

REV.	Final	DATE	01.01.03
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NOS Safety Services

National Occupational Standards for Safety Services Oil and Gas Extraction

Safety Advisor on Offshore Installation

Approved by UKCG January 2003



The Sector Skills Council for Chemicals, Nuclear, Oil and Gas, Petroleum and Polymers



REV.	Final	DATE	01.01.03
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NOS Safety Services

STANDARDS OF COMPETENCE FOR THE OFFSHORE PETROLEUM INDUSTRY

SAFETY SERVICES OIL AND GAS EXTRACTION LEVEL 2

1. Provide Information and Advice to Support a Health and Safety Culture in the Workplace
 - Provide information and advise to others on request
 - Disseminate information on safety management issues
2. **Contribute to Maintaining the Implementation of Safety Management Systems**
 - **Conduct safety compliance inspections on equipment**
 - **Monitor the use of specified risk control measures**
3. Contribute to the Investigation and Reporting of Accidents, Incidents and Near Misses
 - Gather and collate information to support an investigation
 - Contribute to the production of reports on accidents, incidents and near misses
4. **Facilitate Individual Learning Through Coaching**
 - Coach individual learners
 - Assist individual learners to apply their learning
5. **Contribute to the Effectiveness of Work Activities**
 - Develop oneself within the work role
 - Create and enhance productive working relationships
6. **Contribute to the Health and Safety of the Working Environment**
 - Conform to the Statutory and General Health and Safety Requirements
 - Monitor and maintain health and safety of the individual, other workers and visitors
 - Monitor and maintain pollution control measures
7. **Maintain the Condition of Engineering Assets**
 - Implement maintenance procedures for engineering assets
 - Adjust engineering assets to meet operating requirements
8. Prepare and Present Demonstrations and Information and Provide Advice to Support Learning
 - Select and adapt learning materials and facilities to support oral and visual training methods
 - Present information to learners
 - Demonstrate skills, methods and procedures

Units 1, 2, 3, 4, 5 and 6 are Mandatory. One further optional units (either unit 7 or unit 8) must be achieved for the full N/SVQ.

The full N/SVQ consists of 7 units.

REV.	Final	DATE	01.01.03
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NOS Safety Services

Unit 1 : Provide Information and Advice to Support a Health and Safety Culture in the Workplace

This unit deals with your contribution to providing information and advice to others in order to support the development and maintenance of a health and safety culture in the workplace. You must demonstrate competence in providing information and advice on request on a range of safety related matters, and to a variety of different sorts of people. You must also demonstrate that you are competent to disseminate relevant safety information to individuals and groups both verbally and in documents. You will be involved in activities such as:

- providing information and advice to others on request
- disseminating information on safety management issues

During this work you must take account of the relevant operational requirements and safe working practices **AS THEY APPLY TO YOU.**

In achieving this element you will have provided evidence that you have successfully met all of the required Standards of Performance. You will also have provided evidence that you have all the knowledge and understanding which underpins the achievement of those Standards of Performance. This ensures that you can do the work, understand the work and so can react appropriately to any contingency which falls within your responsibility.

REV.	Final	DATE	01.01.03
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NOS Safety Services

Unit Guidance

Evidence of competence

Evidence of your competence must be taken from the workplace unless otherwise stated in the OPITO Assessment Strategy document and Assessment Guidance applying to this qualification.

To fully demonstrate your competence you must generate/gather/present evidence of communicating, effectively and appropriately, using both written and verbal methods with:

- **Co-workers**
- **Safety representatives**
- **Third parties**
- **Your manager(s)**
- **Visitors**
- **Contractors**

Where you do not have the opportunity to cover all aspects of the Standards of Performance in the workplace, then your evidence may be supplemented by a realistic simulation and questioning.

Evidence of Underpinning Knowledge and Understanding

Within the limits of your responsibility you must be able to demonstrate that you know:

- *how to select, use and care for PPE (to include sight/hearing protection, gloves, footwear, hard hats, respirators)*
 - *the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements*
 - *how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules)*
 - *how to access, interpret and give clear information on safety management issues (to include safety management systems and risk controls in use; preventative measures that can be taken; legislative requirements)*
- the limits of your responsibility with regard to information and advice*
- *the principles of effective communication*
 - *how to deal with both formal and informal requests for information*

REV.	Final	DATE	01.01.03
------	-------	------	----------

NOS Safety Services

Element 1 : Provide information and advice to others on request

This element is about your contribution to the provision of information and advice to others by formal and informal request.

