

## **TPTI APPROVED STANDARDS**

### **Basic Offshore Safety Training (Without HUET Training)**



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(without HUET)**

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## GLOSSARY

ABC	Airway Breathing Circulation
ALARP	As low as reasonably practical
ACOP	Approved Code of Practice
BOST	Basic Offshore Safety Training
BOST-H	Basic Offshore Safety Training without HUET
BOP	Blow-out Preventer
COSHH	Control of Substances Hazardous to Health
CO2	Carbon Dioxide
CPR	Cardio Pulmonary Resuscitation
CR	Central Register
EBS	Emergency Breathing System
ESD	Emergency shutdown
DMF	Department of Minerals and Fuels
FOT	Further Offshore Training
GPA	General Platform Alarm
HASAWA	Health & Safety at Work Act
HELP	Heat Escape Lessening Position
HLO	Helicopter Landing Officer
HSE	Health & Safety Executive
HS&E	Health, safety and environment
H2S	Hydrogen Sulphide
IADC	International Association of Drilling Contractors
MHSWR	Management of Health & Safety at Work Regulations
MOB	Man overboard
MSDS	Material Safety Data Sheet
OIM	Offshore Installation Manager
OPITO	Standards & Approvals function of Cogent Sector Services Limited (sets international standards)
POB	Personnel onboard
PRfS	Personal responsibility for safety
PPE	Personal Protective Equipment
PTW	Permit to Work
SMS	Safety Management System
TEMPSC	Totally Enclosed Motor Propelled Survival Craft
TOFS	Time Out for Safety

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<b>BASIC OFFSHORE SAFETY TRAINING WITHOUT HUET</b>
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## Introduction

This standard was developed jointly by TPTI and OPITO in conjunction with a workgroup representing the interests of the offshore oil & gas industry in Thailand

The rationale behind this development was the need for a “fit for purpose” standard to meet the requirements for basic offshore safety training in Thailand **for those who do not travel by helicopter**. The key objective was to establish a basic competency based training standard, appropriate Thailand.

TPTI recognises the contribution made by OPITO in the development of this standard and thanks the directors and management of OPITO for their assistance.

This Document introduces and describes the core competence and safety training requirements relative to the offshore Oil & Gas Industry in Thailand. It is envisaged that by achieving the core competence requirements within the TPTI structure of approved training providers and central recording system, personnel will only require additional training when operating outwith Thai waters and no duplication of previous training will occur.

It is recognised that a major objective is to prevent incidents occurring and if they do occur to be able to respond effectively to them. The training establishment should recognise that this is only part of a broader training programme. There will also be company and installation specific inductions and emergency response training of which most will be conducted offshore on a regular basis as offshore drills and exercises.

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## A.1 Target Group

This programme is designed to assist in meeting the initial onshore safety and emergency response training and assessment requirements for personnel new to the offshore oil and gas industry in Thailand.

### **This BOST-H Standard contains:**

Learning Outcomes  
Training Programme Content  
Statements on:  
Assessment  
Further Training/Assessment

### **The standard consists of the following modules:**

Safety Induction  
Sea Survival  
Boat Transfer  
Firefighting and Self Rescue

## A.2 Delegate Prior Achievement

No prior achievement required

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## Basic Offshore Safety Training without HUET

**The responsibility for delivering and assessing this programme rests with TPTI Approved Training Providers.**

### A.3 Learning Outcomes

During the BOST-H programme delegates will gain a basic level of understanding and an awareness of safety and emergency response on offshore installations.

They will be required to demonstrate their skills and the level of knowledge and understanding of the following key areas.

#### SAFETY INDUCTION

**Delegates will explain/identify:  
(testing knowledge)**

1. Offshore hazards, their control and consequences.
2. Waste disposal/environmental awareness.
3. How offshore safety is regulated.
4. How offshore safety is managed.
5. Procedures for prescribed medicines offshore.
6. Alcohol and substance abuse policy.
7. PPE requirements.
8. Procedure for reporting incidents, accidents and near misses.
9. The role of the Medic.

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## Basic Offshore Safety Training without HUET

### A.3 Learning Outcomes (continued)

#### SEA SURVIVAL

**Delegates will demonstrate practically:  
(testing skills and knowledge)**

10. Donning of a permanent buoyancy lifejacket prior to use in an emergency.
11. Actions when mustering and boarding a survival craft (TEMPSC) as a passenger during launching operations.
12. Fitting of a helicopter strop and correct body posture during winching.
13. Immediate first aid actions including the ABC.

#### BOAT TRANSFER

**Delegates will demonstrate practically:  
(testing skills and knowledge)**

14. Donning a permanent buoyancy lifejacket
15. A method of transfer between a simulated boat deck and a simulated fixed installation deck e.g. swinging rope transfers

#### FIREFIGHTING AND SELF RESCUE

**Delegates will demonstrate practically:  
(testing skills and knowledge)**

16. Use of appropriate hand held portable fire extinguishers.
17. Self-rescue techniques with a smoke hood from areas where visibility is reduced due to smoke\*.
18. Self-rescue techniques with a smoke hood from areas where visibility is completely obscured\*\*.
19. Small group escape techniques with a smoke hood from areas where visibility is completely obscured.

\* smoke hoods to be used in cosmetic smoke only

\*\*This may be achieved by conducting exercises in darkness or by using “blacked out” smoke hoods

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## Basic Offshore Safety Training without HUET

### A.4 Training Programme

The training programme outlined below will assist delegates to meet the stated training outcomes.

In order to make efficient use of time and ensure effective learning, the three phases of explanation, demonstration and practice should be integrated wherever practicable.

Full use should be made of visual/audio-visual aids and course handout materials.

**Practical exercises should be designed and delivered solely to meet these standards, and must not place on delegates any physical or mental demands other than those required to meet the standard.**

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## Basic Offshore Safety Training without HUET

### A.4 Training Programme (continued)

#### SAFETY INDUCTION

##### 1. Industry Overview and Installation Overview

**Give an overview of:**

- a. Offshore oil and gas activities.
- b. Formation, finding and exploitation of oil and gas.
- c. Types of installations
  - drilling
  - production - oil and gas/gas
  - construction
  - accommodation
  - specialist vessels.
- d. The offshore environment.

##### 2. Offshore Hazards

**Give an explanation of:**

Offshore hazards and comparative risk levels

e.g.

- pressure hazards
- motion hazards
- chemical hazards
- electrical hazards
- gravity hazards.

