

# Training and Qualifications Committee Mandate and Work Plan

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- **Training and Qualifications Committee (TQC)**
- **Training and Qualifications Standard Practice**
- **Development of training standards**
- **Course quality reviews**
- **Competency-based standard development**

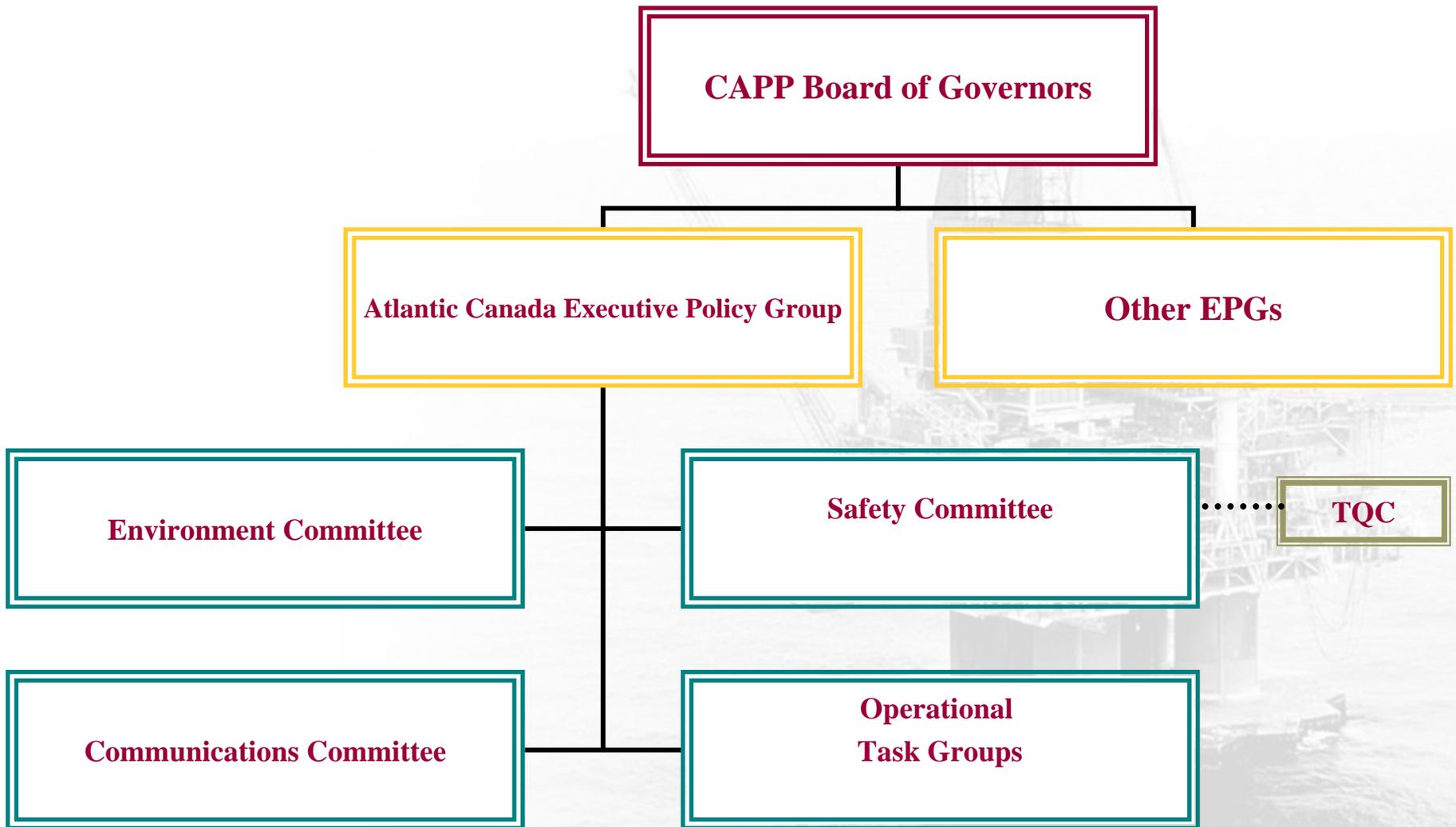


## Who is CAPP



- **The voice of Canada's Upstream Oil and Gas Industry**
  - Mission: to enhance the economic sustainability of the Canadian upstream petroleum industry in a safe and environmentally and socially responsible manner, through constructive engagement and communication with governments, the public and stakeholders in the communities in which we operate
  - Represents companies, large and small, that explore for, develop and produce natural gas and crude oil throughout Canada
  - CAPP's associate members provide a wide range of services that support the upstream crude oil and natural gas industry
  - CAPP members produce more than 90 per cent of Canada's natural gas and crude oil
- **Offices in St. John's and Calgary**
- **Works with members on broad industry issues and initiatives that affect the industry**
- **A member of, and provides secretariat services to, the Training and Qualifications Committee and is the custodian of the Training & Qualifications Standard Practice**