Standards of Performance

In achieving this element you will have:

responded in a helpful and positive manner to requests for information and advice given information and advice that is current, accurate, complete and relevant to the enquiry
given information and advice that is unambiguous and clearly understood by the enquirer
taken appropriate action where information and advice could not be supplied immediately
reported any conflict between statutory and organisational requirements to the appropriate personnel
worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

why it is important to provide current, accurate and relevant information
how to communicate effectively with different types of enquirer (to include groups and individuals)
why it is important to agree actions to be taken where immediate response is not possible
what constitutes confidential information and who is entitled to receive it
how to respond to both formal and informal requests and what organisational conventions exist in relation to dealing with requests
how to recognise when one's own competence is exceeded and who enquirers should be referred to in those circumstances
which, when and to whom conflicts should be reported (to include management; specialists)

REV.	Final	DATE	01.01.03
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NOS Safety Services

Element 2 : Disseminate information on safety management issues

This element is about your contribution to the dissemination of information on safety management.

Standards of Performance

In achieving this element you will have:

- a. given information at the appropriate time through the channels appropriate to its subject matter and audience
- b. given information and advice that is current, accurate, complete and relevant
- c. sought the opinion of appropriate others and used it effectively in ensuring the quality of information given out
- d. worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to access, interpret and give clear information on safety management issues (to include the hazards identified, changes to operating and other workplace procedures)
 - what communication channels are used for disseminating different sorts of information
 - the implications of failure to give information at the appropriate time and through the appropriate channels (e.g. downtime, safety, work patterns)
 - what information is given out on a routine basis and when it is necessary to provide information in response to a situation or event
 - how to communicate effectively in the written and the spoken word (to include individuals and groups)
 - who can provide informed opinion on safety management and communication matters, such as the best means of bringing information to the attention of the relevant people (to include safety specialists, relevant supervisors)
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REV.	Final	DATE	01.01.03
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NOS Safety Services

Unit 2 : Contribute to Maintaining the Implementation of Safety Management Systems

This unit is about your contribution to maintaining the implementation of safety management systems. You must demonstrate competence in conducting safety compliance inspections, taking appropriate action where an item of equipment fails to comply with safety criteria. You must also demonstrate that you are competent to monitor the use of specified risk control measures, taking samples and maintaining accurate, complete and up to date records of data obtained.

You will be involved in activities such as:

conducting safety compliance inspections on equipment
 monitoring the use of specified risk control measures

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

In achieving this element you will have provided evidence that you have successfully met all of the required Standards of Performance. You will also have provided evidence that you have all the knowledge and understanding which underpins the achievement of those Standards of Performance. This ensures that you can do the work, understand the work and so can react appropriately to any contingency which falls within your responsibility

Unit Guidance

Evidence of competence

Evidence of your competence must be taken from the workplace unless otherwise stated in the OPITO Assessment Strategy document and Assessment Guidance applying to this qualification.

To fully demonstrate your competence you must generate/gather/present evidence of your contribution to maintaining the implementation of at least 2, significantly different, safety management systems.

Where you do not have the opportunity to cover all aspects of the Standards of Performance in the workplace, then your evidence may be supplemented by a realistic simulation and questioning.

Evidence of Underpinning Knowledge and Understanding

Within the limits of your responsibility you must be able to demonstrate that you know:

- *how to select, use and care for PPE (to include sight/hearing protection, gloves, footwear, hard hats, respirators)*
- *the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements*
- *how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules)*

Element 1 : Conduct safety compliance inspections on equipment

REV.	Final	DATE	01.01.03
------	-------	------	----------

NOS Safety Services

This element is about your contribution to the safety compliance inspections (to include routine; on request; following incident/accident) on equipment.

Standards of Performance

In achieving this element you will have:

- a. inspected equipment in accordance with criteria, schedules and priorities
- b. prepared clear, accurate, complete and up-to-date records and had those records confirmed by an appropriate supervisor
- c. taken immediate and effective action to prevent further use of non-compliant equipment
- d. sought and implemented the advice of an appropriate supervisor in the event of inability to inspect equipment to schedule
- e. worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

what the inspection schedules are for the different equipment (to include safety; fire protection; life saving; ventilation) in use

how to perform (to include routine; non-routine; following incident/accident) inspections

- how to make an accurate check of compliance using the inspection criteria (to include those which relate to the time since last approved inspection; availability for immediate use if needed; specific legislative and organisational requirements; condition of the equipment)

why it is essential that records (to include electronic and hard copy) are kept clear, accurate, complete and up-to-date

who is authorised to confirm inspection records

what action should be taken to prevent the use of non-compliant equipment and who should be notified (to include disabling of equipment; removal of equipment; posting of notices and warnings; notifying appropriate personnel)

who should be contacted in the event of problems and why it is important to seek the advice of others in such situations

REV.	Final	DATE	01.01.03
------	-------	------	----------

NOS Safety Services

Element 2 : Monitor the use of specified risk control measures

This element is about your contribution to monitoring the use of specified risk control measures (to include routine; on request; following incident/accident).

