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National Occupational Standards for Offshore Deck Operations

**Approved by UKCG
February 2002**



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

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Unit 1 ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS

UNIT GUIDANCE

This unit is about how colleagues work together and communicate with each other, and also about how they communicate with and respond to visitors.

The unit consists of 4 elements:

- 1.1 Establish and maintain effective working relationships with colleagues
- 1.2 Establish and maintain relationships with visitors to the working environment
- 1.3 Establish and maintain effective communications with colleagues
- 1.4 Carry out work handovers

An employee who can meet the demands of this unit should be able to consistently work and behave in such a way that they always comply with the operational requirements of their workplace. S/he will:

- Work effectively with colleagues
- Provide others with information
- Greet and assist visitors
- Record information

In all aspects of their work, the candidate must meet the requirements of relevant legislation and comply with any specified workplace operating procedures or codes of practice. They must also be responsive to any specific requirements that exist in relation to the work they are undertaking or the environment in which they are working.

In being assessed for this unit, it is expected that the candidate will meet the unit's requirements at all times.

Evidence from real-work situations should be used as much as possible and this should be gathered as the individual goes about their typical work activities. Evidence from simulations may be needed where the workplace does not offer sufficient opportunities for the candidate to cover all aspects of the evidence needed. Any simulations used must be realistic.

In addition to the evidence requirements stated for each element in this unit, candidates will be required to demonstrate that they have the knowledge and understanding to work competently in all aspects of the standard. This will be particularly important when the candidate's workplace only offers limited opportunity for providing the evidence required, or where contingency situations occur.

The aspects of knowledge and understanding needed are specified within the evidence requirements for each element.

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Element 1.1 : Establish and maintain effective working relationships with colleagues

Element Summary

This element is about developing effective communications and working relationships with colleagues, and adopting a proactive approach to problems that occur.

Standards of Performance

The competent person will:

1. Treat colleagues in a manner which promotes and maintains goodwill.
2. Promptly and willingly meet reasonable requests from colleagues.
3. Provide prompt, clear and accurate information about daily work schedules.
4. Offer additional support when colleagues have difficulties with their work (and where necessary, seek additional help).
5. Promptly report unresolved breakdowns in working relationships, to an appropriate person.

Evidence Requirements

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance, to demonstrate competence under typical working conditions.

The following evidence will be needed for the assessment of competence:

- Observation, over a period of time, of the candidate working with and providing information and support to colleagues, in differing situations.
Evidence must be derived from working with:

Colleagues: co-workers, supervisors, managers, other company employees, third parties
Information: oral, written, visual
Situations: informal meetings, formal meetings, normal work situations, team briefings
- Where the candidate does not have the opportunity to cover all of the above, evidence may be derived from realistic simulation and supplementary questioning.

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Underpinning Knowledge and Understanding

Evidence will be needed in relation to the following essential knowledge and understanding:

Workplace reporting procedures.

Individual responsibilities under Company Personnel Policies.

Appropriate responses to make, when dealing with work related difficulties or breakdowns in relationships.

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Element 1.2 : Establish and maintain relationships with visitors to the working environment

Element Summary

This element is about greeting and assisting visitors and ensuring their safety whilst in the work environment.

Standards of Performance

The competent person will:

Greet visitors in a manner which promotes goodwill.

Provide visitors with sufficient information to meet their needs.

Provide visitors with clear and helpful information that aids their understanding.

Pass requests for information to an appropriate person.

Ensure that visitors are not endangered in any way.

Evidence Requirements

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance, to demonstrate competence under typical working conditions.

The following evidence will be needed for the assessment of competence:

Observations, over a period of time, of the candidate greeting visitors and providing them with appropriate information. At all times they must be seen to ensure that visitors are not endangered in any way.

Evidence must be derived from working with:

Visitors:	approved and authorized, visual
Information:	oral, written, visual
Operational practices:	policies, procedures, instructions, codes of practice, standards, schedules

Where the candidate does not have the opportunity to cover all of the above, evidence may be derived from realistic simulation and supplementary questioning.

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Underpinning Knowledge and Understanding

Evidence will be needed in relation to the following essential knowledge and understanding:

The requirements of workplace practices relating to visitors i.e. policies, procedures, instructions, codes of practice, standards and schedules.

Emergency procedures.

Who to refer visitors to when they require information that is not within the individuals job responsibility.

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Element 1.3 : Establish and maintain effective communications with colleagues

Element Summary

This element is about communicating with colleagues in a way that ensures the communication is clearly understood.

Standards of Performance

The competent person will:

Communicate information that is clear, concise and accurate.

Use a style of communication (language and terminology) that is suited to the workplace and the situation.

Follow procedures and act promptly, when dealing with communications.

Promptly seek clarification, when difficulties are experienced interpreting communications.

Evidence Requirements

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance, to demonstrate competence under typical working conditions.

The following evidence will be needed for the assessment of competence:

- Observation, over a period of time, of the candidate communicating with colleagues, in differing situations.

Evidence must be derived from working with:

Communications: oral, written, visual

Colleagues: co-workers, supervisors, managers, other company employees, third parties

Situations: informal meetings, formal meetings, normal work situations, team briefings, contingency situations

- Where the candidate does not have the opportunity to cover all of the above, evidence may be derived from realistic simulation and supplementary questioning.

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Underpinning Knowledge and Understanding

Evidence will be needed in relation to the following essential knowledge and understanding:

1. Workplace practices i.e. policies, procedures, instructions, codes of practice, standards, schedules and reporting procedures.
2. Who to seek clarification from when communications cannot be clearly understood.

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Element 1.4 : Carry out work handovers

Element Summary

This element is about ensuring a smooth and effective transition between personnel, as they change shift or job.

Standards of Performance

The competent person will:

Record relevant information accurately and legibly.

Relay information (that is accurate and complete) about current operational status, to and from relevant personnel.

Relay accurate and complete operating instructions to relevant personnel.

Leave the work area clean and free of hazards.

Evidence Requirements

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance, to demonstrate competence under typical working conditions.

The following evidence will be needed for the assessment of competence:

- Observation, over a period of time, of the candidate relaying information and instructions and working in accordance with operational requirements. Evidence of written records should also be inspected.

Evidence must be derived from working with:

Personnel: co-workers, supervisors, managers

Information: safety, operational, statutory

Work Handovers: to and from next shift, to and from next job, to and from next person

- Where the candidate does not have the opportunity to cover all of the above, evidence may be derived from realistic simulation and supplementary questioning.

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Underpinning Knowledge and Understanding

Evidence will be needed in relation to the following essential knowledge and understanding:

'Permit to Work' system that is in operation.

Where to obtain operational policies, procedures, instructions, code of practice, standards and schedules from, and how to implement them.

The importance of passing on information that is accurate and complete, and the need at times, to clarify information that is received.

Methods for passing on accurate and complete information.

The nature of work area hazards, and ways to control and/or minimise risks.

