

**Guidance on
Basic Safety Training and
Vessel Induction for
Non-Marine Personnel
Working Offshore**



The International Marine Contractors Association (IMCA) is the international trade association representing offshore, marine and underwater engineering companies.

IMCA promotes improvements in quality, health, safety, environmental and technical standards through the publication of information notes, codes of practice and by other appropriate means.

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- ◆ Training, Certification & Personnel Competence

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There are also four regional sections which facilitate work on issues affecting members in their local geographic area – Americas Deepwater, Asia-Pacific, Europe & Africa and Middle East & India.

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This document supersedes IMCA SEL 007 – *Basic safety training for non-marine personnel on specialist vessels* – originally published in June 2001, which is now withdrawn.

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Guidance on Basic Safety Training and Vessel Induction for Non-Marine Personnel Working Offshore

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1 Introduction

This document sets out aspects that should be covered in basic safety training for non-marine personnel working onboard a vessel. Non-marine personnel can be defined as persons who, though not normally working onboard a vessel, may need to do so for a period of days or weeks in order to fulfil the needs of a given project.

This document offers examples of topics to be covered in basic safety training programmes. It is not intended to be used directly as a training document, rather it provides a checklist on topics the contractor should consider for inclusion in a basic safety programme which should be adapted for the workforce and the vessel/work to be undertaken.

IMCA does not approve or certify basic safety training courses.

2 IMO Requirements

The International Maritime Organization (IMO) has published “*Recommendations on training of personnel on Mobile Offshore Units*” as result of IMO Assembly resolution A.891 (21). This supplements the International Convention on Standards of Training and Watch-keeping for Seafarers (STCW) requirements for maritime crews. It provides guidance for the induction training of all personnel and guidance for the training of all regularly assigned personnel and other special personnel, as well as specific specialised training for maritime personnel – see section 5.1 below.

The training set out in this document is compatible with the IMO recommendations.

3 IMCA Guidance

IMCA guidance on basic safety training and vessel induction or familiarisation is been provided in two documents:

- ◆ *Guidance on the initial and refresher familiarisation of vessel crews* (IMCA S&L 003, June 2000) – This document is intended to cover the needs of vessel crews rather than non-marine or project personnel;
- ◆ This document – *Guidance on basic safety training and vessel induction for non-marine personnel working offshore*.

4 Geographical Requirements

This document stipulates the minimum basic safety training requirements on a world-wide basis. In certain regions additional requirements may be in force, whilst in other areas there may be no specific requirements in place. It is specifically for these areas that the basic safety training requirements described in this document have been developed. Companies need to assess the requirements of specific areas and countries.

5 Personnel Categories

IMO Assembly Resolution A.891(21) of November 1999 defined four categories of personnel visiting vessels and other mobile offshore units. These are as follows:

- Category A Visitors and special personnel not regularly assigned who are onboard for a limited period of time, in general not exceeding three days, and have no tasks in relation to normal operations of the unit;
- Category B Other special personnel without designated responsibility for the safety and survival of others;
- Category C Regularly assigned special personnel with designated responsibility for the safety and survival of others;
- Category D Maritime crew members.

5.1 Basic Safety Training and Induction/Familiarisation for each Category

Guidelines for the basic safety training and vessel induction of personnel in the four categories outlined above are set out in Table 1.

	Vessel induction	Basic safety training	Specific training in the training and survival of others
Category A ¹	Yes	As appropriate ³	
Category B ²	Yes	As appropriate ³	
Category C	Yes	Yes	As appropriate ⁴
Category D	Yes	Yes	As appropriate ⁵

Table 1 – Basic safety training and vessel induction

All personnel should receive vessel induction or familiarisation as set out in Section 7 below.

- Note 1 Category A comprises special personnel not regularly assigned who are onboard for a limited period of time, generally three days, and who have no tasks in relation to normal vessel operations;
- Note 2 Category B comprises special personnel without designated responsibility for the safety and survival of others. This includes all non-marine project personnel working regularly offshore, specialist technical personnel for marine or project specific work who do not normally work offshore and technical personnel onboard for trials, transits and/or rigging/de-rigging of project specific equipment;
- Note 3 The following personnel should take a residential basic safety training course set out in Section 6:
- ◆ Category B non-marine project personnel who work regularly offshore
 - ◆ Category A and Category B personnel not regularly assigned who are on board for a limited period of time, generally one day, and who have no tasks in relation to normal vessel operations, but make repeated short visits to vessels offshore as part of their regular work;
- Category B personnel who are required to undertake a one-off trip not exceeding 14 days do not need to take a residential basic safety training course. This typically allows vendor technicians or specialist personnel to undertake commissioning or repair work onboard a vessel;
- Note 4 Category C personnel with designated responsibility for the training and survival of others should receive specific training on these duties, such as firefighting team member training, stretcher team member training, first aid training, coxswain training, etc. Such training is beyond the scope of this document;
- Note 5 Category D or maritime personnel will receive training according to STCW and other regulatory requirements.

