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<p><b>GUIDELINES FOR THE ESTABLISHMENT AND OPERATIONS OF SAFETY AND EMERGENCY TRAINING CENTRES IN THE NIGERIAN OIL &amp; GAS INDUSTRY</b></p>	<p>Code: DPR GUIDE 0035 - 2020 Revision Date: 2nd October 2020</p>

# **GUIDELINES FOR THE ESTABLISHMENT AND OPERATIONS OF SAFETY AND EMERGENCY TRAINING CENTRES IN THE NIGERIAN OIL & GAS INDUSTRY**

***ISSUED BY***

**DEPARTMENT OF PETROLEUM RESOURCES**

**2020**

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## 1. INTRODUCTION

### 1.1. Background

The oil and gas industry is highly specialized and requires expert knowledge of the various processes in the oil and gas value chain. This industry is capital intensive and shelters hazardous hydrocarbons that are dangerous to human life as well as the environment. It is a known fact that undergoing relevant trainings is a critical part of developing human capacity as this enables one to achieve set objectives, perform functions and solve problems encountered at work. Given the peculiar nature of the oil and gas industry, it is imperative that trainings offered for functions in the industry are done following approved standards and in line with global best practices. These standards require that Safety and Emergency training centres commit sufficient resources such as manpower, equipment, etc., to provide an adequate learning experience for personnel.

### 1.2. Purpose

This guideline describes the requirements for the establishment and operations of Safety and Emergency Training Centres (SETC) in the Nigerian Oil and Gas industry. The objective is to ensure that a minimum standard for administering Safety and Emergency Training for centres which service the petroleum industry is maintained and applied such that the trainings delivered by SETCs in Nigeria are in line with international standards and best practices. This is to be achieved by ensuring that only persons with adequate qualifications and experience are permitted to deliver trainings which meet the course objectives with appropriate equipment, and in the right conditions. This document elaborates and provides explanation for the Safety and Emergency Training Centre requirements as enshrined in the Mineral Oils (Safety) Regulations, and provisions of section 60(A) of the Petroleum (Drilling

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and Production) Regulations 1969 as amended, as well as the periodic inspection and accreditation exercises carried out by the Department of Petroleum Resources (DPR) in the SETCs.

### 1.3. Scope

This guideline defines the criteria for assessing Safety and Emergency Training centres/facilities intending to provide services and/or operating in the oil and gas industry. It covers the minimum requirements for the administration and management of SETCs, training syllabus/modules, location of training facilities, maintenance of equipment, health practices, catering, security, safety, natatorium, etc. It also sets the requirements for the continuous operation of the facilities.

## 2. DEFINITION OF TERMS

The following terms defined in this section describe their usage in this guideline.

- i. **Safety and Emergency Training (SET):** These are trainings generally designed for personnel who work in hazardous areas and perform safety critical tasks in the oil and gas industry. These trainings aim to equip personnel with skills required to understand hazards/HSE risks and respond to different levels of emergencies. Some of the Safety and Emergency Training courses include BOSIET, HUET, TSbB, First Aid, Firefighting, MISTDO modules, Medical Emergency Response, etc.
- ii. **Safety and Emergency Training Centre (SETC):** This is a facility that is built specifically or designated to offer Safety and Emergency Trainings.
- iii. **Qualified:** This means personnel that have relevant and specific certificates or certification as applicable from recognised bodies to perform a required function.

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- iv. **Delegate:** This is any oil and gas personnel that has registered and is undergoing training at a SETC.
- v. **Accreditation:** This is a document issued by DPR to show that a SETC has satisfactorily demonstrated capacity to carry out specific Safety and Emergency training. This is usually valid for a specified period.
- vi. **Internationally Recognised:** This means certification/accreditation/approval of trainings, syllabuses, modules, etc issued by organisations such as IADC, API, OPITO, NOGEP, OLF, UKOOA, NSOC-D and others which may be recognized by the Director/CEO, Department of Petroleum Resources.
- vii. **MISTDO:** Minimum Industry Safety Training for Downstream Operations (MISTDO) is a basic safety training requirement which must be undertaken by ALL personnel working in the downstream sector of the Nigerian oil and gas industry.

### 3. APPLICATION AND APPROVAL PROCEDURE

#### 3.1. Application Overview

Any company intending to provide Safety and Emergency Training services for the oil and gas industry, shall be required to apply to the Director/CEO, Department of Petroleum Resources for the approval and accreditation of their facility and training modules. Such applications which should contain details of course modules being proposed, proof of competence to deliver the courses, and other relevant information shall be submitted in writing to the Director.

**Note: For new applicants/proponents, a site suitability inspection shall be carried out first by officers of the Department.**

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The application shall be reviewed, after which the company may be invited to make a detailed presentation to the Department to showcase their intentions, capabilities and competencies. The presentation will be required to cover, at the minimum, all the sections of the assessment criteria listed in Section 4 of this Guideline. Following a successful presentation, physical assessment of the SETC, which shall include inspection, functional testing of equipment, etc. shall be conducted. Equally, the course module(s), the qualifications, competencies and abilities of the instructors to deliver the course modules to delegates shall be evaluated.