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Unit 2 **CONTRIBUTE TO THE HEALTH AND SAFETY OF THE WORKING ENVIRONMENT**

UNIT GUIDANCE

This unit is about working in a safe manner and ensuring that the safety of everyone in the workplace is always of prime concern. It is about complying with Health and Safety legislation and following policies and procedures that specify safe working practice. It also relates to the need to monitor and control pollution levels.

The unit consists of 3 elements:

- 2.1 Conform to legislative and general health and safety requirements
- 2.2 Monitor and maintain the health and safety of the individual, other workers and visitors
- 2.3 Monitor and maintain pollution control measures

An employee who can meet the demands of this unit should be able to consistently work and behave in such a way that they always comply with the operational requirements of their workplace. S/he will:

- Work safely in a hazard free environment
- Follow procedures to ensure safe working practice
- Respond appropriately to emergency situations
- Use personal protective clothing and safety equipment
- Monitor the discharge of waste materials

In all aspects of their work, the candidate must meet the requirements of relevant legislation and comply with any specified workplace operating procedures or codes of practice. They must also be responsive to any specific requirements that exist in relation to the work they are undertaking or the environment in which they are working.

In being assessed for this unit, it is expected that the candidate will meet the unit's requirements at all times.

Evidence from real-work situations should be used as much as possible and this should be gathered as the individual goes about their typical work activities. Evidence from simulations may be needed where the workplace does not offer sufficient opportunities for the candidate to cover all aspects of the evidence needed. Any simulations used must be realistic.

In addition to the evidence requirements stated for each element in this unit, candidates will be required to demonstrate that they have the knowledge and understanding to work competently in all aspects of the standard. This will be particularly important when the candidate's workplace only offers limited opportunity for providing the evidence required or where contingency situations occur.

The aspects of knowledge and understanding needed are specified within the evidence requirements for each element.

Element 2.1 : Conform to legislative and general health and safety requirements

Element Summary

This element is about following recognised procedures and ensuring that work is carried out in a safe and healthy environment.

Standards of Performance

The competent person will:

Select appropriate personal protective equipment, and use this in the specified way.

Select appropriate safety equipment, and use this in the specified way.

Adhere to agreed health and safety procedures (for self and others) and conduct themselves in the required manner.

Follow agreed procedures when responding to a fire, accident or other emergency.

Work in a safe manner and comply with current legislation and operational requirements.

Evidence Requirements

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance, to demonstrate competence under typical working conditions.

The following evidence will be needed for the assessment of competence:

Observation, over a period of time, of the candidate undertaking a range of work practices using appropriate safety and protective equipment, and following specified health and safety procedures.

Evidence must be derived from working with:

Safety Equipment: fire protection, first aid, survival

Personal Protective

Equipment: eye protection, hearing protection, gloves, footwear, hard hats, respirators

Working practices: individual operation, team operation, where consideration has to be given to hydrogen sulphide and other toxic substances, where continuous communication has to be maintained, where on site emergencies have to be reacted to

Where the candidate does not have the opportunity to cover all of the above, evidence may be derived from realistic simulation and supplementary questioning.

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Underpinning Knowledge and Understanding

Evidence will be needed in relation to the following essential knowledge and understanding:

Individual responsibilities, and application in the workplace of organisational and workplace safety policy, evacuation procedures and fire procedures.

Appropriate safety content of operational policies, procedures, instructions, codes of practice, standards and schedules.

Sources of safety information.

The use and care of various types of personal protective equipment.

Implications of the Health and Safety at Work Act.

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Element 2.2 : Monitor and maintain the health and safety of the individual, other workers and visitors

Element Summary

This element is about adopting safe systems of work and ensuring that safety equipment is used appropriately.

Standards of Performance

The competent person will:

1. Keep their work area clean and free from hazards.
2. Ensure that safety equipment is used and machine guards are secured in position.
3. Identify and report unsafe equipment and dangerous occurrences.
4. Select and use appropriate personal protective equipment.
5. Handle materials, tools and equipment safely.
6. Store tools and equipment safely and securely.

Evidence Requirements

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance, to demonstrate competence under typical working conditions.

The following evidence will be needed for the assessment of competence:

Observation, over a period of time, of the candidate showing an awareness of safety issues, working in a safe way and monitoring the safety of their own immediate work environment.

Evidence must be derived from working with:

- Safety Equipment: fire protection, first aid, survival
 Materials: flammable, toxic, corrosive, explosive, radioactive
 Personal Protective Equipment: eye protection, hearing protection, gloves, footwear, hard hats, respirators
- Working practices: individual operation, team operation, where consideration has to be given to hydrogen sulphide and other toxic substances, where continuous communication has to be maintained, where on site emergencies have to be reacted to

Where the candidate does not have the opportunity to cover all of the above, evidence may be derived from realistic simulation and supplementary questioning.

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Underpinning Knowledge and Understanding

Evidence will be needed in relation to the following essential knowledge and understanding:

Workplace reporting procedures.

Safe lifting and handling technique.

The use and care of various types of personal protective equipment.

Appropriate safety content of operational policies, procedures, instructions, codes of practice, standards and schedules.

Implications of the Health and Safety at Work Act.

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Element 2.3 : Monitor and maintain pollution control measures

Element Summary

This element relates to the safe discharge of materials and the need to follow specified procedures to prevent pollution.

Standards of Performance

The competent person will:

Ensure discharges from the area for which they are responsible, are within prescribed limits.

Identify and report unplanned discharges.

Select and use appropriate personal protective equipment.

Adhere to agreed working practices, procedures and legislative requirements.

Accurately identify, package and label materials for disposal.

Transfer materials for disposal to the person responsible.

Evidence Requirements

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance, to demonstrate competence under typical working conditions.

The following evidence will be needed for the assessment of competence:

Observation, over a period of time, of the candidate following prescribed procedures for dealing with discharges (liquids, gases, solids) from their area. Evidence should include packaging and transfer of materials for disposal, and the reporting of unplanned discharges.

Evidence must be derived from working with:

Materials: flammable, toxic, corrosive, explosive, radioactive

Personal Protective

Equipment: eye protection, hearing protection, gloves, footwear, hard hats, respirators

Working practices: individual operation, team operation, where consideration has to be given to hydrogen sulphide and other toxic substances, where continuous communication has to be maintained, where on site emergencies have to be reacted to

Where the candidate does not have the opportunity to cover all of the above, evidence may be derived from realistic simulation and supplementary questioning.

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Underpinning Knowledge and Understanding

Evidence will be needed in relation to the following essential knowledge and understanding:

Workplace reporting procedures.

The use and care of various types of personal protective equipment.

Appropriate safety content of operational policies, procedures, instructions, codes of practice, standards and schedules.

Implications of the Health and Safety at Work Act.

Reporting procedures for unplanned discharges and safety issues.

