



# Petroleum Development Oman L.L.C.

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### Health, Safety and Environment Training Specification

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## Revision History

The following is a brief summary of the four most recent revisions to this document. Details of all revisions prior to these are held on file by the Document Custodian.

Version No.	Month & Year	Author's Name and Title	Scope / Remarks
1.1	February 2012	Ian Bowen Corporate Adviser, HSE Training & Competence	Minor typographical amendments on Pages 11, 62, 64, 66, 112, 169 and 186
2.1	January 2015	Abdulla Al Brumy Corporate HSE Learning Lead	Revised pre-requisites for Level 1 & 2 Courses
2.2	August 2015	Abdulla Al Brumy Corporate HSE Learning Lead	Revised the learning ladder, added course creation and amended it to reflect the new HSE training courses
2.3	August 2015	Abdulla Al Brumy Corporate HSE Learning Lead	Corrections including removal of all scaffolding courses as Scaffolding competency is covered in SP1257
2.4	November 2015	Abdulla Al Brumy Corporate HSE Learning Lead	Inclusion of new HSE Leadership Courses
2.5	May 2016	Abdulla Al Brumy Corporate HSE Learning Lead	<p>Inclusion of revamped:</p> <ul style="list-style-type: none"><li>• Fire Warden Course</li><li>• H2S course</li><li>• High Incident Investigation Course</li><li>• HSE Orientation</li></ul> <p>Removal of Hoist Lifting Courses</p> <ul style="list-style-type: none"><li>• Removal of SP-1251 – Lifting Operation Courses</li><li>• Inclusion of requirements for new system of Hoisting and Lifting training</li></ul> <p>Removal of Process Safety orientation Course</p> <p>Inclusion of new Risk Assessment Course</p>



			Inclusion of visitors' requirements
3.1	July 2019	Abdulla Al Brumy  Corporate HSE Learning Lead	Inclusion of: <ul style="list-style-type: none"><li>• New One day HSE Orientation</li><li>• Revamped H2S course: Part1 &amp;2</li><li>• New One Day AGT</li><li>• New 3 Day HSE for Frontline Supervisors</li><li>• Revamped Fire Warden to include Fire extinguisher practical</li><li>• New NORM Management (NORMM): Combining NORMA and NORMS</li></ul>
4.0	June 2021	Saud Al Habsi  Head of HSE & Process Safety Learnings	Inclusion of: <ul style="list-style-type: none"><li>• Addition of the delivery method for HSE courses</li><li>• Revamped EA course: 8 hours to 4 hours</li><li>• Revamped 2 Day HSE for Frontline Supervisors</li><li>• New Electronic PTW courses</li><li>• Removal of obsolete HSE Level 3 courses</li><li>• New Chemical Handling Management (CHM): Combining CHA and CHAS</li><li>• New unified DD courses (OPAL standard)</li><li>• Revised pre-requisites for Level 1 &amp; 2 Courses</li><li>• New Goods Vehicle Marshal</li></ul>
4.1	October 2022	Saud Al Habsi  Head of HSE & Process Safety Learnings	Inclusion of: <ul style="list-style-type: none"><li>• New unified HSE courses (OPAL standard).</li><li>• New NEBOSH IGC with two units.</li><li>• Revised pre-requisites for PTW Holder &amp; Signatory courses by adding:<ul style="list-style-type: none"><li>○ English language level/proficiency (e.g., IELTS 4 OR College Diploma or Degree).</li><li>○ Site exposure.</li></ul></li></ul>

**User Notes:**

1. The requirements of this document are mandatory. Non-compliance shall only be authorized by a designated authority through [STEP-OUT](#) approval as described in this document.
2. A controlled copy of the current version of this document is on PDO's live link. Before making reference to this document, it is the user's responsibility to ensure that any hard copy, or electronic copy, is current. For assistance, contact the [Document Custodian](#).
3. Users are encouraged to participate in the ongoing improvement of this document by providing constructive [feedback](#).

## Related Business Processes & CMF Documents

### Related Business Processes

Code	Business Process (EPBM 4.0)
CP 122	HSE Management System Manual

### Parent Document(s)

Doc. No.	Document Title
PR 1172 Part I	Contract HSE Management Part I – Mandatory for PDO personnel involved in Contract Management
PR 1172 Part II	Contract HSE Management Part II – Mandatory for Contractors and Contract Holders
PR 2010	HSE Training Provision Approval and Quality Assurance
SP 2000	Road Safety Standard

The related CMF Documents can be retrieved from the Corporate Business Control Documentation Register [CMF](#).



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## 1.0 Introduction

### 1.1 *Purpose and Objectives*

PDO needs to ensure its entire workforce is appropriately competent. HSE training provides an awareness of the common workplace hazards, risks and safety controls. Competency assessment confirms the person is competent in the role they are employed. The specification sets out HSE competencies, PDO course criteria and who should attend and when.

### 1.2 *Scope and Applicability*

PDO specific HSE training courses shall only be delivered to PDO and its contractor community in a PDO approved training provider (ATP). Training can be conducted at other locations by ATPs provided they have been signed off by PDA8 as being compliant with PDO requirements.

### 1.3 *Review and Improvement*

The specification shall be reviewed every 4 years as a minimum.

Competency and course criteria shall be reviewed every two years, organised by the PDA8 team.

Amendments will be specified by the appropriate Technical Authority, supported and translated by the PDO HSE course provider and amended in this specification by PDA8.

### 1.4 *Distribution*

The following groups will be advised by email of any revision either directly or through their contract holder. An electronic link to the revised document will be included in the advisory email to enable viewing or download and be sent to MSEM, PDA, PDA8 team, PDO/Contractor HSE Advisers/Managers & HSE Training focal points, PDO HSE Training course Technical Authorities and respective CFDH's, PDO Contract Holders, PDO ATPs, PDO and Contractor Skill Pool Managers, PDO HSE training Services and 1<sup>st</sup> aid and driver training/assessment contractor.



## 2.0 Compliance Requirements

### 2.1 General

The principles applied to the provision of HSE training and performance assessment are to:

- Fulfil the Company's legal and HSE Management System obligations towards its workforce with respect to managing workplace risks.
- Provide sufficient training in PDO specific safety systems,
- Provide a competency criteria and standards framework to assure minimum competency standards are met,
- Offer HSE professional HSE qualification development opportunities to Company staff that require them as part of their professional development within the Company.

### 2.2 Attendance Classification

Each course, recertification or reassessment is given one of two attendance classifications – Entry or Vocational.

- **Entry** – *must be attended before starting employment - i.e. immediately.*
- **Progressive** – *attended to obtain competency within a role.*

### 2.3 Competency and Course Levels

HSE courses/competencies are listed by level - Levels 1, 2 and 3 reflecting who needs to attend.

Competencies set out the acknowledged qualifications that PDO recognises to prove competency has been confirmed.

HSE specific courses have a specification that describes:

- Course, Recertification/Reassessment Title and Code, Aim and Objectives
- The attendance classification (i.e., Entry, Mandatory or Recommended)
- Essential syllabus components
- Duration (actual training or assessment hours)
- Maximum recertification / reassessment interval (years)
- Delivery language(s)
- Delivery Method
- Target population
- Minimum and maximum delegate numbers
- Course attendance pre-requisites
- Minimum performance criteria

### 2.4 Course Delegate categories

The people attending courses or assessment events are referred to as delegates.



Delegates fall into one of two categories for HSE training purposes: supervisory and non-supervisory.

- **Supervisory** are those who *'supervise the work of at least one other person or a group of other supervisors'*.
- **Non-supervisory** staff are those whose role does not include any of the above.

## 2.5 Creation and Revision of HSE Courses

2.5.1 HSE courses shall in general be created and reviewed by an HSE training committee which will consist of:

PDA8 (Chair), TA/CFDH for the particular competency, MSE team member and support from the PDO HSE Training Provider, and a PDO contractor representative (when required).

2.5.2 Decisions on content, delivery, duration, assurance, competency criteria etc will be agreed within the committee.

2.5.3 All courses will be signed as authorised by PDA8.

2.2.4 Any member of the committee can call for it to convene when they have identified a suitable and sufficient reason for a review, e.g., after a change in the law, an incident learning, new technology etc. The Chair must be contacted to arrange a meeting within three weeks of a request.

## 2.6 HSE Competency process

2.6.1 Every new employee entering the PDO operation or workforce, including contractors and their sub-contractor workforce shall undergo a minimum HSE competency process including all entry level courses and additional familiarisation training provided by his employer. These must be achieved during the employees' induction phase and provided in the early part of their work with the company.

2.6.2 Employees can attempt to claim equivalence from alternative training which they have previously attended and do so the process in PR 2010 should be followed.

2.6.3 Competencies are by Level, Role, and Course consists of:

- **Level 1 HSE courses - Entry**  
HSE courses shall be attended before being deployed to worksites
- **Level 1 HSE courses – Role based (Progression)**  
HSE courses shall be attended before beginning work in specific roles.
- **Level 2 HSE courses - Entry**  
HSE courses shall be attended before being deployed to worksites  
**Level 2 HSE courses – Role based (Progression)**  
HSE courses shall be attended before beginning work in specific managerial or specialised roles.
- **Level 3 Professional HSE Qualifications (Progression)**  
Externally accredited or requiring comprehensive production of evidence

## 2.7 Training Requirements for visitors to PDO sites.

Depending on the nature of the activity and duration, visitors may be required to attend mandatory HSE training before starting the work as per below:

- If the visit is for **less than 7 days**, and in **non-sour** classified facility, site specific **HSE Induction** given by the host is sufficient, no extra training required.
- If the visit is for **less than 7 days**, and in **sour** classified facility, **H2S course** is required, conducted by OPAL Approved Training Provider (ATP), and site specific **HSE Induction** by the host at the site.
- If the visit is **between 7 to 14 days**, and in **non-sour** classified facility, the visitor must attend **HSE Induction** Course for one day, conducted by OPAL ATP, and site specific **HSE Induction** by the host at the site.
- If the visit is **between 7 to 14 days**, and in **sour** classified facility, the visitor must attend **HSE Orientation** Course for one day followed by **H2S course**, conducted by OPAL ATP and site specific **HSE Induction** by the host at the site.
- If the visit is for **longer than 14 days**, and in **sour** OR **non-sour** classified facility, the visitor must attend **HSE Induction** Course for one day followed by **H2S**, conducted by OPAL ATP and site specific **HSE Induction** by the host at the site.
- If the visitor has a **valid H2S permit** but not conducted at OPALs' ATPs, he/she will have to attend the full course at OPALs' ATPs.
- **Buddy system** must be implemented

## Appendix A – Level 1 HSE Training Courses and Assessments

Course Title:		
Page 12 of 84	SP 1157 HSE Training Specifications	October 2022
The controlled version of this CMF Document resides online in Livelink®. Printed copies are UNCONTROLLED.		

<b><i>(HSEI) OPAL Unified HSE Induction</i></b>			
<b>Course Aim:</b>			
To familiarize the candidate with the basic concepts of safety, the basic definitions of Hazard and Risk and the differences between them, HSE tools and procedures to keep them safe, how to identify hazards and apply appropriate control measures, common workplace hazards associated with workplace activities and with specific hazards associated with working in the Oil and Gas industries, the real meaning of “The Environment” and to introduce the legal edicts that govern all workplaces in the Oman Energy and minerals industry and into complying with the law to prevent legal consequences being applied to individuals or organizations.			
<b>Course Objectives</b>			
1. Definition of Health, Safety & Environment (HSE) 2. Explain the reasons of maintaining HSE (Moral, Legal & Financial) 3. Explain the basics of keeping safe 4. How can we protect the environment? 5. Explain how to report and accident and how to summon emergency services.			
<b>Essential Syllabus components (MUST HAVE topic areas)</b>			
1. Explain the important of Life Saving Rules and Consequences. 2. Definition of Hazard and Risk with examples (ALARP), Dynamic Risk Assessment 3. Behavior-Based Safety systems and observations 4. Emergency Procedure & Emergency contacts			
Max. Course Duration	Max. re-certification interval	Min Delegates	Max Delegates
Eight (8) hours	Not Applicable	Not Applicable	Sixteen (16)
<b>Delivery Language(s)</b>		<b>Delivery Method</b>	
Arabic, English, or Hindi		Face to face	
Course Code	Target Population		Type
HSEI	All Newly hired, seconded, or transferred staff into the organization.		Entry
<b>Additional Pre-requisites for training</b>			
None			
<b>ORT Assessment Performance criteria (MUST be able to do)</b>			
Formative assessment throughout the course.			

Course Title:			
(H2SI) OPAL Unified H2S & SO2 Awareness and Escape (Initial)			
Course Aim:			
Immediate detection and effective response in case of emergency situation resulted from H2S and SO2 release.			
Course Objectives			
<div>1. Describe what Hydrogen Sulfide (H2S) and sulfur dioxide (SO2) are.</div> <div>2. Identify the critical signs and symptoms of H2S and SO2 exposure.</div> <div>3. Give examples of where H2S and SO2 are found in industry:<div><div>a. Natural sources</div><div>b. Industrial sources.</div></div></div> <div>4. Explain occupational/workplace exposure limits to H2S and SO2.</div> <div>5. Explain the access control requirements for Oil and Gas Producing facilities classified as Low Risk Sour, High Risk Sour or Critical High-Risk Sour.</div>			
Essential H2S Syllabus components (MUST HAVE topic areas)			
<div>1. Wind direction awareness and routes of egress.</div> <div>2. Demonstrated checks, use &amp; care of RPE for working in an H2S &amp; SO2 atmosphere.</div> <div>3. Correct use of H2S &amp; SO2 detection methods at the workplace.</div> <div>4. Proper response to warning signals for H2S &amp; SO2 detection systems used at the workplace.</div> <div>5. Rescue techniques and 1st Aid to victims of H2S and SO2 exposure.</div>			
Desirable H2S Syllabus components (nice to have topic areas)			
<div>1. Describe how to safely proceed to designated Muster Point (upwind or across the wind from the leak source).</div> <div>2. Identify Personnel with active roles (in case of H2S incident)</div> <div>3. Communicate effectively in an emergency.</div> <div>4. State the importance of ER planning, training, and drills.</div> <div>5. Identify Types of RPE in the Market (Air Supply, Filter Type)</div> <div>6. Selecting assembly point with respect to wind direction</div>			
Max. Course Duration	Max. re-certification interval	Min. Delegates	Max. delegates
Eight (8) hours	Three (3) years	Not Applicable	Eight (8)
Delivery Language(s)		Delivery Method	
Arabic, English, or Hindi		Face to Face	
Course Code	Target Population		Type
H2SI	All PDO and Contractor personnel who may need to enter PDO facilities (including well sites) classified as Low, High, & Critical Risk as part of their work (EPZ).		Entry
Additional Pre-requisites for H2S training			
OPAL unified HSE Induction or Equivalent			
Safety Footwear & Hard hat			
Coverall or working clothing			
H2S Assessment Performance criteria (MUST be able to do)			



1. During a simulated escape from an H<sub>2</sub>S or SO<sub>2</sub> accidental release scenario; correctly demonstrate the emergency response actions that need to be followed by individuals working in facilities, where H<sub>2</sub>S hazards are present.
2. Demonstrate the correct use of a filter-type escape hood and a positive pressure-type escape set, including the 'Camlock Fast mask' and 'Fast cowl'.

Assessment Title:			
(H2SR) OPAL Unified H2S and SO2 Awareness and Escape (Refresher)			
Assessment Aim:			
To confirm individuals have retained awareness of the H2S hazard and an understanding of how to protect themselves and their colleagues against exposure.			
Assessment Objectives			
1. Confirm delegate’s awareness of H2S and SO2 hazards and effects. 2. Confirm delegate’s awareness of safe systems of work specific to Sour facilities. 3. Confirm delegate’s knowledge of PPE required for Sour facilities.			
Essential H2S Recertification components (MUST HAVE topic areas)			
1. Hazards, characteristics & properties of hydrogen sulfide (H2S) and sulfur dioxide (SO2). 2. Emergency response procedures that have been established for PDO facilities classified as High-Risk Sour or Critical High-Risk Sour. 3. Wind direction awareness and routes of egress. 4. Demonstrated checks, use & care of RPE for working in an H2S & SO2 atmosphere using all 5 RPEs equipment’s. 5. Correct use of H2S & SO2 detection methods at the workplace. 6. Proper response to warning signals for H2S & SO2 detection systems used at the workplace. 7. 10. Rescue techniques and 1st Aid to victims of H2S and SO2 exposure.			
Desirable H2SR Recertification components (nice to have topic areas)			
1. Roles and responsibilities in a contingency plan for a H2S incident. 2. Effects of H2S & SO2 on components of process system, (corrosion, embrittlement, etc.)			
Max. Assessment Duration	Max. recertification interval	Min. Delegates	Max. delegates
Two (2) hours	Three (3) years	Not Applicable	Eight (8)
Delivery Language(s)		Delivery Method	
Arabic, English, or Hindi		Face to Face	
Course Code	Target Population		Type
H2SR	All personnel who are already trained on H2S courses, and who may need to enter Oil and Gas Producing facilities (including well sites) classified as Low Risk or High-Risk Sour as part of their work.		Entry
Additional Pre-requisites for H2SR Recertification			
Current, valid OPAL unified H2S permit			
Safety footwear & hard hat Coverall or working clothing			
H2SR Recertification Performance criteria (MUST be able to do)			
1. Correctly explain the hazards and effects of H2S and SO2. 2. Correctly explain the access control requirements for PDO facilities classified as Low Risk Sour, High Risk Sour or Critical High-Risk Sour. 3. During a simulated escape from an H2S or SO2 accidental release scenario; correctly demonstrate the emergency response actions that need to be followed by individuals working in facilities, where H2S hazards are present. 4. Demonstrate the correct use of a filter-type escape hood and a positive pressure-type escape set, including the ‘Camlock Fast mask’ and ‘Fast cowl.’			