The outcome of the above shall form part of the requirements for approval and accreditation of the company's facility as deemed fit by the Director/CEO. This approval and/or accreditation shall be valid for one (1) year, expiring on the anniversary of the date of issuance and may be renewed annually, subject to satisfactory demonstration of compliance with these guidelines, conformance to globally accepted standards and other directives issued from time to time by the DPR.

The accreditation document issued by the Department shall contain, as a minimum, the following information:

- i. Name of SETC;
- ii. Address of SETC;
- iii. Approved course module(s) for the facility; and
- iv. Validity of Approval/Accreditation (expiry date).

The Department reserves the right to withdraw any issued approval or accreditation at any time if a company violates the provisions stipulated in this document or deviates from the expected standards and if non-compliance with procedures, regulatory guidance/directives,



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and statutory provisions is established.

**Note: Accreditation is unique to the centre and not company. For example, a company having more than one training centre must submit separate applications for each of them.**

### 3.2. Renewal of Accreditation

The Department will continuously monitor the activities of approved and accredited SETC by embarking on periodic announced or unannounced inspection(s). Periodic consultations with global certifying bodies may also be carried out to confirm the current status of certification of the course modules in line with global industry best practices, trends and innovations. This is to ensure that training standards are always maintained and may form the basis for the issuance, or otherwise, of annual accreditation of SETCs.

To issue annual accreditation, the Department shall evaluate the extent of the SETC's general compliance with the assessment criteria in Section 4 of this guideline through an audit exercise. The modality for the periodic audit shall be as follows:

- i. Verification of the close out of previously raised audit issues that may have been communicated to the SETC by the Department;
- ii. Review of documentation and certifications of the SETC;
- iii. Physical inspection and testing of the training equipment in the SETC;
- iv. Assessment of qualifications of the instructors along with their physical demonstration of delivery of the respective modules.

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### 3.3. Addition of Training Module to Existing Training Prospectus

The approved SETC may add new course module(s) to its portfolio by notifying the Department of their intention to do so, for review and evaluation. The notification shall contain, at a minimum, the following:

- i. Details of the course outline;
- ii. Relevance of the training,
- iii. Targeted trainee(s);
- iv. Endorsement/certification of the training by relevant international recognised bodies as may be appropriate; and
- v. Any other relevant information.

Depending on the nature of such request, the Department may invite the SETC for a meeting to make a technical presentation on the submission. Where the training involves practical sessions, physical inspection of the SETC may be conducted.


## 4. ASSESSMENT CRITERIA OF SAFETY AND EMERGENCY TRAINING CENTRES

The accreditation of a SETC and/or modules offered, by the Department, shall be based on the extensive review of the applicable requirements listed in this section.

### 4.1. Management and Administration

#### 4.1.1. Management Systems

SETCs shall show evidence and commitment that adequate resources will be provided for the implementation of policies established by the SETC. A SETC shall be deemed to have shown satisfactory evidence or commitment if the following issues have been or are being addressed:

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- i. Demonstration that trainings are/will be fully carried out in line with established standards.
- ii. Administrative blocks well furnished with tables, chairs, desktops, internet access, storage cabinets, HVAC systems, etc.
- iii. Acquisition and enforcement of necessary use of appropriate PPEs for the training courses offered.
- iv. Evidence and capability to implement conditions governing the employment of personnel. E.g. evidence of prompt payment of accruable salaries and allowances due to their employee, contractors and others.
- v. Appointment of competent persons and definition of roles and responsibilities of personnel.
- vi. Documented management or organization structure (organogram) showing the reporting lines of staff.
- vii. Implementation of staff training and capacity building plan that shows constant training/re-training of instructors to ensure global best practices are maintained.
- viii. Implementation of Quality, Health, Safety & Environment Management System (QHSE-MS).
- ix. Documented process and criteria for staff recruitment.
- x. Implementation of a Performance Management System which should be tied to trainee feedback mechanism from training experience, to aid improvement of services.
- xi. Implementation of Document control and management system.
- xii. Management system for third-party audit and certification.
- xiii. SETC's ability to embrace Information Communication Technology (ICT) facilities i.e. use of internet and a functional website, etc.

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#### **4.1.2. Facility Polices & Procedures**

All operations in the SETC shall be in accordance with duly approved Standard Operating Procedures (SOPs) which shall be made available on demand.

