

CURSO / TRAINING

Travel Safely by Boat Supplementary Training (Personnel Transfer Basket at Sea)

Rev. 00.DDMMAAAA

1,5h (horas) / (hours)



Objetivos Gerais (General objectives):

This Product is to equip personnel traveling/transferring by boat to work offshore on how to safely embark and disembark a personnel transfer basket.

The objectives of the TSbB supplementary training are that learners will be able to:

- (a) Understand the risks, safety procedures and safe working practices in relation to the transfer of personnel by basket;
- (b) Practice and demonstrate the correct method of boat transfer using personnel transfer basket.

Objetivos Específicos (Specific objectives):

Please see below.

Conteúdo Programático / Carga Horária por módulo (Program content / Workload per module)

Unit Code	Unit Title
OIS-352	Travel Safely by Boat Supplementary Training (TSbB) (Personnel Transfer Basket at Sea)

OUTCOMES	CRITERIA
1 OUTCOME: SAFETY PROCEDURES WHEN EMBARKING AND DISEMBARKING	1.1 RELEVANT INTERNATIONAL OR LOCAL REGULATIONS AND REQUIREMENTS IN RELATION TO TRANSFER OF PERSONNEL BY BOAT TO AND FROM AN OFFSHORE INSTALLATION USING A PERSONNEL TRANSFER

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PERSONNEL TRANSFER BASKET THE LEARNER WILL UNDERSTAND:	BASKET 1.2 DIFFERENT TYPES OF PERSONNEL TRANSFER BASKETS USED OFFSHORE TO INCLUDE: 1.2.1 RIGID 1.2.2 COLLAPSIBLE 1.3 SAFETY PROCEDURES WHEN EMBARKING AND DISEMBARKING PERSONNEL TRANSFER BASKET TO INCLUDE: 1.3.1 CORRECT METHOD OF LUGGAGE TRANSFER 1.3.2 PROPER BODY POSITION AND FOOTING COVERING: 1.3.2.1 WHERE AND HOW TO STAND 1.3.2.2 PLACEMENT OF ARMS 1.3.2.3 BENDING KNEES 1.3.2.4 SECURING SAFETY STRAPS 1.3.2.5 STEPPING ON AND OFF 1.4 PERSONAL RESPONSIBILITIES INVOLVED IN THE OPERATION OF PERSONNEL TRANSFER BASKET AT SEA
2 OUTCOME: HAZARDS AND ASSOCIATED RISKS INVOLVED IN THE OPERATION OF PERSONNEL TRANSFER BASKET AT SEA	2.1 HAZARDS AND ASSOCIATED RISKS INVOLVED IN THE OPERATION OF PERSONNEL TRANSFER BASKET AT SEA INCLUDING: 2.1.1 ENVIRONMENTAL CONDITIONS COVERING:

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THE LEARNER WILL UNDERSTAND:	2.1.1.1 WIND SPEED/DIRECTION 2.1.1.2 SEA CONDITIONS/SWELL HEIGHT 2.1.1.3 VISIBILITY 2.1.2 SLIP/TRIP HAZARDS 2.1.3 ENTANGLEMENT HAZARDS 2.1.4 CONDITION OF ALL EQUIPMENT USED IN PERSONNEL TRANSFER TO INCLUDE: 2.1.4.1 CERTIFICATION 2.1.4.2 MAINTENANCE 2.1.5 FREQUENCY OF TRANSFERS AND NUMBERS OF PERSONNEL INVOLVED
3 OUTCOME: SAFE EMBARKATION AND DISEMBARKATION OF PERSONNEL TRANSFER BASKET INCLUDING DONNING OF APPROPRIATE PPE AND PPD THE LEARNER WILL PERFORM:	3.1 DONNING OF AN APPROPRIATE PPE AND FLOATATION DEVICE AS USED DURING TRANSFERS 3.2 SAFE EMBARKATION AND DISEMBARKATION OF PERSONNEL TRANSFER BASKET TO INCLUDE: 3.2.1 CORRECT METHOD OF LUGGAGE TRANSFER 3.2.2 PROPER BODY POSITION AND FOOTING COVERING: 3.2.2.1 WHERE AND HOW TO STAND 3.2.2.2 PLACEMENT OF ARMS 3.2.2.3 BENDING KNEES 3.2.2.4 SECURING SAFETY STRAPS 3.2.2.5 STEPPING ON AND OFF

Forma de Organização da Formação (Training Organization Form)

In-person training.

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Metodologias de Formação (Training Methodologies)

The training will be developed using the following methods:

Expository, interrogative, demonstrative and active.

Metodologias de Avaliação das Aprendizagens (Learning Assessment Methodologies)

To achieve the Travel Safely by Boat Supplementary Training (Personnel Transfer Basket at Sea) the learner will need to complete the 1 mandatory unit.

Assessment Guidance for Outcomes 1 and 2

Centres must also be able to demonstrate that learners have achieved an understanding of the information and concepts detailed in each of the Unit Outcomes. This may be achieved through a variety of methods, including but not limited to: verbal questioning and individual and/or group discussion.

Assessment Guidance for Outcome 3

Following theoretical learning and demonstration of practical exercises by the centre, learners will be observed undertaking verbal questioning and direct observation practical exercises and covering all the criteria specified

Learners must successfully complete all practical exercises in order to achieve this Unit.