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Unit 3 CARRY OUT SPECIALIST CLEANING OPERATIONS

UNIT GUIDANCE

This unit is about cleaning contaminated areas and removing waste material, and restoring the area to a satisfactory condition.

The unit consists of 2 elements:

- 3.1 Clean offshore facilities
- 3.2 Restore the worksite

An employee who can meet the demands of this unit should be able to consistently work and behave in such a way that they always comply with the operational requirements of their workplace. S/he will:

- Follow guidance provided
- Use appropriate methods and materials
- Respond to emergencies
- Correctly dispose of waste
- Work safely

In all aspects of their work, the candidate must meet the requirements of relevant legislation and comply with any specified workplace operating procedures or codes of practice. They must also be responsive to any specific requirements that exist in relation to the work they are undertaking or the environment in which they are working.

In being assessed for this unit, it is expected that the candidate will meet the unit's requirements at all times.

Evidence from real-work situations should be used as much as possible and this should be gathered as the individual goes about their typical work activities. Evidence from simulations may be needed where the workplace does not offer sufficient opportunities for the candidate to cover all aspects of the evidence needed. Any simulations used must be realistic.

In addition to the evidence requirements stated for each element in this unit, candidates will be required to demonstrate that they have the knowledge and understanding to work competently in all aspects of the standard. This will be particularly important when the candidate's workplace only offers limited opportunity for providing the evidence required or where contingency situations occur.

The aspects of knowledge and understanding needed are specified within the evidence requirements for each element.

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Element 3.1 : Clean offshore facilities

Element Summary

This element is concerned with cleaning processes and the safe use of cleaning materials and equipment.

Standards of Performance

The competent person will:

1. Identify areas and items for cleaning, and use appropriate methods to clean them.
2. Ensure the condition of cleaned surfaces, meet acceptance criteria.
3. Follow approved emergency procedures, in the event of spillage or contamination occurring.
4. Ensure a responsible person verifies that areas and items are clean.
5. Place waste materials in designated containers, for safe disposal.

Evidence Requirements

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance, to demonstrate competence under typical working conditions.

The following evidence will be needed for the assessment of competence:

- Observation of the candidate following prescribed procedures for cleaning exterior and interior areas (including flat and profiled surfaces) and plant and equipment. Cleaning agents (toxic and non-toxic) should be used and cleaning activity should include the removal of oil-based substances.

Evidence must be derived from working with:

Working Methods: water jetting (at various pressures), degreasing, industrial vacuuming, washing
Emergency procedures: following specified procedures i.e. COSHH, Health and Safety, first aid, drills, signals

Evidence must be provided by demonstration of performance over a period of time, supplemented as required, by oral/written questioning and/or written assignment.

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Underpinning Knowledge and Understanding

Evidence will be needed in relation to the following essential knowledge and understanding:

The range, uses and limitations of cleaning methods.

The range, uses and limitations of emergency procedures.

The range of commonly used cleaning agents, their applications and the consequences of inappropriate use.

The importance of good housekeeping in an offshore environment.

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Element 3.2 : Restore the work site

Element Summary

This element is about cleaning and dismantling equipment and removing unused materials and waste materials from the work area such that the worksite is returned to its original condition

Standards of Performance

The competent person will:

Make unused materials safe and secure.

Transfer materials and equipment safely and without damage, to the appropriate storage area.

Transfer and handle disposable waste material.

Clean and dismantle equipment.

Reinstate the work-site to its original state.

Evidence Requirements

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance, to demonstrate competence under typical working conditions.

The following evidence will be needed for the assessment of competence:

- The candidate will need to demonstrate that they can operate in all aspects of this work, in accordance with the appropriate Radiation Regulations and Local Rules. In addition they should be observed cleaning and dismantling equipment, working with LSA decontamination equipment, and restoring the work area to its original condition upon completion of work.

Evidence must be derived from working with:

Unused Materials: degreasers, detergents, other chemicals

Waste Materials: residuals, contaminants, general waste, toxic/hazardous, radioactive

Storage Areas: designated storage areas, containers

Evidence must be provided by demonstration of performance over a period of time, supplemented as required, by oral/written questioning and/or written assignment.

Underpinning Knowledge and Understanding

Evidence will be needed in relation to the following essential knowledge and understanding:

- The scope, uses and limitations of the Local Rules

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Unit 4 **CONTRIBUTE TO HELICOPTER LANDING AND DEPARTURE**

UNIT GUIDANCE

This unit is about preparing the helideck prior to the arrival of a helicopter and then securing the area when it has arrived. It is concerned with the period of time 30 minutes before arrival of the helicopter, to the time when the anti collision light has been switched on.

The unit consists of 2 elements:

- 4.1 Assist with preparation for helicopter landing
- 4.2 Assist with preparations for helicopter departure

An employee who can meet the demands of this unit should be able to consistently work and behave in such a way that they always comply with the operational requirements of their workplace. S/he will:

- Monitor conditions on the helideck and update the HLO
- Man appropriate equipment
- Respond to deviations from plan and hazards
- Work safely
- Secure and stow equipment

In all aspects of their work, the candidate must meet the requirements of relevant legislation and comply with any specified workplace operating procedures or codes of practice. They must also be responsive to any specific requirements that exist in relation to the work they are undertaking or the environment in which they are working.

In being assessed for this unit, it is expected that the candidate will meet the unit's requirements at all times.

Evidence from real-work situations should be used as much as possible and this should be gathered as the individual goes about their typical work activities. Evidence from simulations may be needed where the workplace does not offer sufficient opportunities for the candidate to cover all aspects of the evidence needed. Any simulations used must be realistic.

In addition to the evidence requirements stated for each element in this unit, candidates will be required to demonstrate that they have the knowledge and understanding to work competently in all aspects of the standard. This will be particularly important when the candidate's workplace only offers limited opportunity for providing the evidence required or where contingency situations occur.

The aspects of knowledge and understanding needed are specified within the evidence requirements for each element.

Element 4.1 : Assist with preparation for helicopter landing

Element Summary

This element relates to a period of time commencing 30 minutes before arrival of the helicopter and ending when the anti-collision light is switched off with the helicopter on the deck.

Standards of Performance

The competent person will:

Monitor operations and conditions, and update the HLO at specified times.

Brief the HLO on the status of equipment in the helideck area.

Man equipment when necessary.

Take prompt corrective action in response to actual or potential deviations from plans/procedures or hazardous situations.

Promptly communicate corrective action to an appropriate person.

Ensure working practices are safe.

Evidence Requirements

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance, to demonstrate competence under typical working conditions.

The following evidence will be needed for the assessment of competence:

Observation, over a period of time, of the candidate carrying out the required functions on the helideck, including operating equipment, and communicating with appropriate people.