#### **4.1.3. Company Documents**

The SETC may be required to provide, on demand, the following documents:

- i. Recent Oil and Gas Industry Service Permit (OGISP)
- ii. Expatriate quota permit and work permits where applicable
- iii. Current Company Income Tax Clearance
- iv. Evidence indigenous manpower training
- v. Medical retainership
- vi. Agreement with doctor for onsite clinic management
- vii. DPR license for AGO tank storage (if any)
- viii. Workman Compensation/ Insurance policy
- ix. Documented staff list and key staff CVs
- x. Activities of the facility in the last three years
- xi. Documented job descriptions for staff employees
- xii. List of equipment available in the facility
- xiii. SETC-specific organogram
- xiv. List of courses offered and curriculum/brochure
- xv. Training schedule
- xvi. Evidence of affiliation (if any)
- xvii. List of other services offered
- xviii. Competency Accreditation of the Company
- xix. Duration of Competency Accreditation of company

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- xx. Copies of Professional Membership
- xxi. Copy of International Certification (if any)
- xxii. Training Matrix for the previous year and current year for instructors
- xxiii. Evidence of attendance for trainees for previous year training provided
- xxiv. Training facility brochure including training programme

#### **4.2. Security and Safety**


##### **4.2.1. Security - Policy & Procedures**

All SETCs shall have a robust security and safety policy which covers at the minimum, emergency procedures; access control procedures; methodology for dealing with suspicious and/or unauthorized visitors and deliveries; and facility security, CCTV coverage and alarm system.

##### **4.2.2. General Safety Practices**

To ensure adequate safety measures are established, the SETC shall, at the minimum, have the following:

- i. The Mineral Oils (Safety) Regulations (MOSR) 1997 shall be conspicuously displayed in the facility.
- ii. All the staff members of the SETC shall be required to wear company photo ID cards at all times.
- iii. The SETC facility shall be free from all slip, trip and fall hazards, especially at areas where practical training sessions take place. This is to minimize the risk of accidents and injuries during training and operations.
- iv. The facility shall have in place, appropriate and approved checklists for periodic in-house inspections.

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- v. The facility shall have well equipped and strategically placed first aid box(es) and Automated External Defibrillator (AEDs).
- vi. Access to practical training arena and other critical areas shall be restricted and secured against unauthorized entry.
- vii. The SETC shall have emergency response teams that are properly trained to handle various levels of incident. The facility shall conduct drills and maintain documentation of same and other safety activities.
- viii. Emergency communications systems hardware (public address and general alarms systems) and procedures shall be regularly tested.
- ix. Risk assessment and emergency procedures shall be reviewed with all delegates at the beginning of every training session.
- x. All sections of the facility shall have emergency exits which are clearly marked and visible. Exit doors are to be designed to allow for quick and easy exit within the shortest or acceptable time limits.
- xi. The facility shall have adequate fire extinguishers which shall be readily available, accessible and inspected regularly as per regulations. Only third-party inspections shall be acceptable for the purpose of the statutory inspections.
- xii. The fire alarm system shall be in good working condition and fire drill instructions and emergency phone numbers shall be posted at strategic locations.
- xiii. Provision shall be made for easy access of emergency vehicles (ambulance services) to areas where practical sessions are conducted.
- xiv. Ensure there is a procedure for reporting maintenance needs related to safety and security.
- xv. Ensure the presence of security personnel and apparatus in the facility.
- xvi. The staff of the SETC shall be knowledgeable of the standard procedures for reporting near misses and accidents.

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- xvii. The SETC shall be required to maintain records of all emergency incidents and near misses. There shall be evidence to show that incident reports are reviewed for lessons learned and to identify trends for which mitigation programs can be developed.
- xviii. Incidents that result to serious injury and death shall be reported to DPR in line with Regulation 44 of the Mineral Oils Safety Regulation, 1997.
- xix. All equipment shall be function-tested prior to any practical session.
- xx. Proper waste disposal and segregation policy and practice consistent with regulatory requirements (the current version of EGASPIN) shall be maintained in a SETC.


#### **4.3. Facility Characteristics and Surrounding Environment**

##### **4.3.1. Facility General Description**

A SETC shall ensure that all sections of the facility such as classrooms, accommodation, natatorium, fire area, muster area, etc. are properly situated. The location of the SETC training site shall be in an area considered safe and appropriate, devoid of known hazards and threats such as high voltage transmission lines, pipeline crossing or right of way, flood plains and any other hazards or threats. Good housekeeping should be practiced, and the surroundings, landscaping, and environment shall be well-maintained. A signpost identifying the SETC shall be conspicuously displayed, when not considered a security risk to the centre.

Within a facility, the SETC shall conspicuously display signs or signages which clearly indicate and direct delegates and visitors around various sections. All emergency exits and signposts within and around the facility shall be well illuminated and conspicuously displayed.

The internet facilities, uninterrupted power supply, potable drinking water, computers,

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library, offices, accommodation facilities (where applicable), database software, central public address system/communication gadgets in the facility shall be in good working condition.