Course Title:			
<b><i>(SCBA) Self-contained Breathing Apparatus &amp; Confined Space Rescue course</i></b>			
Course Aim:			
To provide delegates with basic knowledge and understanding of SABA and SCBA, confined space entry hazards, controls and responsibilities, and the basic skills required to safely prepare and use a SCBA, in toxic, other irrespirable atmospheres, confined spaces and for emergency rescue purposes, solo or as a team member.			
Course Objectives			
<div>1. Be able to use, test and maintain SCBA for routine and non-routine activities.</div> <div>2. Identify the differences between SABA and SCBA.</div> <div>3. Recognize and identify confined space hazards, controls, key personnel and their responsibilities.</div> <div>4. Use SCBA under a variety of different circumstances, including devising and carrying out rescue plans.</div>			
Essential SCBA Syllabus components (MUST HAVE topic areas)			
<div>1. Types, functions and limitations of Respiratory Protection Equipment using compressed air. (SABA, SCBA, Escape sets)</div> <div>2. Negative pressure &amp; Positive pressure facemasks and cowls – what they can do and what they cannot.</div> <div>3. Draeger ‘PA94 Plus’ SCBA backplate and harness, pressure reducer, demand valve, gauge and whistle, Panorama Nova facemask, cylinder types.</div> <div>4. Camlock ‘Fast mask’ and ‘Fast cowl’</div> <div>5. Pre-use tests, Donning &amp; start-up tests, ‘Doffing’ SCBA, after-use disassembling, cleaning/maintaining SCBA for further use, test records.</div> <div>6. The PDO ‘Buddy’ system</div> <div>7. Confined spaces - types, hazards, activities, entry controls and procedures.</div> <div>8. Procedures for emergencies and rescues, confined space entry team members roles and responsibilities</div> <div>9. Rescue equipment, considerations, devising a rescue plan, solo and team rescue techniques.</div>			
Max. Course Duration	Max. re-certification interval	Min. Delegates	Max. Delegates
Eight (8) hours	Three (3) years	Three (3)	Eight (8)
Delivery Language(s)		Delivery Method	
Arabic, English, or Hindi		Face to face	
Course Code	Target Population		Type
SCBA	PDO & Contractor staff who are required to use SCBA for gas testing or other operational activities, or in operational emergencies.		Progressive
Pre-requisites for SCBA training			
OPAL unified HSE Induction or Equivalent		OPAL unified H2S or Equivalent	
Safety Footwear & Hard hat			
Coverall or working clothing			
1 x Passport sized photo			
No claustrophobic tendency and medically & physically fit*			
*Medically & physically fit: Candidate required to produced signed authorization from their supervisors			



**SCBA Assessment Performance criteria (MUST be able to do)**

1. Using an SCBA as an aid, accurately explain the flow of air through an SCBA, the function of the gauge and whistle assembly, and why nominal and actual working time and whistle time may vary in use.
2. Correctly explain why obtaining a perfect face seal with SCBA is important, the factors that may cause a seal to be prevented or lost, and the actual and potential consequences to the wearer of not having a perfect seal for any reason.
3. Correctly carry out all the pre-use tests, and after-use tests on an SCBA, and records.
4. Correctly don and start-up, use and 'doff' an SCBA on a minimum of 3 different scenario practical exercises.
5. Correctly carry out the role of a confined space attendant, and a member of a confined space entry team, as well as that of an emergency response team member wearing SCBA in at least two simulated emergency exercises.
6. During a simulated emergency, whilst wearing an SCBA, carry out a solo and two-man rescue of a training manikin from a confined space or simulator in the dark, and from a trench or elevated platform.
7. Correctly carry out after-use SCBA disassembly, cleaning, maintenance and reassembly on at least two occasions.



Assessment Title:			
(SCBA-R) Self-contained Breathing Apparatus & Confined Space Rescue Course Recertification			
Assessment Aim:			
To ensure delegates have retained their basic knowledge and understanding of SABA and SCBA, confined space entry hazards, controls and responsibilities, and the basic skills required to safely prepare and use a SCBA, in toxic, other irrespirable atmospheres, confined spaces and for emergency rescue purposes, solo or as a team member.			
Assessment Objectives			
1. Confirm the delegate can use, test and maintain SCBA for routine and non-routine activities.			
2. Confirm knows the differences between SABA and SCBA.			
3. Confirm delegate recognizes a confined space, the associated hazards, controls, key personnel and their responsibilities.			
4. Provide opportunities to use SCBA under a variety of different circumstances, including devising and carrying out rescue plans.			
Essential SCBAR Recertification components (MUST HAVE topic areas)			
1. Types, functions and limitations of Respiratory Protection Equipment using compressed air. (SABA, SCBA, Escape sets)			
2. Negative pressure & Positive pressure facemasks and cowls – what they can do and what they cannot.			
3. Draeger ‘PA94 Plus’ SCBA backplate and harness, pressure reducer, demand valve, gauge and whistle, Panorama Nova facemask, cylinder types.			
4. Camlock ‘Fast mask’ and ‘Fast cowl’			
5. Pre-use tests, Donning & start-up tests, ‘Doffing’ SCBA, after-use disassembling, cleaning/maintaining SCBA for further use, test records.			
6. The ‘Buddy’ system			
7. Confined spaces, types, hazards, activities, entry controls and procedures.			
8. Procedures for emergencies and rescues, confined space entry team members roles and responsibilities			
9. Rescue equipment, considerations, devising a rescue plan, solo and team rescue techniques.			
Max. Duration	Max. recertification interval	Min. Delegates	Max. delegates
Two (2) hours	Three (3) years	One (1)	Eight (8)
Assessment Language(s)		Delivery Method	
Arabic, English, or Hindi		Face to Face	
Course Code	Target Population		Type
SCBA-R	PDO & Contractor staff who are required to use SCBA for gas testing or other operational activities, or in operational emergencies.		Entry
Pre-requisites for SCBAR Recertification			
Valid current SCBA certificate.			
Coverall or working clothing			
Safety Footwear & Hard hat			
Medically & physically fit			
No claustrophobic tendency			



**SCBAR Recertification Performance criteria (MUST be able to do)**

1. Using an SCBA as an aid, accurately explain the flow of air through an SCBA, the function of the gauge and whistle assembly, and why nominal and actual working time and whistle time may vary in use.
2. Correctly explain why obtaining a perfect face seal with SCBA is important, the factors that may cause a seal to be prevented or lost, and the actual and potential consequences to the wearer of not having a perfect seal for any reason.
3. Correctly carry out all the pre-use tests, and after-use tests on an SCBA, and records.
4. Correctly don and start-up, use and 'doff' an SCBA on a minimum of 2 different scenario practical exercises.
5. Correctly carry out the role of a confined space attendant, and a member of a confined space entry team, as well as that of an emergency response team member wearing SCBA in at least two simulated emergency exercises.
6. During a simulated emergency situation, whilst wearing an SCBA, carry out a solo and two-man rescue of a training manikin from a confined space or simulator in the dark, and from a trench or elevated platform.
7. Correctly carry out after-use SCBA disassembly, cleaning, maintenance and reassembly on at least one occasion.



Course Title:			
(AHA) AHA Heart saver 1st Aid, CPR & AED course			
Course Aim:			
To provide delegates with knowledge, understanding and basic skills using the American Heart Association Heart saver 1st Aid, CPR & AED Foundation course, so that they can function competently as first-response First Aiders in the PDO community and the community at large, whenever required.			
Course Objectives			
<div>1. In conformance with Internationally recognized standards, ensure delegates can:<ul style="list-style-type: none"><li>Diagnose and provide First Aid (1st Aid) treatment in accordance with AHA and Internationally recognized standards.</li><li>Diagnose and provide cardio-pulmonary resuscitation (CPR) in accordance with AHA and Internationally recognized standards.</li><li>Diagnose when to use and provide aid with an Automatic External Defibrillator in accordance with AHA and Internationally recognized standards.</li></ul></div> <div>2. Create opportunities for delegates to apply First Aid diagnostic skills with CPR &amp; AED treatment skills during simulations.</div>			
Essential AHAF Syllabus components (MUST HAVE topic areas)			
<div>1. First aid basics, including Rescuer duties, Victim &amp; Rescuer safety, planning for help; finding the problem.</div> <div>2. Medical emergencies including breathing problems, choking in an adult, allergic reactions, heart attack, fainting, diabetes and low blood sugar, stroke, seizure and shock.</div> <div>3. Injury emergencies including bleeding you can see, wounds, bleeding you can't see, head, neck and spine injuries, broken bones and sprains, burns and electrical injuries.</div> <div>4. Environmental emergencies including bites and stings, heat related emergencies, cold related emergencies, poison emergencies.</div> <div>5. Cardio-pulmonary resuscitation for adults, children and infants.</div> <div>6. Preparation and use of an Automatic External Defibrillator (as in use by PDO).</div>			
Max. Course Duration	Max. re-certification interval	Min. delegates	Max. delegates
Fourteen (14) hours	Two (2) years	Three (3)	Nine (9) senior trainer/Six (6) junior trainer
Delivery Language(s)		Delivery Method	
Arabic or English		Face to Face	
Course Code	Target Population		Type
AHA	PDO & Contractor professional drivers, PDO & Contractor staff who are to be certified AHA Heart saver first response First Aiders. 10% of the work population to be designated as First Aiders		Entry
Pre-requisites for training			
OPAL unified HSE Induction or Equivalent			

<b>AHAF Assessment Performance criteria</b> <b>(What delegate MUST be able to do after training)</b>	
1.	During a simulation, demonstrate effective and safe management of the medical emergency until qualified medical assistance arrives.
2.	Demonstrate, during simulation of a medical emergency, that the patient is protected from further harm by ensuring the scene is kept safe.
3.	Demonstrate accurate condition diagnosis and the application of the correct First Aid treatment during a simulated medical situation.
4.	Demonstrate the provision of pain relief with available first aid resources.
5.	Demonstrate, during simulation of a medical emergency, whether the patient has to be moved due to life-threatening environmental danger or not, that injury or illness is prevented from becoming worse.
6.	Demonstrate correct CPR on a training manikin during simulation of a patient with heart disease
7.	Demonstrate the correct and safe use of an AED on a patient during a medical emergency simulation.

Course Title:			
(EA) Environmental awareness			
Course Aim:			
To provide the target population with an awareness of environmental issues and risks related to company activities and operations, and the means by which such issues can be managed.			
Course Objectives			
Provide awareness and understanding of:			
1. PDO’s operations and activity environmental hazards and risks.			
2. The legal environment and key environmental limits PDO need to comply with.			
3. The requirements for environmental impact assessments within PDO projects at the planning stage.			
Essential EA Course components (MUST HAVE topic areas)			
1. PDO specific environmental issues, e.g., oil spills; waste handling, emissions to atmosphere			
2. Management of oil spills, waste handling, and environmental risk management			
3. The Omani legal and regulatory requirements related to the environment and permit requirements.			
4. PDO’s environmental specifications.			
5. Aspect/Impact of different activities/projects and their management.			
Max. Course Duration	Max. re-assessment interval	Min. delegates	Max. delegates
Four (4) hours	None	Three (3)	Twelve (12)
Delivery Language(s)		Delivery Method	
English and Arabic		Face to Face, virtually, or E-Learning	
Course Code	Target Population		Type
EA	Operations, drilling, well services and project team staff.		Progressive
Additional Pre-requisites for EA Course			
OPAL unified HSE Induction or Equivalent			
EA Assessment Performance criteria (MUST be able to do)			
1. When shown an activity or process that is to take place at a real or simulated workplace, carry out an environmental risk assessment correctly for it.			
2. When shown an activity or process that is to take place at a real or simulated workplace, identify appropriate control measures for the general hazards associated with it.			
3. Correctly explain 6 different categories of environmental risk associated with company activities and the control measures associated with each.			
4. Demonstrate you can identify where information on the legislative and regulatory framework for environmental issues and controls that apply in PDO is to be found, and name two of each type –i.e. legal, regulatory or company document.			



Course Title:			
(FW) Fire Warden responsibilities			
Course Aim:			
To provide delegates with basic knowledge and understanding of fire protection, fire prevention and fire defense so that they may function effectively as a fire warden at any location.			
To provide basic knowledge, understanding and skills relating to fire, portable fire-fighting equipment and the correct actions to take in the event of fire			
Course Objectives			
Preparing delegates to function as effective fire wardens by providing them with sufficient knowledge and understanding on the Roles and Responsibilities of Fire Wardens			
Essential FW Syllabus components (MUST HAVE topic areas)			
<div>1. To understand what causes fires and why fires spread very fast</div> <div>2. What can I do to prevent fires or them spreading?</div> <div>3. <b>Fire prevention</b> – housekeeping; flammables and hazardous materials storage and handling; contractors’ activities; common fire hazards; electrical safety; smoking controls.</div> <div>4. <b>Means of Escape</b> in case of fire - smoke and fire stop self-closing doors, wall, floor and ceiling surfaces, escape corridors and stairways, fire exit doors and signs, emergency lighting, assembly points, panic bars, key locks (and boxes), alarmed doors.</div> <div>5. <b>Fire Evacuation</b> – Emergency Response Plans; Automatic Heat/Fire/Smoke/Gas Detection systems, detector types, alarm panels, zone diagrams, fixed fire-fighting systems (sprinklers, total flooding, risers, hose-reels), portable fire-fighting equipment.</div> <div>6. <b>Fire Warden’s role</b> – Before a fire; during a fire; after a fire. Zone clearance; Assisting Evacuation, leaving your zone; Reports to Lead Fire Warden. After the event – what next?</div> <div>7. Identify fire types, common causes of fire in the workplace, and fire spread mechanisms.</div> <div>8. Provide awareness of how to react in the event of fire.</div> <div>9. Recognize the markings of portable fire-fighting equipment and their meanings.</div> <div>10. Select and operate portable fire-fighting equipment on different fire types.</div> <div>11. Provide opportunities to develop skills in the selection and use of portable fire-fighting equipment on various fire types.</div>			
Max. Course Duration	Max. re-certification interval	Min. Delegates	Max. delegates
Five (5) hours	None	Three (3)	Sixteen (16)
Delivery Language(s)		Delivery Method	
Arabic, English or Hindi		Face to face, or blended	
Course Code	Target Population		Type
FW	PDO & Contractor staff designated to carry out the role of a fire warden. 10% of the workforce		Entry
Additional Pre-requisites for FW training			
OPAL unified HSE Induction or Equivalent			





**FW Assessment Performance criteria (MUST be able to do)**

Name four elements correctly, that would collectively be used to achieve fire protection within a structure.

1. Demonstrate during a tour of a building at a real or simulated workplace, what you would look for, and why, when checking if the fire protection and Means of Escape are intact and effective, in a zone you have been given responsibility for.
2. Demonstrate, during a tour of a real or simulated workplace, that you can identify 4 different types of fire hazard and can identify how to remove or reduce the risk of fire of at least 2 of those hazards.
3. Correctly identify at least one smoke control door and at least one fire-stop door during a tour of a real or simulated workplace, explain the differences between them and ordinary doors, and why their closed status needs to be maintained.
4. When given responsibility for one of the zones on a provided zone diagram of a simulated workplace, when the emergency alarm sounds, demonstrate that you can take the correct actions as a fire warden during and after the event.
5. Correctly name the three most common causes of workplace fires
6. When shown four different items of portable fire-fighting equipment, correctly identify what type of fire each is best suited to deal with, why and at least one limitation for use of each one.