# CAPP Atlantic Canada Governance



- **Multi-stakeholder Committee established to address training and qualifications needs for the AC offshore workforce**
  - Reviews and updates the *CAPP Atlantic Canada Offshore Petroleum Industry Standard Practice for the Training and Qualifications of Personnel* (TQSP)
  - Identifies and considers other training and qualifications needs (including reciprocity issues with other jurisdictions and quality of training offered locally)
  - Aims to work collaboratively with groups that have related mandates (for example HOSC)
- **Governed by a formal TOR and meets on a monthly basis**

- **Current TQC members**

- 1 CAPP staff representative (secretariat)
- 2 Canadian Association of Oilwell Drilling Contractors (CAODC) representatives
- 2 Offshore Petroleum Board representatives (NS and NL)
- 3 industry representatives (from the CAPP Safety Committee)

- **TQC members report to their respective organizations**

- **TQC also includes ad hoc members**

- Training Institutes (Marine Institute – Offshore Safety and Survival Centre in NL and Survival Systems Training Ltd in NS)
- Marine Safety Council (1 representative)

- **Outlines the**
  - training required for all personnel travelling/working offshore (e.g. basic survival training, etc.)
  - specialized or technical training/qualifications required by position (marine position, drilling rig, production installation)
  - specialty teams training (e.g. helideck team, fire team, first aid teams, etc.)
- **Structured to allow application to each type of installation likely to operate in Atlantic Canada offshore**