Standards of Performance

In achieving this element you will have:

assessed the situation and decided on the need for monitoring equipment
obtained all required monitoring equipment and made it ready for use in accordance with specified operating instructions
accurately gathered all required data on the risk control measures using the monitoring equipment where appropriate
prepared clear, accurate, complete and up-to-date records of monitoring activity and results
correctly taken samples (to include gas/air; liquid; solid) and despatched them for analysis
sought and implemented the advice of appropriate staff in the event of inability to inspect equipment to schedule
worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

the principles of risk control measures (as they apply to workplace layout; environmental conditions; operating practices and procedures; materials handling and storage; presence of risk agents)
the function and operating principles of monitoring equipment (to include anemometers; atmospheric gas detectors; thermometers; noise level meters; light measuring meters; radiation detectors)
how to obtain and prepare different sorts of monitoring equipment for use (to include cleaning, setting up; function tests to be applied)
what data is needed with regard to different sorts of risk control measures and how to gather that accurately
what sorts of records are kept, why it is vital that they be kept correctly and what units and conventions are used with regard to the recording of data from equipment
how to take samples correctly (to include quality; quantity; labelling; packaging)
how to handle different sorts of samples correctly and where they should be sent
who should be contacted in the event of problems (e.g. inability to monitor) and why it is important to seek the advice of appropriate others

REV.	Final	DATE	01.01.03
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NOS Safety Services

Unit 3 : Contribute to the Investigation and Reporting of Accidents, Incidents and Near-Misses

This unit is about your contribution to the investigation and reporting of accidents, incidents and near-misses which are reportable under organisational and/or statutory requirements. You must demonstrate competence in gathering and collating the range of information needed to support an investigation. You must also demonstrate that you are competent to contribute to the production of reports, presenting supporting information to the investigating team leader and offering constructive comments during discussions of the investigation's findings.

You will be involved in activities such as:

gathering and collating information to support an investigation
contributing to the production of reports on accidents, incidents and near-misses

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

In achieving this element you will have provided evidence that you have successfully met all of the required Standards of Performance. You will also have provided evidence that you have all the knowledge and understanding which underpins the achievement of those Standards of Performance. This ensures that you can do the work, understand the work and so can react appropriately to any contingency which falls within your responsibility

Unit Guidance

Evidence of competence

Evidence of your competence must be taken from the workplace unless otherwise stated in the OPITO Assessment Strategy document and Assessment Guidance applying to this qualification.

To fully demonstrate your competence you must generate/gather/present evidence of gathering, collating and using the following types of information in relation to the investigation of accidents, incidents and near-misses:

- *Safety management systems in use at the time*
- *Specifications of equipment involved*
- *The nature and history of events leading up to the matter under investigation*
- *Descriptions of the matter and its immediate aftermath*
- *Knowledge acquired through experience of staff involved in the matter under investigation*

Where you do not have the opportunity to cover all aspects of the Standards of Performance in the workplace, then your evidence may be supplemented by a realistic simulation and questioning.

Evidence of Underpinning Knowledge and Understanding

Within the limits of your responsibility you must be able to demonstrate that you

REV.	Final	DATE	01.01.03
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NOS Safety Services

know:

- *how to select, use and care for PPE (to include sight/hearing protection, gloves, footwear, hard hats, respirators)*
- *the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements*
- *how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules)*
- *the difference between accidents, incidents and near-misses (to include those which are reportable under statutory requirements; those which are reportable under organisational requirements)*
- *the convention for information classification (to include factual [e.g. photograph/event recorder printouts etc]; descriptive [e.g. witness testimony]; circumstantial [e.g. relevant safety inspection reports etc])*

REV.	Final	DATE	01.01.03
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NOS Safety Services

Element 1 : Gather and collate information to support an investigation

This element is about your contribution to the gathering/collation of information to support an investigation into an accident, incident and a near-miss.

Standards of Performance

In achieving this element you will have:

- a. confirmed information requirements and timescales with the investigating team leader
- b. effectively obtained full and clear details of the event under investigation from relevant personnel
- c. obtained all relevant recorded information and confirmed it to be accurate, complete and up to date
- d. effectively kept all relevant information secure
- e. correctly classified and collated the information to facilitate ease of evaluation by the investigating team
- f. worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- what sort of information is typically gathered during accident, incident and near-miss investigations
- who should be questioned and how to ensure that full and accurate information is obtained from appropriate people (to include witnesses; management; safety representatives; third parties)
- why it is important to confirm that relevant documentary information is accurate, complete and up-to-date
- what documentation and records should be kept and why they need to be secure
- how to classify information into different types and how that assists the investigating team

REV.	Final	DATE	01.01.03
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NOS Safety Services

Element 2 : Contribute to the production of reports on accidents, incidents and near-misses

This element is about your contribution to the production of reports on accidents, incidents and near-misses.