##### 3. Managing Offshore Safety

**Give an explanation of:**

The multiple barriers model and systems in place to prevent hazards from contacting targets including:

- safe systems of work
- personal responsibility for safety
- safety observation programmes.

##### 4. Controlling Offshore Hazards

**Give an explanation of:**

The hierarchy of control and how control measures are implemented offshore; discuss the consequences of failure to control the risks.

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## Basic Offshore Safety Training without HUET

### A.4 Training Programme (continued)

#### SAFETY INDUCTION (continued)

#### 5. Regulating Offshore Safety\*

Give an explanation of:

How offshore safety is regulated e.g.

- legislation applicable
- legislative requirements
- legal responsibilities
- role of industry organisations
- documenting the SMS

#### Industry Safety Aims and Visions\*

Give an explanation of:

Industry's expectations of personal safety behaviour e.g.

- Industry vision
- Expected standards for safety
- Behavioural safety tools

**\*The Trainer's Guide for Basic Offshore Safety Training without HUET in Appendix 1 includes further information relevant to this topic.**

#### 6. Living and Working Offshore

Give an explanation of:

Fitness requirements, medical standards,  
The procedure for taking prescribed medicines offshore  
Alcohol and substance abuse policies.

Offshore routines:

reporting in  
installation induction  
cabin/laundry/bond  
recreation /smoking  
getting on with others

Working routines:

procedures  
work authorisation  
maintaining a safe workplace  
personal protective equipment  
waste disposal  
the right to stop unsafe work

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## Basic Offshore Safety Training without HUET

### A.4 Training Programme (continued)

#### SAFETY INDUCTION (continued)

#### 6. Living and Working Offshore (continued)

##### Give an explanation of:

Involvement in safety e.g.

- observation systems
- PTW
- toolbox talks
- safety meetings
- drills & exercises
- additional duties

Communicating safety, including:

- lines of communication

Injuries and illness:

- reporting incidents, accidents near misses and illnesses
- the role of the medic
- investigation
- preventing a recurrence
- support available to relatives in the event of illness/injury/major incident/evacuation

**A Trainer's Guide for Basic Offshore Safety Training without HUET is shown in Appendix 1**

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## **A.4 Training Programme (continued)**

### **SEA SURVIVAL**

<b>1. Evacuation (Theory)</b>
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Give an overview of the actions to be taken prior to, during and after selective evacuation or escape from an offshore installation covering:

- a. Layout of installations (escape routes, temporary refuge, muster locations, abandonment locations, access routes including helideck, bridge landing points, tertiary escape points).
- b. Installation alarms and communications (locations, use and appropriate response).
- c. The possibility of devolved command within the installation's organisational structure and appropriate procedures and actions should this occur.
- d. The need for and use of personal protective equipment (gloves, torch, smoke hoods, etc).
- e. The SAR organisation and means of rescue from sea and survival craft.
- f. The importance of correct personal clothing.
- g. The first aid actions suitable for use in a liferaft and TEMPSC.

**a to d above are in advance of the information detailed during installation safety briefings.**

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## **A.4 Training Programme (continued)**

### **SEA SURVIVAL (continued)**

<b>2. Evacuation and Escape (Practical)</b>
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**Give an explanation and demonstration of:**

- a. The various types of survival craft (TEMPSC), their function, the procedure for mustering, boarding and strapping in, including the safety precautions during lowering and release, emergency equipment and supplies.
- b. The various means of tertiary escape (this may be achieved by the use of video, slides, OHP transparencies, etc).
- c. Water entry and the precautions when entering from a height.

**Delegates to practise and demonstrate:**

- d. The donning of a permanent buoyancy lifejacket.
- e. As a TEMPSC passenger mustering, boarding and strapping in (the craft then to be lowered into water and released.)
- f. Boarding a marine liferaft from the water and carrying out initial and secondary actions.
- g. The fitting of a helicopter lifting strop, subsequent lifting and (simulated) entry into a rescue helicopter.
- h. In-water procedures, including individual and group survival techniques, followed by rescue by one of the recognised methods available offshore.
- i. The first aid actions suitable for use in a liferaft and TEMPSC.

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## Basic Offshore Safety Training without HUET

### A.4 Training Programme (continued)

#### 3. Emergency First Aid

**Note:** Emergency first aid training will normally be delivered along with survival first aid (1g. and 2i.)

**Give an explanation and demonstration of:**

- a. Raising the alarm.
- b. Appropriate behaviour at the first aid scene.
- c. Immediate first aid actions suitable for use prior to the arrival of the medic / first-aider.

**Delegates to practise and demonstrate:**

- d. Raising the alarm.
- e. Immediate first aid actions including ABC.

**A Trainer's Guide for Basic Offshore Safety Training without HUET is shown in Appendix 1.**

### BOAT TRANSFER

#### 1. Boat Travel

**Give an overview of the procedures for:**

- |  |   |
|--|---|
| <ol style="list-style-type: none"><li>a. pre-boarding</li><li>b. safe boarding</li><li>c. on board</li><li>d. safe disembarkation</li><li>e. personnel transfers</li></ol> | <b>This is in advance of the information detailed during pre-trip briefings</b> |
|--|---|

**Give an explanation and demonstration of:**

- a. swing rope transfers
- b. basket transfers (this may be achieved by the use of videos, slides, OHP transparencies, etc.)

**Delegates to practice and demonstrate:**

- a. swing rope transfers in both directions between a simulated boat deck and a simulated fixed installation deck

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## Basic Offshore Safety Training without HUET

### A.4 Training Programme (continued)

#### 2. Boat Emergencies

**Give an explanation of boat emergencies with specific reference to:**

- donning of a permanent buoyancy lifejacket
- flotation characteristics
- use of emergency equipment onboard
- abandonment
- survival techniques following abandonment

**Give an explanation and demonstration of:**

- a. the donning of a permanent buoyancy lifejacket
- b. boarding a marine liferaft (from vessel/water)
- c. carrying out initial and secondary actions
- d. in-water survival techniques

Delegates to practice and demonstrate a. – d. above

Note: It is not necessary to repeat any exercises carried out within the Sea Survival section

providing the relevance to both situations is explained to delegates.