Evidence must be derived from working with:

Procedures:	full equipment confirmation, communication, helideck equipment
Manned Equipment:	rescue and fire-fighting, chocks, backage handling equipment
Methods of Communication:	personal radio, verbal, visual
Appropriate Persons:	HLO, RO, other helideck crew-member, crane operator
Working practices:	individual operation, team operation, use of PPE, use of equipment
Actual or Potentially Hazardous Situations:	fuel leaks, oil leaks, fire, smoke, abnormal noise, other abnormalities

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Operations and

Conditions: helicopter landing on deck, vessel or crane movements, weather, deck and airspace is clear

Helideck area equipment: landing net, lights, rescue and firefighting, wind sock, chocks, baggage handling, equipment, helideck life line

Evidence will be provided by demonstration of performance over a period of time supplemented, as required, by oral/written questioning and/or written assignment. These methods may also contribute to coverage of the Range and Knowledge.

Underpinning Knowledge and Understanding:

Evidence will be needed in relation to the following essential knowledge and understanding:

Uses and limitations of equipment.

Duties and tasks allocated.

Methods and channels of communication.

Practice and benefits of team-working.

Appropriate sections of the following regulations and working practices and procedures:

Industry Guidelines on Management of Offshore Helideck Operations, OPITO HLO Handbook, Company and or Installation manual, CAP 437, ACOP's, Prevention of Fire Explosion and Emergency Response Regulations (PFEER), Management Administration Regulations (MAR), Health and Safety at Work Act Regulations (HASWA).

Safe working practices.

Physical characteristics of helideck and aircraft types.

Identification and recording of defects.

Element 4.2 : Assist with preparations for helicopter departure

Element Summary

This element relates to the period of time from when the anti collision light is switched on, with the helicopter on the helideck, to transfer to en-route agency or frequency.

Standards of Performance

The competent person will:

1. Secure and stow helicopter and helideck equipment.
2. Man rescue and fire-fighting equipment.
3. Observe helicopter operations, and take prompt corrective action in response to actual or potentially hazardous situations.
4. Promptly communicate corrective action to an appropriate person.
5. Ensure working practices are safe.

Evidence Requirements

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance, to demonstrate competence under typical working conditions.

The following evidence will be needed for the assessment of competence:

- Observation, over a period of time, of the candidate carrying out the required functions on the helideck, including operating equipment and communicating with appropriate people.

Evidence must be derived from working with:

Appropriate persons:	HLO, radio operator, other helideck team member, helicopter crew
Communication methods:	telephone, personal radio, verbal, visual
Helideck equipment	chocks, portable fire extinguishers, baggage handling equipment, external power supply
Helicopter Operations Observed:	helicopter on-deck, weather, deck and airspace is clear, vessel or crane movements
Helicopter Equipment:	doors, panels, fuel caps

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Actual or Potentially

Hazardous Situations: fuel leaks, oil leaks, fire, smoke, abnormal noise, other abnormalities

Working Practices: individual operation, team operation, use of PPE, use of equipment

- Evidence will be provided by demonstration of performance over a period of time supplemented, as required, by oral/written questioning and/or written assignment. These methods may also contribute to coverage of the Range and Knowledge.

Underpinning Knowledge and Understanding

Evidence will be needed in relation to the following essential knowledge and understanding:

- Uses and limitations of equipment.
- Duties and tasks to be allocated.
- Methods and channels of effective communications.
- Practice and benefits of team-working.
- Where and how to secure and stow equipment.
- Safe working practices.
- Appropriate sections of the following regulations and working practices and procedures:

UKOOA's Management of Offshore Helideck Operations, OPITO HLO Handbook, Company and or Installation Manual, CAP 437, ACOP's, Prevention of Fire Explosion and Emergency Response regulations (PFEER), Management Administration Regulations (MAR), Management of Health and Safety at Work Act Regulations (HASWA).

- Physical characteristics of the helideck and aircraft types.
- Identification and recording of defects.

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Unit 5 HANDLE HELIDECK CARGO

UNIT GUIDANCE

This unit is about moving freight, passengers and baggage to and from the helicopter in a safe manner.

The unit consists of 2 elements:

- 5.1 Assist with the preparation of freight for loading
- 5.2 Assist with unloading and loading of baggage, passengers and freight

An employee who can meet the demands of this unit should be able to consistently work and behave in such a way that they always comply with the operational requirements of their workplace. S/he will:

- Following agreed procedures
- Safely transfer freight, passengers and baggage to and from the helicopter
- Identify and respond to hazardous situations

In all aspects of their work, the candidate must meet the requirements of relevant legislation and comply with any specified workplace operating procedures or codes of practice. They must also be responsive to any specific requirements that exist in relation to the work they are undertaking or the environment in which they are working.

In being assessed for this unit, it is expected that the candidate will meet the unit's requirements at all times.

Evidence from real-work situations should be used as much as possible and this should be gathered as the individual goes about their typical work activities. Evidence from simulations may be needed where the workplace does not offer sufficient opportunities for the candidate to cover all aspects of the evidence needed. Any simulations used must be realistic.

In addition to the evidence requirements stated for each element in this unit, candidates will be required to demonstrate that they have the knowledge and understanding to work competently in all aspects of the standard. This will be particularly important when the candidate's workplace only offers limited opportunity for providing the evidence required or where contingency situations occur.

The aspects of knowledge and understanding needed are specified within the evidence requirements for each element.

Element 5.1 : Assist with the preparation of freight for loading

Element Summary

This element is about safely moving freight to the helicopter for loading.

Standards of Performance

The competent person will:

1. Move freight to the helideck area, and then to the helicopter.
2. Complete loading preparations.
3. Take prompt corrective action, in response to actual or potentially hazardous situations.
4. Promptly communicate corrective action to an appropriate person.
5. Ensure working practices are safe.

Evidence Requirements

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance, to demonstrate competence under typical working conditions.

The following evidence will be needed for the assessment of competence:

Observation, over a period of time, of the candidate safely moving freight to the required area, and completing preparations for loading.

Evidence must be derived from working with:

Loading Preparations:	freight, pallets, spreader boards, loading equipment
Freight:	large, small, long, heavy, light, bulky
Procedures:	manual handling, mechanical handling, COSHH, loading, positioning, underslung loads
Working Practices:	individual operation, team operation, use of PPE, use of equipment
Actual or Potentially Hazardous Situations:	long items, dangerous goods

- Evidence will be provided by demonstration of performance over a period of time supplemented, as required, by oral/written questioning and/or written assignment. These methods may also contribute to coverage of the Range and Knowledge.

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Underpinning Knowledge and Understanding:

Evidence will be needed in relation to the following essential knowledge and understanding:

- IATA Dangerous Goods.
- Floor loading restrictions.
- COSHH regulations.
- Helicopter types.
- Appropriate sections of the following regulations and working practices and procedures:

UKOOA's Management of Offshore Helideck Operations, OPITO HLO Handbook, Company and or Installation Manual, CAP 437, ACOP's, Prevention of Fire Explosion and Emergency Response Regulations (PFEER), Management Administration Regulations (MAR), Management of Health and Safety at Work Act Regulations (HASWA).

