



TRAINING & COMPETENCY

STEWART
ALLAN

INTRODUCTION

- Key Drivers for an industry wide approach to entry level Common Safety Training Program (CSTP)
- How industry transformed the CSTP concept model into a Program
- What is the Common Safety Training Program.
- Apache case study on CSTP
- Where are we now
- What next for Industry and Apache

THE KEY DRIVERS

- Industry was going through unprecedented growth.
- Genuine concerns with regards to the influx of new to the industry workers .

FROM CONCEPT TO INDUSTRY PROGRAM

- CEO's endorse the establishment of Industry Wide Program at APPEA's CEO Safety Leadership Forum 2009.
- Independent program consultant appointed by APPEA.
- CSTP Industry Advisory Group formed.
- CEO Safety Leadership Forum & APPEA's Board set realistic deadlines for implementation.

COMMON SAFETY TRAINING PROGRAM(CSTP) MODEL

- 2 elements to CSTP model:
 - ▲ A theory & practical component delivered off the Job.
 - ▲ A workplace component to demonstrate understanding of the required behaviours.

THE 6 KEY LEARNING'S OF THE CSTP PROGRAM

1. Safety Case and SMS
2. Work under an Issued Permit
3. Identify Hazards and Risks
4. Contribute to safe working practices
5. Control Minor Incidents
6. Respond to an Emergency

➤ New to O + G Industry

- ▲ Theory and Practical components conducted at RTO.
- ▲ APPEA receive conformation of the off the job component of CSTP has been completed from the RTO.
- ▲ Individual arrive at facility with the requirement to complete the work place component within first 3 swings.
- ▲ On completion of the demonstration of behaviours at the facility the signed CSTP confirmation form is forwarded to APPEA for processing.
- ▲ On receipt of the second conformation document CSTP card is issued by APPEA.

➤ Experienced Industry Worker

- ▲ Theory and Practical off the job components conducted by employing company or by RTO.
- ▲ Individual completes the work place component of CSTP.
- ▲ On completion of the demonstration of behaviours at the facility the signed CSTP confirmation form is forwarded to APPEA for processing.
- ▲ On receipt of the Existing Worker conformation document CSTP card is issued by APPEA.

APACHE CASE STUDY

IMPLEMENTATION

- Directive from Managing Director & Commitment of Senior Management and Offshore Field Managers.
- Creation of a workable process including an evidence folder.
- Nomination of two offshore champions for the program.
- Identified the different target groups.
- Communicated to the workforce - what CSTP was and how it was to be implemented.

IMPLEMENTATION

- The requirements of CSTP added into the Competency & Training Management System.
- Notified our contractors and Vendors that this would be a future requirement for our facilities.
- Set reporting and KPIs requirements.

WHO REQUIRES CSTP WITHIN APACHE FACILITIES

- Initially targeted new starters.
- Later expanded to all employees and long term contractors who:
 - ▲ Work within the production area of an Apache operated facility; or
 - ▲ Visit an Apache operated offshore facility more than 6 times per year or for 5 or more consecutive days at any one time.
 - ▲ Office based person who meets the criteria will complete the folder as and when they visit a facility

HOW DOES APACHE MONITOR CSTP?

- The pre-site induction process and Flight request:
 - ▲ Flight request to go offshore requests specific information for CSTP.
 - ▲ Flight request system records the frequency of travel by an individual .
 - ▲ System will trigger automatically when some one has reached the parameters and prevent contractor/vendor from requesting a flight without the need to have an exemption raised.

INCIDENT RESPONSE
TEAM MEMBER



Skill Level: Single Level
Level Start Date: 08/02/2008

ONLINE INDUCTIONS

Review your Apache Online
Induction results



ELEARNING AWARENESS PACKAGES

Awareness packages located here



TRAINING RESOURCES

Looking for additional
training material?



PERSONAL DETAILS

NEXT OF KIN

EMERGENCY CONTACTS

TBOSIET/TFOET/CSTP/MSIC

Personal Details

First Name Surname

User ID

Update Password * Minimum 6 characters

* Date of Birth

* Gender **Male** ☒ **Female** ☐

* Address

* City State

* Postcode Country

* Mobile * Home Ph.