#### **4.3.2. Accommodation**


SETCs may choose to own and operate accommodation facilities for delegates and/or have a list of recommended third-party accommodation facilities for delegates. The SETC shall ensure that the accommodation facilities are situated in a safe and secured environment. The rooms, toilets, bathrooms, etc. in the accommodation facilities shall be comfortable, clean, well ventilated and well maintained at all times. Also, the accommodation facilities shall have a robust medical emergency procedure and provide internet services, catering facilities, recreational facilities and laundry services for delegates as may be necessary.

#### **4.4. Health Practices in the Facility**

##### **4.4.1. Health Practices**

All SETCs shall establish a medical emergency procedure which details the Med-Evac Plan/Procedure for the facility. All SETCs shall have a duly equipped on-site clinic which is always manned by qualified medical professionals. The medical personnel shall, at a minimum, possess qualification in nursing and must be trained and experienced in occupational health and emergencies. The medical personnel must also be attached to a conventional hospital on a periodic rotational basis to maintain up-to-date information and awareness with his/her medical practice. The cumulative number of weeks to be spent by the medic at the conventional hospital must not be less than two (2) weeks in a calendar year and evidence of same must be presented on demand. Also, the onsite clinic shall have



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an active retainership with a conventional hospital which shall be duly informed of the timetable for practical sessions of the SETC.


In some circumstances, a SETC may be approved and accredited without an onsite clinic. However, such SETC are expected to affiliate with an offsite clinic which should be close distance from the SETC. In addition, the SETC must demonstrate that emergency services from the offsite clinic can arrive its premises at a very reasonable time.

Equally, other members of staff of the SETC shall be trained on First Aid administration. First Aid boxes shall be well stocked and situated at strategic locations with an established procedure to regularly inspect and restock same. The SETC shall also ensure the availability of potable water. The restrooms, dressing rooms, wash areas and showers shall always be available and kept clean.

#### **4.5. Assessment of Syllabus**

##### **4.5.1. Approval of Courses**

SETCs shall be required to document and always keep a detailed and updated catalogue of all the courses/modules offered. The catalogue shall be detailed and at least, contain the following: full course outlines and content, pre-enrolment requirements and information; requirements for practical sessions (if applicable); target participants for training; and software requirements of the course (if applicable). The course contents shall be relevant and comply with good industry practices & specified requirement of the DPR and where applicable, the course shall also conform to the requirements of relevant national or international third-party bodies recognised by the DPR. It is important to note that a SETC which subscribes to certification by internationally recognised bodies or organisation which promote standards in such trainings shall ensure;

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- i. That the certification is maintained as applicable by the certifying body
- ii. Current endorsement of the certification is presented to the DPR during audit exercises
- iii. All courses and modules are certified as per set standards and shall conform with the expectations of DPR

In addition, assessment (theoretical or practical) of delegates shall be built into each training module and the performance assessment reports arising from completed trainings shall be properly documented. Also, the recommended threshold of students-instructor ratio for each training module as accepted by DPR, must be maintained always at the centre.

#### **4.5.2. Practical Training Policies and Procedures**

SETCs shall establish and document a procedure for practical classes and sessions. Emergency evacuation and assistance shall always be provided at practical training areas. SETCs shall own an ambulance or have an agreement with a third-party or clinic/hospital that will be on alert for on-call services in case of an emergency. Such ambulance shall be well equipped with requisite medical facilities that meet the minimum industry standard. All delegates must be certified to be medically fit before being allowed to participate in practical sessions of trainings. All practical sessions are required to simulate real life situations in line with the recommended standards for the training. The SETC shall ensure that necessary PPEs, equipment, and resources required for every practical session are readily available and in good condition.

Instructors/facilitators shall be required to inform delegates of the assessment and performance criteria for the training. No delegate shall be exempted from participating in a practical session if it is required for the completion of the course. However, delegates may

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be permitted to defer a practical session required to complete a course, to a later date as stipulated in the specific training standards but not exceeding ninety (90) days after completing the theoretical aspect. The training shall be deemed completed only when all aspects of the training has been completed.

#### **4.5.3. Qualification Requirements for Trainers**


SETCs shall only engage qualified Trainers/Assessors/Instructors that are approved or duly certified to facilitate training programs or conduct practical training sessions as per DPR requirements. Furthermore, Trainers/Assessors/Instructors must be certified by a person who possesses a train-the-trainer qualification. The certification must be verifiable, and copies of such certification(s) be made available at all times in the SETC for sighting when necessary. In addition, the list of all courses completed, and professional qualifications of trainers shall be documented and made available on demand.

#### **4.6. Documentation of Delegates**

##### **4.6.1. Registration of Delegates**

Registration/Training procedure shall be developed and used to register all delegates prior to commencement of training session. All delegates shall be required to wear appropriate personalised delegate name tags. Delegates are prohibited from being in possession of weapons, drugs and alcohol at any time while at the SETC. If a Government Security Force personnel (GSF) happens to be a delegate, he or she will be required to disarm before embarking on the training.