6 Basic Safety Training

This training should take the form of a residential Basic Offshore Safety Induction and Emergency Training (BOSIET) course of three days' duration held at an appropriate training establishment and should be undertaken before joining the vessel. Further information on the content of these courses can be found from course providers or from OPITO (www.opito.net).

Four main areas are included in the course:

- ◆ Introduction to offshore safety
- ◆ Helicopter safety and escape training
- ◆ Sea survival training
- ◆ Firefighting and self rescue

These subjects are intended to provide guidance on the basic safety training course contents. However, depending on the area of operations, the course could be adapted to include specific geographic circumstances. The generic character of the course should be maintained in order to avoid including training which is only useful in certain geographical areas.

6.1 Introduction to Offshore Safety

- ◆ Overview of offshore oil and gas activities and various types of installations;
- ◆ Offshore hazards and comparative degrees of risks, protection and mitigation means;
- ◆ Discussion of environmental issues such as waste disposal and oil spills;
- ◆ Organisation structure, functional roles and responsibilities in terms of safety;
- ◆ Safety management system, offshore legislation, permit to work systems;
- ◆ Medical and health fitness standards, substance abuse;
- ◆ Living offshore, working routines, injuries and illness;
- ◆ Personal protective equipment (PPE) requirements;
- ◆ Procedure for reporting incidents, accidents and near-misses;
- ◆ The role of the medic.

6.2 Helicopter Safety and Escape Training

- ◆ Donning a transit-type survival suit and aviation lifejacket;
- ◆ Preparing for helicopter ditchings and emergency landings;
- ◆ Actions following controlled emergency descent on to dry land and water;
- ◆ Partial submersion of aircraft and capsizing in water;
- ◆ Use of emergency breathing systems (EBS).

6.3 Sea Survival Training

- ◆ Immediate first aid actions including the 'ABC' (airway, breathing, circulation);
- ◆ Lifejacket use in an emergency;
- ◆ Mustering, boarding and role as a passenger in a totally enclosed motor propelled survival craft (TEMPSC);
- ◆ Correct fitting of a helicopter rescue strop and body posture during winching.

6.4 Firefighting and Self Rescue

- ◆ Use of appropriate hand-held portable fire extinguishers, fire hose reels and fire blankets;
- ◆ Self rescue techniques with smoke hood or escape type breathing apparatus;
- ◆ Small group escape techniques with a smoke hood from areas where visibility is completely obscured.

6.5 Refresher Training

Basic safety training as described in this document should be refreshed at the regular interval of every five years, though it should be noted that the requirement for refresher training in some geographical regions may be more frequent.

Refresher training courses may be shorter and cover less detail than a full basic safety training course; typically these may be a single day in length. The course will include:

- ◆ Helicopter safety and escape training, including operation and use of EBS;
- ◆ Firefighting and self rescue exercises.

6.6 Certification for Successfully Following a Basic Safety Training Course

All personnel should receive a certificate as proof that they have successfully completed the basic safety training course. The certificate should at the minimum include the following:

- ◆ Personnel information;
- ◆ Identification details;
- ◆ Training institute information;
- ◆ Complete list of the training's content;
- ◆ Date of the training and expiry date if applicable;
- ◆ Approval body or signatory body;
- ◆ Certificate number.

Since this document has been developed for use in regions where there are no specific training requirements in place, additional certification might be required when moving to other regions.

7 Vessel Induction

IMCA has set out guidance on the initial and refresher familiarisation for vessel crews in IMCA S&L 003, published in June 2000. This document is not intended to replace IMCA S&L 003 but to complement it with specific guidance on familiarisation for non-marine and project specific crew, i.e. those in Categories A and B.

All personnel working on the vessel should attend a vessel induction. The purpose of this procedure is to ensure that all personnel joining the vessel for the first time, or re-joining the vessel after a lengthy absence, become familiar with the vessel's safety and quality systems. In addition to the vessel induction, there may be additional project familiarisation necessary.

For practical reasons it is advisable to arrange the induction immediately prior to departure of the vessel in order to ensure that late arrivals are included in the training programme.

For personnel joining the vessel at sea, the induction course should take place as soon after joining as is reasonably practicable.

7.1 Suggested Course Content

The induction programme should be normally held on the vessel, commencing with a presentation not necessarily limited to the subjects outlined below and continuing with whatever is relevant to the vessel's operations.

- ◆ General vessel tour including, but not limited to, vessel alarms, location of lifesaving and firefighting appliances and escape routes, lifeboat allocation, restricted areas (where applicable) and location of first aid equipment;
- ◆ Fire, lifeboat and man overboard drills;
- ◆ Security awareness;
- ◆ 'Stopping the job';
- ◆ Permit to work system, utilising permit to work system training materials;
- ◆ Waste disposal onboard the vessel – protecting the marine environment;
- ◆ Reporting of safety incidents;
- ◆ Safe operation of watertight doors and automatic fire doors;
- ◆ Increased hazard awareness necessary in rough seas or high winds;
- ◆ Introduction to national legislation where appropriate and applicable.