* Email Address

* Business Phone

Employment Details

Employee Type

Start Date(dd/mm/yyyy)

Company

Department

Job Description

Facility

Supervisor

Second Supervisor

Apache Contact

* Frequent Flyer Number Enter N/A if you don't have one

Last Travel Date

Need to travel to an Apache facility?
Please click the below Flight Request button.

[Flight Request](#)

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TEAM MEMBER**



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NEXT OF KIN

EMERGENCY CONTACTS

TBOSIET/TFOET/CSTP/MSIC



If you have relevant training certificates for these qualifications, please ensure you have updated your job and facility selections and then upload via the [Skill Matrix Information](#) page.

TBOSIET (HUET)

Qualification Status **Valid**

Certificate Number **75975614200613001**

Course Completion Date **20/06/2013**

Expiry Date **20/06/2017**

[Upload Certificate](#)

Tropical Further Offshore Emergency Training (TFOET)

Qualification Status **Valid**

Certificate Number **75975614200613001**

Course Completion Date **20/06/2013**

Expiry Date **20/06/2017**

[Upload Certificate](#)

Common Safety Training Program (CSTP)

Qualification Status **Valid**

Certificate Number **APA00231PER**

Course Completion Date **04/05/2012**

Expiry Date **00/00/0000**

[Upload Certificate](#)

Maritime Security Identification Card (MSIC)

Qualification Status **Valid**

Certificate Number **TMS117379**

Course Completion Date **20/03/2013**

Expiry Date **20/03/2017**

[Upload Certificate](#)

APACHE ONLINE INDUCTIONS

All personnel are required to complete inductions relevant to where they will be working.

If you need to complete or renew any of these records, please click the corresponding induction image to complete that induction.

If you have any questions concerning your inductions please contact the Perth Training Department on 6218 7527

1

Please select which facilities you will be working at and then click the **"Show My Inductions"** button to display those inductions you **must complete** prior to arriving on site.

2






☐ Balnaves ☐ CS1 ☐ Dampier ☐ Devil Creek ☐ Drilling ☐ Ningaloo Vision ☐ Perth Office ☒ Stag ☐ Varanus Island ☐ Welshpool

3

Show My Inductions

Site Specific Induction Requirements

Based on your facility selection, you must complete all of the following inductions.

| Link | Name | Status | Estimated Runtime | Date | Expiry |
|--|------------------------------|-----------|-------------------|---------------------|----------|
|  | Apache Overview | Competent | 12 mins | 08:20:08 21/10/2013 | INFINITE |
|  | Facility | Competent | 15 mins | 10:19:18 16/03/2012 | INFINITE |
|  | Stag | Competent | 15 mins | 15:17:25 11/02/2010 | INFINITE |
|  | Permit to Work | Competent | 30 mins | 15:42:09 19/07/2011 | INFINITE |
|  | Production Facility Security | Competent | 12 mins | 08:21:23 18/02/2012 | INFINITE |

1 Please select each departure and arrival point and then the required travel dates

| Departure / Arrival Points | | Onshore / Offshore | Travel Dates | Operation |
|---|-------|--------------------|--------------------|-----------|
| <input checked="" type="radio"/> Return <input type="radio"/> One Way | | | | |
| From: | Perth | | Depart: 23/10/2017 | |
| To: | Stag | | Return: 25/10/2017 | |

2 Please describe the purpose of your visit, your flight requirements and preferred times of arrival.

| Description | Apache Contact |
|---|----------------|
| I will be conducting an audit of Element 2 of the SMS. I have already spoken to the PIC and there is room in the POB for the dates I propose to travel. | Jessie Newman |

Submit

3 Our records indicate that you have met your flight request requirements. Please click the **SUBMIT** button above to submit this Flight Request.

| Facility | Induction Requirements | TBOSIET / TFOET | MSIC | CSTP |
|-----------------|--------------------------------|---|--------------------------------------|--|
| Stag (Offshore) | Apache Overview --- Infinite ✓ | TBOSIET: Cert # 75975614200613001 Expiry 20/06/2017 TFOET: Cert # 75975614200613001 Expiry 20/06/2017 ✓ | Cert # TMS117379 Expiry 20/03/2017 ✓ | CSTP Cert # APA00231PER Expiry 00/00/0000, CSTP PARTIAL Cert # APA00231PER Expiry 00/00/0000 ✓ |
| | Facility --- Infinite ✓ | | | |
| | Stag --- Infinite ✓ | | | |
| | Permit to Work --- Infinite ✓ | | | |
| | Production Facility | | | |
| | Security --- Infinite ✓ | | | |

IMPLEMENTATION AT FACILITY

- On arrival at site
 - ▲ Onsite briefing includes identifying personnel working towards CSTP.
 - ▲ On completion of brief identified persons meet up with the Offshore Training Coordinator (OTC) or Safety advisor.
- Individual demonstrates the behaviours required and compiles the required evidence in his folder over the next 2 or 3 swings.

