## **SEMS Training**

1. **Purpose**

The purpose of this policy is to ensure that all personnel and contractors are trained by a qualified instructor in operating procedures, safe work practices, JSA’s, emergency response and control measures.

1. **Procedure**

* All personnel and contractors must successfully complete the training required for their current position to include Company, site specific, regulatory and customer requirements.
* Personnel assigned to operate and maintain the facility must possess the required knowledge and skills to carry out their duties and responsibilities.
* All contractors providing personnel involved in SEMS activities should train their personnel in the work practices necessary to perform their jobs in a safe and environmentally sound manner.

1. **Initial Training**

* All personnel going offshore for the first time shall receive initial orientation training in accordance with API RP T-1.
* Personnel regularly assigned offshore will receive training in non-operating emergencies such as but not limited to firefighting, transportation emergencies, platform abandonment procedures, use of survival craft and water survival guidelines, as recommended in API RP T-4, API RP T-7, and API RP 14G.
* Appropriate personnel, regularly or occasionally assigned as required by circumstance, will be trained in safe work practices, simultaneous operations, and hazard communications.
* All personnel with the potential for exposure to hydrogen sulfide (H2S) shall receive appropriate H2S training.

1. **Periodic Training**

* Assessment of training needs will be conducted for personnel and contractors involved in SEMS activities. This assessment will consist of one or more of the following: written and/or oral quizzes, field observation, hands-on skills proficiency evaluations and participation in drills.
* Refresher training shall be provided to maintain understanding of and adherence to the current operating procedures.

1. **Communication**

Whenever a change is made in the SEMS procedures, personnel will be trained in or otherwise informed of the change before they are expected to operate the facility.

1. **Instructor Qualification**

Instructors must be appropriately trained to lead training courses or assess the training or competency of offshore employees. Instructors are qualified by acquiring the necessary relevant industry experience, undergoing instructor assessments when required, being authorized by the appropriate Company authority, and where required, the completion of specialized training specific to the course(s) they instruct such as:

* Facilitator’s courses
* Train-the-Trainer courses
* Industry-recognized instructor training
* Regulator-recognized instructor training