**Appendix B – Level 2 HSE Courses and Assessments**

Course Title:
<b><i>(AGT) Authorized Gas Tester course</i></b>
Course Aim:
Provide individuals with the knowledge, understanding and skills to act as authorized gas testers.
Course Objectives
<ol style="list-style-type: none"><li>1. Provide awareness of when and why gas testing is required, i.e., for confined spaces and for hot work.</li><li>2. Provide knowledge on use of gas testing equipment.</li><li>3. Provide knowledge of how to conduct, interpret and document gas testing in confined spaces and for hot work.</li></ol>
Essential AGT Syllabus components (MUST HAVE topic areas)
<ol style="list-style-type: none"><li>1. <b>Narcotic effects of hydrocarbons.</b></li><li>2. <b>Testing in confined spaces, covering confined space criteria;</b> the type of production operation being tested for flammable and toxic gases; the potential cumulative hazards of operations within an oxygen deficient, toxic or flammable environment; carrying out a suitable and sufficient risk assessment before testing activities and confined space entry; using safe systems of work including Confined Space Entry and PTW procedures; using observers to raise the alarm and initiate emergency response.</li><li>2. <b>Testing for hot work, covering hot work criteria;</b> the type of production operation being tested for flammable and toxic gases; the principles of hot work gas testing as applied to the work area; the hazards and properties of flammable gases – to include gas and vapor cloud movement; the acceptable levels of flammable gases and the correct amount of Oxygen; carrying out a suitable and sufficient risk assessment before testing Activities; using safe systems of work including PTW procedures; and using observers to raise the alarm and initiate emergency response.</li><li>3. <b>Use of atmosphere / gas measuring and monitoring equipment,</b> covering how to access and interpret the relevant operational instructions; the operating principles of atmosphere monitoring and measuring equipment and frequently observed failure modes; the strengths and weaknesses of the various types of atmospheric flammable and toxic gas detection equipment - to include transportable, portable and personal monitors; how to correctly select between aspirating and non-aspirating detectors to obtain a representative sample of the atmosphere being tested; equipment required in inert atmospheres; gas detector pre-start checks; and calibrating the instruments used in atmospheric testing.</li><li>4. <b>Gas testing in confined spaces,</b> covering the hazards and properties of flammable and toxic gases including oxygen deficiency and enrichment, nitrogen and specialist materials appropriate to the location; the behavior of different gases – to include heavier than air &amp; lighter than air behavior and “neutral buoyancy” effect; the range and frequency of tests; acceptable levels of flammable and toxic gases and the correct amount of oxygen; the implications of UEL for toxic gases and LEL for flammable gases; how to set up the relevant detector for each gas testing application, its potential failure modes and confirming its correct functioning; performing gas tests in sequence; how to correctly select between aspirating and non-aspirating detectors to obtain a representative sample of the atmosphere being tested; how to obtain a representative atmosphere sample from a range of confined spaces; taking samples at the top, middle and bottom to locate varying concentrations of gases and vapors; sampling confined spaces at a distance from the opening because air intrusion near the entrance can give a false sense of adequate oxygen present; testing flammable gases in inert atmospheres; monitoring and retesting after the initial entry; where to site ongoing monitoring equipment for vessel entry.</li></ol>



5. **Gas testing for hot work**, covering the different types of detectors used for the flammable product; how to set up the relevant detector for each gas testing application and confirm its correct functioning; how to correctly select between aspirating and non-aspirating detectors, relevant to the atmosphere being tested; the operating principles of atmospheric monitoring and measuring equipment including their strengths, weaknesses and frequently observed failure modes; and where to locate 'sentinel styled' portable or transportable site monitoring equipment for optimum benefit.
6. **Interpreting and documenting the results of a gas test**, covering how to interpret the results, to include both normal and abnormal; how to document the results and advise relevant personnel.

Max. Course Duration	Max. re-certification interval	Min. Delegates	Max. delegates
Eight (8) hours	Three (3) years	Three (3)	Twelve (12)
Delivery Language(s)		Delivery Method	
English ONLY		Face to Face or blended	
Course Code	Target Population		Type
AGT	PDO & contractor personnel designated as Authorized Gas Testers		Entry
Additional Pre-requisites for AGT training			
OPAL unified HSE Induction or Equivalent	OPAL unified H2S or Equivalent	SCBA	
3 months concession area work experience Coverall or working clothing Safety Footwear & Hard hat Medically & physically fit			
AGT Assessment Performance criteria (MUST be able to do)			
1. When given the names of three different hydrocarbons, correctly explain their narcotic effects.			
2. Correctly explain: <ul style="list-style-type: none"><li>• The implications of applicable PDO procedures.</li><li>• The hazards of operations within an oxygen deficient, toxic, or flammable environment.</li><li>• What the confined space criteria are.</li><li>• The behavior of different flammable and toxic gases including H2S, SO2, CO, CO2, and alkanes that are normally vapor at ambient conditions.</li><li>• The acceptable levels of another flammable and toxic gases including H2S, SO2, CO, CO2, and alkanes that are normally vapor at ambient conditions.</li><li>• The operating principles of atmosphere monitoring and measuring equipment.</li></ul>			
3. The pre-start – correctly explain <ul style="list-style-type: none"><li>• How you would correctly calibrate atmosphere monitoring and measuring equipment.</li><li>• How to set up the relevant detector for each gas testing application.</li></ul>			
4. The range and frequency of tests – correctly explain: <ul style="list-style-type: none"><li>• How a representative atmosphere sample should be obtained.</li><li>• How to specify continuous monitoring or retesting frequency.</li><li>• Given an operational scenario, where you would site ongoing monitoring equipment.</li><li>• What ‘hot work’ means.</li><li>• The hazards associated with it in relation to the production of flammable and toxic gases.</li><li>• The hazards and properties of flammable gases.</li><li>• The principles of hot work gas testing.</li><li>• The strengths and weaknesses of flammable and toxic gas detection equipment.</li></ul>			
5. At an actual or simulated operational workplace for confined space entry: <ul style="list-style-type: none"><li>• Carry out a suitable and sufficient risk assessment after interpreting operational requirements.</li></ul>			



- Demonstrate you can correctly identify the appropriate safe systems of work needed and can use them, including the Permit to Work system
  - Demonstrate you can select and use the correct PPE and RPE before a gas testing operation.
  - Demonstrate you can carry out gas detector pre-start checks correctly.
  - Demonstrate you can perform gas tests in the correct sequence.
6. Given a set of readings from the instruments you selected, demonstrate you can correctly interpret and document the results.
7. At an actual or simulated operational workplace where hot work is to take/is taking place:
- Carry out a suitable and sufficient risk assessment after interpreting operational requirements and instructions.
  - Demonstrate you can correctly identify the appropriate safe systems of work needed and can use them, including the Permit to Work system.
  - Demonstrate you can identify the correct detector to use for a given flammable product.
  - Carry out detector pre-start checks.
  - Demonstrate how to locate and set up the relevant detector and confirm its correct functioning.
  - Demonstrate where to locate sentinel styled equipment for optimum benefit.
  - Demonstrate you can correctly obtain a representative sample of the atmosphere being tested.
  - Given a set of readings from the instruments you selected, demonstrate you can correctly interpret and document the results.

Assessment Title:			
(AGT-R) Authorized Gas Tester scheduled Recertification			
Assessment Aim:			
Confirm individuals have retained the knowledge, understanding and skills to act as authorized gas testers.			
Assessment Objectives			
1. Confirm the delegate has retained awareness of when and why gas testing is required, i.e., for confined spaces and for hot work.			
2. Confirm delegate has retained the knowledge on use of gas testing equipment.			
3. Confirm delegate has retained the knowledge of how to conduct, interpret and document gas testing in confined spaces and for hot work.			
Essential AGTR Assessment components (MUST HAVE topic areas)			
1. Narcotic effects of hydrocarbons.			
2. Testing in confined spaces, covering confined space criteria			
3. Testing for hot work, covering hot work criteria			
4. Use of atmosphere / gas measuring and monitoring equipment			
5. Gas testing in confined spaces			
6. Gas testing for hot work			
7. Interpreting and documenting the results of a gas test			
Max. Duration	Max. re-certification interval	Min. Delegates	Max. delegates
Two (2) hours	Three (3) years	One (1)	Six (12)
Delivery Language(s)		Delivery Method	
English ONLY		Face to face	
Course Code	Target Population		Type
AGT-R	PDO & contractor personnel who have been previously trained as Authorized Gas Testers		Entry
Additional Pre-requisites for AGTR Assessment			
Current, valid OPAL unified H2S permit or Equivalent		Current, valid SCBA permit	Current, valid AGT permit
Coverall or working clothing			
Safety Footwear & Hard hat			
Medically & physically fit			
AGTR Assessment Performance criteria (MUST be able to do)			
1. When given the names of three different hydrocarbons, correctly explain their narcotic effects.			
2. Correctly explain:			
• The implications of applicable PDO procedures.			
• The hazards of operations within an oxygen deficient, toxic, or flammable environment.			
• What the confined space criteria are.			
• The behavior of different flammable and toxic gases including H2S, SO2, CO, CO2, and alkanes that are normally vapor at ambient conditions.			
• The acceptable levels of another flammable and toxic gases including H2S, SO2, CO, CO2, and alkanes that are normally vapor at ambient conditions.			
• The operating principles of atmosphere monitoring and measuring equipment.			
3. The pre-start			
• How you would correctly calibrate atmosphere monitoring and measuring equipment.			
• How to set up the relevant detector for each gas testing application.			



4. The range and frequency of tests.
  - How a representative atmosphere sample should be obtained.
  - How to specify continuous monitoring or retesting frequency.
  - Given an operational scenario, where you would site ongoing monitoring equipment.
  - What 'hot work' means.
  - The hazards associated with it in relation to the production of flammable and toxic gases.
  - The hazards and properties of flammable gases.
  - The principles of hot work gas testing.
  - The strengths and weaknesses of flammable and toxic gas detection equipment.
5. At an actual or simulated operational workplace for confined space entry:
  - Carry out a suitable and sufficient risk assessment after interpreting operational requirements.
  - Demonstrate you can correctly identify the appropriate safe systems of work needed and can use them, including the Permit to Work system
  - Demonstrate you can select and use the correct PPE and RPE before a gas testing operation.
  - Demonstrate you can carry out gas detector pre-start checks correctly.
  - Demonstrate you can perform gas tests in the correct sequence.
6. Given a set of readings from the instruments you selected, demonstrate you can correctly interpret and document the results.
7. At an actual or simulated operational workplace where hot work is to take/is taking place:
  - Carry out a suitable and sufficient risk assessment after interpreting operational requirements and instructions.
  - Demonstrate you can correctly identify the appropriate safe systems of work needed and can use them, including the Permit to Work system.
  - Demonstrate you can identify the correct detector to use for a given flammable product.
  - Carry out detector pre-start checks.
  - Demonstrate how to locate and set up the relevant detector and confirm its correct functioning.
  - Demonstrate where to locate sentinel styled equipment for optimum benefit.
  - Demonstrate you can correctly obtain a representative sample of the atmosphere being tested.
  - Given a set of readings from the instruments you selected, demonstrate you can correctly interpret and document the results.



Course Title:			
(HII) HSE Incident Investigation course			
Course Aim:			
To prepare staff who may be nominated, as individuals or as a member of a team, to investigate incidents or accidents.			
Course Objectives			
Ensuring, through tutoring, that delegates have:			
<div><div>1.</div><div>Confirmation, clarification, and expansion of knowledge and understanding related to incident types, records, risk assessment matrix and the Bow-Tie concept previously gained on HSE Tools &amp; Skills course.</div></div> <div><div>2.</div><div>Sufficient knowledge and clarity concerning human factors in incident investigation.</div></div> <div><div>3.</div><div>An awareness of Tripod Trees and the ability to prepare incident reports.</div></div>			
Essential HII Course components (MUST HAVE topic areas)			
<div><div>1.</div><div>Why investigate incidents?</div></div> <div><div>2.</div><div>The PDO ICAM investigation process</div></div> <div><div>3.</div><div>The PDO investigation management process</div></div> <div><div>4.</div><div>Forming and effective investigation team and its terms of reference</div></div> <div><div>5.</div><div>Determining relevance of information.</div></div> <div><div>6.</div><div>Following information leads.</div></div> <div><div>7.</div><div>Validation of gathered evidence and corroboration.</div></div> <div><div>8.</div><div>Determining human behavior and motivators.</div></div> <div><div>9.</div><div>Analyzing the Management System and Procedures.</div></div> <div><div>10.</div><div>Analysis of findings.</div></div> <div><div>11.</div><div>Finding the reasons behind the cause(s).</div></div> <div><div>12.</div><div>Determining sensible and SMART actions to learn from the incident.</div></div> <div><div>13.</div><div>Preparation, review, and publication of the report.</div></div> <div><div>14.</div><div>Practical role play with case studies. (6 hours)</div></div> <div><div>15.</div><div>Case study test to show competency</div></div>			
Max. Course Duration	Max. re-certification interval	Min. Delegates	Max. delegates
Sixteen (16) hours	None	Three (3)	Twelve (12)
Delivery Language(s)		Delivery Method	
English		Face to Face or virtually	
Course Code	Target Population		Type
HII	PDO HSE TLs and Advisers/ Contractor HSE Advisers PDO. Contract Owners, Contract Holders and Contractor Managers & Supervisors, who may be required as part of their role to lead incident investigations.		Entry
Additional Pre-requisites for HII training			
OPAL unified HSE Induction or Equivalent		HSE LFS	
OPAL unified H2S or Equivalent (Interior based staff)			



**HII Assessment Performance criteria (MUST be able to do)**

1. Demonstrate an understanding of the ICAM incident investigation process from the establishment of critical factors, causational factors, immediate causes, underlying causes, and latent management system failures.
2. Demonstrate a clear understanding of the connectivity between the different levels above and how each drill deeper into the management causations.
3. Accurately, but in your own words, explain why it is important to establish underlying cause(s) and latent failures in relation to an incident, rather than just the immediate cause(s) and human factors they tend to indicate.
4. Demonstrate, after role play and group work concerning a specific incident scenario, that you can prepare a clear and structured investigation report and presentation, that both include the key cause(s) and management system failures.
5. Demonstrate, using your investigation report and presentation, that you can recognize and formulate SMART recommendations related to the investigation role play you have participated in.



Course Title:			
(PTW-H) Permit to Work Holders course			
Course Aim:			
To provide the knowledge and understanding of the PTW procedure to enable delegates to competently carry out the role of a permit holder.			
Course Objectives			
<div>1. Promote a thorough knowledge &amp; understanding of the PDO PTW System, its scope, and objectives.</div> <div>2. Confirm delegates can identify hazards and carry out risk assessment procedures.</div> <div>3. Using role plays, have delegates participate in a step-by-step flow through the operation of the PTW system.</div> <div>4. Ensure delegates are provided with the opportunity to demonstrate their competence to function as a PTW holder.</div>			
Essential PTWH Course components (MUST HAVE topic areas)			
<div>1. Carrying out hazard identification and the risk assessment process.</div> <div>2. The PDO PTW System, its scope, and objectives.</div> <div>3. Work that needs a permit, who produces and signs it, when, where and for what activities.</div> <div>4. Roles and Responsibilities of persons who sign permit documents.</div> <div>5. A step-by-step flow through how the PTW system operates.</div> <div>6. Control of isolations, the work tracking system and PTW system certificates.</div> <div>7. Hazard management, job safety plans, TRIC cards and toolbox talks.</div> <div>8. E-Vision Electronic Permit to Work System.</div>			
Max. Course Duration	Max. re-certification interval	Min. Delegates	Max. delegates
Sixteen (16) hours	Three (3) years	Three (3)	twelve (12)
Delivery Language(s)			Delivery Method
English			Face to face or virtually
Course Code	Target Population		Type
PTW-H	PDO and Contractor personnel who will directly supervise a work party (e.g. first-line supervisor, leading hand, charge hand or technician etc.)		Entry
Additional Course pre-requisites			
OPAL unified HSE Induction or Equivalent	OPAL unified H2S or Equivalent		HSE LFS
AGT	SCBA		2 x Passport sized photo
<div>• English language level/proficiency (e.g., IELTS 4 OR College Diploma or Degree).</div> <div>• Site exposure.</div>			



**PTWH Performance criteria (MUST be able to do)**

1. Identify 4 different hazards at a simulated operational workplace and conduct a risk assessment on the hazard presenting the highest potential risk, using the recommended procedure.
2. Accurately describe the scope and objectives of PDO's PTW system.
3. Accurately explain the roles and responsibilities of the persons that are authorized to sign PTWs.
4. State correctly, the controls relating to isolations and when they would be used within the PTW procedure.
5. Explain the differences between generic and dynamic risk assessment and when each is used by a permit holder within the PTW procedure.
6. Explain correctly what work requires a permit, and given 6 different work activities, indicate correctly which require permits and what type must be used.
7. Given a specific work activity that is said to be required at a simulated (HSE Training Centre) or actual operational area, meet with the Permit Applicant, and carry out the role of a Permit Holder and sign or reject to sign the permit, based on your assessment.
8. At a simulated (HSE Training Centre) or operational work area, conduct an effective Toolbox talk using the TRIC attached to a valid, authorized PTW to a team of no less than four people, who are role playing work staff, and carry out the procedures that must then be followed by the permit holder.
9. When the Area Authority verbally agrees to it, hand over a valid permit to another permit holder carrying out all the required procedures correctly.
10. Whilst role playing a permit holder, carry out all the required actions for suspension, completion of work and revalidation with other PTW signatories.