**A Trainer's Guide for Basic Offshore Safety Training without HUET is shown in Appendix 1**

### FIREFIGHTING AND SELF RESCUE

#### 1. Firefighting Offshore

**Give an overview of:**

- a. The common causes and nature of fires onboard offshore oil and gas installations.
- b. Raising the alarm.
- c. The purpose of fixed fire and gas detection and firefighting systems; the actions to take in areas where these systems are deployed.
- d. Hydrogen Sulphide; the hazards, methods of detection and the actions to take in the event of discovery.

This is in advance of the information detailed during installation safety briefings

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## **A.4 Training Programme (continued)**

### **FIREFIGHTING AND SELF RESCUE (continued)**

#### **Give an explanation and demonstration of:**

- d. The actions on discovering a fire.
- e. The operation of hand held portable fire extinguishers, small bore fire hose reels, fire blankets and their use against Class A and B fires.

#### **Each delegates to practise and demonstrate:**

- f. Raising the alarm on discovery of a fire.
- g. The operation of water (or foam), dry chemical and CO2 hand held portable fire extinguishers in extinguishing Class A and Class B fires as appropriate.

**Note:** Delegates may practice operation of small bore fire hose reel and/or fire blanket if requested and if sufficient time is available.

<b>2. Self Rescue</b>
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#### **Give an explanation and demonstration of:**

- a. Self rescue techniques with and without respiratory protection from areas which are being subjected to smoke and heat.
- b. Small group escape techniques with respiratory protection from an area which is being subjected to smoke and heat.

#### **Delegates to practise and demonstrate:**

- c. Self-rescue techniques with a smoke hood from areas where visibility is reduced due to smoke\*.
- d. Self-rescue techniques with a smoke hood from areas where visibility is completely obscured\*\*.
- e. Small group escape techniques with a smoke hood from areas where visibility is completely obscured.

\* smoke hoods to be used in cosmetic smoke only

\*\*This may be achieved by conducting exercises in darkness or by using “blacked out” smoke hoods

<b>A Trainer's Guide for Basic Offshore Safety Training is shown in Appendix 1</b>
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## **A.5 Duration of Training**

**The optimum 'contact time' for this training and assessment is seen as 15 hours 55 minutes.**

The Safety Induction part of this module is 100% theory.

It is suggested that the ratio of 40% theory to 60% practical is appropriate for the remaining parts of the module.

Where this training is part of a programme of longer duration:

- the total contact time per day shall not exceed 8 hours.
- the total training day shall not exceed 10 hours

The total training day includes

- contact time
- refreshment and meal breaks
- travel between training sites where applicable.

## **A.6 Assessment**

Delegates will be judged against the learning outcomes using direct observation and oral and/or written questions as appropriate.

Training Providers should have a policy and procedure in place for dealing with persons not meeting the stated learning outcomes.

## **A.7 Further Training/Assessment**

The initial BOST-H certificate is valid for a period of three years. Thereafter, further training should be undertaken.

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## RESOURCES

### C.1 Staff

In order for a competence programme to be delivered successfully it is necessary to have appropriate persons in presenting and supporting roles.

TPTI Approved Training Providers will deliver and carry out assessment of the programme.

1. Training staff will be
  - trained in instructional/lecture techniques and/or have proven instructing /teaching experience.
  - included in an ongoing training programme, which includes visits to offshore oil and gas installations, to enable them to maintain and update skills.
2. Assessors will be:
  - discipline experts and will hold a recognised formal assessor award
  - knowledgeable of the areas being assessed.
3. All Staff will have the appropriate competencies to conduct/assist with the element of training being undertaken.

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## RESOURCES

### C.2 Trainer/Delegate Ratio

1. The ratio shown for theory sessions indicates the maximum number of delegates attending the course.
2. Other ratios indicate the maximum number of delegates to be supervised by an Instructor at any one time during each activity.

#### Safety Induction

Theory 1: 16

#### Sea Survival

Theory 1: 16

TEMPSC (per craft)

- Theory & Demonstration 1 : 8
- Lowering and Release 1 : 16
- In-Water 1 : 8

(One instructor to be nominated pool supervisor and a minimum of 2 staff appropriately dressed for response to any in-water emergency).

- Emergency first aid theory 1: 16
- Supervision of ABC practical 1: 4

#### Boat Transfers

- Theory 1 : 16
- Theory & Demonstration 1 : 16
- Practical  
Swing rope transfer 1 : 8

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## RESOURCES

### C.2 Trainer/Delegate Ratio (continued)

#### Firefighting & Self Rescue

Theory	1: 16
Extinguishers	
• Theory & Demonstration	1 : 16
• Practical Extinguishers	1 : 4
Practical self rescue	
• Group escape exercise	1 : 4
• Self-rescue in cosmetic smoke	1 : 4

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## RESOURCES

### C.3 Facilities

**Administration** arrangements appropriate for enrolment and certification of delegates and all aspects of the delivery of training in accordance with this standard.

**Theory** training area(s) so designed to enable each delegate view, to hear and participate fully in the subject matter being taught.

**Practical** training areas so designed to enable each delegate, to individually or as part of a team to view, hear and practise the following;

- (a) The donning of a permanent buoyancy life jacket.
- (b) The use of a helicopter lifting strop and winching to a simulated rescue aircraft.
- (c) The boarding of a marine life raft from the water.
- (d) In-water procedures, including individual and group survival technique, followed by rescue by one of the recognised methods available offshore.
- (e) As a passenger TEMPSC mustering, boarding and strapping in (the craft then to be lowered and released).
- (f) Swing rope transfers in both directions between a simulated boat deck and a simulated fixed installation deck
- (g) The use of portable fire extinguishers against the following:
  - Class B contained spill
  - Class A fire
- (h) The donning and wearing of a smoke hood in an area which can be smoke logged using cosmetic smoke.

**Note:** Facilities provided for delegates to enter the water, either for the HUET or Sea Survival sessions must consist of a purpose built pool with appropriate filtration and water quality checks. Open sea or river facilities are not acceptable.

