/IADC levels 3 and 4: [IWCF drilling](#), [IWCF interventions](#) and [IADC Wellsharp](#).

## 2.3 Activity-specific training

Drilling and well service personnel must be informed of and provided with the necessary training for activity-specific conditions ahead of an operation.

## 3 OTHER EQUIVALENT COMPETENCE

When using personnel with relevant occupational experience or educational qualifications which differ from those described in section 2.1.1-2.1.3, the company must document that this competence is of an equivalent level. The form for verification of competence can be used (appendix B).

## 4 TRANSITIONAL ARRANGEMENTS

Drilling and well service personnel who are in a post and are qualified in accordance with the requirements in earlier versions of guideline 024 will be regarded as possessing satisfactory formal competence. See section. 2.1.



## APPENDIX A: Revision history

### Chapter 1 Introduction

- 1.2 Terminology removed – section without text.
- 1.3 Definitions and abbreviations – those described in the actual document removed.
- 1.5 Application and coming into force and 1.6 Objectives and principles changed to a chapter 1.4 Application. Clarification of which people the guidelines apply to.
- 1.7 Responsibilities and management made clearer.

### Chapter 2. Highlighting changes to a guideline

New chapter – revision history moved to appendix A

New chapter 2 – Competence requirements

The chapter has three sections

- 2.1 Formal competence requirements
  - 2.1.1 Drilling and well service operator
  - 2.1.2 Junior supervisor
  - 2.1.3 Department head/supervisor
- 2.2 Well control competence
- 2.3 Activity-specific competence

### Chapter 3 Organisation of the drilling and well service operation

Chapter deleted, content covered by the description in section 1.5 Responsibilities and management.

### Chapter 4 Competence requirements

Now the new chapter 2 in the revised guidelines

Description of roustabout deleted, since this post is not covered by the guidelines.

Should the company nevertheless use roustabouts in drilling and well service operations, guideline 024 will automatically apply.

Section 2.1.1 provides a clearer description and specific competence requirements for a) alternative craft certification and b) alternative training. The only requirement in both cases is now the BRT 2004 cross-disciplinary exam.

Changed job description terms:

Section 2.1.1 Operator to drilling and well service operator

Chapter 2.1.3 Head of department to department head/supervisor

Sections 2.1.2 and 2.1.3: Vocational technical college qualification in petroleum technology replaces “polytechnic petroleum college, petroleum technology discipline”.

Section 4.1.4 Other equivalent competence, text moved to chapters 3 Other competence and sections 1.4 Application and 1.5 Responsibilities and management.

Section 4.2 is the new section 2.3 with corresponding text.

### Chapter 5 Language skills

Deleted – requirements here are described in the regulations.

### Chapter 6 Approval of other equivalent competence

Now covered by new description in section 1.4 Application and chapter 3 Other competence.

Appendix A changed since the description in the guidelines has been clarified. The appendix is now revision history. The previous appendix A can now be accessed [here](#).

Appendix B changed, links inserted directly in guideline text. New appendix B is form for verification of competence

Appendix C deleted, since links have been inserted directly in guideline text.

Appendix D has been moved to appendix B.

## **APPENDIX B: Form for verification of competence**

[Link to the document on website](#)