Standards of Performance

In achieving this element you will have:

presented support material in the required format in accordance with reporting requirements

provided clear, accurate, complete and up-to-date information within required timescales

offered relevant and constructive comments during discussions of the investigation's findings with relevant personnel

worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

what support material (to include factual evidence; descriptive testimony;

circumstantial evidence; relevant organisational and legislative information)

typically accompanies different sorts of reports and how it should be presented

how to make sure that information is clear, complete, accurate and up-to-date

how to contribute effectively during discussions with relevant personnel (to include investigating team leaders; investigating team members; management; safety representatives)

what timescales apply to the production of reports

REV.	Final	DATE	01.01.03
------	-------	------	----------

NOS Safety Services

Unit 4 : Facilitate Individual Learning Through Coaching

This unit is about your contribution to coaching others in order to facilitate their learning. This unit has been designed for those working in the area of training and development. You must demonstrate competence in coaching individual learners in appropriate skills and knowledge and assisting them to apply their learning. Underpinning knowledge of different learning styles, methods of identifying learning needs and providing feedback, factors inhibiting to learning, methods of structuring learning activities, and available learner support will also be required.

In the context of Safety Services the skills and knowledge will relate to safe working practices, dealing with hazards, responding to emergencies, using protective equipment etc.

You will be involved in activities such as:

coaching individual learners
assisting individual learners to apply their learning

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

In achieving this element you will have provided evidence that you have successfully met all of the required Standards of Performance. You will also have provided evidence that you have all the knowledge and understanding which underpins the achievement of those Standards of Performance. This ensures that you can do the work, understand the work and so can react appropriately to any contingency which falls within your responsibility

Unit Guidance

Evidence of competence

Evidence of your competence must be taken from the workplace unless otherwise stated in the OPITO Assessment Strategy document and Assessment Guidance applying to this qualification.

To fully demonstrate your competence you must generate/gather/present evidence of your contribution to the facilitation of individual learning through coaching of at least 3 learners with significantly different learning needs.

Where you do not have the opportunity to cover all aspects of the Standards of Performance in the workplace, then your evidence may be supplemented by a realistic simulation and questioning.

Evidence of Underpinning Knowledge and Understanding

REV.	Final	DATE	01.01.03
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NOS Safety Services

Within the limits of your responsibility you must be able to demonstrate that you know:

- *how to select, use and care for PPE (to include sight/hearing protection, gloves, footwear, hard hats, respirators)*
- *the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements*
- *how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules)*
- *how to give timely, positive, constructive and encouraging feedback on all aspects of learning*
- *how to accurately identify and explore factors which are inhibiting learning with learners*

REV.	Final	DATE	01.01.03
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NOS Safety Services

Element 1 : Coach individual learners

This element is about your contribution to the coaching (in both knowledge and skills) of individual learners.

Standards of Performance

In achieving this element you will have:

prepared for knowledge coaching through accurate identification of individual needs,
learning style and agreed learning objectives
prepared for skills coaching through accurate analysis of the required skills and the
learning sequence which maximises understanding
delivered coaching in a manner and pace appropriate to learners
checked learners progress regularly and modified coaching as appropriate
given timely, positive and encouraging feedback on all aspects of learning
accurately identified and explored factors which are inhibiting learning
worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

how to identify individual learning needs
how to match coaching opportunities with individual learning needs and learning objectives
how to sequence and pace information and gauge appropriateness of language for individual learners
how to put learners at ease
how to check learners' understanding and progress

REV.	Final	DATE	01.01.03
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NOS Safety Services

Element 2 : Assist individual learners to apply their learning

This element is about your contribution to assisting learners apply the learning and coaching that they have received.

Standards of Performance

In achieving this element you will have:

- a. accurately identified a range of opportunities to enable learners to apply what they have learnt
- b. opportunities identified enable learners to achieve agreed learning objectives, practice skills, acquire knowledge, and gain experience in a structured way
- c. accurately identified ways of integrating different learning opportunities and agreed these with learners
- d. given clear and accurate information to learners about other people and resources involved in helping them to apply their learning
- e. given timely, positive and encouraging feedback on all aspects of learning
- f. accurately identified and explored factors which are inhibiting learning
- g. clearly explained to learners the on-going support available to them
- h. worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to identify opportunities available for learners to apply their learning and how to match them against learning objectives
- how to integrate different learning opportunities
- the available resources (to include learning materials; financial support; facilities; locations; equipment)
- the methods of structuring learning activities
- how to encourage learners to recognise their own achievement
- how to check learners' understanding and progress

REV.	Final	DATE	01.01.03
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NOS Safety Services

Unit 5 : Contribute to the Effectiveness of Work Activities

This unit is about your contribution to work effectiveness by developing your own competence and contributing to effective working relations with others. Your responsibility is limited to achieving self development within the overall development system of the organisation and ensuring that appropriate and effective relationships are achieved in line with the working culture of the group and organisation. In some cases, you may still be expected to refer to others for final authorisations, even though responsibility for identifying and implementing decisions remains with you.