**All facilities must be maintained and where appropriate, inspected and tested in accordance with current standards/legislation and manufacturers recommendations.**

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## RESOURCES

### C.4 Equipment

1. Equipment, of a type found on offshore oil and gas installations and vessels involved in offshore operations, required to meet the needs of the training programme.
  - (a) Marine liferaft and ancillary equipment
  - (b) TEMPSC and ancillary equipment
  - (c) TEMPSC means of lowering, launching and recovery
  - (d) Tertiary Escape Systems (video/slide presentation)
  - (e) Helicopter rescue strop
  - (f) Boat transfer simulator
  - (g) Portable Extinguishers - water, foam CO<sub>2</sub> and dry chemical
  - (h) H<sub>2</sub>S detectors
  - (i) Water fire hose reel
  - (j) Fire blanket
  - (k) Smoke hoods
  
2. Safety Equipment appropriate to training being delivered.
  - (a) Personal Protective Equipment (PPE)
  - (b) First Aid Equipment
  - (c) Fire fighting equipment

**All equipment must be maintained, and where appropriate, inspected and tested in accordance with current standards/legislation, guidance and manufacturers recommendations.**

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## GENERAL GUIDANCE & REQUIREMENTS

### C.5 Certification and Recording

#### Registration of BOST-H & Module

Training Establishments are responsible for the following:

- (a) The issuing of certificates direct to the delegate completing the programme and to the sponsoring company (when required). Each certificate must indicate that the delegate has been assessed against the agreed training outcomes and must contain the following:

Establishment name

Full TPTI course title stating that it is TPTI approved

TPTI course identification code

Delegate's name

Course dates

Expiry date (will be the day before the course completion date)

Unique Certificate Number

Establishment Signatory

- (b) Each individual attending any TPTI approved programme must be registered with the Central Register (CR) operated by TPTI. Registration must be made by the training establishment to TPTI on a **weekly basis**.
- (c) All Joining Instructions contain information which indicate certain aspects of the course are of a physical nature. The responsibility for the individual completing the course without any adverse effects to their present state of health lies with the delegate and/or the company sponsoring the delegate
- (d) Prior to each course commencing, delegates must sign a declaration indicating they have read and understood a written statement regarding the physical nature of the programme and the need for delegates to be in good health. Instructional staff should also read out a statement indicating this at the time.
- (e) Where doubt exists regarding the medical fitness of any delegate the establishment should seek the advice of a medical officer.
- (f) A medical officer, familiar with the nature and extent of the training is "on call".

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## GENERAL GUIDANCE & REQUIREMENTS (cont)

- (g) Risk assessment of all training areas and provision of all appropriate safety equipment.
- (h) Written statements of organisation for all sessions, which clearly define responsibilities and relationships for all staff either directly or indirectly involved.
- (i) All training and supporting activities are carried out in accordance with current legislation

### C.6 Medical and Health Requirements

Emergency response training contains physically demanding and stressful elements. All personnel who participate in such training should be medically fit and capable of participating fully.

Training Establishments are required to ensure that prior to participating in practical exercises the delegate either;

- a) Possess a valid, current offshore medical certificate
- Or
- b) Undergoes an appropriate medical screening by the training establishment

It is recommended that this information is given to delegates along with pre-course joining instructions

#### **Guidance and advice on this standard is available by contacting:**

TPTI  
6<sup>th</sup> Floor  
Shinawatra Tower III  
1010 Vibhavadi-Rangisit Road  
Chatuchak  
Bangkok  
10900

Tel: 66 2929  
Fax: 66 2791  
E-mail: tpti\_kd@yahoo.com

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## Appendix 1.

### GUIDANCE TO THE TRAINER

#### Basic Offshore Safety Training without HUET

#### Trainer's Guide

It is the intention that the following trainer's guide be used as a reference tool by training staff in the development and provision of theory and practical lessons. Resources and key topics listed should not be seen as lists that are either definitive or exhaustive when being used for lesson preparation.

**The optimum 'contact time' for this training is seen as 15 hours 55 minutes.**

The times indicated for individual lessons are flexible within this overall optimum time. However instructional staff should see these times as indicators to the amount of detail required for the delivery of the topic.

The training 'contact time' should not exceed 8 hours per day and except in unusual circumstances the total training day should not exceed 10 hours.

<u>Content</u>	<u>Optimum Contact Time (hrs)</u>	<u>Page</u>
1. Registration and Safety	Not included	
2. Safety Induction	3 hrs	10
3. Sea Survival	6hrs 30min	13
4. Boat Transfer	1hr 30min	15
5. Firefighting & Self-Rescue	4hrs 25min	16
6. Assessment of Safety Induction	30 min	
<b>Total Optimum Contact Time</b>	<b>15 hours 55 mins</b>	

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**Instructor's Guide – BOST-H (Registration & Safety)**

Ref OPITO Std	Subject	Key Topics	Th	P	Learning Outcome	Resource	Time
	<b>Registration</b>	<ul style="list-style-type: none"> <li>• Medical Fitness</li> <li>• CR (refer to TPTI 'Personal Record')</li> <li>• Training Provider Registration</li> <li>• Certification</li> </ul>	E			Visual Aids Medical Statement CR Registration Forms Training Provider documentation	Not included in course training time total
	<b>Safety</b>	<ul style="list-style-type: none"> <li>• Training Provider Health &amp; Safety Policy</li> <li>• Fire Alarm/Emergency Actions</li> <li>• First Aid</li> <li>• Accident reporting</li> <li>• Site Plan of training facility</li> </ul>	E				

E - Explanation (by training staff)

D - Demonstration (by training staff)

P - Practice (by delegate)

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**Instructor's Guide – BOST-H (Safety Induction)**

Ref OPITO Std	Subject	Key Topics	Th	P	Learning Outcome	Resource	Time
	<b>Session Introduction</b>	<ul style="list-style-type: none"> <li>• Aim (what the session is designed to do)</li> <li>• Training Outcomes (what is expected of delegates)</li> <li>• Timetable/Programme (how delegates can achieve what is expected of them)</li> <li>• Staff (who will be involved with the delegates)</li> </ul>	E			Visual Aids	10 mins

E - Explanation (by training staff)

D - Demonstration (by training staff)

P - Practice (by delegate)

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**Instructor's Guide – BOST-H (Safety Induction)**

Ref OPITO Std	Subject	Key Topics	Th	P	Learning Outcome	Resource	Time
A.4 Safety Induction 1 Pg 12	<b>Industry &amp; Installation Overview</b>	<ul style="list-style-type: none"> <li>• Overview of offshore oil and gas activities.</li> <li>• Formation, finding and exploitation of oil and gas                             <ul style="list-style-type: none"> <li>- how hydrocarbons are formed, found and produced.</li> </ul> </li> <li>• Types of installations and specialist vessels and their main functions and features.                             <ul style="list-style-type: none"> <li>- drilling - jack-up, semi-sub, drill ship</li> <li>- production oil &amp; gas/ gas</li> <li>- fixed, floating</li> <li>- construction - heavy lift, pipe laying</li> <li>- accommodation - flotel</li> <li>- specialist vessels - standby, support, diving support.</li> </ul> </li> <li>• The offshore environment                             <ul style="list-style-type: none"> <li>- remote nature</li> <li>- harsh conditions</li> <li>- proximity of working/living environments</li> </ul> </li> </ul>	E			Visual Aids	30 mins