Assessment Title:			
(PTWH-R) Permit to Work Holders scheduled Recertification			
Assessment Aim:			
To provide the knowledge and understanding of the PTW procedure to enable delegates to competently carry out the role of a permit holder.			
Assessment Objectives			
1. Promote a thorough knowledge & understanding of the PDO PTW System, its scope, and objectives. 2. Confirm delegates can identify hazards and carry out risk assessment procedures. 3. Using role plays, have delegates participate in a step-by-step flow through the operation of the PTW system. 4. Ensure delegates are provided with the opportunity to demonstrate their competence to function as a PTW holder.			
Essential PTWHR Assessment components (MUST HAVE topic areas)			
1. Carrying out hazard identification and the risk assessment process. 2. The PDO PTW System, its scope, and objectives. 3. Work that needs a permit, who produces and signs it, when, where and for what activities. 4. Roles and Responsibilities of persons who sign permit documents. 5. A step-by-step flow through how the PTW system operates. 6. Control of isolations, the work tracking system and PTW system certificates. 7. Hazard management, job safety plans, TRIC cards and toolbox talks. 8. E-Vision Electronic Permit to Work System.			
Max. Duration	Max. re-certification interval	Min. Delegates	Max. delegates
Two (2) hours	Three (3) years	One (1)	twelve (12)
Delivery Language(s)		Delivery Method	
English		Face to Face or virtually	
Course Code	Target Population		Type
PTWH-R	PDO and Contractor personnel who will directly supervise a work party (e.g., first line supervisor, leading hand, charge hand or technician etc.) and are trained and currently licensed as a permit holder.		Entry
PTWHR Assessment Additional Pre-requisites			
Valid, current PTWH permit			
2 x Passport sized photo			



**PTWHR Assessment Performance criteria (MUST be able to do)**

1. Identify 4 different hazards at a simulated operational workplace and conduct a risk assessment on the hazard presenting the highest potential risk, using the recommended procedure.
2. Accurately describe the scope and objectives of PDO's PTW system.
3. Accurately explain the roles and responsibilities of the persons that are authorized to sign PTWs.
4. State correctly, the controls relating to isolations and when they would be used within the PTW procedure.
5. Explain the differences between generic and dynamic risk assessment and when each is used by a permit holder within the PTW procedure.
6. Explain correctly what work requires a permit, and given 6 different work activities, indicate correctly which require permits and what type must be used.
7. Given a specific work activity that is said to be required at a simulated (HSE Training Centre) or actual operational area, meet with the Permit Applicant, and carry out the role of a Permit Holder and sign or reject to sign the permit, based on your assessment.
8. At a simulated (HSE Training Centre) or operational work area, conduct an effective Toolbox talk using the TRIC attached to a valid, authorized PTW to a team of no less than four people, who are role playing work staff, and carry out the procedures that must then be followed by the permit holder.
9. When the Area Authority verbally agrees to it, hand over a valid permit to another permit holder carrying out all the required procedures correctly.
10. Whilst role playing a permit holder, carry out all the required actions for suspension, completion of work and revalidation with other PTW signatories.

Course Title:			
(PTW-S) Permit to Work Signatories course & Isolation			
Course Aim:			
To provide the knowledge and understanding of the PTW procedure to enable delegates to competently carry out the role of a signatory.			
Course Objectives			
<div>1. Promote a thorough knowledge &amp; understanding of the PDO PTW System, its scope, and objectives.</div> <div>2. Confirm delegates can identify hazards and carry out risk assessment procedures.</div> <div>3. Using a role play, have delegates participate in a step-by-step flow through the operation of the PTW system.</div> <div>4. Ensure delegates are provided with the opportunity to demonstrate their competence to function as a PTW signatory.</div>			
Essential PTWS Course components (MUST HAVE topic areas)			
<div>1. Carrying out hazard identification and the risk assessment process.</div> <div>2. The PDO PTW System, its scope, and objectives.</div> <div>3. Work that needs a permit, who produces and signs it, when, where and for what activities.</div> <div>4. Roles and Responsibilities of persons who sign permit documents.</div> <div>5. A step-by-step flow through how the PTW system operates.</div> <div>6. Control of isolations, the work tracking system and PTW system certificates.</div> <div>7. Hazard management, job safety plans, TRIC cards and toolbox talks.</div> <div>8. E-Vision Electronic Permit to Work System.</div>			
Max. Course Duration	Max. re-certification interval	Min. Delegates	Max. delegates
Twenty-four (24) hours	Three (3) years	Three (3)	twelve (12)
Delivery Language(s)		Delivery Method	
English ONLY		Face to Face or virtually	
Course Code	Target Population		Type
PTW-S	PDO and Contractor personnel who will fulfill a role within the Permit to Work System as a permit applicant, area authority or responsible supervisor		Entry
Additional Pre-requisites for PTWS training			
OPAL unified HSE Induction or Equivalent	OPAL unified H2S or Equivalent	HSE/FS Leadership	
AGT	SCBA	2 x Passport sized photo	
<div>• English language level/proficiency (e.g., IELTS 4 OR College Diploma or Degree).</div> <div>• Site exposure.</div>			
PTWS Assessment Performance criteria (MUST be able to do)			
<div>1. Identify 4 different hazards at a simulated operational workplace and conduct a risk assessment on the hazard presenting the highest potential risk, using the recommended procedure.</div> <div>2. Accurately describe the scope and objectives of PDO’s PTW system.</div> <div>3. Accurately explain the roles and responsibilities of the persons that are authorized to sign PTWs.</div> <div>4. State correctly, the controls relating to isolations and when they would be used within the PTW procedure.</div> <div>5. Explain correctly what work requires a permit, and given 6 different work activities, indicate correctly which require permits and what type.</div>			



6. Given a specific work activity that is said to be required at a simulated (HSE Training Centre) or actual operational area, carry out the role of a Permit Applicant, and produce all necessary documentation for both the Job Safety plan and the Permit application as required by the PTW procedure.
7. Given a specific permit application, carry out the role of a Responsible Supervisor and when satisfied or not satisfied all conditions have been met as set out in the PTW procedure, correctly authorize, or reject the permit.
8. Given a specific authorized permit, carry out the role of the permit applicant and brief the permit holder, to include all relevant detail.
9. Decide correctly, in accordance with the PTW procedure, whether to validate a specific PTW or not (and why) after being given a briefing by a permit holder on the intended task.
10. Acting as an Area Authority, when presented with a PTW certificate and a request to revalidate it by a permit holder, determine correctly whether to do so when supplied with the relevant information.
11. Acting as an Area Authority, when presented with a PTW that has been signed by the permit holder as job completed, correctly carry out the required actions.

Assessment Title:			
(PTWS-R) Permit to Work Signatories scheduled Recertification			
Assessment Aim:			
To provide the knowledge and understanding of the PTW procedure to enable delegates to competently carry out the role of a signatory.			
Assessment Objectives			
Promote a thorough knowledge & understanding of the PDO PTW System, its scope, and objectives. Confirm delegates can identify hazards and carry out risk assessment procedures. Using a role play, have delegates participate in a step-by-step flow through the operation of the PTW system. Ensure delegates are provided with the opportunity to demonstrate their competence to function as a PTW signatory.			
Essential PTWSR Assessment components (MUST HAVE topic areas)			
1. Carrying out hazard identification and the risk assessment process. 2. The PDO PTW System, its scope, and objectives. 3. Work that needs a permit, who produces and signs it, when, where and for what activities. 4. Roles and Responsibilities of persons who sign permit documents. 5. A step-by-step flow through how the PTW system operates. 6. Control of isolations, the work tracking system and PTW system certificates. 7. Hazard management, job safety plans, TRIC cards and toolbox talks. 8. E-Vision Electronic Permit to Work System.			
Max. Duration	Max. re-certification interval	Min. Delegates	Max. delegates
Two (2) hours	Three (3) years	One (1)	twelve (12)
Delivery Language(s)		Delivery Method	
English		Face to face or virtually	
Course Code	Target Population		Type
PTWS-R	PDO and Contractor personnel who have been trained and hold a valid, current PTW signatory license to fulfill a role within the Permit to Work System as a permit applicant, area authority or responsible supervisor		Entry
Additional Pre-requisites for PTWSR Assessment			
Current, valid PTWS permit			
2 x Passport sized photo			
PTWSR Assessment Performance criteria (MUST be able to do)			
1. Identify 4 different hazards at a simulated operational workplace and conduct a risk assessment on the hazard presenting the highest potential risk, using the recommended procedure. 2. Accurately describe the scope and objectives of PDO’s PTW system. 3. Accurately explain the roles and responsibilities of the persons that are authorized to sign PTWs. 4. State correctly, the controls relating to isolations and when they would be used within the PTW procedure. 5. Explain correctly what work requires a permit, and given 6 different work activities, indicate correctly which require permits and what type. 6. Given a specific work activity that is said to be required at a simulated (HSE Training Centre) or actual operational area, carry out the role of a Permit Applicant, and produce all necessary documentation for both the Job Safety plan and the Permit application as required by the PTW procedure.			



7. Given a specific permit application, carry out the role of a Responsible Supervisor and when satisfied or not satisfied all conditions have been met as set out in the PTW procedure, correctly authorize, or reject the permit.
8. Given a specific authorized permit, carry out the role of the permit applicant and brief the permit holder, to include all relevant detail.
9. Decide correctly, in accordance with the PTW procedure, whether to validate a specific PTW or not (and why) after being given a briefing by a permit holder on the intended task.
10. Acting as an Area Authority, when presented with a PTW certificate and a request to revalidate it by a permit holder, determine correctly whether to do so when supplied with the relevant information.
11. Acting as an Area Authority, when presented with a PTW that has been signed by the permit holder as job completed, correctly carry out the required actions.



Course Title:			
<i><b>(HSE LFS) HSE Leadership for Front line Supervisors</b></i>			
Course Aim:			
To enable management to become leaders in health, safety, and the environment			
Course Objectives			
The course provides guidance and support exploring what effective leadership means, what HSE management means, how to be a successful leader, how to communicate, motivate, mentor and coach a team. How to conduct risk assessments, how to manage HSE in your team, how to use behavior to your advantage, how to conduct reflective learning, how to investigate incidents, how to manage the environment and how to manage asset integrity and process safety as a supervisor.			
Essential HSE LFS Course components (MUST HAVE topic areas)			
Day 1: AM - Introduction, Leadership & Behavioral Based Safety. PM - Competency, Coaching and Mentoring & Effective Communication.			
Day 2: AM - Your Supervisory HSE TOOLS & Reflective Learning TBT. PM - Assessing Risk.			
Max. Course Duration	Max. re-certification interval	Min. Delegates	Max. delegates
Sixteen (16) hours	Four (4) years	Six (6)	Sixteen (16)
Delivery Language(s)		Delivery Method	
Arabic or English		Face to face or virtually	
Course Code	Target Population		Type
HSE LFS	All PDO & Contractor staff whose role involves the supervision of work done by employees at the front line.		Entry
Additional Pre-requisites for training			
OPAL unified HSE Induction or Equivalent	OPAL unified H2S or Equivalent (Interior based staff)	Environmental awareness.	
Performance criteria (MUST be able to do)			
1. The course has a formative assessment criterion for each section and is assessed on understanding, acceptance, participation, and confirmation of understanding			

Course Title:			
<i><b>(HSE LFS-R) HSE Leadership for Front line Supervisors Refresher</b></i>			
Course Aim:			
To enable front line supervisors to remain up to date with the latest techniques and issues in HSE			
Course Objectives			
The course provides instruction and training in the latest relevant issues in HSE management as they relate to supervisory tools or philosophies.			
Essential HSE LFS Course components (MUST HAVE topic areas)			
Subject matter will vary depending on the latest topics			
Max. Course Duration	Max. re-certification interval	Min. Delegates	Max. delegates
Eight (8) hours	Four (4) years	Six (6)	Sixteen (16)
Delivery Language(s)		Delivery method	
Arabic or English		Face to face or virtually	
Course Code	Target Population		Type
HSE LFS-R	All PDO & Contractor staff whose role involves the supervision of work done by employees at the front line.		Entry
Additional Pre-requisites for training			
Valid HSE LFS			
Performance criteria (MUST be able to do)			
The course has a formative assessment criterion for each section and is assessed on understanding, acceptance, participation, and confirmation of understanding			

Course Title:			
(CHM) Chemical Handling Managements			
Course Aim:			
To provide PDO and Contractor staff with knowledge to control the potential safety and health hazards or environmental damage arising from the transport, storage, handling and disposal of hazardous chemicals.			
Course Objectives			
1. Describe and apply the procedures for approving of chemicals.			
2. Identify the class of a hazardous chemical by recognizing signs, symbols and labels. Describe the safety, Health and environmental hazards of commonly occurring hazardous chemicals.			
3. Describe and apply the procedures for approving of chemicals.			
4. Apply safety handling date in SHOC system.			
Essential CHM Course components (MUST HAVE topic areas)			
1. Legislative responsibilities (Royal Decree No. 46/95 Issuing the Law of Handling and Use of Chemicals)			
2. Control strategies in relation to the handling of chemicals/ Transport/ Storage and Segregation			
3. Classification of Chemical Substances and Preparations Material safety data sheets (MSDSs) – SHOC / PDO procedures for approving of chemicals.			
4. Personal Protective Equipment			
5. Overview of Safe Systems of Work, including "Permit to Work" and "Hot Work" permits			
Max. Course Duration	Max. re-certification interval	Min. Delegates	Max. delegates
Five (5) hours	None	Three (3)	Twelve (12)
Delivery Language(s)		Delivery Method	
Arabic, English		Face to face or virtually	
Course Code	Target Population		Type
CHM	PDO & Contractor supervisors who are responsible for operations or processes involving chemicals		Entry
Additional Pre-requisites for CHM training			
OPAL unified HSE Induction or Equivalent	OPAL unified H2S or Equivalent	Environmental awareness	HSE LFS
CHM Assessment Performance criteria (MUST be able to do)			
1. Accurately describe the responsibilities the company has under law in relation to the handling and use of chemicals.			
2. When shown packaging or storage signs, symbols, and labels, correctly identify and describe the class of 6 different hazardous chemicals.			
3. Accurately describe the different routes of exposure to hazardous chemicals.			
4. Correctly describe the safety, health and environmental hazards when given the names of 4 commonly occurring Hazardous chemicals.			
5. Accurately describe PDO’s procedures for approval of chemicals.			
6. Accurately describe the hazard control procedures and associated activities applicable to chemical transport, handling, storage, and disposal.			
7. When given an emergency scenario associated with hazardous chemicals, accurately describe the emergency action procedures that need to be taken.			
8. When shown a group of packages that are correctly signed and labelled, segregate them correctly according to the rules for incompatible chemicals.			
9. When given a selection of information sources, find accurate information concerning the hazards associated with a hazardous chemical.			

Course Title:			
<b><i>(NORMM) Naturally Occurring Radioactive Material Management course</i></b>			
Course Aim:			
To provide PDO and PDO contractor supervisors awareness, knowledge and understanding of NORM in the oil and gas industry, and the PDO requirements associated with it, so that the safety and health of staff and the public are not compromised, and the environment is not harmed.			
Course Objectives			
<ol style="list-style-type: none"> <li>1. Provide awareness and knowledge of NORM, the hazards and risks associated with it.</li> <li>2. Provide knowledge of where NORM may deposit</li> <li>3. Introduce field instruments associated with suspected NORM</li> <li>4. Introduce the precautionary principle and actions required if NORM is identified.</li> </ol>			
Essential NORMM Course components (MUST HAVE topic areas)			
<ol style="list-style-type: none"> <li>1. SP1170 and NORM Guidelines</li> <li>2. Define NORM, fixed scales, sludge, and pigging waste including basic radiation theory</li> <li>3. Health and Environmental risks – Who is at risk, how, when, and why?</li> <li>4. Precautionary Principle: maintenance and well servicing activities that must include NORM monitoring using the approved meters</li> <li>5. Practical demonstration of which, when, how to use the NORM meters and their limitations</li> <li>6. Controls to implement if NORM is identified to mitigate the risk, e.g., PPE, Hygiene, Plastic wrapping of contaminated equipment</li> <li>7. Disposal of NORM contaminated equipment and sludge to the Bahja NORM Yard</li> <li>8. Relevant NORM documentation and Permit to Work</li> <li>9. Reporting NORM results e.g., EDM or Production Station Spreadsheets</li> <li>10. NORM monitoring video.</li> <li>11. Collecting a representative sample of sludge</li> <li>12. Stepping through specific activities e.g., tank cleaning, well servicing, Pigging and Maintenance activities in production stations or outside stations such as MSV's and flowlines.</li> </ol>			
Max. Course Duration	Max. re-certification interval	Min. Delegates	Max. delegates
Five (5) hours	Four (4) years	Three (3)	Twelve (12)
Delivery Language(s)		Delivery Method	
English ONLY		Face to Face	
Course Code	Target Population		Type
NORMM	PDO & Contractor Production Supervisors / Operators, Maintenance Coordinators/Supervisors, Pigging contractor supervisors, tank/separator cleaning contractor supervisors, Well Service (Rig/Hoist) Managers/Drillers, EMC Contractor maintenance supervisors and ODC Contractor maintenance supervisors, NORM Yard and WTF Yard Supervisors, other supervisors working with potential NORM contaminated equipment or material. PDO and contractor personnel who will perform maintenance or servicing activities on equipment that has conveyed or stored production fluids (oil, water or gas).		Entry