The SETC shall demand from delegates where necessary, particularly those undergoing trainings that require overnight stay or practical sessions, medical certificate of fitness

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obtained from designated<sup>1</sup> medical facilities, clinics or hospitals in Nigeria. Medical certificate of fitness obtained from outside Nigeria shall be subjected to confirmation by designated medical facilities in Nigeria.

#### **4.6.2. Training Certificate Content**

Certificates shall be issued to delegates at the satisfactory completion of their training.

The training certificate issued by the SETC shall indicate, at a minimum, the following:


- i. Name and passport photograph
- ii. Title of training completed
- iii. Start date of training
- iv. End date of training
- v. Expiry date of Certificate (in line with specified standards)
- vi. Unique ID Number
- vii. Authorised Signature - with name and position of signatory
- viii. Training provider name
- ix. Contact Information
- x. Affiliation, if any

#### **4.6.3. Document Control and Training Records**

A SETC shall be required to establish a document control system that ensures the easy retrieval and protection of records. Also, SETCs are required to keep and provide on demand, the training records of all personnel at their facility for a minimum period of ten

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<sup>1</sup> Designated medical facilities are centres capable of carrying out the mandatory medical examination stipulated in “Occupational Health Guideline and Standards for Medical Assessment of Fitness to Work in the Oil & Gas industry in Nigeria” and recognised by DPR.

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(10) years.

DPR shall, from time to time, specify the means or platforms by which a SETC shall forward or provide specified training records of personnel at their centre.

#### **4.7. Training Assessment**

##### **4.7.1. Classroom/Teaching Standards**


SETCs shall not exceed maximum class capacity during the delivery of a training module as stipulated in a specific course standard. The classroom shall be clean, well illuminated, ventilated, and conducive for learning.

Delegates shall be informed at the beginning of each training, the course duration, instructor's/facilitator's name and profile, and training assessment criteria. The delegates shall be required to sign attendance sheets for each day of the training and the records shall be provided on demand. Training instructors/facilitators shall be required to always maintain decorum and professionalism.

Furthermore, tables, chairs, simulators, software, audio/visuals and other equipment used during trainings shall be in good condition.

##### **4.7.2. Practical Sessions**

Prior to the commencement of a practical session, all delegates must mandatorily undergo recommended medical screening. Also, proper risk assessment of the training exercise shall be conducted, and the outcome discussed with and presented to the delegates. The presentation/briefing shall provide sufficient information on the training procedure, hazards and emergency procedure of the practical course and training area.

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During the practical training session, SETCs shall allocate adequate time to each delegate to enable the completion of their practical session in line with the applicable syllabus(es). The training area shall be free of all slip, trip and fall hazards. All training equipment and gears shall always be in serviceable condition, inspected and verified before the commencement of practical sessions. A process and mechanism shall be put in place to closely monitor delegates during practical sessions to avoid or promptly recognise distress situations. It is the duty of the resident medic to advise when a delegate is discovered to have a medical condition that may hinder or impact on the delegate’s ability to undergo the practical training. In such cases, the delegate will be given the option to either suspend/reschedule or withdraw from the training. Instructors/facilitators shall always exhibit high professionalism in their conduct. The use of foul/unprofessional language and undue coercion of delegate(s) during practical sessions should be strictly avoided.

#### **4.8. Facility Training Equipment**

##### **4.8.1. Training Equipment**

All critical training equipment shall be designed and/or fabricated/manufactured to recommended specifications in line with training requirements. Prior to the procurement and/or installation of any critical training equipment, the DPR shall be duly informed and shall participate in the Factory or Site Acceptance Tests as may be applicable. SETCs shall be required to maintain a comprehensive asset register of all the critical training equipment in the facility. All equipment shall be conspicuously and appropriately labelled or tagged to show their last and next inspection dates.

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#### **4.8.2. Maintenance of Training Equipment**

The SETC shall ensure that all critical training equipment are inspected in line with the OEM's recommendations and/or best practices by appropriate third-party company. The evidence of certification, inspections, repair and maintenance records of each critical equipment including fire detection and suppression systems shall be documented and provided on demand. It is important to note that no critical training equipment shall be installed or modified without duly notifying the DPR and approval, obtained.


Access to site utilities such as electrical transformers, generators, and meters and other hazardous equipment shall be secured and restricted. A Permit to Work system (PTW) shall be established and implemented as part of equipment inspection procedure.

#### **4.9. Catering Facility**

##### **4.9.1. Kitchen/Dining Area**

Where catering facility are provided by SETC, the kitchen and/or dining area shall always be kept clean and all equipment in the area shall be in good working condition. Fly traps, smoke detectors, fire extinguishers and other required accessories shall be installed at strategic locations and clearly marked and accessible. Exits to and from the kitchen shall be clear and free from stored items and obstructions. Combustible liquids or gases shall be properly stored and clearly labelled. The store attached to the kitchen shall be kept clean, well-organized, adequately ventilated and free of pests. Potable water shall be readily available at the kitchen.