E - Explanation (by training staff)      D - Demonstration (by training staff)      P - Practice (by delegate)

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**Instructor's Guide – BOST –H (Safety Induction)**

Ref OPITO Std	Subject	Key Topics	Th	P	Learning Outcome	Resource	Time
A.4 Safety Induction 2 Pg 12	<b>Offshore Hazards Introduction</b>	<ul style="list-style-type: none"> <li>• Definitions                             <ul style="list-style-type: none"> <li>- hazard</li> <li>- risk</li> <li>- control measure</li> </ul> </li> <li>• Accident Statistics                             <ul style="list-style-type: none"> <li>- comparison with other industries</li> </ul> </li> <li>• Environmental impact / statistics</li> </ul>	E		Safety Induction 1	Visual Aids	10 mins
	<b>Offshore Hazards</b>	<ul style="list-style-type: none"> <li>• Pressure Hazards                             <ul style="list-style-type: none"> <li>- oil/gas reservoir</li> <li>- process/drilling pipework</li> <li>- water / gas injection</li> <li>- gas compression</li> <li>- noise</li> </ul> </li> <li>• Motion Hazards                             <ul style="list-style-type: none"> <li>- drilling tubulars</li> <li>- exposed machinery parts</li> <li>- moving heavy equipment</li> <li>- manual handling</li> </ul> </li> </ul>			Safety Induction 2		
					Safety Induction 1		20 mins

E - Explanation (by training staff)      D - Demonstration (by training staff)      P - Practice (by delegate)

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**Instructor's Guide – BOST-H (Safety Induction)**

Ref OPITO Std	Subject	Key Topics	Th	P	Learning Outcome	Resource	Time
	<b>Offshore Hazards (cont.)</b>	<ul style="list-style-type: none"> <li>• Chemical Hazards                             <ul style="list-style-type: none"> <li>- drilling chemicals</li> <li>- reservoir fluids/gases (inc. H2s and narcotic effects of hydrocarbon gas)</li> <li>- confined space entry</li> <li>- process chemicals</li> <li>- solvents</li> </ul> </li> <li>• Electrical Hazards                             <ul style="list-style-type: none"> <li>- maintenance of electrical equipment</li> <li>- faulty electrical equipment</li> </ul> </li> <li>• Gravity Hazards                             <ul style="list-style-type: none"> <li>- working under suspended loads</li> <li>- working at heights</li> <li>- slips &amp; trips</li> </ul> </li> </ul>	E		Safety Induction 1		
	<b>Consequences</b>	Accidents & incidents	E			examples	

E - Explanation (by training staff)

D - Demonstration (by training staff)

P - Practice (by delegate)

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## Instructor's Guide – BOST-H (Safety Induction)

Ref OPITO Std	Subject	Key Topics	Th	P	Learning Outcome	Resource	Time
A.4 Safety Induction 3 Pg 12	<b>Managing offshore safety</b>	<ul style="list-style-type: none"> <li>• Concepts of hazards contacting targets &amp; barriers to the contact being made</li> <li>- risk assessments</li> <li>- procedures</li> <li>- training</li> <li>- competency assurance</li> <li>- communications</li> <li>- permit to work</li> <li>• Behavioural safety programmes</li> <li>- the 9 elements of PRfS</li> <li>- safety observation programmes</li> </ul>	E		Safety Induction 4	Multiple barriers model <ul style="list-style-type: none"> <li>• Step change products</li> <li>- task risk assessment</li> <li>- lifting and mechanical handling</li> <li>- personal responsibility for safety</li> <li>- look this way</li> <li>• OIAC “Guidelines to PTW Systems in the Petroleum Industry”</li> </ul>	20 mins
A.4 Safety Induction 4 Pg. 12	<b>Controlling Hazards</b>	<ul style="list-style-type: none"> <li>• Hierarchy of control</li> <li>• Determining risks (inc. to environment) and implementing control measures e.g.</li> <li>- reservoir/ pipe work isolation</li> <li>- B.O.P.</li> <li>- training on handling tubulars</li> <li>- guarding of machinery</li> <li>- MSDS's / chemical &amp; dust protection</li> <li>- electrical isolation</li> <li>- fall protection etc.</li> </ul>			Safety Induction 1		

E - Explanation (by training staff)

D - Demonstration (by training staff)

P - Practice (by delegate)

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**Instructor's Guide – BOST-H (Safety Induction)**

Ref OPITO Std	Subject	Key Topics	Th	P	Learning Outcome	Resource	Time
A.4 Safety Induction 5 Pg 14	<b>Regulating Offshore Safety</b>	<ul style="list-style-type: none"> <li>• Hierarchy of legislation                             <ul style="list-style-type: none"> <li>- directives</li> <li>- Acts / regulations / ACOP's etc.</li> <li>- Acts supported by regulations</li> <li>- goal setting rather than prescriptive</li> </ul> </li>   <li>• Specific Acts and Labour Laws                             <ul style="list-style-type: none"> <li>- duties of employer &amp; employees</li> <li>- concept of ALARP</li> </ul> </li>   <li>• Regulations and guidance                             <ul style="list-style-type: none"> <li>- mostly risk assessment based</li> <li>- MHSW</li> <li>- COSHH</li> <li>- noise</li> <li>- environmental</li> </ul> </li>   <li>• Use of ISO standards e.g. ISO 14001</li>   <li>• Safety Regulations                             <ul style="list-style-type: none"> <li>- identification of major hazards, risks and control measures</li> <li>- demonstration of how safety is managed (SMS)</li> </ul> </li> </ul>	E		Safety Induction 3		15 mins

E - Explanation (by training staff)    D - Demonstration (by training staff)    P - Practice (by delegate)

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**Instructor's Guide – BOST-H (Safety Induction)**