Additional Pre-requisites for NORM training			
OPAL unified HSE Induction or Equivalent	OPAL unified H2S or Equivalent	Environmental awareness	HSELS
NORMM Assessment Performance criteria (MUST be able to do)			
<ol style="list-style-type: none"> <li>1. Can access and interpret the NORM specification SP1170 Ver 4.0 and relevant Guidelines e.g., MSE.24</li> <li>2. State with accuracy PDO's definition of NORM and the precautionary principle</li> <li>3. Correctly identify what type of equipment and waste may be NORM Contaminated</li> <li>4. Correctly explain the health and Environmental risks if NORM is not correctly disposed to Bahja NORM Yard.</li> <li>5. Using a simulated radioactive source located in an actual or simulated workplace, conduct monitoring using the approved meters</li> <li>6. Correctly identify the approved NORM instruments, their limitations, frequency of calibration.</li> <li>7. Demonstrate how to correctly complete the NORM calibration/repair Form in SP1170</li> <li>8. Following the monitoring exercise in an actual or simulated workplace, correctly locate, identify, and complete the appropriate NORM Forms.</li> <li>9. Correctly state the essential PPE to wear if NORM is encountered</li> <li>10. Correctly state how you maintain personal hygiene after working with NORM contaminated equipment</li> <li>11. Demonstrate how to seal open ends of contaminated equipment effectively and correctly.</li> <li>12. Demonstrate correctly how to collect and label a representative sample of sludge for analysis and complete the appropriate form correctly.</li> <li>13. Demonstrate, during a simulated exercise, how to complete and update the relevant NORM Databases.</li> </ol>			

Assessment Title:			
<b><i>(NORMM-R) Naturally Occurring Radioactive Material Management Reassessment</i></b>			
Assessment Aim:			
To confirm PDO and PDO contractor supervisors have retained the awareness, knowledge and understanding of NORM in the oil and gas industry, and the PDO requirements associated with it, so that the safety and health of staff and the public are not compromised, and the environment is not harmed.			
Assessment Objectives			
<ol style="list-style-type: none"> <li>1. Confirm delegates have retained:</li> <li>2. Awareness and knowledge of NORM, the hazards and risks associated with it.</li> <li>3. Knowledge of where NORM may deposit</li> <li>4. Information about the field instruments associated with suspected NORM</li> <li>5. Knowledge of the precautionary principle and actions required if NORM is identified.</li> </ol>			
Essential NORMM-R Assessment components (MUST HAVE topic areas)			
<ol style="list-style-type: none"> <li>1. SP1170 and NORM Guidelines</li> <li>2. Define NORM, fixed scales, sludge, and pigging waste including basic radiation theory</li> <li>3. Health and Environmental risks – Who is at risk, how, when, and why?</li> <li>4. Precautionary Principle: maintenance and well servicing activities that must include NORM monitoring using the approved meters</li> <li>5. Practical demonstration of which, when, how to use the NORM meters and their limitations</li> <li>6. Controls to implement if NORM is identified to mitigate the risk, e.g., PPE, Hygiene, Plastic wrapping of contaminated equipment</li> <li>7. Disposal of NORM contaminated equipment and sludge to the Bahja NORM Yard</li> <li>8. Relevant NORM documentation and Permit to Work</li> <li>9. Reporting NORM results e.g., EDM or Production Station Spreadsheets</li> <li>10. NORM monitoring video.</li> <li>11. Collecting a representative sample of sludge</li> <li>12. Stepping through specific activities e.g., tank cleaning (MSE.14), Well servicing (MSE.24), Pigging (MSE.15) and Maintenance activities in production stations (EMC) or outside stations such as MSV's and flowlines (ODC)</li> </ol>			
Max. Duration	Max. re-certification interval	Min. delegates	Max. delegates
One (1) hour	Four (4) years	One (1)	Six (6)
Delivery Language(s)		Delivery Method	
English ONLY		Face to Face	
Course Code	Target Population		Type
NORMM-R	PDO & Contractor Production Supervisors / Operators, Maintenance Coordinators/Supervisors, Pigging contractor supervisors, tank/separator cleaning contractor supervisors, Well Service (Rig/Hoist) Managers/Drillers, EMC Contractor maintenance supervisors and ODC Contractor maintenance supervisors, NORM Yard and WTF Yard Supervisors, other supervisors working with potential NORM contaminated equipment or material. PDO and contractor personnel who will perform maintenance or servicing activities on equipment that has conveyed or stored production fluids (oil, water or gas).		Entry



Additional Pre-requisites for NORMMR Assessment	
Current, valid NORMM permit	
NORMM-R Assessment Performance criteria (MUST be able to do)	
1.	Can access and correctly interpret the NORM specification SP1170 Ver 4.0 and relevant Guidelines e.g., MSE.24
2.	State with accuracy PDO's definition of NORM and the precautionary principle
3.	Correctly identify what type of equipment and waste may be NORM Contaminated
4.	Correctly explain the health and Environmental risks if NORM is not correctly disposed to Bahja NORM Yard.
5.	Correctly identify the approved NORM instruments, their limitations, frequency of calibration.
6.	Demonstrate how to correctly complete the NORM calibration/repair Form in SP1170
7.	Correctly state the essential PPE to wear if NORM is encountered
8.	Correctly state how you maintain personal hygiene after working with NORM contaminated equipment
9.	Using a simulated radioactive source located in an actual or simulated workplace, conduct monitoring effectively using the approved meters
10.	Following the monitoring exercise in an actual or simulated workplace, correctly locate, identify, and complete the appropriate NORM Forms.
11.	Demonstrate how to seal open ends of contaminated equipment effectively and correctly.
12.	Demonstrate correctly how to collect and label a representative sample of sludge for analysis and complete the appropriate form correctly.
13.	Demonstrate, during a simulated exercise, how to complete and update the relevant NORM Databases.

## Appendix C – Level 3 HSE courses

Course Title:			
(IOSH-MS) IOSH Managing Safely course			
Course Aim:			
To provide delegates with the knowledge and tools to tackle the health and safety issues they're responsible for, and why health and safety is such an essential part of their job.			
Course Objectives			
1. Provide Health and safety, and environmental basics for supervisors and managers. 2. Provide the essentials of hazard identification, risk assessment and controls. 3. Provide an introduction to investigating incidents and accidents.			
Essential IOSH-MS Course components (MUST HAVE topic areas)			
1. Introducing Managing safely 2. The legal framework and HSE Management Systems 3. Assessing and controlling risks 4. Understanding your responsibilities 5. Identifying hazards 6. Investigating accidents and incidents 7. Measuring safety performance 8. Protecting our environment			
Max. Course Duration	Max. re-certification interval	Min. Delegates	Max. delegates
Thirty-two (32) hours	Not Applicable	Three (3)	Twenty (20)
Delivery Language(s)		Delivery Method	
Arabic and English		Face to Face or Virtually	
Course Code	Target Population		Type
IOSH-MS	PDO staff who are starting their HSE professional career path, and whose professional Learning Ladder includes this course.		Progressive
Pre-requisites for IOSHM training			
OPAL unified HSE Induction or Equivalent	HSE Leadership for Supervisors		
IOSHM Assessment Performance criteria (MUST be able to do)			
As determined by IOSH during examination and practical assessment.			





Course Title:		
<b><i>(NEBOSH IGC) NEBOSH International General Certificate in Occupational Safety &amp; Health course</i></b>		
Course Aim:		
Provide delegates with the skills and know-how to fulfil their health & safety responsibilities in any country and in any kind of organization.		
Course Objectives		
Provide delegates with the core knowledge related to managing health & safety and controlling workplace hazards so that they may apply the core skills they have learnt in any workplace, within any country to promote safe working conditions and safe working behaviors.		
Essential NEBOSH IGC Course components (MUST HAVE topic areas)		
<b>Unit IG1: Management of Health and Safety</b>  Element 1: Why we should manage workplace health and safety Element 2: How health and safety management systems work and what they look like Element 3: Managing risk – understanding people and processes Element 4: Health and safety monitoring and measuring Element 5: Physical and psychological health Element 6: Musculoskeletal health Element 7: Chemical and biological agents Element 8: General workplace issues Element 9: Work equipment Element 10: Fire Element 11: Electricity  <b>Unit IG2: Risk Assessment</b>  IG2 is an assessed workplace assignment. You need to show your ability to practically apply what you've learned from your studies by completing a risk assessment. The assessment is split into 4 stages: <ul style="list-style-type: none"><li>• Description of the organization and methodology</li><li>• Risk assessment</li><li>• Priority actions with justifications</li><li>• Review, communicate and check</li></ul>		
Minimum Course Duration	Min. Delegates	Max. delegates
Eighty (80) tuition hours plus forty-nine (49) private study hours	Three (3)	Twenty (20)

Delivery Language(s)		Delivery Method	
English		Face to Face or Virtually	
Course Code	Target Population	Type	
NEBOSH IGC	PDO or Contractor staff who need this HSE qualification as part of their professional Learning Ladder, or who seek such a qualification. All PDO Level 1 Approved HSE Trainers, Interior HSE Training Contractor Representatives	Entry	
Pre-requisites for NEBOSH IGC training			
OPAL unified HSE Induction or Equivalent	HSE LFS - HSE Leadership for Supervisors		
NEBOSH IGC Performance criteria (MUST be able to do)			
<p><b>Unit IGC-1- Management of health &amp; Safety</b> is an open book examination (OBE). An OBE enables you to sit your NEBOSH assessment on your own, usually in your own home or another safe and suitable location where you can concentrate. You will be presented with a scenario that describes a realistic workplace and situation. You will then be asked to carry out a series of tasks using evidence presented in the scenario, as well as the underpinning knowledge you have gained through your studies and revision.</p> <p>You can expect to see questions that ask; <i>What? Could? How? Why? and where?</i> These will not only assess what you <i>know</i> but what you can <i>do</i> with that knowledge; our examiners will be looking for you to demonstrate analytical, evaluation and creative skills as well as critical thinking.</p> <p><b>Unit IG2-Risk Assessment:</b> requires you to carry out a suitable and sufficient risk assessment in the workplace. This must be submitted to the course providers 10 working days from the date of OBE.</p> <p>This Risk assessment should be conducted in your own workplace, by you as the risk assessor. You will be provided with a template to guide your assessment.</p> <p>Once submitted to the course provider, the practical assessment is then sent to NEBOSH for evaluation &amp; marking by the course provider.</p>			



Course Title:		
<b><i>(NEBOSH Dip) NEBOSH International Diploma in Occupational Safety &amp; Health course</i></b>		
Course Aim:		
To provide a high level, internationally recognized professional HSE qualification for professional HSE trainers, Managers, and others, based on academic knowledge and understanding of safety and health matters, that can lead to Chartered Membership of the Institution of Occupational Safety & Health (CMIOSH).		
Course Objectives		
To provide high level knowledge and understanding of occupational safety and health issues to existing qualified HSE training and safety professionals and managers who have high level responsibilities for the management of safety and health matters related to their organization.		
Essential Course components (MUST HAVE topic areas)		
<b>Core Skills (Preparatory content)</b> Element 1 – Part 1: Communication skills Element 2 – Part 2: Training skills <b>Unit IA: International Management of Health &amp; Safety</b> Element 1 – Principles of health and safety management Element 2 – Loss causation and incident investigation Element 3 – Identifying hazards, assessing, and evaluating risk Element 4 – Risk control and emergency planning Element 5 – Organizational factors Element 6 – Human factors Element 7 – Regulating health and safety Element 8 – Measuring health and safety performance <b>Unit IB: International control of hazardous agents in the workplace</b> Element 1 – General aspects of occupational health and hygiene Element 2 – Principles of toxicology and epidemiology Element 3 – Chemical agents – evaluating risk Element 4 – Hazardous substances – preventive and protective measures Element 5 – Hazardous substances – monitoring and maintenance of control measures Element 6 – Biological agents Element 7 – Physical Agents 1 – noise and vibration Element 8 – Physical Agents 2 – radiation and thermal environment Element 9 – Psych-social agents Element 10 – Ergonomic agents <b>Unit IC: International workplace and work equipment safety</b> Element 1 – General workplace issues Element 2 – Principles of fire and explosion Element 3 – Workplace fire risk assessment Element 4 – The storage, handling, and processing of dangerous substances Element 5 – Work equipment Element 6 – Machinery safety Element 7 – Mechanical handling		
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Element 8 – Electrical safety			
Element 9 – Safety in construction and demolition			
Element 10 – Environmental pollution and waste management			
Unit ID: International application of health and safety theory and practice			
Minimum Course Duration	Max. re-certification interval	Min. Delegates	Max. delegates
Two hundred and forty-one (241) taught hours + two hundred and thirty-four (234) private study hours	Not Applicable	Three (3)	Sixteen (16)
Delivery Language(s)		Delivery Method	
English ONLY		Face to Face or Virtually	
Course Code	Target Population		Type
NEBOSH Dip	PDO and Contractor HSE professionals seeking, or required by their professional Learning Ladder, to acquire a high level professional HSE qualification as part of their professional development. PDO Approved Level 2 HSE Trainers, Facilitators, Assessors, HSE Training Managers and HSE Training Assessment Managers, who do not hold an NVQ5 Diploma in OSH.		Entry
Pre-requisites for NEBOSH Dip training			
OPAL unified HSE Induction or Equivalent		HSE Leadership for Supervisors	
NEBOSH IGC NVQ Level 3 in OSH			
Performance criteria (MUST be able to do)			
The preparatory content covers the core skills of communication and training that student will be needed to complete all four qualification units and is <b>not assessed separately by NEBOSH. Assessment of these core skills is incorporated across the syllabus as part of the written examinations (Units IA, IB &amp; IC) and the written assignment (Unit ID).</b> Core Skills should be presented as introductory content at the beginning of the program and internally assessed by the accredited center in order to determine whether the student is adequately prepared to progress to the qualification units.			
Units IA-IC			
Units IA, IB and IC are each assessed by one three-hour examination.			
Candidate scripts are marked by external examiners appointed by NEBOSH.			
Minimum pass rate is 45%			
Unit ID is assessed via a workplace-based written assignment of around 8,000 words. Assignments are marked by external examiners appointed by NEBOSH.			
Minimum pass rate is 45%			



Course Title:		
<b><i>(NVQ3OSH) NVQ Level 3 in Occupational Safety &amp; Health</i></b>		
Course Aim:		
To provide an intermediate level, internationally recognized professional HSE practitioner qualification based on demonstrated workplace practice and achievement, rather than formal academic examination.		
Course Objectives		
To provide structured opportunities for those requiring professional HSE qualifications and development to demonstrate their HSE knowledge, understanding and skills are at an intermediate professional level through observed workplace practice and documented evidence of achievement.		
Essential NVQ3OSH Course components (MUST HAVE topic areas)		
<b>Mandatory Units:</b> Unit HSS1 – Make sure your own actions reduce risks to health and safety Unit HSS2 – Develop procedures to safely control work operations Unit HSS3 – Monitor procedures to safely control work operations Unit HSS4 – Promote a health and safety culture in the workplace Unit HSS5 – Conduct a health and safety risk assessment of a workplace Unit HSS6 – Investigate and evaluate health and safety incidents and complaints in the workplace		
<b>Optional Units:</b> Unit HSS5 - Investigate and evaluate health and safety incidents and complaints in the workplace Unit HSS7 – Make sure your own actions within the workplace aim to protect the environment Unit HSS8 – Review health and safety procedures in workplaces Unit HSS9 – Supervise the health, safety and welfare of a learner in the workplace		
Course Duration	Min. Delegates	Max. delegates
Non-specific	Three (3)	Sixteen (16)
Delivery Language(s)		Delivery Method
Arabic and English		Face to Face or Virtually
Course Code	Target Population	Type
NVQ3OSH	PDO Approved HSE Trainers who do not hold the NEBOSH International Certificate in OSH. PDO and PDO contractor staff whose HSE Learning Ladder includes the course as part of their structured professional development, or who seek a formal HSE practitioner qualification	Entry

Pre-requisites for NVQ3OSH training		
OPAL unified HSE Induction or Equivalent	HSE Leadership for Supervisors	IOSH Managing Safely
NVQ3OSH Assessment performance criteria (MUST be able to do)		
<ol style="list-style-type: none"> <li>There are no formal examinations.</li> <li>Observation evidence, by a nominated NVQ assessor, of the candidate's practitioner skills being applied in the candidate's own workplace.</li> <li>Documentary evidence portfolio (which may be in Arabic and translated to English) providing a totality of evidence of skills application which is current, appropriate, relevant and sufficient to meet the requirements of each Unit in the award, as determined by the nominated assessor.</li> </ol>		