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Element 5.2 : Assist with unloading and loading of baggage, passengers and freight

Element Summary

This element relates to safely loading and unloading passengers, baggage and freight.

Standards of Performance

The competent person will:

Off-load baggage and freight and place it in an appropriate location.

Disembark passengers and ensure their safe exit from the aircraft and helideck.

Prepare the helicopter to receive baggage, passengers and freight.

Embark passengers, stow baggage and load freight.

Take prompt corrective action in response to actual or potentially hazardous situations.

Promptly communicate corrective action to an appropriate person.

Ensure working practices are safe.

Evidence Requirements

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance, to demonstrate competence under typical working conditions.

The following evidence will be needed for the assessment of competence:

Observation, over a period of time, of the candidate assisting with the loading and unloading of the helicopter and undertaking the range of procedures required.

Evidence must be derived from working with:

Procedures:	advising HLO, confirming helicopter safety, cargo, passenger movement on helideck, manual handling, mechanical handling, loading and unloading, winching, underslung, casualty handling
Communications:	visual, verbal
Actual or Potentially Hazardous Situations:	weather conditions, rotor hazards, winching and underslung load, static discharge

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Passenger Personal

Protective Equipment: survival suit, lifejacket, hearing protection

Working Practices: individual operation, team operation, use of personal protective equipment, use of equipment

- Evidence will be provided by demonstration of performance over a period of time supplemented, as required, by oral/written questioning and/or written assignment. These methods may also contribute to coverage of the Range and Knowledge.

Underpinning Knowledge and Understanding:

Evidence will be needed in relation to the following essential knowledge and understanding:

- Actual and potential dangers when transferring to and from the helicopter.
- Loading arrangements for passengers, baggage, freight.
- Safe working practices.
- Appropriate sections of the following regulations and working practices and procedures:

UKOOA's Management of Offshore Helideck Operations, OPITO HLO Handbook, Company and or Installation Manual, CAP 437, ACOP's, Prevention of Fire Explosion and Emergency Response Regulations (PFEER), Management Administration Regulations (MAR), Management of Health and Safety at Work Act Regulations (HASWA). Manual Handling Regulations.

- Correct embarkation procedures for order of loading, wearing of personal protective clothing and correct fitting and security of lifejackets and seat harnesses.

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Unit 6 : REFUEL HELICOPTER

UNIT GUIDANCE

This unit is about assisting with the refueling operation and requires the candidate to show a high regard for safety issues throughout the operation.

The unit consists of 3 elements:

- 6.1 Assist with preparation for refueling
- 6.2 Assist with refueling of the helicopter
- 6.3 Assist with shutdown of the refueling Operation

An employee who can meet the demands of this unit should be able to consistently work and behave in such a way that they always comply with the operational requirements of their workplace. S/he will:

- Record data and communicate with the HLO
- Work safely
- Check equipment and follow procedures
- Stow equipment correctly
- Carry out the required checks

In all aspects of their work, the candidate must meet the requirements of relevant legislation and comply with any specified workplace operating procedures or codes of practice. They must also be responsive to any specific requirements that exist in relation to the work they are undertaking or the environment in which they are working.

In being assessed for this unit, it is expected that the candidate will meet the unit's requirements at all times.

Evidence from real-work situations should be used as much as possible and this should be gathered as the individual goes about their typical work activities. Evidence from simulations may be needed where the workplace does not offer sufficient opportunities for the candidate to cover all aspects of the evidence needed. Any simulations used must be realistic.

In addition to the evidence requirements stated for each element in this unit, candidates will be required to demonstrate that they have the knowledge and understanding to work competently in all aspects of the standard. This will be particularly important when the candidate's workplace only offers limited opportunity for providing the evidence required or where contingency situations occur.

The aspects of knowledge and understanding needed are specified within the evidence requirements for each element.

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Element 6.1 : Assist with Preparation for Refuelling

Element Summary

This element relates to a number of different duties that are concerned with preparatory work prior to the refueling operation commencing

Standards of Performance

The competent person will:

Confirm to the HLO, that refueling systems and equipment are serviceable.

Conduct quality checks, fuel sampling and other work, in a safe manner and with regard to operational requirements.

Receive aircraft refueling requirements.

Man fire-fighting equipment.

Record data accurately and at appropriate times and frequencies, and forward this to the HLO.

Evidence Requirements

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance, to demonstrate competence under typical working conditions.

The following evidence will be needed for the assessment of competence:

Observation, over a period of time, of the candidate assisting with preparation work for the refueling of the helicopter, and examination of data that the candidate has produced.

Evidence must be derived from working with:

Operational Requirements: weather, rotor hazards

Re-fueling Requirements: quantity, gravity, pressure, filter, location, re-fueling location

Procedures: fuel sampling and quality

Evidence will be provided by demonstration of performance over a period of time supplemented, as required, by oral/written questioning and/or written assignment. These methods may also contribute to coverage of the Range and Knowledge.

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Underpinning Knowledge and Understanding

Evidence will be needed in relation to the following essential knowledge and understanding:

Factors affecting the decision not to off-load passengers prior to refuelling. (Type of refuelling system, prevailing weather conditions).

Fuel quality checks and how to assist in carrying them out.

Appropriate sections of the following regulations and working practices and procedures:

UKOOA's Management of Offshore Helideck Operations, OPITO HLO Handbook, Company and or Installation Manual, CAP 437, ACOP's, Prevention of Fire Explosion and Emergency Response Regulations (PFEER), Management Administration Regulations (MAR), Management of Health and Safety at Work Act Regulations (HASWA).

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Element 6.2 : Assist with Re-fueling of the Helicopter

Element Summary

This element is about providing assistance in the re-fueling operation and recording appropriate data.

Standards of Performance

The competent person will:

1. Bond the helicopter and make safe for re-fueling, in accordance with aircraft requirements.
2. Carry out and monitor re-fueling operations, taking corrective action when required by procedures or aircraft requirement.
3. Record data accurately and at appropriate times and frequencies, and forward this to the HLO.

Evidence Requirements

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance, to demonstrate competence under typical working conditions.

The following evidence will be needed for the assessment of competence:

- Observation, over a period of time, of the candidate assisting with refueling of the helicopter, and examination of data that the candidate has produced.

Evidence must be derived from working with:

Procedures:	helicopter bonding and re-fueling, re-fueling systems and equipment, aircraft requirements, safe working practices
Corrective action:	spillage, fire, quantity
Aircraft	
Requirements:	gravity, pressure, quantity
Monitoring:	differential pressures, delivery pressure, quantity
Date:	differential pressures, delivery pressure, quantity

Evidence will be provided by demonstration of performance over a period of time supplemented, as required, by oral/written questioning and/or written assignment. These methods may also contribute to coverage of the Range and Knowledge.

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Underpinning Knowledge and Understanding

Evidence will be needed in relation to the following essential knowledge and understanding:

Stages in the sequence of engine shutdown.