Ref OPITO Std	Subject	Key Topics	Th	P	Learning Outcome	Resource	Time
	<p><b>Regulating Offshore Safety Cont.</b></p> <p><b>The Regulator</b></p> <p><b>Industry Aims and Vision</b></p>	<ul style="list-style-type: none"> <li>• Safety Regulations (cont.)                             <ul style="list-style-type: none"> <li>- how safety is audited</li> <li>- acceptance by regulator</li> <li>- verification of safety critical systems and performance standards</li> </ul> </li> <li>• Firefighting and Emergency Response                             <ul style="list-style-type: none"> <li>- goals for prevention / protection &amp; emergency response</li> <li>- emergency response planning</li> <li>- performance standards</li> </ul> </li> <li>• Role of the regulator                             <ul style="list-style-type: none"> <li>- structure</li> <li>- scope</li> <li>- activities</li> <li>- powers of the regulator</li> </ul> </li> <li>• STEP Change                             <ul style="list-style-type: none"> <li>- what it is</li> <li>- why it exists</li> <li>- where it is going</li> </ul> </li> </ul>	E		<p>Safety Induction 3</p> <p>Safety Induction 3</p>		5 mins

E - Explanation (by training staff)    D - Demonstration (by training staff)    P - Practice (by delegate)

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**Instructor's Guide – BOST-H (Safety Induction)**

Ref OPITO Std	Subject	Key Topics	Th	P	Learning Outcome	Resource	Time
A.4 Safety Induction 6 Pg 14	<b>Living and Working Offshore</b>	<ul style="list-style-type: none"> <li>• Personal Standards                             <ul style="list-style-type: none"> <li>- fitness</li> <li>- medical standards</li> <li>- medicines</li> <li>- substance abuse policies</li> </ul> </li>   <li>• Living offshore                             <ul style="list-style-type: none"> <li>- reporting in</li> <li>- items permitted/not permitted offshore</li> <li>- installation induction</li> <li>- cabin/laundry/bond</li> <li>- recreation/smoking</li> <li>- getting on with others</li> </ul> </li>   <li>• Responsibilities of employer / employee                             <ul style="list-style-type: none"> <li>- line of reporting</li> </ul> </li> </ul>	E		Safety Induction 5 Safety Induction 6	Installation organisation chart	5 mins  15 mins

E - Explanation (by training staff)

D- Demonstration (by training staff)

P - Practice (by delegate)

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**Instructor's Guide – BOST-H (Safety Induction)**

Ref OPITO Std	Subject	Key Topics	Th	P	Learning Outcome	Resource	Time
	<b>Living and Working Offshore Cont.</b>	<ul style="list-style-type: none"> <li>• Working routine                             <ul style="list-style-type: none"> <li>- procedures</li> <li>- work authorisation</li> <li>- personal protective equipment (PPE)</li> <li>- maintaining a safe place of work</li> <li>- waste disposal</li> <li>- right to stop unsafe work</li> </ul> </li> <li>• Your involvement in safety                             <ul style="list-style-type: none"> <li>- safety observation systems</li> <li>- PTW</li> <li>- toolbox talks</li> <li>- safety meetings</li> <li>- emergency drills &amp; exercises</li> <li>- additional emergency response duties</li> <li>- getting involved</li> </ul> </li> <li>- what to do when not satisfied e.g. immediate supervisor OIM</li> </ul>	E		Safety Induction 7	Examples of common PPE  STOP/START/TOFS etc. Examples of permits  Installation emergency organisation chart	10 mins
30 mins							

E - Explanation (by training staff)

D - Demonstration (by training staff)

P - Practice (by delegate)

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**Instructor's Guide – BOST-H (Safety Induction)**

Ref OPITO Std	Subject	Key Topics	Th	P	Learning Outcome	Resource	Time
	<b>Living and Working Offshore Cont.</b>	<ul style="list-style-type: none"> <li>• Reporting injuries &amp; illness</li> <li>- the role of the medic</li> <li>- first aid arrangements offshore</li> <li>- reporting incidents, accidents &amp; near misses</li> <li>- investigation</li> <li>- preventing a recurrence</li> <li>- support available to relatives</li> </ul>	E		Safety Induction 8&9		10 mins
	<b>Summary</b>						
	<b>Assessment</b>	Formal assessment of knowledge				Question papers/ question bank	30mins

E - Explanation (by training staff)      D - Demonstration (by training staff)      P - Practice (by delegate)

**Total 3 hours 30 min**  
(180 minutes) + 30min

assessment

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**Instructor's Guide – BOST-H (Sea Survival)**

Ref OPITO Std	Subject	Key Topics	Th	P	Learning Outcome	Resource	Time
	<b>Session Introduction</b>	<ul style="list-style-type: none"> <li>• Aim (what the session is designed to do)</li> <li>• Learning Outcomes (what is expected of delegates)</li> <li>• Timetable/Programme (how delegates can achieve what is expected of them)</li> <li>• Staff (who will be involved with the delegates)</li> </ul>	E			Visual Aids	15 mins

E - Explanation (by training staff)

D - Demonstration (by training staff)

P - Practice (by delegate)

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**Instructor's Guide – BOST-H (Sea Survival)**

Ref OPITO Std	Subject	Key Topics	Th	P	Learning Outcome	Resource	Time
A.4 Sea Survival 1 Pg. 17	<b>Evacuation</b>	<ul style="list-style-type: none"> <li>• Layout - escape routes, muster points, safe refuge, abandonment points, access routes, helideck, boat landing points, tertiary escape points</li> <li>• Alarms and communications</li> <li>• Station bill</li> <li>• Types of emergencies</li> <li>• Command and devolved command</li> <li>• PPE</li> <li>• SAR</li> <li>• Personal protective clothing</li> </ul>	E			Visual aids	30 mins

E-Explanation (by training staff)

D-Demonstration (by training staff)

P-Practice (by delegate)

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**Instructor's Guide – BOST-H (Sea Survival)**

Ref OPITO Std	Subject	Key Topics	Th	P	Learning Outcome	Resource	Time
A.4 Sea Survival 2 Pg. 18	TEMPSC  TEMPSC	- Types – freefall/ single/twin  Functions and capabilities (e.g. air supply, fire protection, buoyancy, etc)  <ul style="list-style-type: none"> <li>• Lowering and release</li> <li>• Emergency equipment</li> <li>• Mustering</li> <li>• Boarding</li> <li>• Strapping in</li> </ul> <ul style="list-style-type: none"> <li>• As passenger                             <ul style="list-style-type: none"> <li>- Muster</li> <li>- Board</li> <li>- Strap</li> </ul> </li> </ul>	E&D	P	Sea Survival 14 &15	Visual Aids TEMPSC & Equipment Video - Pyrotechnics	90 mins