The food served shall take into consideration the different food allergies that may exist amongst delegates and the quality should be satisfactory enough to provide comfort. Staff working in the kitchen area shall always possess valid and up-to-date food handling

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certificate and shall be required to participate in the necessary emergency trainings and drills. In addition, they are required to wear the necessary cooking gears and PPEs as applicable for their job. The kitchen staff shall also be required to keep and make available on demand, general procedure for handling food and wastes.

**Note:** If the kitchen services are contracted to a third-party company, such company shall obtain valid permit(s) from the DPR.

#### **4.10. Natatorium (Aquatics) Facility**

##### **4.10.1. Pool - Policies and Procedures**


SETCs that have natatorium facilities for training shall have in place, natatorium policies and procedures. The pool shall be inspected regularly for safety and water quality, and the records provided on demand. Also, the pool water circulation system shall be maintained in compliance with international safety standards. All pool chemicals are to be stored appropriately with their respective SDS conspicuously displayed.

Furthermore, the use of appropriate and applicable PPEs shall be mandatory for all delegates, facilitators and lifeguards while at the pool area. SETCs shall ensure that the recommended lifeguards-to-delegates ratio is maintained always during practical sessions to provide close monitoring and supervision of delegates especially for safety reasons.

##### **4.10.2. Pool Safety**

At the natatorium area, access shall be strictly restricted by installing access controls to prevent unauthorised entry. The various areas of the pool such as the laundry rooms, dressing rooms, washrooms and locker rooms in the natatorium shall be well-maintained and in good and hygienic conditions. All the areas shall be well labelled with signages to



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provide instructions and directions as applicable. Furthermore, all pool equipment including boilers and other mechanical equipment shall be properly stored and in safe locations.

The pool decks shall extend at least four (4) feet from the pool in all directions and shall always be drained sufficiently to prevent accidental slips. The natatorium shall have a driveway large enough to accommodate emergency vehicles such as fire trucks or ambulances for emergency evacuation purposes.


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## 5. SANCTIONS

This guideline provides the requirements for the Approval, Operation and Accreditation of facilities and training modules for SETCs in the Nigerian oil and gas industry.

Non-compliance with the requirements shall be deemed as violations to relevant sections of the Petroleum Act, 1969 as amended, Petroleum (Drilling and Production) Regulations, 1969 & subsequent amendments and Mineral Oils (Safety) Regulation, 1997. These violations may summarily lead to withdrawal of accreditation; imposition of applicable fines to SETC; blacklisting of SETC and/or revocation of the necessary Oil and Gas Industry Service Permit.


This guideline may be reviewed from time to time to reflect changes in international best practices or as deemed fit by the Director/CEO, Department of Petroleum Resources.

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## 6. GLOSSARY

Abbreviations, terms and references used in this document are explained as follows:

API	American Petroleum Institute
BOSIET	Basic Offshore Safety Induction and Emergency Training
DPR	Department of Petroleum Resources
DPR	Director of Petroleum Resources
EGASPIN	Environmental Guidelines and Standards for the Petroleum Industry in Nigeria
HSE	Health Safety and Environment
HUET	Helicopter Underwater Escape Training.
ICT	Information Communication Technology
IADC	International Association of Drilling Contractors
MISTDO	Minimum Industry Safety Training for Downstream
MOSR	Mineral Oils (Safety) Regulations
NOGEPAN	Netherlands Oils and Gas Exploration and Production Association
NSOC-D	North Sea Operators Committee – Denmark
OGISP	Oil and Gas Industry Service Permit
OEM	Original Equipment Manufacture
OLF	Norwegian Oil Industry Association
OPITO	Offshore Petroleum Industry Training Organization
PPE	Personal Protective Equipment
PTW	Permit to Work
SDS	Safety Data Sheet
SET	Safety and Emergency Training
SETC	Safety and Emergency Training Centre