Course Title:			
<b><i>(NVQ5OSH) NVQ Level 5 Diploma in Occupational Safety &amp; Health</i></b>			
Course Aim:			
To provide a high level, internationally recognized professional HSE practitioner qualification based on demonstrated workplace practice and achievement, that can lead to Chartered Membership of the Institution of Occupational Safety & Health (CMIOSH).			
Course Objectives			
To provide delegates with the opportunity to provide assessed and verifiable evidence of their practice in applying some of the higher-level elements of Occupational Safety & Health, to maximize their effectiveness and flexibility as HSE trainers, facilitators, assessors or managers.			
Essential Course components (MUST HAVE topic areas)			
<b>HSP1 comprising:</b> Unit H2 - Promote a positive health & safety culture Unit H3 - Develop & implement the health & safety policy Unit H4 - Develop & implement effective communication systems for H&S information Unit H5 - Develop & maintain individual & organizational competence in H&S matters Unit H6 - Identify & evaluate health & safety hazards Unit H7 - Assess health & safety risks Unit H8 - Determine & implement health & safety risk control measures Unit H9 - Develop & & active monitoring systems for health & safety Unit H10 -Develop & implement reactive monitoring systems for health & safety Unit H11 -Develop & implement health & safety emergency response systems & procedures Unit H12 -Develop & implement health & safety review systems Unit H13 -Develop & implement health & safety audit systems <b>HSP2</b> which requires additional Level 5 evidence in the same topic areas over Level 4.			
Max. Course Duration	Max. re-certification interval	Min. Delegates	Max. delegates
Non-specific	Not Applicable	Three (3)	Sixteen (16)
Delivery Language(s)		Delivery Method	
Arabic and English		Face to Face or Virtually	
Course Code	Target Population		Type
NVQ5OSH	Level 2 HSE Trainers, Facilitators & Assessors, HSE Training Managers & HSE Training Assessment Managers who do not hold a NEBOSH Diploma in OSH, wishing to be Approved by PDO.		Entry
Pre-requisites for NVQ5OSH training			
OPAL unified HSE Induction or Equivalent	HSE Leadership for Supervisors	NEBOSH International Certificate <b>or</b> NVQ3OSH <b>or</b> NVQ4OSH	

NVQ5OHS Assessment Performance criteria (MUST be able to do)
<p>As determined and controlled by the specific NVQ Awarding body.</p> <p>There are no formal examinations.</p> <p>Observation evidence, by a nominated NVQ assessor, of the candidate's practitioner skills being applied in the candidate's own workplace.</p> <p>Documentary evidence portfolio (which may be in Arabic and translated to English) providing a totality of evidence of skills application which is current, appropriate, relevant, and sufficient to meet the requirements of each Unit in the award, as determined by the nominated assessor.</p>





Course Title:			
(VMN) Goods Vehicle Marshal			
Course Aim:			
To provide delegates with basic knowledge and understanding of Goods Vehicle Marshaling and practical skills to safely operate as a Goods Vehicle Marshal, delivered through a combination of classroom-based tutorials and practical training and exercises.			
Course Objectives			
<div>1. Have a basic understanding of the industry and the relevant legislation, the dangers of working in the industry and their responsibilities as a vehicle marshal.</div> <div>2. Have knowledge of the manufacturer’s handbook for the particular vehicle / machine to be guided.</div> <div>3. Have a good understanding of signs and signals, approved hand signals and different forms of communication.</div> <div>4. Identify and maintain PPE appropriate for vehicle marshal duties.</div> <div>5. Conduct all necessary safety checks at the work area including stop blocks and tipping areas.</div> <div>6. Set up exclusion zone for unloading.</div> <div>7. Guide machinery in a forward and reverse direction including confined spaces and “blind areas” safely and efficiently</div> <div>8. Environmental considerations.</div> <div>9. Carry out all end of shift and shut down and parking procedures.</div>			
Essential Syllabus components (MUST HAVE topic areas)			
<div>1. Safety awareness session.</div> <div>2. Pre operation checks.</div> <div>3. Guide the vehicle forward and reverse.</div> <div>4. Assess site and safety guides the vehicle into position.</div> <div>5. Assess site and monitors / directs traffic at blind corners – doorways – junctions – give ways – waiting areas.</div> <div>6. Guide the vehicle into designated parking area correctly.</div>			
Max. Course Duration	Max. re-certification interval	Min. Delegates	Max. Delegates
Sixteen (16) hours	Three (3) years	Two (2)	Six (6)
Delivery Language(s)			
Arabic, English or Hindi			
Course Code	Target Population		Type
VMN	Contractor personnel required to act as a goods vehicle marshaller, P-I-C of that area, and authorized person in respect of a vehicle marshalling.		Entry
Pre-requisites for training			
Non-supervisory staff	Supervisory/Managerial staff	All staff	
(OPAL unified HSE Induction or Equivalent	OPAL unified HSE Induction or	Age 21 or over	
	HSE LFS	Safety Footwear & Hard hat	
		Coverall or working clothing	
		GP Gloves	
		Eye Protection	



**Assessment Performance criteria (MUST be able to do)**

1. Correctly prepare the vehicle for travel.
2. Demonstrate the following hand signals: Start operations – Move backwards – Move forwards – Turn left – Turn right – Horizontal distance – Stop – Emergency Stop and End operations.
3. Guide the vehicle through chicane applying the full steering range in a reverse direction using hand signals.
4. Guide the vehicle in a reverse direction into a confined area using radio communications then return the vehicle from the confined area and set back at the original start point.
5. Guide the vehicle from the confined area through chicane applying the full steering range in a forward direction using hand signals.
6. Carry out emergency stop.
7. Guide the vehicle up to a structure using hand signals.
8. Explain and demonstrate Set out warning signs and barriers to warn members of the public and importance of exclusion zones and the necessity to keep pedestrians.

Course Title:			
<b><i>(TBP) Tripod Beta Practitioner</i></b>			
Course Aim:			
Provide delegates with the knowledge and understanding of incident analysis, human behavior, the Tripod Beta approach, and software so that they can, as Tripod Beta practitioners, establish underlying causes of incidents and accidents and the systemic failures that need to be addressed to avoid recurrence.			
Course Objectives			
Promote a deeper understanding in delegates of human behavior and the need to identify underlying causes at management system level so that Tripod Beta software can be used by them as an effective tool to assist in the investigation of incidents and accidents.			
Essential Course components (MUST HAVE topic areas)			
<div>1. HSE Management Systems and elements within them</div> <div>2. Risk Identification and Management</div> <div>3. Continuous improvement loop</div> <div>4. Incident investigation teams – planning, preparation, and implementation</div> <div>5. First stage evidence gathering and review.</div> <div>6. Refining evidence gathering</div> <div>7. Interview technique and recording evidence</div> <div>8. Using the Tripod Beta software to enhance the investigation process</div> <div>9. Using the Tripod Beta software to enhance the analytical process</div> <div>10. Tripod Beta Analysis trees</div> <div>11. Tripod Beta reports</div>			
Max. Course Duration	Max. re-certification interval	Min. Delegates	Max. delegates
Thirty-two (32) hours	None	Three (3)	Twelve (12)
Delivery Language(s)		Delivery Method	
English ONLY		Face to Face	
Course Code	Target Population		Type
TBP	PDO/Contractor supervisory/management staff called to be a member of an incident or accident investigation team as a TBP Practitioner.		Entry
Pre-requisites for TBP training			
OPAL unified HSE Induction or Equivalent	Incident Investigation	HSE Leadership for Supervisors	
TBP Assessment performance criteria (MUST be able to do)			
<div>1. Assessment criteria pre-set by Training Provider, plus</div> <div>2. Stitching Tripod Foundation pre-defined criteria through:</div> <div>3. Formal examination</div> <div>4. Submission of incident investigations using the Tripod beta software, within 12 months of training.</div>			

## Appendix D - Defensive Driving Courses and Assessments

Course Title:			
(LV) Defensive Driving, Light Vehicles, Blacktop Roads			
Course Aim:			
To promote SAFE driving behavior and eliminate the instances of motor vehicle crashes			
Course Objectives			
1. Promote and develop a positive attitude towards driving and other road users.			
2. Consistently Display low risk driving techniques in Light Vehicles.			
3. Reliably demonstrate the use of creating adequate space and time.			
Essential DDO1 Syllabus components (MUST HAVE topic areas)			
1. Driving environments – urban, rural, weather, road surfaces, traffic density & type.			
2. Hearts and Minds (Attitude) – (e.g., human beliefs, behaviors, emotional effects)			
3. Vehicle checks – why, what, how, when, where and by whom. Records.			
4. Distractions - Mobile phone, audio, GPS, PDO radio, vehicle passengers, insecure loads, weather effects			
5. Creating space / use of speed. – response elements of speed; Recognizing Road Hazard and risk. – Systematic all-round observation; observation zones; driving planning; effects of observation and adjustments to plan (Observation and Anticipation)			
6. Fatigue – causes and effects.			
7. Seat Belts and seating position.			
8. Driving Skills			
9. Mind driving/manage or be managed techniques			
10. Rollover avoidance			
11. Emergency situation, tyre blowout, breakdown			
Max. Duration	Max. re-certification interval	Min. delegates	Max. delegates
Sixteen (16) hours	Three (3) years	Three (3)	Twelve (12)
Delivery Language(s)			
Arabic or English			
Course Code	Target Population	Type	
LV	PDO & all contractor personnel required to drive light vehicles in the performance of their work.	Entry	
Pre-requisites for DD01 Course			
All delegates			
Prescribed aids to vision	Current, valid ROP issued light vehicle driving license	Safety Footwear	
Minimum 21 years of age, with 3 years LV driving experience	Coverall or working clothing	OPAL unified HSE Induction or Equivalent	
LV Assessment Performance criteria (MUST be able to do)			
1. During a 30-minute observed drive in a light vehicle in a city or large town based urban area, demonstrate the constant use of low risk driving techniques including vehicle and passenger sympathy, smooth use of the vehicle controls, adjust speed for conditions of traffic / road / weather, applying mind driving techniques, demonstrate a positive attitude towards other road users no more than 4 assessed major faults.			
2. Correctly explain verbally in a classroom syndicate environment, the effects of fatigue, the signs, symptoms, and root cause of fatigue, how medications and other drugs may affect drivers, and the action to be taken with all of these with respect to SJM requirements.			



3. Demonstrate effective use of Observation and Anticipation skills whilst operating a light commercial vehicle in city traffic under any conditions. Subject to conditions at the time of assessment, the Assessor may ask questions of the driver regarding decisions made. Questions are to be directly related to the situation at the time, with minimal distraction, and answers must be correct.
4. Continually display a positive attitude towards other road users.
5. Correctly carry out a pre-trip inspection of the vehicle.
6. Demonstrate all elements of Hearts and Minds whilst driving.
7. Demonstrate mind driving/manage or be managed techniques
8. In a classroom syndicate environment, accurately explain the dangers of over speeding.
9. In a classroom syndicate environment, accurately explain the dangers of distraction while driving.
10. In a classroom environment, accurately explain the three second rule and apply the rule effectively during practical assessment in a light vehicle, whilst raveling urban roads.



Course Title:			
(HV) Defensive Driving, Heavy Vehicles, Blacktop Roads			
Course Aim:			
To enhance the existing skills of a driver to operate a heavy rigid or articulated heavy vehicle and to promote Crash-Free Driving.			
Course Objectives			
1. Promote and develop a positive attitude towards driving and other road users.			
2. Consistently Display low risk driving techniques in Heavy articulated and rigid chassis vehicles.			
3. Reliably demonstrate the use of creating adequate space and time.			
Essential DD02 Syllabus components (MUST HAVE topic areas)			
1. Driving environments – urban, rural, weather, road surfaces, traffic density & type.			
2. Hearts and Minds (Attitude) – (e.g., human beliefs, behaviors, emotional effects;)			
3. Vehicle checks – why, what, how, when, where and by whom. Records.			
4. Distractions - Mobile phone, audio, GPS, PDO radio, vehicle passengers, insecure loads, weather effects			
5. Creating space / use of speed. – response elements.			
6. Recognizing Road Hazard and risk. – Systematic all-round observation; observation zones; driving planning; effects of observation and adjustments to plan (Observation and Anticipation)			
7. Fatigue – causes and effects.			
8. Seat Belts and seating position.			
9. Demonstrate mind diving/manage or be managed techniques			
10. Driving Skills			
11. Rollover avoidance			
12. Handling emergency situation, tyre blowout, breakdown			
Max. Duration	Max. re-certification interval	Min. delegates	Max. delegates
Sixteen (16) hours	Three (3) years	Three (3)	Six (6)
Delivery Language(s)			
Arabic, English, Hindi			
Course Code	Target Population	Type	
HV	PDO & all contractor personnel required to drive heavy vehicles in the performance of their work.	Entry	
Pre-requisites for DD02Course			
Non-supervisory staff		All delegates	
OPAL unified HSE Induction or Equivalent		Prescribed aids to vision	
Safety Footwear & Hard hat, Coverall or working			
Current, valid ROP issued heavy vehicle driving license		Five years heavy vehicle driving experience	
Minimum age 26 years			
HV Assessment Performance criteria (MUST be able to do)			
1. During a 30-minute observed drive in a heavy vehicle in a city or large town based urban area, demonstrate the constant use of low risk driving techniques including vehicle and passenger sympathy, smooth use of vehicle controls, adjust speed for conditions of traffic / road / weather, applying mind driving techniques, demonstrate a positive attitude towards other road users, no more than 4 assessed major faults.			
2. Correctly explain verbally in a classroom syndicate environment, the effects of fatigue, the signs, symptoms, and root cause of fatigue, how medications and other drugs may affect drivers, and the action to be taken with all of these with respect to SJM requirements.			
3. Demonstrate effective use of Observation and Anticipation skills whilst operating a heavy commercial vehicle in city traffic under any conditions.			

- |   |
|---|
| <ol style="list-style-type: none"> <li>4. Continually display a positive attitude towards other road users.</li> <li>5. Correctly carry out a PDO pre trip inspection of the vehicle and load.</li> <li>6. Demonstrate all elements of Hearts and Minds whilst driving.</li> <li>7. Demonstrate mind driving/manage or be managed techniques</li> <li>8. In a classroom syndicate environment, accurately explain the dangers of over speeding.</li> <li>9. In a classroom syndicate environment, accurately explain the dangers of distraction while driving.</li> <li>10. Accurately explain the three second rule and apply the rule effectively during practical assessment in a heavy vehicle, whilst travelling urban roads.</li> </ol> |
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Course Title:			
<i><b>(GR) Defensive Driving, Graded Roads</b></i>			
Course Aim:			
To enhance the existing skills of a driver to operate a vehicle over graded roads and to promote Crash-Free Driving.			
Course Objectives			
1. Promote and develop a positive attitude towards driving and other road users. 2. Consistently Display low risk driving techniques in Light or Heavy Vehicles on a graded road. 3. Reliably demonstrate the use of creating adequate space and time.			
Essential DD03 Syllabus components (MUST HAVE topic areas)			
1. Dust Code, Rollover cause and avoidance, Windrows, and safety lanes. 2. Graded Road Hazards and vehicle handling characteristics. 3. Vehicle checks/Pre trip inspection. 4. Recognizing Road Hazard and risk. (Observation and Anticipation) 5. Driver beliefs, attitude behavior. (Hearts and Minds) 6. Mind driving/manage or be managed techniques 7. Seat belts. 8. Fatigue. 9. Driving Systems. 10. Handling emergency situations, tyre blowout, breakdown			
Max. Duration	Max. re-certification interval	Min. delegates	Max. delegates
Eight (8) hours	Three (3) years	Three (3)	Six (6)
Delivery Language(s)			
Arabic, English, Hindi			
Course Code	Target Population		Type
GR	All PDO & contractor personnel required to drive any vehicle type on graded roads in the performance of their work.		Entry
Pre-requisites for DD03 Course			
All delegates			
Safety Footwear	Coverall or working clothing	Prescribed aids to vision	
OPAL unified HSE	Current, valid ROP issued light/heavy driving license		
Induction or	(DD01 or DD02) or (OPAL LV or HV) valid permit		
Correct driving experience as per ROP license category			
Non-Omani TN or HB/LB permit holders must provide the vehicle type they are licensed to drive.			