EVIDENCE FOLDER

- Designed to enhance the CSTP observation worksheets and to describe Apache activity required.
- Clearly describes who needs to witness the individual behaviour.
- Allows the individual to collect, track and present the supporting evidence required.
- Departmental Supervisors can conduct essential knowledge interviews knowing the behaviours have already been witnessed.
- Provides an additional auditable trail.

EVIDENCE FOLDER

- APPENDIX 2 - FILE OF EVIDENCE SHEETS - OFFSHORE BASED PERSONNEL GOING TO _____ OPERATED FACILITIES
- MODULE – WORK UNDER AN ISSUED PERMIT
- COMPETENCY – MSAPMPER 200B WORK IN ACCORDANCE WITH AN ISSUED PERMIT

| Activity | Evidence | Verified by | Date |
|--|--|-------------------------|------|
| Complete the Permit to Work Induction | Printout of completed test | Safety Adviser _____ | |
| List (Copy) from the procedure the definition of Hot Work and the activities covered | Copy of relevant page from procedure and present verbal definition to Safety Adviser | Safety Adviser _____ | |
| Take out a Permit as Permit Holder | Copy of Permit with team members signed on as being briefed | Safety Adviser _____ | |
| Verification Question Describe your responsibilities as Permit Holder | Describe your duties as Permit Holder to your Supervisor | Supervisor _____ | |

COMPLETION OF THE BEHAVIOUR DEMONSTRATIONS AT SITE

- On completion of demonstrating the behaviours individual organises interview with their Supervisor
- Presents the completed evidence folder to the supervisor for review.
- The supervisor verifies essential knowledge through interview and completes the final section of the observation worksheet.

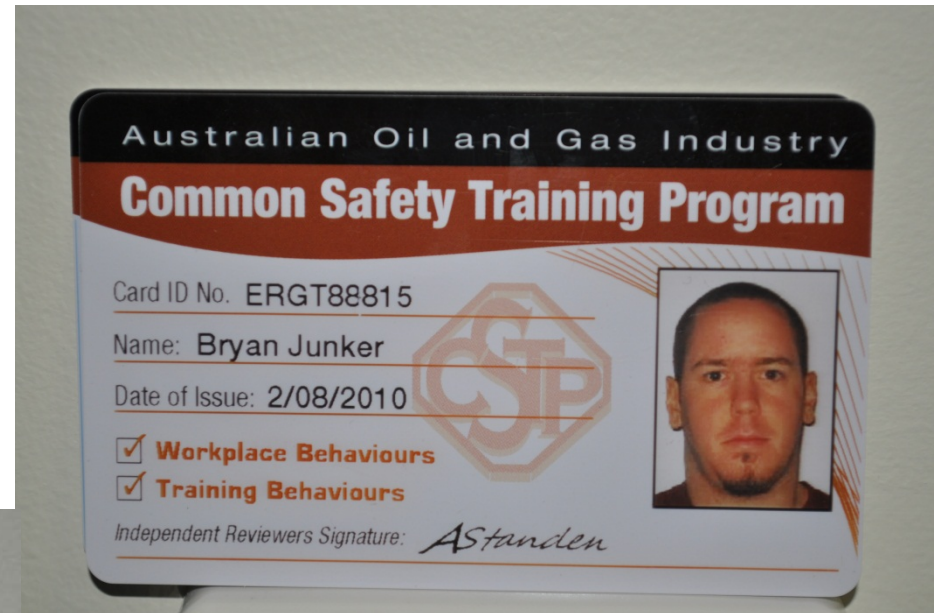
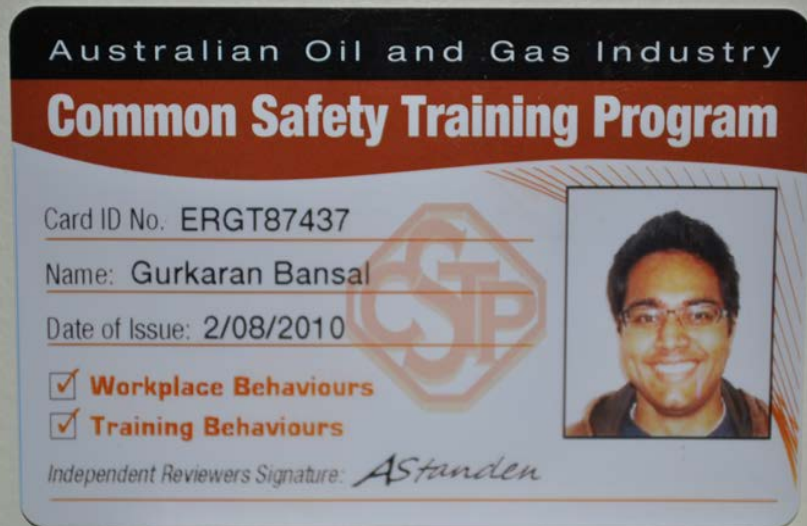
VERIFICATION OF THE PROCESS