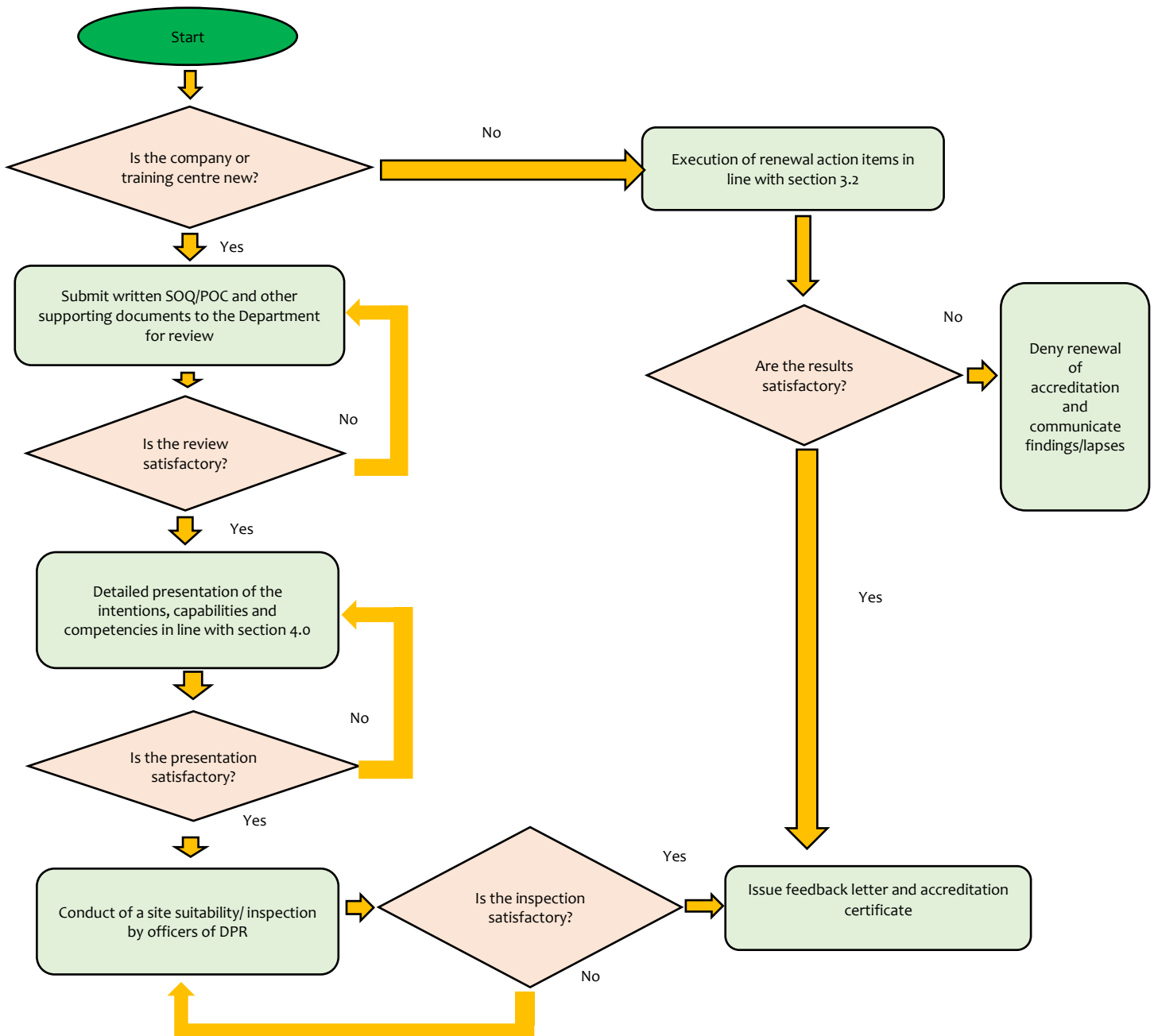
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SOP                    Standard Operating Procedure  
TSB                    Travel Safely by Boat

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## 7. APPENDICES

### Appendix 1 - Flow chart of Application



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## Appendix 2 – List of Equipment

List of equipment at the SETC for rendering some SETC course module include but not limited to the following:

<b>A. GENERAL SAFETY TRAINING</b>		<b>E. LIFTING OPERATIONS</b>	
i.	Classroom with appropriate projectors and presenters	i.	Crane
ii.	Functional computer system if required	ii.	Forklift
iii.	PPEs	iii.	Boom Crane
iv.	First Aid Box and Supplies	iv.	Open Ground
v.	Writing boards and/or flip chart	v.	Crane Operator's Simulator
vi.	Tables and Chairs	vi.	Concrete Deadweight for Crane Testing
<b>B. FIRST AID</b>		vii.	Electromagnetic Inspection Tools
i.	First Aid Kit	viii.	Eddy Current Equipment - cygnus 4 ultrasonic thickness measurement equipment
ii.	Automated External Defibrillator (AED)	ix.	100 Tons horizontal Test Bed for evaluation of safe workload and proof load
iii.	CPR Mannequin and consumables	<b>F. DRILLING</b>	
<b>C. FIRE FIGHTING</b>		i.	Drilling system simulator comprising of
i.	Fire Fighting chamber	ii.	Student console
ii.	Smoke test room	iii.	Instructor Screen
iii.	PPE Store to comprise Breathing Apparatus with Fire Hoods	iv.	Drill Floor
iv.	Gas Testers	v.	Blowout Preventer
v.	Fire extinguisher	vi.	Control Panel
vi.	Hydrant System	vii.	Standpipe and Choke Manifold
vii.	Muster Points	viii.	Remote Choke Manifold
viii.	Changing Rooms	<b>G. Rope Access</b>	
ix.	Fire Tunic Room	i.	Frog Basket
x.	Fire Control Room	ii.	Billy Pugh Personnel Basket
xi.	Fire area	iii.	Containers for safe use of offshore cargo carrying units
<b>D. Helicopter Underwater Egress Training (HUET)</b>		iv.	Water Bags ranging 5 to 35-ton capacity
i.	Totally Enclosed Motor Propelled Craft (TEMPC)	<b>H. Scaffold</b>	
ii.	Flight Deck		Scaffolds and accessories
iii.	Shallow Water Escape Trainer	<b>I. Confined space</b>	
iv.	Triton Dunker system Module	i.	Confined space chamber
v.	Aviation life jackets	<b>J. Diving</b>	
vi.	Marine Life Jackets	i.	HP&LP Diving air compressors (electric and diesel)
vii.	Automated Helicopter Simulator	ii.	Self-Contained Underwater Breathing Apparatus (SCUBA)
viii.	Filtering Room (Water Recycling), Swimming Pump, etc.	iii.	Complete Surface Supplied Diving systems
ix.	Changing Rooms	iv.	Oxygen/Air Rack,
x.	Lifeboats: rescue boats, conventional lifeboats, freefall lifeboats e.g. COXSWAIN LIFEBOAT WITH DAVIT	v.	Training Tank, Decompression Chambers
		vi.	Diving Bells