**GR Assessment Performance criteria (MUST be able to do)**

1. During a 30-minute observed drive in a light or heavy vehicle on an approved graded road, demonstrate the constant use of low risk driving techniques including vehicle and passenger sympathy, smooth use of brakes / clutch / accelerator, adjust speed for conditions of traffic / road / weather, applying mind driving techniques, demonstrate a positive attitude towards other road users, no more than 4 assessed major faults.
2. Explain Graded Road Hazards and vehicle handling characteristics in a classroom syndicate environment and apply the principles correctly during an on-road assessed drive.
3. Correctly explain verbally in a classroom syndicate environment, the effects of fatigue, the signs, symptoms, and root cause of fatigue, how medications and other drugs may affect drivers, and the action to be taken with all of these with respect to SJM requirements.
4. Demonstrate effective use of Observation and Anticipation skills whilst using a light or heavy commercial vehicle on an approved graded road.
5. Continually display a positive attitude towards other road users.
6. Correctly carry out a pre-trip inspection of the vehicle.
7. Demonstrate all elements of Hearts and Minds whilst driving.
8. In a classroom syndicate environment, accurately explain the dangers of over speeding.
9. Demonstrate mind driving/manage or be managed techniques
10. In a classroom syndicate environment, accurately explain the dangers of using a mobile phone while driving.
11. Demonstrate effective space management, adhering to the conditions present, during an assessed drive on an approved graded road, always complying with the requirements of OPAL RSS.
12. Demonstrate and/or explain the dangers with dust and how to manage safely using the dust code

Course Title:			
<i><b>(TN) Defensive Driving, Bulk Tankers, Light &amp; Heavy course</b></i>			
Course Aim:			
To promote SAFE driving behavior and eliminate the instances of motor vehicle crashes			
Course Objectives			
1. Promote and develop a positive attitude towards driving and other road users.			
2. Consistently Display low risk driving techniques in Bulk Tankers.			
3. Reliably demonstrate the use of creating adequate space and time.			
Essential TN Syllabus components (MUST HAVE topic areas)			
1. Driving environments – urban, rural, weather, road surfaces, traffic density & type.			
2. Hearts and Minds (Attitude) – (e.g., human beliefs, behaviors, emotional effects;)			
3. Vehicle checks – why, what, how, when, where and by whom. Records.			
4. Distractions - Mobile phone, audio, GPS, PDO radio, vehicle passengers, insecure loads, weather effects			
5. Creating space / use of speed. – response elements; braking distances v speed,			
6. Recognizing Road Hazard and risk. – Systematic all-round observation; observation zones; driving planning; effects of observation and adjustments to plan (Observation and Anticipation)			
7. Vehicle dynamics in relation to tankers.			
8. Fatigue – causes and effects.\			
9. Seat belts			
10. Driving Skills			
11. Emergency situation, tyre blowout, breakdown			
Max. Duration	Max. recertification interval	Min. delegates	Max. delegates
Eight (8) hours	Three (3) years	Three (3)	Six (6)
Delivery Language(s)			
Arabic, English, Hindi			
Course Code	Target Population	Type	
TN	All PDO & Contactor drivers required to drive tanker vehicles on blacktop or graded roads in Oman in the performance of their work.	Entry	
Pre-requisites for TN Course			
All delegates			
OPAL unified HSE Induction or Equivalent		Coverall or working clothing and Safety Footwear	
Current, valid ROP issued vehicle driving license			
Prescribed aids to vision		Minimum age 30 years	
Current, valid DD permit of appropriate type.			
Five years Heavy vehicle driving experience			



**TN Assessment Performance criteria (MUST be able to do)**

1. Correctly explain verbally in a classroom syndicate environment, the effects of fatigue, the signs, symptoms, and root cause of fatigue, how medications and other drugs may affect drivers, and the action to be taken with all of these with respect to SJM requirements.
2. In a classroom syndicate environment, accurately explain the dangers of over speeding.
3. In a classroom syndicate environment, accurately explain the dangers of using a mobile phone while driving.
4. In a classroom syndicate environment, correctly explain the characteristics of a bulk tanker when full or part full.
5. Correctly carry out a pre-trip inspection of the vehicle.
6. During a 30-minute observed drive in a heavy vehicle in a city, large town based urban area, or in-field environment, demonstrate the constant use of low risk driving techniques including vehicle and passenger sympathy, smooth use of brakes / clutch / accelerator, adjust speed for conditions of traffic / road / weather, demonstrate a positive attitude towards other road users, no more than 4 assessed major faults.
7. Demonstrate effective use of Observation and Anticipation skills whilst operating a heavy vehicle in city traffic under any conditions.
8. Continually display knowledge of tanker vehicle handling characteristics.
9. Demonstrate all elements of Hearts and Minds whilst driving.
10. Demonstrate mind driving/manage or be managed techniques
11. Demonstrate effective space management during practical assessment in a heavy vehicle, whilst travelling on various road types.

Course Title:			
(LB/HB) Defensive Driving, Buses, Light & Heavy Course			
Course Aim:			
To enhance the existing skills of a driver to operate a light or heavy bus.			
Course Objectives			
1. Demonstrate low risk driving techniques while driving a Bus. 2. Display a positive attitude towards driving and other road users. 3. Demonstrate the use of creating space and time.			
Essential LB/HB Syllabus components (MUST HAVE topic areas)			
1. Driving environments – urban, rural, weather, road surfaces, traffic density & type. 2. Hearts and Minds (Attitude) – (e.g., human beliefs, behaviors, emotional effects;) 3. Vehicle checks – why, what, how, when, where and by whom. Records. 4. Distractions - Mobile phone, audio, GPS, PDO radio, vehicle passengers, insecure loads, weather effects 5. Creating space / use of speed. – response elements; braking distances v speed, Recognizing Road Hazard and risk. – Systematic all-round observation; observation zones; driving planning; effects of observation and adjustments to plan (Observation and Anticipation) 6. Fatigue – causes and effects. 7. Rollover avoidance 8. Mind driving/manage or be managed techniques 9. Driving Skills 10. Use of seatbelts 11. Vehicle dynamics related to buses 12. Emergency situations, tyre blowout, breakdown			
Max. Duration	Max. recertification interval	Min. delegates	Max. delegates
Sixteen (16) hours	Three (3) years	Three (3)	Twelve (12)
Delivery Language(s)			
Arabic, English, Hindi			
Course Code	Target Population		Type
LB/HB	PDO & all contractor personnel required to drive light or heavy bus vehicles in the performance of their work.		Entry
Pre-requisites for LB/HB Course			
Non-supervisory staff	Supervisory staff	All delegates	
OPAL unified HSE Induction or Equivalent	Safety footwear, Coverall or working clothing		
Medical fitness	Prescribed aids to vision		
Current, valid ROP issued driving license for vehicle being driven, either light (held for minimum 8 years and endorsed for bus driving) or heavy (held for at least 4 years and endorsed for bus driving).			
Age over 26 for LB with 8 years light or heavy vehicle driving experience			
Age over 30 for HB with 8 years light vehicle driving experience, within this a minimum of 4 years heavy vehicle driving experience			
(AHA) AHA Heart saver First Aid, CPR			



**LB/HB Assessment Performance criteria (MUST be able to do)**

1. In a classroom syndicate environment, accurately explain the dangers of over speeding.
2. In a classroom syndicate environment, accurately explain the dangers of using a mobile phone while driving.
3. In a classroom syndicate environment, explain the dangers of driving in adverse conditions, the correct action to be taken, and apply these principles correctly during a practical assessment.
4. In a classroom environment, accurately explain the three second rule and apply the rule effectively during practical assessment in a light vehicle, whilst travelling urban roads. During a 30-minute observed drive in a light or heavy bus in a city or large town based urban area, demonstrate the constant use of low risk driving techniques including vehicle and passenger sympathy, smooth use of vehicle controls, adjust speed for conditions of traffic / road / weather; importance of seat belt wearing, that produces no more than 4 assessed major faults.
5. Correctly explain the handling characteristics of buses and demonstrate the sympathetic control of these during an assessed drive.
6. Correctly explain verbally in a classroom syndicate environment, the effects of fatigue, the signs, symptoms, and root cause of fatigue, how medications and other drugs may affect drivers, and the action to be taken with all of these with respect to SJM requirements.
7. Demonstrate effective use of Observation and Anticipation skills whilst operating a light commercial vehicle in city traffic under any conditions. Subject to conditions at the time of assessment, the Assessor may ask questions of the driver regarding decisions made. Questions are to be directly related to the situation at the time, with minimal distraction, and answers must be correct.
8. Demonstrate consideration for passenger safety and comfort.
9. Continually display a positive attitude towards other road users.
10. Demonstrate mind driving/manage or be managed techniques
11. Correctly carry out a pre-trip inspection of the vehicle.
12. Demonstrate all elements of Hearts and Minds whilst driving.
13. Discuss handling emergency situations, tyre blowout, breakdown

Course Title:			
<i><b>(RT) Defensive Driving, Recertification</b></i>			
Course Aim:			
To promote SAFE driving behavior and eliminate the instances of motor vehicle crashes			
Course Objectives			
1. Promote and develop a positive attitude towards driving and other road users. 2. Consistently Display low risk driving techniques in Light Vehicles. 3. Reliably demonstrate the use of creating adequate space and time.			
Essential RT Syllabus components (MUST HAVE topic areas)			
1. Driving environments – urban, rural, weather, road surfaces, traffic density & type. 2. Hearts and Minds (Attitude) – (e.g., human beliefs, behaviors, emotional effects;) 3. Vehicle checks – why, what, how, when, where and by whom. Records. 4. Distractions - Mobile phone, audio, GPS, PDO radio, vehicle passengers, insecure loads, weather effects 5. Creating space / use of speed. – Response elements; braking distances v speed, Recognizing Road Hazard, and risk. – Systematic all-round observation; observation zones; driving planning; effects of observation and adjustments to plan (Observation and Anticipation) 6. Fatigue – causes and effects. 7. Rollover avoidance 8. Recent MVI causes 9. Seat Belts and seating position. 10. Driving skills 11. Emergency situations, tyre blowout, breakdown			
Max. Duration	Max. re-certification interval	Min. delegates	Max. delegates
Four (4) hours	Four (3) years	three (3)	Twelve (12)
Delivery Language(s)			
Arabic, English, Hindi			
Course Code		Target Population	Type
RT	All PDO & Contractor staff holding DD permits of any kind, required to drive in performance of their work or services.		Entry
Pre-requisites for DD06 Recertification			
Non-supervisory staff	Supervisory staff	All delegates	
Safety Footwear	Current, valid ROP issued light/heavy vehicle	Prescribed aids to vision	
Coverall or working clothing	Current, valid DD permit of appropriate type		
LB/HB permit holders current AHA Heart saver First Aid, CPR & AED certificate			



**RT Assessment Performance criteria (MUST be able to do)**

During a 30 minute observed drive in the correct category of vehicle in a city or large town based urban area, demonstrate the constant use of low risk driving techniques including vehicle and passenger sympathy, smooth use of the vehicle controls, adjust speed for conditions of traffic / road / weather, seat belt wearing, that produces no more than 3 assessed major faults.

Correctly explain verbally in a classroom syndicate environment, the effects of fatigue, the signs, symptoms, and root cause of fatigue, how medications and other drugs may affect drivers, and the action to be taken with all of these with respect to SJM requirements.

Demonstrate effective use of Observation and Anticipation skills whilst operating a light commercial vehicle in city traffic under any conditions. Subject to conditions at the time of assessment, the Assessor may ask questions of the driver regarding decisions made. Questions are to be directly related to the situation at the time, with minimal distraction, and answers must be correct.

Continually display a positive attitude towards other road users.

Correctly carry out a pre-trip inspection of the vehicle.

Demonstrate all elements of Hearts and Minds whilst driving.

Demonstrate mind driving/manage or be managed techniques

In a classroom syndicate environment, accurately explain the dangers of over speeding.

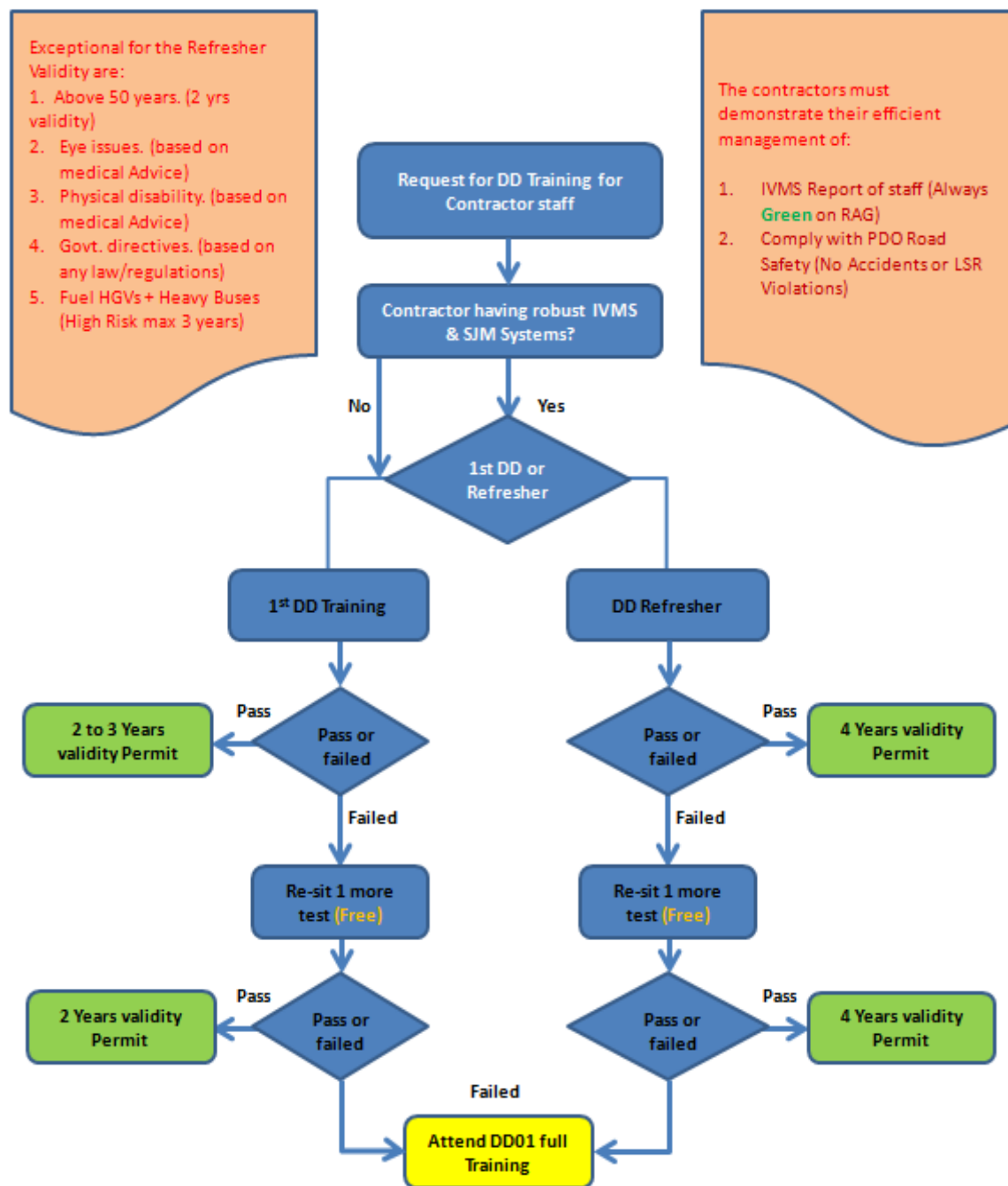
In a classroom syndicate environment, accurately explain the dangers of using a mobile phone while driving.

In a classroom environment, accurately explain the three second rule and apply the rule effectively during practical assessment in a light vehicle, whilst raveling urban roads.

See flow- chart on the next page for rules on maximising validity periods



PROCESS FOR DEFENSIVE DRIVING PERMIT VALIDATION FOR CONTRACTOR STAFF







Course Title:			
(EVA) Defensive Driving, Ambulance Drivers			
Course Aim:			
To promote SAFE driving behavior and eliminate the instances of motor vehicle crashes			
Course Objectives			
1. Promote and develop a positive attitude towards driving and other road users. 2. Demonstrate high quality emergency driving skills. 3. Demonstrate knowledge of the vehicle’s handling characteristics.			
Essential EVA Syllabus components (MUST HAVE topic areas)			
1. Driving environments – urban, rural, weather, road surfaces, traffic density & type. 2. Hearts and Minds (Attitude) – (e.g., human beliefs, behaviors, emotional effects;) 3. Vehicle checks – why, what, how, when, where and by whom. Records. 4. Distractions - Mobile phone, audio, GPS, PDO radio, vehicle passengers, insecure loads, weather effects 5. Creating space / use of speed. – response elements; braking distances v speed, Recognizing Road Hazard, and risk. – Systematic all-round observation; observation zones; driving planning; effects of observation and adjustments to plan (Observation and Anticipation) 6. Managing ‘Red Mist’ 7. Fatigue – causes and effects. 8. Seat Belts and seating position. 9. Commentary driving 10. Position and cornering 11. Skid control 12. Driving Systems (IPSGA) 13. Driving in Emergency situations 14. Mind driving techniques			
Max. Duration	Max. recertification interval	Min. delegates	Max. delegates
Eight (8) hours	One (1) year	Three (3)	Three (3)
Delivery Language(s)			
English			
Course Code	Target Population		Type
EVA	PDO and contractor staff required to drive ambulance vehicles as part of their work or services.		Entry
Pre-requisites for EVA Course			
Non-supervisory staff	Supervisory staff	All delegates	
Safety Footwear	Coverall or working clothing	Prescribed aids to vision	
Aged over 26 years	Current, valid ROP issued light vehicle driving license		
(AHA) AHA Heart saver First Aid, CPR & AED		GR training complete	
Minimum of 5 years driving experience			



**EVA Assessment Performance criteria (MUST be able to do)**

1. Identify and explain the law regarding emergency vehicles, their use of lights and sirens, negotiating controlled and uncontrolled intersections, lane selection and the use of communication devices.
2. Explain correctly in writing the characteristics of ambulance vehicles within PDO including seating arrangements for all vehicle occupants and types of vehicle use, emergencies, and patient transfers.
3. During a 40-minute assessed drive in an ambulance in a city or large town based urban area, and a further 40 minutes in an interior location demonstrate during a commentary drive, constant effective use of low risk driving techniques including vehicle and patient sympathy, smooth use of foot operated controls, appropriate speed for road environment conditions, appropriate steering control and use of seat belt, that produces no more than 4 assessed major faults.
4. During assessed drives, consistently demonstrate the effective use of Hearts and Minds in your driving by staying within the law relating to ambulance vehicles, being consistently courteous to other road users, controlling the use of seat belts and driving to prevailing conditions.
5. During an on-road driving assessment consistently demonstrate your use of the system of vehicle control to take, use, and give information, react systematically and flexibly to adjust road position, speed, gears, and acceleration to safely negotiate a variety of hazards, and manage 'Red Mist'.
6. During an assessed drive, continually demonstrate a positive attitude towards other road users by giving and accepting (assertive) rights of way, as appropriate, at all types of intersections, roundabouts, changing lanes and merging, using indicators as appropriate, and without aggressive driving behavior at any time.
7. Demonstrate effective use of observation and anticipation skills whilst conducting a commentary drive in an ambulance in city traffic under any conditions, interior conditions.
8. During an assessed drive in an ambulance, correctly answer questions about driving decisions made related to 360° observation, hazard identification, prioritizing hazards, managing risks, and the system of vehicle control.
9. Demonstrate effective commentary driving that reflects driver patience, the system of vehicle control, and actions being taken during a 30-minute drive under any conditions.
10. During assessed drives, demonstrate a consistent consideration for patient care and comfort, by adjusting the vehicle use to suit road and terrain conditions, and stopping safely if requested to by attendants.