Recursos pedagógicos / Espaços e equipamentos (Pedagogical resources / Spaces and equipment)

Audiovisual and technical material to be made available in each training: room with adequate furniture; videoprojector; blackboard and others.

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Each learner will be given a Training Support Manual (Digital format).

Equipment

The following equipment, of a type in use regionally on offshore oil and gas operations, is required to meet the needs of the training programme:

- (1) Floatation devices e.g. Work Vests
 - (2) Marine lifejackets
 - (3) Boat transfer simulator
 - (4) Marine life raft and ancillary equipment
 - (5) Personal protective equipment (PPE)
 - (6) First aid equipment
 - (7) Video footage video of boat transfers being carried out in typical real-life situations
 - (8) Personnel Transfer Basket (rigid/collapsible)
 - (9) Lifting equipment:
 - (a) A crane (pedestal or mobile type, fitted with a boom which is compatible with the operational requirements in the environment in which the crane will be operating) c/w crane hook pennant should be of sufficient length to keep the hook well clear of personnel being transferredOR
 - (b) An electric winch or equivalent for hoisting personnel transfer basket
 - (10) Tag lines where applicable – to enable control of swing when raising and lowering basket
- Items
- (8)-(10) are required for delivering the TSbB Supplementary Training.

Público-alvo (Target Group):

This Product is to meet supplementary training and assessment requirements for personnel who are required to be competent in travelling and transferring by boat to an offshore installation using a personnel transfer basket.

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Medical entry requirements

The learner should be declared fit, from:

- a) Possess a valid, current offshore medical certificate or
- b) Possess an operator approved medical certificate or
- c) Undergo medical screening by completing an appropriate medical screening form provided by the OPITO approved Centre

Duração Total do Curso (Total Training Duration):

1,5h

Características Específicas da Formação (Specific Characteristics of Training):

Validade

The supplementary training programme may be undertaken concurrently or consecutively with the Travel Safely by Boat Initial or Further Training programmes or at any time during the validity period of the current Travel Safely by Boat initial/further certificate.

Note: Some individual companies require re-validation at intervals more frequent than that required by OPITO; in these instances it will be acceptable for training providers to omit or modify the expiry date to avoid confusion. However the validity period will remain as set by OPITO with regard to the central register and the industry as a whole.

Please note: If the expiry date on the learners previous certificate is within 3 months prior of the course enrolment date then the date of the new certificate should correspond with the expiry date of the existing/previous certificate unless stated otherwise by the Duty Holder or Asset Owner or Operator.

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a) Registration process

- **Place / time of the training** - The training takes place at the CEDROS facilities in Palmela (Rua Vale de Craveiros CCI 8807 2950-731 Quinta do Anjo). Training will take place between [] am and [] pm, any changes will be communicated. The learner should consult his email, where he will receive confirmation of his registration and details of the training.

- **Prerequisites** - The learner must consider the fulfillment of the prerequisites according to the training program of the course, when applicable.

- **Photographic Record Identification Document** - The learner must make sure that on the training day he / she brings with him a valid identification document (e.g.: citizen card, passport, etc.) to show the trainer at the beginning of the training and to do the recognition of the trainee.

- **Equipment** - Most of the equipment used in the training is provided by CEDROS, however the learner must bring some Personal Protective Equipment (communicated in the joining instructions, sent before the start of the course). Other equipment can be considered in the confirmation email of the training action. If the learner does not have any equipment, he must communicate to CEDROS, in order to solve the situation.

- **Hygiene** - The learner has changing rooms at his disposal, where he can change his clothes and have a bath. We recommend that you bring a change of clothes, slippers, towel and hygiene products.

- **Overnight / Meals** - CEDROS has a partnership with local accommodation close to the training center (<http://www.casadaspipas.pt/>), where the trainee can stay (meals not included).

On the training day, CEDROS offers coffee breaks to the learners. Lunch is the trainee's responsibility, there are several local restaurants, on the day of the training more information will be given to the trainee's about the nearby restaurants.

b) Equal training opportunities

CEDROS is committed to provide all trainees with equal opportunity with regard to access to training, regardless of gender, nationality, ethnicity, religious belief, political affiliation, marital status, age or disability.

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The following clarifies some conditions for access to training, considering particular situations.

- **Disability** - When a learner has some type of disability / physical limitation, he / she must inform CEDROS upon registration, so that we can provide the necessary support and follow-up during the training. However, there are courses in which some physical strength is required to carry out the practical component of the course, in which case the criteria must be analyzed and the effective possibility of compliance with the CEDROS technical team must be verified for health and safety reasons.
- **Literacy** - learners who have difficulties in terms of language / literacy, must communicate to CEDROS at the time of registration, so that it verifies the possibility of guaranteeing, during the training, the support through the presence of a designated person which will assist in terms of reading and / or writing, during the training and in carrying out the evaluation process.
- **Language / Language** - If the learner 's mother tongue is not the same as the one in which the training is given, they must have a minimum level of understanding and conversation to integrate the training. We recommend that the trainee has a B1 level, according to the Common European Framework of Reference for Languages (Levels: A1 / A2 Basic User | B1 / B2 Independent User | C1 / C2 Advanced User).

Evaluation review process:

The learner 's evaluation process can be revised whenever justified, it can occur at the trainee's request or if any non-conformity is detected.

The review of the trainee's evaluation process is carried out as follows: the evaluation test is reviewed by another OPITO trainer of the respective course, and there may be the need to repeat the practical component, through the reassessment of the exercises with another trainer.