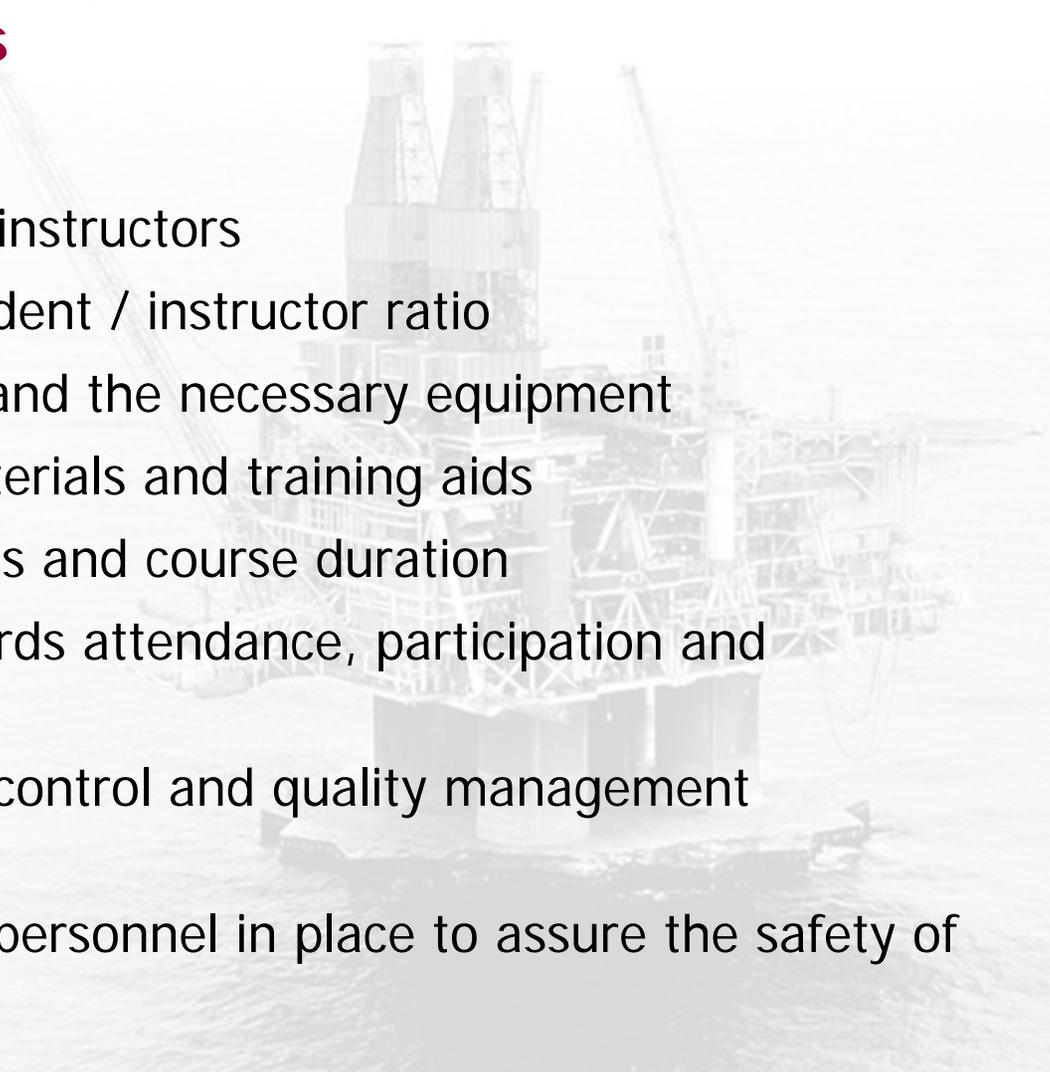


- **TQC updates the TQSP as needed; and publishes a new version every 2 years**
  - For example gas detection and confined space (this is training operators provide but is not yet included in the TQSP, it is the intent of the TQC to add these for the next revision)
  - Also, next version will be improved with a more user-friendly layout
- **Updating the TQSP involves a consultation process with stakeholders, including the offshore workforce in both provinces (process outlined on next slides)**

- **Proposed changes are brought to the TQC for review by any user of the TQSP**
- **TQC evaluates suggested changes on an ongoing basis, formal review includes a Change Request Form describing the proposed change and its rationale**
- **On an annual basis, prior to issuing a new TQSP, proposed changes are provided to stakeholders for review (including the workforce via the Joint Occupational Health and Safety Committees)**

- **A 45-day consultation period commences within which feedback on the proposed changes is collected**
  - The TQC has a stakeholder consultation process in which all members of the TQC are responsible for consultation within their organization and with other stakeholders
  - For example: training institute representatives are to consult with other potentially impacted training institutes; Operators are responsible for consulting with their workforce, etc.
- **The TQC reviews and addresses any feedback received**
- **A recommended update is then presented to CAPP AC EPG and the Boards for review and ratification**
- **Upon completion of this process a revised TQSP is published for use, replacing the previous version**

- **Multi-year program to review safety training courses required by the TQSP that did not have a third-party audit process associated with them**
  - BST, BST-R, OSI, coxswain training, fire team training, fire team recurrent, HUEBA training, helicopter landing officer training, hazardous areas EX training
- **Managed by an independent consultant**
- **Governed by criteria established by TQC (described on subsequent slide)**
- **Reviews undertaken by a team (consultant, subject matter expert and, at times, TQC member reps)**

- **Course delivery accurately reflects the curriculum and training objectives**
  - **The training provider**
    - has appropriately qualified instructors
    - ensures an appropriate student / instructor ratio
    - has an appropriate facility and the necessary equipment
    - has appropriate course materials and training aids
    - effectively manages logistics and course duration
    - properly monitors and records attendance, participation and examination
    - has appropriate document control and quality management processes
    - has appropriate processes/personnel in place to assure the safety of course participants
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- A faded background image of an offshore oil rig structure in the ocean.

- **5 course reviews complete, reports are with TQC for discussion / action**
  - BST, BST-R, Hazardous Areas EX, HUEBA and Helicopter Landing Officer
- **4 course reviews currently underway**
  - Fire Team and its recurrent, OSI and Coxswain training
- **Outcomes are discussed by the TQC and action taken by Training Institutes or TQC as necessary, e.g.:**
  - BST/BST-R quality found to be very good at both TIs; a few areas of training discussed and implemented by TIs (e.g. HUET fidelity at MI-OSSC and launch and loading of davit life rafts at SSTL)
  - major finding included opportunity to improve consistency across the TIs = competency-based standard development (e.g. basic survival training, helicopter landing officer)

- **To identify exact skills and knowledge required by the trainee in order to receive a course certificate**
  - the current standard outlines course content, not what skills need to be displayed by the student
- **DNV (Norwegian training consultant) engaged at outset to provide advice and direction in developing a standard that details the extensive content of the basic survival training courses**

- **Principle benefits**
  - greatly improved documentation of course quality and content
  - improved consistency across training institutes
- **TQC has recognized that this approach to standard writing is superior to listing course content – as the TQSP is amended over time course / training requirements will shift to follow this process**



- **Concluding 2011 work**
  - Engage JOSHC in review of proposed changes
- **Complete outstanding course quality reviews**
- **Continue development of competency-based training standards**
  - Coxswain Training
  - Helicopter Landing Officer Training