Procedures for bonding and using re-fueling equipment.

Methods for monitoring the operation and taking corrective actions.

Aircraft re-fueling requirements.

Fuel quality checks, and how to assist in carrying them out.

Safe working practices.

Appropriate sections of the following regulations and working practices and procedures:

UKOOA's Management of Offshore Helideck Operations, OPITO HLO Handbook, Company and or Installation Manual, CAP 437, ACOP's, Prevention of Fire Explosion and Emergency Response Regulations (PFEER), Management Administration Regulations (MAR), Management of Health and Safety at Work Act Regulations (HASWA).

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Element 6.3 : Assist with shutdown of the re-fueling operation

Element Summary

This element is about following the required procedures when shutting down the re-fueling operation, and about confirming that the system and equipment are serviceable upon close down.

Standards of Performance

The competent person will:

Follow the correct procedure and sequence when shutting down the re-fueling operation.

Stow equipment in the specified way.

Record data accurately.

Conduct work safely.

Confirm to the HLO, that the re-fueling system and equipment are serviceable.

Evidence Requirements

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance, to demonstrate competence under typical working conditions.

The following evidence will be needed for the assessment of competence:

- Observation, over a period of time, of the candidate assisting with shutdown of the refueling operation, and examination of data that the candidate has produced.

Evidence must be derived from working with:

Procedures: shutdown sequence, equipment storage, refueling hose, hose end bonding lead, main bonding lead, data collection and processing, safe working practices

Equipment Storage: re-fueling package i.e. nozzle, hose, bonding leads, fuel caps, fuel samples, sampling equipment

Data: quantity, delivery meter, totaliser meter, differential pressure gauges, fuel pressure gauge, dipstick reading

- Evidence will be provided by demonstration of performance over a period of time supplemented, as required, by oral/written questioning and/or written assignment. These methods may also contribute to coverage of the Range and Knowledge.

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Underpinning Knowledge and Understanding

Evidence will be needed in relation to the following essential knowledge and understanding:

- Where and how to stow equipment after use.
- Fuel system shutdown sequence.
- Equipment inspection requirements (fuel system).
- Data to be recorded and follow up required.
- Methods of recording data.
- Servicing requirements of re-fueling system and equipment.
- Appropriate sections of the following regulations and working practices and procedures:

UKOOA's Management of Offshore Helideck Operations, OPITO HLO Handbook, Company and or Installation Manual, CAP 437, ACOP's, Prevention of Fire Explosion and Emergency Response Regulations (PFEER), Management Administration Regulations (MAR), Management of Health and Safety at Work Act Regulations (HASWA). Manual Handling Regulations, COSHH Regulations.

- Fuel sample collection/analysis.

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Unit 7 : CARRY OUR SLINGING AND LIFTING FOR THE MOVEMENT OF LOADS

UNIT GUIDANCE

This unit is designed to assess the candidate's competence at slinging and signaling. It is aimed at those operations where the transfer of a load is carried out using various types of lifting gear.

The unit consists of 2 elements:

- 7.1 Prepare and sling loads for lifting
- 7.2 Direct and control the movement and placing of loads

An employee who can meet the demands of this unit should be able to consistently work and behave in such a way that they always comply with the operational requirements of their workplace. S/he will:

- Use ropes, special slings or other dedicated equipment where specific attention is given to the lifting points and balancing of the load
- Safely put down and unslung a load
- Have good communication skills and clear signaling technique

In all aspects of their work, the candidate must meet the requirements of relevant legislation and comply with any specified workplace operating procedures or codes of practice. They must also be responsive to any specific requirements that exist in relation to the work they are undertaking or the environment in which they are working.

In being assessed for this unit, it is expected that the candidate will meet the unit's requirements at all times.

Evidence from real-work situations should be used as much as possible and this should be gathered as the individual goes about their typical work activities. Evidence from simulations may be needed where the workplace does not offer sufficient opportunities for the candidate to cover all aspects of the evidence needed. Any simulations used must be realistic.

In addition to the evidence requirements stated for each element in this unit, candidates will be required to demonstrate that they have the knowledge and understanding to work competently in all aspects of the standard. This will be particularly important when the candidate's workplace only offers limited opportunity for providing the evidence required or where contingency situations occur.

The aspects of knowledge and understanding needed are specified within the evidence requirements for each element.

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Element 7.1 : Prepare and sling loads for lifting

Element Summary

This element is about selecting appropriate techniques and equipment for lifting and carrying out the required preparation.

Standards of Performance

The competent person will:

Use relevant information and instruction to accurately identify loads to be moved.

Choose slinging technique appropriate to the characteristics of the load and the intended lift.

Identify difficulties in slinging and moving loads, and clarify them with the appropriate person(s).

Select slinging equipment, and confirm that it is suitability for the load(s) to be lifted.

Report defects and faults with slinging equipment, to the authorised person.

Prepare and sling loads appropriate to the slinging technique chosen.

Confirm that the support and balance of the slung load is satisfactory, and that it is secured prior to movement.

Carry out work in accordance with approved procedures, practices and statutory requirements.

Evidence Requirements

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance, to demonstrate competence under typical working conditions.

The following evidence will be needed for the assessment of competence:

Observation, over a period of time, of the candidate;

- Selecting appropriate methods and equipment for slinging loads
- Demonstrating slinging and unslinging of loads
- Working safely when preparing and carrying out slinging procedures

Evidence must be derived from working with:

Relevant information:	work sheets, specifications, identification information
Slinging equipment:	relevant to the work activity, in the context of the sector operation, general specific and specialised lifting gear
Approved procedures and Practices:	organisational, regulatory, emergency, operational

Evidence will be provided by demonstration of performance over a period of time supplemented, as required, by oral/written questioning and/or written assignment. These methods may also contribute to coverage of the Range and Knowledge.

Underpinning Knowledge and Understanding

Evidence will be needed in relation to the following essential knowledge and understanding:

Relevant types of information and instruction sources for the work activity.

Types of lifting equipment in relation to the work activity.

Hazards and conditions that affect the lifting activity.

Method for slinging in relation to safe working loads and angles of lift.

Load stability, security and weight distribution factors.

Load characteristics (e.g. hazardous/non-hazardous).

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Slinging gear capabilities (e.g. capacities, strengths, weaknesses and limitations).

Types of defects and faults that are possible with lifting equipment.

Lifting equipment discard criteria.

Coding and identification systems for lifting equipment.

Approved procedures and practices in the context of the operations, the work activity and the workplace environment (organisational, regulatory, emergency, operational).

Responsibilities under the Health and Safety Statutory Requirements.

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Element 7.2 : Direct and control the movement and placing of loads

Element Summary

This element is about safely moving loads using agreed procedures. It requires the candidate to communicate clearly with others and to monitor load stability throughout the process

Standards of Performance

The competent person will:

Agree load-moving procedures with relevant personnel.