You may find the following definitions to be useful:

Development

Self development takes place within development opportunities offered by the organisation, and requires the determination of relevant objectives and the review of achievement and progress against those objectives, usually through discussion and negotiation with others.

Typical mechanisms by which self development objectives, achievements and progress may be agreed could be through:

- regular performance appraisals
- informal discussions with supervisors and other more experienced colleagues or training specialists
- participation in sector workgroups
- access to vocational qualifications

Working relationships

Working relationships need to be fostered with other people with whom you will come into contact as part of your work role either on a frequent or regular basis or occasionally only.

Relationships are a two-way process and it is your contribution which must be assessed rather than, necessarily, any results achieved.

Absence of negative evidence is not a sufficient indication of competence in this aspect.

You will be involved in activities such as:

- developing oneself in the work role
- contributing to effective working relationships

During this work you must take account of the relevant operational requirements

REV.	Final	DATE	01.01.03
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NOS Safety Services
and safe working practices AS THEY APPLY TO YOU.

In achieving this element you will have provided evidence that you have successfully met all of the required Standards of Performance. You will also have provided evidence that you have all the knowledge and understanding which underpins the achievement of those Standards of Performance. This ensures that you can do the work, understand the work and so can react appropriately to any contingency which falls within your responsibility

Unit Guidance

Evidence of competence

Evidence of your competence must be taken from the workplace unless otherwise stated in the OPITO Assessment Strategy document and Assessment Guidance applying to this qualification.

To fully demonstrate your competence you must generate/gather/present evidence of developing your own learning within the role and contributing to the development of healthy working relationships within the team(s) you are involved with. Typical evidence of competence here will come from

- Records of training courses attended and certificates attained by examination/assessment.
- Report from your supervisors and/or co-workers stating your contribution to the work of the team(s).

Where you do not have the opportunity to cover all aspects of the Standards of Performance in the workplace, then your evidence may be supplemented by a realistic simulation and questioning.

Evidence of Underpinning Knowledge and Understanding

Within the limits of your responsibility you must be able to demonstrate that you know:

- *how to select, use and care for PPE (to include sight/hearing protection, gloves, footwear, hard hats, respirators)*
- *the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements*
- *how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules)*

REV.	Final	DATE	01.01.03
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NOS Safety Services

Element 1 : Develop oneself within the work role

This element is about how you develop yourself within your own work role.

Standards of Performance

In achieving this element you will have:

- a. accurately identified own current competence and areas for development using relevant models
- b. set, recorded and regularly updated own realistic and achievable objectives for development
- c. reviewed performance and progress on a regular basis and used results as a basis for planning future development
- d. actively sought constructive feedback and advice from relevant people and used this to maintain and enhance performance and progress
- e. agreed time and other resources needed to achieve development objectives with relevant personnel
- f. worked safely in accordance with operational requirements

Evidence Requirements (see also Unit Guidance)

You must provide at least 3 different examples of performance evidence.

You must provide performance evidence covering at least 1 example of objectives relating to your current work role. Your performance evidence must show that you have taken part in both types of review and sought feedback and advice from at least 2 types of relevant people.

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- which models are available for identifying competence (to include occupational standards; work requirements; occupational requirements)
- what are the potential areas and objectives (to include those relating to; your current work role; your future work role) for development
- how often should development objectives be updated
- which methods can be used to review (to include formal; informal) performance
- why constructive feedback is important to development
- what are the resources required to achieve specific development objectives
- who has to agree the resources used for development

REV.	Final	DATE	01.01.03
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NOS Safety Services

Element 2 : Create and enhance productive working relationships

This element is about creating and enhancing productive working relationships with your line managers, staff representatives, colleagues, customers and suppliers.

Standards of Performance

In achieving this element you will have

- a. made clear efforts to establish and maintain productive working relationships
- b. provided opportunities to discuss work-related matters with relevant people
- c. provided opportunities to discuss personal problems
- d. provided useful advice within limits of own responsibility and expertise
- e. referred individuals to specialists where appropriate
- f. dealt effectively with differences
- g. effectively communicated changes in operational requirements
- h. encouraged individuals to offer ideas and views and afford them due recognition
- i. provide clear reasons to individuals where ideas and views are not progressed
- j. worked safely in accordance with operational requirements

Evidence Requirements (See also Unit Guidance)

You must provide at least 3 different examples of performance evidence.

To fully demonstrate your competence you must generate/gather/present evidence of your interaction with:

- line managers
- staff representatives
- colleagues
- customers
- suppliers

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- the main features of productive working relationships
- the limits of your own responsibility and expertise
- how to deal with differences of view
- how to communicate effectively
- how to progress ideas and views on behalf of individuals

REV.	Final	DATE	01.01.03
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NOS Safety Services

Unit 6 : Contribute to the Health and Safety of the Working Environment

This unit is about contributing to the Health and Safety of your working environment. You will be involved in activities such as:

- conforming to all relevant requirements
- monitoring and maintaining the health and safety of self and others
- monitoring and maintaining pollution control measures

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

In achieving this element you will have provided evidence that you have successfully met all of the required Standards of Performance. You will also have provided evidence that you have all the knowledge and understanding which underpins the achievement of those Standards of Performance. This ensures that you can do the work, understand the work and so can react appropriately to any contingency which falls within your responsibility

Unit Guidance

Evidence of competence

Evidence of your competence must be taken from the workplace unless otherwise stated in the OPITO Assessment Strategy document and Assessment Guidance applying to this qualification.