- OTC verifies that the process has been completed and all the paperwork is in order.
- OTC signs and sends completed workplace confirmation document to Perth Office along with the evidence folder to be added to individuals records.
- Perth Training Department forward workplace conformation document to APPEA.

CSTP CARDS ISSUED

- Apache has:
 - ▲ 341 experienced workers who have completed CSTP program.
 - ▲ 40 new to the industry personnel have also completed the CSTP Program.
 - ▲ 28 personnel are progressing the work place observations.
- We have also directly assisted more than 360 contractors and service providers in achieving CSTP.

1ST & 3RD CSTP CARD TO BE ISSUED



EXPERIENCED WORKERS



KEY TO MAKING IT WORK

- Senior Executive commitment and understanding.
- Operations & Drilling Managers commitment.
- Keep it high profile within your organisation.
- Inform your people about CSTP and how you are going to achieve it together.
- Make it part of your competency management system
- Have a Champion or Champions in the workplace to drive it.
- Keeping it simple for the participants.
- Have the requirement for CSTP clearly identified in contracts & support them to achieve.

WHERE IS INDUSTRY NOW

WHERE ARE WE NOW

- ▲ Now an industry requirement for access to offshore Production Facilities as from 1st January 2013
- ▲ Now a requirement for offshore Drilling Facilities as of the 1st July 2013.
- ▲ Total CSTP cards issued to date 5226 with 2089 cards in progress

19 OPERATORS PARTICIPATING IN CSTP:

Apache Energy

BHP Billiton Petroleum
BP Developments (Aus)

ConocoPhillips
Chevron Australia

EasternWell Energy
Eni Australia

ExxonMobil
Hess

Icon Energy
Nexus Energy

Origin Energy
PTTEP Australasia

Roc Oil Company
Santos Limited

Shell Developments (Aus)
Total E&P Australia

Woodside Energy
Vermilion Oil & Gas Australia

254 CONTRACTORS PARTICIPATING IN CSTP, INCLUDING:

| | | |
|------------------------|-------------------------|--------------------|
| AGC Industries | Atwood Oceanics | Baker Hughes Aust |
| Cal Dive International | Clough AMEC | Contract Resources |
| Diamond Offshore | DOF Subsea | EM&I (Australia) |
| Ensco Offshore | Fugro | GE Oil & Gas |
| Global Resources | Halliburton | Leschenault |
| Maersk | MI SWACO | MODEC Management |
| Monadelphous | Neptune | Schlumberger |
| Sodexo Remote Sites | Stena Drilling | Subsea 7 |
| Technip Oceania | Teekay Shipping | Total Marine |
| Transfield Worley | Transocean | Vertech Group |
| Weatherford | Wilson Pipe Fabrication | |

WHAT NEXT FOR INDUSTRY & APACHE

- Safe Supervisor Competence Program (SSCP)
 - ▲ Training and competence assessment process in parallel with CSTP
 - ▲ Developed by Offshore Project Safe to implement a standard of competency for offshore oil and gas construction supervisors.
 - ▲ APPEA took over stewardship and administration of SSCP in mid 2013 to adapt for use in the wider oil and gas industry.
 - ▲ Implementation to be determined by SSCP Industry Advisory Group