E-Explanation (by training staff)

D-Demonstration (by training staff)

P-Practice (by delegate)



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**Instructor's Guide – BOST-H (Sea Survival)**

Ref OPITO Std	Subject	Key Topics	Th	P	Learning Outcome	Resource	Time
	<b>Tertiary Escape</b>	<ul style="list-style-type: none"> <li>• Knotted Rope</li> <li>• Scramble Net</li> <li>• Liferaft</li> <li>• Ladders</li> <li>• Personal descending escape devices</li> </ul>	E&D			Visual Aids	30 mins
	<b>Water Entry</b>	<ul style="list-style-type: none"> <li>• Precautions on water entry from                             <ul style="list-style-type: none"> <li>- a height</li> <li>- water level</li> </ul> </li> </ul>		E&D		Pool	5 mins

E - Explanation (by training staff)

D - Demonstration (by training staff)

P - Practice (by delegate)

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## Instructor's Guide – BOST-H (Sea Survival)

Ref OPITO Std	Subject	Key Topics	Th	P	Learning Outcome	Resource	Time
	<b>Rescue by Helicopter</b>	<ul style="list-style-type: none"> <li>Crew control - winchman</li> <li>Methods of lift - hi-line</li> <li>Single lift</li> <li>Double lift</li> <li>Body posture</li> <li>Aircraft entry</li> </ul>		E E,D E,D,P E,D, E,D,P E,D,P	Sea Survival 16	Helicopter strops Winch	30 mins
	<b>In-water procedures</b>	<ul style="list-style-type: none"> <li>Donning of permanent buoyancy lifejackets</li> <li>Water entry level (stepping off poolside max 1m fall)</li> <li>Individual survival techniques - swimming/HELP/wave slap protection</li> <li>Group survival techniques - towing/chain/huddle/circle</li> <li>Marine raft - boarding - initial &amp; secondary actions</li> <li>Methods of rescue                             <ul style="list-style-type: none"> <li>Standby Vessel                                     <ul style="list-style-type: none"> <li>FRC</li> <li>net</li> <li>basket</li> <li>ladder</li> </ul> </li> </ul> </li> </ul>		E,D,P  E,D,P E,D,P  E,D,P E,D,P E	Sea Survival 15	Pool Lifejackets  Marine raft & ancillary equipment  Rescue facility (optional)	60 mins
	<b>Summary</b>						10 mins

E - Explanation (by training staff)

D-Demonstration(by training staff)

P - Practice (by delegate)

**Total 6.5 hours**  
(390 minutes)

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## Instructor’s Guide – BOST-H (Boat Transfer)

Ref OPITO Std	Subject	Key Topics	Th	P	Learning Outcome	Resource	Time
A. 4 Boat Travel 1 P. 18	<b>Session Introduction</b>	<ul style="list-style-type: none"> <li>▪ Aim (what the session is designed to do)</li> <li>▪ Training Outcomes (what is expected of delegates)</li> </ul>	E		Intro	Visual Aids	5 mins
	<b>Boat Travel</b>  Pre-boarding  safe boarding  on board  safe disembarkation	<ul style="list-style-type: none"> <li>▪ Introduction with a brief overview of boat operations</li> <li>▪ Arrival time</li> <li>▪ Correct dress – emphasise</li> <li>▪ Documentation</li> <li>▪ Prohibited Articles</li> <li>▪ Check-in</li> <li>▪ Safe boarding</li> <li>▪ On board</li> <li>▪ Safe disembarkation</li> <li>▪ Personnel transfers</li> <li>▪ Summary – mention pre-travel briefings</li> </ul>	E & D		Boat transfer	Visual Aids  Video	15 mins

E - Explanation (by training staff)  
D - Demonstration (by training staff)  
P - Practice (by delegate)

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**Instructor’s Guide – BOST-H (Boat Transfer)**

Ref OPITO Std	Subject	Key Topics	Th	P	Learning Outcome	Resource	Time
A. 4 Boat Emergencies 2 P. 19	<b>Boat Emergencies</b>	<ul style="list-style-type: none"> <li>▪ Abnormal conditions</li> <li>▪ Types of alarm</li> <li>▪ Fire – inform crew</li> <li>▪ Follow crew instructions</li> <li>▪ Permanent buoyancy lifejacket</li> <li>▪ Emergency equipment</li> <li>▪ Escape routes</li> <li>▪ Liferaft, stowage, operation, launch</li> <li>▪ Liferaft - boarding, vital and secondary actions.</li> <li>▪ Survival techniques</li> </ul>		D&P		Safety Staff Personal flotation device (workvest) Swing rope transfer simulator PPE	40 mins
	On-board						
	Abandonment						
	<b>Practical Personnel Transfers</b>	<ul style="list-style-type: none"> <li>▪ Swing rope transfers in both directions between a simulated boat deck and a simulated fixed installation deck.</li> </ul>					25 mins
	<b>Summary</b>				Boat Transfer  17 & 18		5 mins

**Total Time 1.5 hours**  
( 90 minutes)

- E - Explanation (by training staff)
- D - Demonstration (by training staff)
- P - Practice (by delegate)

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**Instructor's Guide – BOST-H (Firefighting & Self Rescue)**

Ref OPITO Std	Subject	Key Topics	Th	P	Learning Outcome	Resource	Time
	<b>Session Introduction</b>	<ul style="list-style-type: none"> <li>• Aim (what the session is designed to do)</li> <li>• Learning Outcomes (what is expected of delegates)</li> <li>• Timetable/Programme (how delegates can achieve what is expected of them)</li> <li>• Staff (who will be involved with the delegates)</li> </ul>	E			Visual Aids	15 mins

E - Explanation (by training staff)

D - Demonstration (by training staff)

P - Practice (by delegate)

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**Instructor's Guide – BOST-H (Firefighting & Self Rescue)**

Ref OPITO Std	Subject	Key Topics	Th	P	Learning Outcome	Resource	Time
A.4 Firefighting & Self Rescue 1 Pg. 20	<b>Fire onboard an offshore installation</b>	<ul style="list-style-type: none"> <li>Triangle of combustion</li> <li>Fire spread relate - conduction, directly to convection, triangle of radiation combustion</li> </ul>	E			Visual Aids	25 mins
	Common causes of fire onboard	Extinguishing media - water, dry powder, foam, CO <sub>2</sub> ,  <ul style="list-style-type: none"> <li>Processes and Activities                              - emphasis on electrical,                              domestic and welding related                              fires.</li> </ul>	E				