To fully demonstrate your competence you must generate/gather/present evidence of:

- individual operation
- team operation
- consideration of H₂S and other toxic substances
- maintaining continuous communication
- reacting to on-site emergencies

Where you do not have the opportunity to cover all aspects of the Standards of Performance in the workplace, then your evidence may be supplemented by a realistic simulation and questioning.

Evidence of Underpinning Knowledge and Understanding

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to select, use and care for PPE (to include sight/hearing protection, gloves, footwear, hard hats, respirators)
- the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements
- how to interpret operational requirements (e.g. relevant policies, procedures, instructions, codes of practice, standards, schedules)

REV.	Final	DATE	01.01.03
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NOS Safety Services

Element 1 : Conform to the Statutory and General Health and Safety Requirements

This element is about conforming to the statutory (e.g. HASAWA and COSHH) and general (organisational) H&S requirements.

Standards of Performance

In achieving this element you will have:

- a. correctly selected and used the relevant PPE
- b. correctly used fire protection, first aid and survival equipment
- c. adhered to all procedures relevant to fire, accident and other emergency
- d. worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to obtain and interpret information on safety
- your own responsibilities as they relate to Organisational Safety Policy, Workplace Safety Policy, Evacuation Procedures, Fire Procedures.

REV.	Final	DATE	01.01.03
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NOS Safety Services

Element 2 : Monitor and Maintain Health and Safety of the Individual, Other Workers and Visitors

This element is about monitoring and maintaining your own H&S as well as that of others.

Standards of Performance

In achieving this element you will have

- a. ensured that the area within your own personal responsibility is maintained, clean and hazard free
- b. positioned and used relevant safety equipment (including machine guards) safely and securely
- c. correctly identified and reported unsafe equipment and potential danger
- d. correctly selected and used relevant PPE
- e. correctly handled all materials, tools and equipment
- f. worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance.

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to implement workplace reporting procedures
- how to access fire protection, first aid and survival equipment
- how to deal with materials (e.g. flammable, toxic, corrosive, explosive, cryogenic, radioactive)
- your own responsibilities as they relate to Organisational Safety Policy
- how to use safe lifting and handling techniques

REV.	Final	DATE	01.01.03
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NOS Safety Services

Element 3 : Monitor and Maintain Pollution Control Measures

This unit is about monitoring and maintaining pollution control measures.

Standards of Performance

In achieving this element you will have

- a. monitored and controlled the discharges (liquid and gas) from your area to within prescribed limits
- b. correctly identified and reported unplanned discharges (liquid and gas)
- c. correctly selected and used PPE
- d. correctly identified, packaged, labelled and transferred materials for disposal
- e. worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance.

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to deal with materials (e.g. flammable, toxic, corrosive, explosive, cryogenic, radioactive)
- your own responsibilities as they relate to Organisational Safety Policy; the Classification, Packaging and Labelling of Dangerous Substances Regulations; Environmental Protection Act

REV.	Final	DATE	01.01.03
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NOS Safety Services

Unit 7 : Maintain the Condition of Engineering Assets

This unit is about your contribution to maintaining the condition of engineering assets.

Your responsibility is limited to working within a detailed specification and following clearly defined procedures under both operational and non-operational conditions. In some cases, you may still be expected to refer to others for final authorisations, even though responsibility for identifying and implementing decisions remains with you.

You may find the following definitions to be useful:

Assets

The assets to be maintained are single technology and/or most components are robust. These might relate to the more **basic parts** of such systems as:

- processing of hydrocarbons
- power generation
- utility system
- mud circulation
- oil and gas separation

Typical examples could include:

- pipework
- hoses
- filters
- portable tools
- slug catchers
- single instruments e.g. pressure gauges, transmitters

Procedures

The maintenance procedures to be followed are pre-defined, clearly specified and can be readily implemented. Typical procedures could include:

- cleaning
- lubricating e.g. plug valves
- replenishment of consumables
- taking readings e.g. wellhead annulus pressures, vibration monitoring
- tightening of connections
- checking movements e.g. gas risers, rotating equipment balance
- replacement of easily accessible 'lived' components e.g. filters, lighting

Environment

The environment is fully conducive to the maintenance procedures to be applied

You will be involved in activities such as:

- implementing maintenance procedures for engineering assets
- adjusting engineering assets to meet operating requirements

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

REV.	Final	DATE	01.01.03
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NOS Safety Services

In achieving this element you will have provided evidence that you have successfully met all of the required Standards of Performance. You will also have provided evidence that you have all the knowledge and understanding which underpins the achievement of those Standards of Performance. This ensures that you can do the work, understand the work and so can react appropriately to any contingency which falls within your responsibility.