Establish and confirm signalling and communication methods with relevant personnel, prior to moving the load.

Follow approved procedures and practices when signalling and communicating.

Accurately direct the load to its destination, using an agreed signalling code.

Avoid endangering personnel or operations, by promptly clarifying and responding to unclear signalling and communication.

Monitor stability whilst moving or releasing a load.

Position and set down the load, and relax the sling, before removing the lifting equipment.

Carry out work in accordance with approved procedures, practices and statutory requirements.

Evidence Requirements

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance, to demonstrate competence under typical working conditions.

The following evidence will be needed for the assessment of competence:

Observation, over a period of time, of the candidate;

- Signalling clearly for safe movement of load
- Demonstrating signalling and communication procedures
- Directing the movement of loads (using appropriate aids where necessary)

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Evidence must be derived from working with:

Relevant personnel: authorised personnel, personnel involved with the activity
Method of signalling
And communication: hand signalling, oral, second person
Approved procedures
And practices: organisational, regulatory, emergency, operational

- Evidence will be provided by demonstration of performance over a period of time supplemented, as required, by oral/written questioning and/or written assignment. These methods may also contribute to coverage of the Range and Knowledge.

Underpinning Knowledge and Understanding

Evidence will be needed in relation to the following essential knowledge and understanding:

- Interpreting instructions for the movement of loads.
- Relevant personnel involved with the activity.
- Methods used for signalling and communication.
- Reasons for wearing clear-visibility clothing.
- Approved procedures and practices in the context of the operations, the work activity and the workplace environment (organisational, regulatory, emergency, operational).
- Responsibilities under the Health and Safety Statutory Requirements.

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Unit 8 : PREPARE SURFACES USING ABRASIVE BLASTING

UNIT GUIDANCE

This unit is concerned with cleaning surfaces using an abrasive blasting technique and then restoring the work site to a satisfactory condition.

The unit consists of 3 elements:

- 8.1 Prepare site for abrasive blasting
- 8.2 Clean surfaces using abrasive blasting
- 8.3 Restore the work site

An employee who can meet the demands of this unit should be able to consistently work and behave in such a way that they always comply with the operational requirements of their workplace. S/he will:

- Prepare their work area and keep this safe and secure
- Use appropriate protective equipment and materials
- Follow approved procedures
- Work safely
- Achieve the required levels of cleanliness

In all aspects of their work, the candidate must meet the requirements of relevant legislation and comply with any specified workplace operating procedures or codes of practice. They must also be responsive to any specific requirements that exist in relation to the work they are undertaking or the environment in which they are working.

In being assessed for this unit, it is expected that the candidate will meet the unit's requirements at all times.

Evidence from real-work situations should be used as much as possible and this should be gathered as the individual goes about their typical work activities. Evidence from simulations may be needed where the workplace does not offer sufficient opportunities for the candidate to cover all aspects of the evidence needed. Any simulations used must be realistic.

In addition to the evidence requirements stated for each element in this unit, candidates will be required to demonstrate that they have the knowledge and understanding to work competently in all aspects of the standard. This will be particularly important when the candidate's workplace only offers limited opportunity for providing the evidence required or where contingency situations occur.

The aspects of knowledge and understanding needed are specified within the evidence requirements for each element.

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Element 8.1 : Prepare site for abrasive blasting

Element Summary

This unit is about making safe the proposed work area and assembling the required equipment.

Standards of Performance

The competent person will:

1. Prepare the site in accordance with approved operating requirements and the installation Permit to Work system.
2. Identify, shield and cordon off work areas, using appropriate methods to restrict unauthorised entry.
3. Use announcements and warning signs to make personnel aware of cordoned off areas and restricted access.
4. Confirm the fitness for purpose of personal protective clothing, and where this is not the case, the clothing is replaced and the incident reported.
5. Maintain blasting equipment in safe working order.
6. Ensure selected equipment and materials conform with specified job requirements.
7. Ensure the air supply to equipment is correctly connected, and that it conforms to safety requirements in respect of integrity and air purity.
8. Assemble blasting equipment correctly, and ensure that it conforms to standard operating and specific job requirements.
9. Prepare surfaces using appropriate methods.

Evidence Requirements

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance, to demonstrate competence under typical working conditions.

The following evidence will be needed for the assessment of competence:

Observation, over a period of time, of the candidate preparing and making safe the work area prior to blasting work.

Evidence must be derived from working with:

Operating requirements:	compliance with company operating procedures, compliance with platform operating procedures
Methods of restricting access:	barriers, warning signs, tannoy, announcements, permitry control, encapsulation
Personal protective clothing:	air fed blast helmet and cape, blast gauntlets, boots, coveralls, ear protection
Equipment needed for blasting:	air compressors, blasting equipment, blast pots, "dead mans handle", blast nozzles, blast helmets, blast hose, airline, airline filter
Surface Preparation Methods:	degreasing, desalination, solvent cleaning

Evidence will be provided by demonstration of performance over a period of time supplemented, as required, by oral/written questioning and/or written assignment. These methods may also contribute to coverage of the Range and Knowledge.

Underpinning Knowledge and Understanding

Evidence will be needed in relation to the following essential knowledge and understanding:

- The range, uses and limitations of standard operating requirements and their underpinning procedures.
- The range, uses and limitations of surface preparation methods.
- The importance of restricting access to areas of preparation.
- The range, contents and safety considerations of job requirements.
- The criteria for assessing the condition of prepared surfaces.

Element 8.2 : Clean surfaces using abrasive blasting

Element Summary

This element is about carrying out cleaning work safely and to the required standard, and using tools in the appropriate manner.

Standards of Performance

The competent person will:

Wear protective clothing and use specified safety equipment.

Use appropriate techniques to blast identified surfaces, and meet agreed specifications.

Take appropriate action, when unacceptable preparation work is identified.

Ensure that cleaned surfaces are acceptable to the authorised person.

Handle materials correctly, and make sure they are safe and secure.

Safely and without damage, transfer tools, abrasive materials and equipment to the appropriate storage area.

Evidence Requirements

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance, to demonstrate competence under typical working conditions.

The following evidence will be needed for the assessment of competence:

- Observation, over a period of time, of the candidate undertaking blasting work and achieving acceptable standards

Evidence must be derived from working with:

Abrasive blasting

equipment: air compressors, blast pots, "dead man's handle", blast nozzles and holders, blast helmets, blast hose, airline, airline filter

Safety equipment: personal protective equipment, fire extinguisher, air pressure gauge, "dead man's handle"

Safety

requirements: air quality monitoring, equipment maintenance, compliance with HASAW, safety watch/potman, compliance with COSHH

Surface for blasting:

structural steelwork, plant, equipment, concrete

Abrasive blasting

techniques: open dry blast, wet blast, closed circuit, high pressure water entrained with abrasive

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Safe working

Practices: good housekeeping, company safety procedures, tool box talks, site audits

Authorised persons: client, certifying authority

Materials: abrasive mediums, copper slag, olivine, garnet, steel shot, inhibitors

Evidence will be provided by demonstration of performance over a period of time supplemented, as required, by oral/written questioning and/or written assignment. These methods may also contribute to coverage of the Range and Knowledge.