Course Title:			
<b><i>(EVF) Defensive Driving, Fire-tender &amp; Emergency Response Vehicle Driver</i></b>			
Course Aim:			
To equip the participants with the knowledge and skill to drive an Emergency Response and Fire appliance safely			
Course Objectives			
1. Promote and develop a positive attitude towards driving and other road users. 2. Demonstrate high quality emergency driving skills. 3. Demonstrate knowledge of the vehicle’s handling characteristics.			
Essential EVF Syllabus components (MUST HAVE topic areas)			
1. Driving environments – urban, rural, weather, road surfaces, traffic density & type. 2. Hearts and Minds (Attitude) – (e.g., human beliefs, behaviors, emotional effects;) 3. Vehicle checks – why, what, how, when, where and by whom. Records. 4. Distractions - Mobile phone, audio, GPS, PDO radio, vehicle passengers, insecure loads, weather effects 5. Creating space / use of speed. – Response elements; braking distances v speed, Recognizing Road Hazard, and risk. – Systematic all-round observation (Observation and Anticipation) 6. Fatigue – causes and effects. 7. Seat Belts and seating position 8. Managing ‘Red Mist’. 9. Commentary driving technique. 10. Driving Systems and vehicle control (IPSGA) 11. Emergency response driving techniques. 12. Mind driving techniques 13. Skid control 14. Positioning and cornering			
Max. Duration	Max. re-certification interval	Min. delegates	Max. delegates
Eight (8) hours	One (1) year	Three (3)	Six (6)
Delivery Language(s)			
Arabic, English, Hindi			
Course Code	Target Population	Type	
EVF	PDO or contractor staff required to drive fire & rescue service vehicles to emergency responses, as part of their work.	Entry	
Additional Pre-requisites for DD09 Course			
All delegates			
(AHA) AHA Heart saver First Aid, CPR & AED & current, valid certificate		Safety Footwear	
2 years Fire & Rescue Service driving experience, 5 years HV experience			
Current, valid LV, HV and HB permit, endorsed for GR		Coverall or working clothing	
Current, valid ROP issued appropriate driving license			



**EVF Assessment Performance criteria (MUST be able to do)**

1. Identify and explain the law regarding emergency vehicles, their use of lights and sirens, negotiating controlled and uncontrolled intersections, lane selection and the use of communication devices.
2. Explain correctly in writing the characteristics of fire and rescue response vehicles within PDO including seating arrangements for all vehicle occupants, types of vehicle use, and emergency responses.
3. During a 40-minute assessed drive in a Fire tender in a city or large town based urban area, and a further 40 minutes in an interior location, demonstrate during a commentary drive, constant effective use of low risk driving techniques including vehicle and patient sympathy, smooth use of foot operated controls, appropriate speed for road environment conditions, appropriate steering control and use of seat belt, that produces no more than 4 assessed major faults.
4. During assessed drives, consistently demonstrate the effective use of Hearts and Minds in your driving by staying within the law relating to fire and rescue service vehicles, being consistently courteous to other road users, controlling the use of seat belts and driving to prevailing conditions.
5. During an on-road driving assessment consistently demonstrate your use of the system of vehicle control to take, use, and give information, react systematically and flexibly to adjust road position, speed, gears and acceleration in order to safely negotiate a variety of hazards, and managing 'Red Mist'
6. During an assessed drive, continually demonstrate a positive attitude towards other road users by giving and accepting (assertive) rights of way, as appropriate, at all types of intersections, roundabouts, changing lanes and merging, using indicators as appropriate, and without aggressive driving behavior at any time.
7. Demonstrate effective use of observation and anticipation skills whilst conducting a commentary drive in a PDO fire and rescue service vehicle in city traffic under any conditions.
8. During an assessed drive in a PDO fire and rescue service vehicle, correctly answer questions about driving decisions made related to 360° observation, hazard identification, prioritizing hazards, managing risks, and the system of vehicle control.
9. Demonstrate effective commentary driving that reflects driver patience, the system of vehicle control, and actions being taken during a 30-minute drive under any conditions.
10. During assessed drives, demonstrate high quality emergency vehicle driving techniques with consistent consideration for vehicle crew care and comfort, by adjusting the vehicle use to suit road and terrain conditions, and stopping safely if requested to by the crew commander.

Course Title:			
(SJM) Safe Journey Manager Course			
Course Aim:			
To provide delegates with the knowledge of the Safe Journey Management system and its components, so they can effectively fulfill the role of a Safe Journey Manager.			
Course Objectives			
1. Describe the roles and responsibilities of all persons involved in the process.			
2. Explain the correct emergency procedures.			
3. Describe the components a of a journey plan.			
Essential SJM Assessment components (MUST HAVE topic areas)			
1. Definition of SJM			
2. Responsibilities of: Authorizing person - Journey Manager - Driver			
3. Driver - Emergency Procedures: Incident or Crash – Breakdown - Overdue / Lost Man			
4. Weather			
5. Journey Plans			
6. Convoy procedures			
7. Vehicle checklist			
8. Multi-destination journeys			
9. E-journey management			
Max. Duration	Max. reassessment interval	Min. Delegates	Max. delegates
Eight (8) hours	Two (2) years	Three (3)	Twelve (12)
Delivery Language(s)			
Arabic, English, Hindi			
Course Code		Target Population	Type
SJM	PDO and Contractor first line supervisors and/or managers responsible for the operational management of driving activities, and Contractor HSE Advisers.		Entry
Pre-requisites for SJM Course			
(DD01) defensive driving, light vehicles, blacktop roads		Age 25 or over	
Current, valid DD01 permit		Current, valid ROP issued ID or residency card	
HSE Leadership for Frontline Supervisors HSELF5			

SJM Assessment Performance criteria (MUST be able to do)	
1.	Correctly define Safe Journey Management
2.	Correctly define which journeys require a formal Safe Journey Management Plan.
3.	Detail the responsibilities of all parties involved in the Safe Journey Management system.
4.	Correctly explain the emergency procedures associated with Safe Journey Management.
5.	List all the checks that need to be made in a PDO vehicle safety check, and the responsibilities of the SJM in relation to them.
6.	Correctly explain the different components of a Safe Journey Plan.
7.	Correctly describe convoy procedures in PDO and list the exemptions.
8.	Explain multi-destination procedures correctly.
9.	Describe how weather conditions may affect a journey, and what actions a SJM would take in becoming aware of changing conditions.

Assessment Title:			
<i>(SJMR) Safe Journey Manager scheduled Reassessment</i>			
Assessment Aim:			
To confirm, using a computer-based assessment, delegates have retained the required knowledge of the Safe Journey Management system and its components, so they may continue to effectively fulfill the role of a Safe Journey Manager.			
Course Objectives			
1. Describe the roles and responsibilities of all persons involved in the process.			
2. Explain the correct emergency procedures.			
3. Describe the components a of a journey plan.			
Essential SJM Assessment components (MUST HAVE topic areas)			
1. Definition of SJM			
2. Responsibilities of: Authorizing person - Journey Manager - Driver			
3. Driver - Emergency Procedures: Incident or Crash – Breakdown - Overdue / Lost Man			
4. Weather			
5. Journey Plans			
6. Convoy procedures			
7. Vehicle checklist			
8. Multi-destination journeys			
9. E-journey management			
Max. Duration	Max. reassessment interval	Min. Delegates	Max. delegates
One (1) hour	Three (3) years	three (3)	Limited by PC access only
Delivery Language(s)			
Arabic, English, Hindi			
Course Code		Target Population	Type
SJMR	PDO and Contractor first line supervisors and/or managers responsible for the operational management of driving activities, and Contractor HSE Advisers.		Entry
Pre-requisites for SJMR Reassessment			
Attended SJM or SJMR within previous 3 years.		Current, valid ROP driving license	
SJMR Reassessment Performance criteria (MUST be able to do)			
1. Correctly define Safe Journey Management			
2. Correctly define which journeys require a formal Safe Journey Management Plan.			
3. Detail the responsibilities of all parties involved in the Safe Journey Management system.			
4. Correctly explain the emergency procedures associated with Safe Journey Management.			
5. List all the checks that need to be made in a PDO vehicle safety check, and the responsibilities of the SJM in relation to them.			
6. Correctly explain the different components of a Safe Journey Plan.			
7. Correctly describe convoy procedures in PDO and list the exemptions.			
8. Explain multi-destination procedures correctly.			
9. Describe how weather conditions may affect a journey, and what actions an SJM would take in becoming aware of changing conditions.			



## Appendix E –HSE Training Requirements Matrix

### E- ENTRY

C – Compulsory - Shall be attended before being deployed to carry out designated role i.e. immediately,

M – Mandatory – Shall be attended within a maximum of 2 months of being given the designated role

R – Recommended - Highly desirable event for a target population

Course Codes	Course Title  Delivery Languages available	Target Population	Type	Actual training Time (hours)	Reassessment at (n) years,	Pre-requisites for attendance
HSEI	HSE Induction  Arabic, English, Hindi	Newly Hired, seconded or transferred staff into Company and Newly hire Contractor Personnel	Entry	8 Hours	Not Applicable	NONE
H2SI	Hydrogen Sulfide (H2S) & Sulphur Dioxide (SO2) Awareness and Escape  Arabic, English, Hindi	All Company Personnel and Contractor Personnel who may need to enter Company facilities (including well Sites) classified as Sour as part of their work.  All Company Personnel and Contractor Personnel who may need to enter EPZ areas.	Entry	8 Hours	(3 years)	HSE Induction  PPE: Safety footwear; hard hat; coverall or working clothing
SCBA	Self-Contained Breathing Apparatus & confined space rescue.	Company and Contractor Personnel who are required to use SCBA for gas testing or other operational activities, or in operational emergencies.	C	8 Hours	(3 years)	HSE Induction, H2S,  PPE: Safety footwear, hard hat, eye protection, coverall  1 passport sized photos  NO claustrophobic tendency





	Arabic, English, Hindi					Medically & physically fit
AHAF	AHA Heartsaver 1st Aid, CPR & AED Foundation Course  Arabic or English	Company and Contractor professional drivers, Company and Contract Staff who are to be certified AHA Heartsaver fir response first aiders	C	14 hours	(2 years)	HSE Induction  Documents & others:  Medically & physically fit
CHM	Chemical Handling Management  Arabic or English	Company & Contractor supervisors who are responsible for operations or processes involving chemicals	C	5 hours	None	HSEI, EA, HSE LFS
EA	Environmental Awareness Course  Arabic or English	Operations, drilling, well services and Project team staff.	R	4 hours	NONE	HSE Induction
FW	Fire Warden Course  Arabic, English, Hindi	Company & Contractor staff who are designated to carry out the role of a fire warden.	C	5 hours	NONE	HSE Induction, H2S if interior based
NORMM	Working with NORM Naturally Occurring Radioactive Material  Arabic or English	Company and Contractor Personnel who will perform maintenance or servicing activities on equipment that has conveyed of stored production fluids (oil, water, gas). Company & Contractor Production Supervisors / Operators, Maintenance Coordinators / Supervisors, Pigging Contractor supervisors, tank/separator cleaning Contractor supervisors, Well Service (Rig / Hoist) Managers/Drillers, EMC Contractor maintenance supervisors and ODC Contractor maintenance supervisors, NORM Yard and WTF Yard Supervisors, other supervisors working with potential NORM contaminated	C	5 Hours	(4 years)	HSEI, EA, HSE LFS  PPE: Safety footwear, hard hat, eye protection, coverall



AGT	Authorized Gas Tester  English Only	Company and Contractor Personnel designated as Authorized Gas Testers	C	8 hours	(3 years)	HSEI, H2S, & SCBA  Documents & others:  Current 3 months concession area work, Medically & physically fit;
HII	HSE Incident Investigation Course  English Only	MANDATORY for Company HSE Team Leads and Contractor HSE Advisors  RECOMMENDED for Contract Owners, Contract Holders and Contractor Managers who may be required as part of their role to lead incident investigations	M	16 hours	NONE	All candidates: HSEI, H2S (Interior based staff), HSE LFS  Documents & others:  Medically & physically fit, Age 21 or over
PTWH	Permit to Work Holders Course  ENGLISH ONLY	Company and Contractor Personnel who will directly supervise a work party (e.g. first-line supervisor, leading hand, charge hand or technician etc.)	C	16 hours	(3 years)	All delegates: HSEI, SCBA, AGT, HSE LFS  Documents & others:  English language level/proficiency (e.g., IELTS 4 OR College Diploma or Degree). Site exposure.
PTWS	Permit to Work Signatories & Isolation Course  ENGLISH ONLY	Company and Contractor Personnel who will fulfil a role within the Permit to Work System as a permit applicant, area authority or responsible supervisor	C	24 hours	(3 years)	All delegates: HSEI, SCBA, AGT, HSE LFS  Documents & others:  English language level/proficiency (e.g., IELTS 4 OR College Diploma or Degree). Site exposure.
HSE LFS	HSE Leadership for frontline supervisors  Arabic or English	All Company & Contractor staff whose role involves the supervision of work done by employees.	C	16 hours	(4 years)	All delegates: HSEI, H2S (Interior based staff)  Documents & others:

## Appendix F – Technical References relating to Courses and Assessments in SP 1157

**Table A1 – Company Reference documents**

Document Ref NO.	Title
CP 122	HSE Management System
PR 1076	Isolation of process equipment
PR 1078	Hydrogen Sulfide Management
PR 1081	The 'Buddy' system procedure
PR 1084	Leak/spill Management, site clean-up & restoration
PR 1148	Entry into a confined space
PR 1154	Gas Testing Procedure
PR 1171 Part II	Contract HSE Management
PR 1172	Permit to work procedures
PR 1173	Incident Reporting, investigation & follow up
PR 1418	Incident notification, reporting & follow up procedure Part I
PR 1418b	Incident notification, reporting & follow up procedure Part II
PR 1418c	Incident notification, reporting & follow up procedure Part III
PR 1419	Abandonment & Restoration procedure
PR 2010	HSE Training Provision Approval and Quality Assurance
SP 1009	Waste management
SP 1080	Contract HSE Requirements
SP 1104	Electrical safety
SP 1157	HSE Training Specifications
SP 1170	Naturally occurring radioactive procedures
SP 1193	Medical facilities & assessment
SP 1194	Chemical Management
SP 1219	Well engineering hydrogen sulfide specification
SP 1225	Environmental Management
SP 1230	Medical examination, treatment & facilities
SP 1231	Occupational Health
SP 1232	Public Health
SP 1234	Personal Protective Equipment
SP 1237	Ionizing radiation
SP 2000	Road Transport

**Table A2 – Publicly Available Reference documents**

Standard, Decree or Regulation (Current)	Year of publication	Title
Omani Ministerial Decision 118	2004	Air pollution control from stationary sources
Omani Ministerial Decision 145	1993	Wastewater reuse and discharge
Omani Ministerial Decision 18	1993	Management of hazardous waste
Omani Ministerial Decision 18	1993	Wastewater reuse and discharge
Omani Ministerial Decision 187	2001	Organizing the issuance of environmental approvals and final environmental permit
Omani Ministerial Decision 281	2003	Regulations for the control and management of radioactive materials
Omani Ministerial Decision 37	2001	Control and management of ozone depleting substance
Omani Ministerial Decision 80	1994	Noise pollution control in the working environment
Omani Royal Decree 114	2001	Conservation of the Environment and prevention of pollution
Omani Royal Decree 115	2001	Protection of sources of potable water from pollution
Omani Royal Decree 34	1973	Oman Labor Law, Chapter 7
Omani Royal Decree 46	1995	Law of handling & use of chemicals