Unit Guidance

Evidence of competence

Evidence of your competence must be taken from the workplace unless otherwise stated in the OPITO Assessment Strategy document and Assessment Guidance applying to this qualification.

Where you do not have the opportunity to cover all aspects of the Standards of Performance in the workplace, then your evidence may be supplemented by a realistic simulation and questioning.

Evidence of Underpinning Knowledge and Understanding

Within the limits of your responsibility you must be able to demonstrate that you know:

- *how to select, use and care for PPE (to include sight/hearing protection, gloves, footwear, hard hats, respirators)*
- *the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements*
- *how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules)*

REV.	Final	DATE	01.01.03
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NOS Safety Services

Element 1 : Implement maintenance procedures for engineering assets

This element is about your contribution to implementing maintenance procedures in relation to engineering assets which are described as 'single technology' and 'robust'.

Standards of Performance

In achieving this element you will have:

- a. obtained and complied with relevant authorisation procedures, safe working practice details and specific instructions
- b. effectively completed maintenance in an agreed timescale, using safe and appropriate methods and in accordance with agreed procedures
- c. completed all required actions, in the appropriate order, as defined in procedures
- d. used all relevant resources in a cost-effective manner
- e. prepared records which are complete, accurate and up to date
- f. promptly and accurately reported difficulties in implementing specified procedures to the relevant parties
- g. worked safely in accordance with operational requirements

Evidence Requirements (See also Unit Guidance)

You must provide at least 3 different examples of performance evidence.

Your performance evidence must show that you have implemented maintenance activities under both operational and non-operational conditions and selected at least 2 of the 3 following types of resource:

- materials
- equipment
- support facilities

Your performance evidence must also show that you have dealt with maintenance of assets with both of the characteristics specified.

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- what authorisation procedures apply
- which methods should be used during maintenance (to include maintenance undertaken in operational conditions; non-operational conditions)
- what are the specific health and safety issues relating to maintenance
- what are the types of resources that are available
- which resources are used for different maintenance procedures
- why it is important to update maintenance records
- what are the types of problem that can occur during maintenance, and how can they be rectified

REV.	Final	DATE	01.01.03
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NOS Safety Services

Element 2 : Adjust engineering assets to meet operating requirements

This element is about your contribution to the adjustment of engineering assets (which are 'single technology' and 'robust') in order to meet operating requirements.

Standards of Performance

In achieving this element you will have:

- a. obtained and referred to all relevant operating requirements
- b. correctly adjusted assets (using the specified tools, materials and methods) to comply with specified operating requirements
- c. carried out the adjustment within required timescales and with minimum disruption to any ongoing activities
- d. accurately monitored and recorded the outcome of the adjustment and used this information to check for compliance with relevant requirements
- e. accurately identified, and recorded appropriately, assets failing to meet the required performance after adjustment
- f. worked safely in accordance with operational requirements

Evidence Requirements (see also Unit Guidance)

You must provide at least 3 different examples of performance evidence.

Your performance evidence must cover at least 2 of the 3 following types of adjustment:

- Those made under operational conditions
- Those requiring the asset to be made safe from any power source
- Those requiring the asset to be taken out of operation

Your performance evidence must also show that you have identified assets which:

- Display inconsistent performance
- Display performance outside agreed tolerances

Your performance evidence must also show how you have dealt with the adjustment of assets.

REV.	Final	DATE	01.01.03
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NOS Safety Services

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- Where to access operating requirements
- Which type of adjustments should be made
- What are the specified operating requirements of specific assets
- How should different types of adjustment be made
- How much time is allowed for different types of adjustment
- How to minimise disruption to other activities
- Which tools, materials, and methods should be used for maintenance
- Which tests can be used to monitor the engineering asset
- What are the types of problem that can occur during adjustments, and how can they be rectified
- Who requires information on the adjustment of assets
- What are the specific health and safety issues relating to routine adjustments

REV.	Final	DATE	01.01.03
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NOS Safety Services

Unit 8: Prepare and Present Demonstrations and Information and Provide Advice to Support Learning

This unit is about your contribution to disseminating Health and Safety information and advice. You will be involved in activities such as:

- selecting and adapting learning materials and facilities to support oral and visual training methods
- presenting information to learners
- demonstrating skills, methods and procedures

During this work you must take account of the relevant operational requirements and safe working practices **AS THEY APPLY TO YOU**.