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	<b>Helicopter Underwater Egress Training (HUET) CONTD</b>
xi.	Inflatable Lair Rack
xii.	Transfer Basket
xiii.	Self-contained Underwater Breathing Apparatus
xiv.	Survival suits
xv.	Life raft
xvi.	Water chemistry test kit
xvii.	Crane
xviii.	Well illuminated Swimming Pool (Size)


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### Appendix 3 –List of Training Modules at SETC


Some of the training courses that are currently approved as Safety and Emergency Training Modules at SETC include:

S/No	Course Name	S/No	Course Name
1.	Basic Offshore Safety Induction and Emergency Training	35.	Rig Safety Officer Training 1,2,3
2.	Tropical Basic Offshore Safety Induction and Emergency Training	36.	Rigging & Banksman Slings
3.	Digital Delivery Basic Offshore Safety Induction and Emergency Training	37.	Work at Height
4.	Further Offshore Emergency Training;	38.	Well Control and Intervention
5.	Tropical Further Offshore Emergency Training	39.	Scaffolding Supervisor Training
6.	Helicopter Underwater Escape Training	40.	Rope Access Technician – IRATA Level
7.	Tropical Helicopter Underwater Escape Training	41.	Basic Scaffold Inspection Training
8.	Basic Offshore Survival Swimming Training (BOSST)	42.	Diving
9.	Basic Firefighting	43.	Dangerous Goods Awareness Training
10.	Advanced Firefighting Training	44.	Crises Management Training;
11.	Aviation/Helicopter Fire Fighting	45.	Rope Access;
12.	Travel Safely by Boat	46.	STCW
13.	Confined Space Entry	47.	Fire Warden
14.	Basic First Aid Training	48.	Helideck Emergency Team Member
15.	Advanced First Aid	49.	Helicopter Assistant
16.	Authorized Gas Tester (AGT)	50.	Helideck Assistant Training,
17.	International Minimum Industry Safety Training (IMIST)	51.	Helideck Team Members
18.	Swing Rope Transfer	52.	Breathing Apparatus Course
19.	Emergency Response Leaders Members	53.	Compressed Air Emergency Breathing System
20.	Emergency Response Team Members	54.	Helicopter Landing Officer
21.	Emergency Response & Rescue Training	55.	OIM Controlling Emergencies
22.	Helicopter Refuelling	56.	Automated External Defibrillation Training (AED)
23.	Personal Survival Training	57.	Emergency Response & Rescue Training



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24.	Drilling & Well Intervention	58.	Advance Trauma Life Support,
25.	Confined Space Entry	59.	International Trauma Life Support;
26.	Lifting Operations Course	60.	Rig Medic
27.	Health & Safety in Welding	61.	Basic Emergency Response Training (Medical)
28.	Lifeguard / Man Overboard Training	62.	Advanced Cardiovascular Life Support
29.	Paediatric Advanced Life Support (PALS);	63.	Boat Safety Training,
30.	Basic Life Support (BLS)	64.	Radio Telephony Training
31.	Scaffolder Level 1, 2, 3)	65.	Stress Management Training
32.	Petroleum Bulk Storage HSE Training	66.	Retail Outlet HSE Training
33.	Product Haulage HSE Training	67.	Natural Gas Safety & Operations Integrity Course
34.	Lube Blending and Refilling Plants HSE Training	68.	Bulk Plants HSE Training

Approved by			
<p><b>Engr. Sarki Auwalu, MNSE</b> <b>(Director/CEO, Department of Petroleum Resources)</b></p>			
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