E - Explanation (by training staff)

D - Demonstration (by training staff)

P - Practice (by delegate)

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**Instructor's Guide – BOST-H (Firefighting & Self Rescue)**

Ref OPITO Std	Subject	Key Topics	Th	P	Learning Outcome	Resource	Time
	Fixed Systems Onboard	<ul style="list-style-type: none"> <li>Purpose of fixed fire and gas detection and firefighting systems.</li> </ul>	E			Visual aids	
	Response	<ul style="list-style-type: none"> <li>Actions to take in areas where these systems are deployed in respect of those having an effect on a persons health and safety (ie, deluge, halon, CO<sub>2</sub>, and the urgent need to evacuate the area.)</li> </ul>	E&D			<p><b>Note:</b> More detailed information on fire equipment and procedures specific to an installation will be included in installation safety briefings.</p>	
	Hydrogen Sulphide	<ul style="list-style-type: none"> <li>Action on discovering a fire ( as Installation Emergency Procedures) with emphasis on                             <ul style="list-style-type: none"> <li>- raising the alarm (methods)</li> <li>- location of portable hand held firefighting equipment (types to be used during practical session)</li> <li>- evacuate to designated area.</li> </ul> </li> <li>The hazards of H<sub>2</sub>S, methods of detection and the actions to take if it is discovered</li> </ul>				Visual aids H <sub>2</sub> S detectors	10 min

E - Explanation (by training staff)

P - Practice (by delegate)

D - Demonstration (by training staff)

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**Instructor's Guide – BOST-H (Firefighting & Self Rescue)**

Ref OPITO Std	Subject	Key Topics	Th	P	Learning Outcome	Resource	Time
	<b>PPE</b> Issue PPE to delegates	<ul style="list-style-type: none"> <li>Protection offered</li> <li>Correct method of wearing/fit</li> <li>Condition of PPE</li> </ul>		D&P		PPE as appropriate	15 mins
	<b>Portable hand held firefighting equipment</b> Fire Extinguishers	<ul style="list-style-type: none"> <li>Raising the alarm.</li> <li>Recognition of the different types of fire extinguisher (water, dry chemical, foam, CO<sub>2</sub> - not halon)</li> <li>Operate and use of each type of extinguisher on appropriate fire (class A and B)                             <ul style="list-style-type: none"> <li>- position of user</li> <li>- techniques</li> </ul> </li> <li>Delegates to practice operation and use of the range of extinguishers</li> </ul>	E E	D&P D	Firefighting & Self Rescue 18	Extinguishers (Water, Dry Powder, Foam, CO <sub>2</sub> - not halon) Hose Reel Fire Blanket Fuel (Class A & B fires) Props (appropriate to practical training requirements) First Aid	65 mins
	Small bore fire hose reels	<ul style="list-style-type: none"> <li>Operation and use on class A fire by training staff</li> </ul>	E	D			
	Fire Blanket	<ul style="list-style-type: none"> <li>Use on class B fire by training staff</li> </ul>	E	D			

E - Explanation (by training staff)

D - Demonstration (by training staff)

P - Practice (by delegate)

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**Instructor's Guide – BOST-H (Firefighting & Self Rescue)**

Ref OPITO Std	Subject	Key Topics	Th	P	Learning Outcome	Resource	Time
		<p><b>Notes:-</b></p> <ol style="list-style-type: none"> <li>1. All practical sessions involving the use of the above equipment should include the appropriate procedure on discovering a fire with emphasis on raising the alarm.</li> <li>2. The TPTI Standard will be satisfied if each trainee practises the operation and use of each of the following types of fire extinguisher:                             <ul style="list-style-type: none"> <li>- water or foam</li> <li>- CO2</li> <li>- dry chemical</li> </ul> </li> <li>3. Although not a requirement of the standard, delegates may operate a small bore hose reel and/or fire blanket if sufficient time is available.</li> </ol>					

E - Explanation (by training staff)

D - Demonstration (by training staff)

P - Practice (by delegate)

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**Instructor's Guide – BOST-H (Firefighting & Self Rescue)**

Ref OPITO Std	Subject	Key Topics	Th	P	Learning Outcome	Resource	Time
A.4 Firefighting & Self Rescue 2 Pg. 20	<b>Self Rescue</b> Self rescue techniques	<ul style="list-style-type: none"> <li>Self rescue, - without smoke hood - with smoke hood</li> </ul> <p>To include correct methods and procedures for escape when exposed to smoke and heat e.g. movement in corridors, on stairs with consideration of heat &amp; visibility levels</p>	E&D			Visual Aids	20 mins
	Smoke hoods	<ul style="list-style-type: none"> <li>Donning and use of smoke hood</li> <li>Explanation &amp; demonstration of a selection of smoke hood types to delegates.</li> </ul>	E&D			Selection of smoke hoods for demonstration	15 mins

E - Explanation (by training staff)

D - Demonstration (by training staff)

P - Practice (by delegate)

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**Instructor's Guide – BOST-H (Firefighting & Self Rescue)**

Ref OPITO Std	Subject	Key Topics	Th	P	Learning Outcome	Resource	Time
	<b>Self Rescue</b>	<ul style="list-style-type: none"> <li>Brief for practical session.</li> <li>Delegates to practise self rescue using smoke hood when,                             <ul style="list-style-type: none"> <li>- operating in restricted visibility (cosmetic smoke)</li> <li>- visibility is completely obscured.</li> </ul> </li> <li>Delegates to practise small group escape using smoke hood when visibility is completely obscured</li> </ul> <p><b>Note:</b> More detailed information on escape equipment and procedures specific to an installation will be included in installation safety briefings.</p>	E	D&P	Firefighting & Self Rescue 19 Firefighting & Self Rescue 20 Firefighting & Self Rescue 21	Cosmetic smoke generator Smoke hoods Facility/Prop Torches First Aid/Resuscitation equipment	10 mins
	Practical Self Rescue						80 mins
	<b>Summary</b>						10 mins

E - Explanation (by training staff)      D - Demonstration (by training staff)      P - Practice (by delegate)

**Total 4hrs 25min**  
(265 minutes)