In achieving this element you will have provided evidence that you have successfully met all of the required Standards of Performance. You will also have provided evidence that you have all the knowledge and understanding which underpins the achievement of those Standards of Performance. This ensures that you can do the work, understand the work and so can react appropriately to any contingency which falls within your responsibility

Unit Guidance

Evidence of competence

Evidence of your competence must be taken from the workplace unless otherwise stated in the OPITO Assessment Strategy document and Assessment Guidance applying to this qualification.

Where you do not have the opportunity to cover all aspects of the Standards of Performance in the workplace, then your evidence may be supplemented by a realistic simulation and questioning.

Evidence of Underpinning Knowledge and Understanding

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to select, use and care for PPE (to include sight/hearing protection, gloves, footwear, hard hats, respirators)
- the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements
- how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules)

REV.	Final	DATE	01.01.03
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NOS Safety Services

Element 1 : Select and Adapt Learning Materials and Facilities to Support Oral and Visual Training methods

This element is about gathering all the relevant information that will form the content of subsequent presentation and demonstration.

Standards of Performance

In achieving this element you will have:

- a. effectively identified and selected learning materials relevant to learning outcomes
- b. effectively adapted materials where appropriate recognising copyright implications
- c. prepared written and visual support material for presentation and demonstration as appropriate
- d. ensured that the facilities are adequate and appropriate for the training method
- e. effectively maintained all equipment in full operating condition
- f. ensured that materials, facilities and equipment selected are within agreed budgets
- g. worked safely in accordance with operational requirements

Evidence Requirements (see also Unit Guidance)

To fully demonstrate your competence you must generate/gather/present evidence of your ability to work with the following types of learning material:

- written text
- graphics
- audio visual
- computer software
- games and simulations

To fully demonstrate your competence you must generate/gather/present evidence of your ability to deal with the following types of facility:

- locations
- equipment
- material

To fully demonstrate your competence you must generate/gather/present evidence of your ability to work with the following types of equipment:

- audio
- visual
- computers and computer based

Underpinning Knowledge and Understanding (see also Unit Guidance)

REV.	Final	DATE	01.01.03
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NOS Safety Services

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to access and interpret all relevant information
- how to differentiate between an accident and an incident
- how to operate and maintain equipment
- how to agree budgets and ensure that they are met
- the design of learning materials
- how to successfully assess audience needs
- the principles and practice of copyright legislation
- the types of training facility available and how to select them

REV.	Final	DATE	01.01.03
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NOS Safety Services

Element 2 : Present Information to Learners

This element is about your presentation content, delivery and ability to convey the message.

Standards of Performance

In achieving this element you will have:

- a. effectively delivered your presentation
- b. effectively used visual support material
- c. encouraged learners to ask questions, seek clarification and make comment as appropriate
- d. provided accurate supplementary information on request
- e. effectively maintained visual aid equipment
- f. worked safely in accordance with operational instructions

Evidence Requirements (see also Unit Guidance)

To fully demonstrate your competence you must generate/gather/present evidence of your ability to work with the following types of group:

- one to small group with potential interaction
- one to large group with limited interaction

To fully demonstrate your competence you must generate/gather/present evidence of your ability to deliver, to the above groups, the following information:

- principles/theories
- factual (quantitative and qualitative)
- analysis/evaluation

To fully demonstrate your competence you must generate/gather/present evidence of your ability to maintain the following types of visual aid equipment:

- projection systems
- display systems

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- the components of effective delivery (to include clear and accurate information, tone, manner, pace, style)
- the components of effective visual support material use (to include legibility, accuracy, provision of support to presentation)
- methods of assessing the needs and capabilities of learners
- the principles of group dynamics
- how and when to adapt during a presentation (to include style, tone, manner, pace)
- the principles of presentational techniques
- how to operate and maintain visual aid equipment

Element 3 : Demonstrate Skills, Methods and Procedures

REV.	Final	DATE	01.01.03
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NOS Safety Services

This element is about your demonstration of skills, methods and procedures.

Standards of Performance

In achieving this element you will have:

- a. based your demonstration on accurate and structured analysis of process skill components
- b. provided an accurate reflection of real practice
- c. provided a demonstration which is designed to maximise learning
- d. used realistic demonstration equipment and highlighted differences between demonstration and the real working environment
- e. encouraged learners to ask questions, seek clarification and make comment as appropriate
- f. chosen demonstration sites that maximise visibility
- g. worked safely in accordance with operational requirements

Evidence Requirements (see also Unit Guidance)

To fully demonstrate your competence you must generate/gather/present evidence of your ability to work with the following types of group:

- one to one
- one to small group with potential interaction
- one to large group with limited interaction

To fully demonstrate your competence you must generate/gather/present evidence of your ability to deliver, to the above groups, the following demonstrations in whole and part method:

- process skills
- manual skills
- procedures

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to perform analysis of process and manual skill component (to include analysis of skills, jobs, task)
- how to maximise learning (to include pace, sequence)
- the different demonstration techniques
- the need to pace and sequence the demonstration
- the importance of appropriate demonstrations, locations and equipment