Underpinning Knowledge and Understanding

Evidence will be needed in relation to the following essential knowledge and understanding:

The range, uses and limitations of standard operating requirements and their underpinning procedures.

The range, uses and limitations of safety requirements, equipment and safe working practices.

The range, uses and limitations of abrasive blasting techniques.

The criteria for assessing the condition of prepared surfaces.

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Element 8.3 : Restore the work site

Element Summary

This element is about ensuring that the work area is returned to its original condition, upon completion of work.

Standards of Performance

The competent person will:

Make unused materials safe and secure.

Safely and without damage, transfer materials and equipment to the appropriate storage area.

Transfer waste materials to the appropriate disposal site.

Clean and dismantle equipment and return it to storage within the agreed time-scale.

Reinstate the work-site in accordance with the Permit to Work.

Evidence Requirements

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance, to demonstrate competence under typical working conditions.

The following evidence will be needed for the assessment of competence:

Observation, on a number of occasions, of the candidate dismantling and cleaning equipment. Followed by cleaning of the worksite and removal to storage of equipment and materials.

Evidence must be derived from working with:

Materials:	unused abrasive mediums
Waste materials:	expended abrasive mediums
Storage areas:	designated stores, hoppers bagged in appropriate container skips
Equipment:	blasting equipment
Standard operating requirements:	compliance with company operating procedures, compliance with platform operating procedures, compliance with permits to work

Evidence will be provided by demonstration of performance over a period of time supplemented, as required, by oral/written questioning and/or written assignment. These methods may also contribute to coverage of the Range and Knowledge.

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Underpinning Knowledge and Understanding

Evidence will be needed in relation to the following essential knowledge and understanding:

The range, uses, limitations and underpinning procedures of standard operating requirements.

The content and range of the COSHH assessment and safety regulations and the implications of not properly applying them.

The range, uses, limitations and importance of Permit to Work requirements.

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Unit 9 : CARRY OUT LSA SCALE REMOVAL OPERATIONS

UNIT GUIDANCE

This unit is about removing Low Specific Activity scale from pipework and vessels, and preparing contaminated items for removal from the facility.

The unit consists of 2 elements:

- 9.1 Descale Low Specific Activity (LSA) contaminated plant
- 9.2 Restore the worksite

An employee who can meet the demands of this unit should be able to consistently work and behave in such a way that they always comply with the operational requirements of their workplace. S/he will:

- Follow guidance provided
- Use appropriate methods and materials
- Respond to emergencies
- Correctly dispose of waste
- Work safely preventing contamination and pollution of the environment

In all aspects of their work, the candidate must meet the requirements of relevant legislation and comply with any specified workplace operating procedures or codes of practice. They must also be responsive to any specific requirements that exist in relation to the work they are undertaking or the environment in which they are working.

In being assessed for this unit, it is expected that the candidate will meet the unit's requirements at all times.

Evidence from real-work situations should be used as much as possible and this should be gathered as the individual goes about their typical work activities. Evidence from simulations may be needed where the workplace does not offer sufficient opportunities for the candidate to cover all aspects of the evidence needed. Any simulations used must be realistic.

In addition to the evidence requirements stated for each element in this unit, candidates will be required to demonstrate that they have the knowledge and understanding to work competently in all aspects of the standard. This will be particularly important when the candidate's workplace only offers limited opportunity for providing the evidence required or where contingency situations occur.

The aspects of knowledge and understanding needed are specified within the evidence requirements for each element.

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Element 9.1 : Descale low specific activity (LSA)-contaminated plant

Element Summary

This element is targeted at the safe removal of low specific activity scale and requires particular concern for pollution levels and the disposal of waste materials.

Standards of Performance

The competent person will:

1. Identify and establish controlled areas and operate these as specified.
2. Establish and operate decontamination facilities and conditions.
3. Monitor barrier radiation dose levels for subsequent logging by the Radiation Protection Supervisor.
4. Remove low specific activity scale from items.
5. Maintain the level of airborne contamination below the limit set by the current Ionising Radiation Act.
6. Correctly classify waste material, and then use appropriate methods to dispose of it.
7. Pack, label and containerise items that cannot be cleaned offshore.

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Evidence Requirements

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance, to demonstrate competence under typical working conditions.

The following evidence will be needed for the assessment of competence:

Observation of the candidate using chemical circulation, mechanical and water jetting methods to remove low specific activity scale.

The candidate will need to demonstrate that they can operate in all aspects of this work, in accordance with the appropriate Radiation Regulations and Local Rules.

Evidence must be derived from working with:

Methods of disposal: double-bagging, particle size reduction, back-loading scale as per Local Rules and condition, referring to the Radiological protection supervisor

Decontamination

Facilities: washing, changing, monitoring, encapsulation

PPE: waterproof overalls, rubber boots, visors, breathing apparatus

Evidence must be provided by demonstration of performance over a period of time, supplemented as required, by oral/written questioning and/or written assignment.

Underpinning Knowledge and Understanding

Evidence will be needed in relation to the following essential knowledge and understanding:

The principles and importance of the containment and handling of Low Scale Activity materials.

The range, uses and limitations of the 1985 Ionising Radiation Regulations.

The range, uses and limitations of Local Rules, Standard Operating Procedures and Permit to Work Procedures.

The range, uses and limitations of scale removal methods.

The range, uses and limitations of methods for operating Controlled Areas.

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Element 9.2 : Restore the work site

Element Summary

This element is about cleaning and dismantling equipment and removing unused materials and waste materials from the work area such that the worksite is returned to its original condition

Standards of Performance

The competent person will:

1. Make unused materials safe and secure.
2. Transfer materials and equipment safely and without damage, to the appropriate storage area.
3. Transfer and handle disposable waste material.
4. Clean and dismantle equipment.
5. Reinstate the work-site to its original state.

Evidence Requirements

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance, to demonstrate competence under typical working conditions.

The following evidence will be needed for the assessment of competence:

- The candidate will need to demonstrate that they can operate in all aspects of this work, in accordance with the appropriate Radiation Regulations and Local Rules. In addition they should be observed cleaning and dismantling equipment, working with LSA decontamination equipment, and restoring the work area to its original condition upon completion of work.

Evidence must be derived from working with:

Unused materials: degreasers, detergents, other chemicals

Waste materials: residuals, contaminants, general waste, toxic/hazardous, radioactive

Storage areas: designated storage areas, containers

- Evidence must be provided by demonstration of performance over a period of time, supplemented as required, by oral/written questioning and/or written assignment.

Underpinning Knowledge and Understanding

Evidence will be needed in relation to the following essential knowledge and understanding:

- The scope, uses and limitations of the Local Rules.