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## Revision History

<table>
<thead>
<tr>
<th>Revision Number</th>
<th>Date</th>
<th>Section</th>
<th>Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mar 2019</td>
<td>5.2.2 Other Maritime Personnel Certification</td>
<td>Deleted: In the case of offshore support vessels this is most relevant in the case of qualifications relating to the operators of dynamic positioning systems, where the certification regime is managed by the Nautical Institute and some other agencies.</td>
</tr>
<tr>
<td></td>
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<td>5.2.3 Functional Competence</td>
<td>Deleted: Such competency levels, which should be based on both theoretical knowledge and practical experience, relate to the vessel’s function in the activities it is supporting.</td>
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<tr>
<td></td>
<td></td>
<td>5.2.4 Training, Experience Level &amp; Record Keeping</td>
<td>Deleted: Owners should ensure that arrangements are in place to record both the training and experience of personnel in relation to any task which may be undertaken on a facility or vessel.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5.4.1 General Competence</td>
<td>Deleted: The STCW convention, together with its subsequent amendments, governs the majority of aspects relating to the employment of seafarers, including qualifications, hours of work, physical health and other conditions of employment. Compliance with STCW requirements should therefore be deemed sufficient for maritime personnel serving on offshore support vessels. Added: All vessels should be manned in order to provide all specified contracted services. The Owners should assess the proposed manning level in order to ensure that the level is suitable for the intended activities and, if necessary, make appropriate arrangements to ensure that all operations likely to be involved can be safely undertaken.</td>
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<td></td>
<td></td>
<td>5.4.2.2 Operation Level B</td>
<td>Added: 4 Towing Operations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5.4.5.1 Senior Watchkeepers in Charge of AH Operations</td>
<td>Deleted: Masters having previous A/H experience as Master or Chief Officer, but where this is more than 5 years ago, should have an overlap period of at least 14 days with an experienced A/H Master. At least one A/H operation must be performed during this period.</td>
</tr>
<tr>
<td></td>
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<td>5.4.5.2 Officers</td>
<td>Deleted: Before participating in the A/H team associated with the MOU moving operation, deck or engineer officers with no previous A/H operations experience should undertake a formal offshore and A/H familiarisation course or programme. This can be a combination of deck and bridge experience in a real or simulated environment. Participation in any such programme should be recorded.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5.4.5.4 Deck Crew</td>
<td>Deleted: At least one member of each deck watch should have performed a minimum of 5 MOU moving operations.</td>
</tr>
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<td>5.4.5.7 Duel Responsibilities &amp; Reporting Functions</td>
<td>Deleted: Situations have arisen where the same individual is acting on behalf of two or more interested parties, often involving both the Towmaster and Marine Representative functions. This cannot be considered as good practice, since the roles, responsibilities and reporting functions of the individual involved are likely to be compromised. Such situations should therefore be avoided wherever possible. Added: Dual Responsibilities &amp; Reporting lines must be clarified and a single line of communication to be established. The Master has overall responsibility for the safety in all operations conducted on the vessel including simultaneous operations.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5.5 Third Party Industrial Personnel onboard the Vessel</td>
<td>Deleted. Section replaced by table 2. which covers third party personnel</td>
</tr>
</tbody>
</table>
5 Certification, Training, Competency & Manning

5.1 Introduction

The intention of this Chapter is to ensure that offshore marine operations are performed to an acceptable standard and in a controlled manner. The competence regimes in the industry are based on both international and national regulating bodies, in addition to Best Practices and Guidelines.

This means that while Seafarers shall adhere to their Flag State requirements for their Maritime Competence, other personnel have to comply with other requirements. This Chapter therefore focuses on the competencies likely to be involved on mobile units and vessels supporting offshore operations.

5.1.1 KATE

Competency has been defined as “acquisition of knowledge, skills and abilities at a level of expertise sufficient to be able to perform a task to a required standard”.

It can be summarised in the acronym “KATE”:

- Knowledge
- Ability
- Training
- Experience

5.2 Certification and Competency Requirements

5.2.1 General Maritime Personnel Certification

Flag State requirements concerning all mandatory training and certification requirements in order to serve as a Seafarer. e.g., Certificates of Competency, Safety Courses, Medical Certificates and similar.

Compliance with STCW requirements will be sufficient for these purposes.

5.2.2 Other Maritime Personnel Certification

In some instances, certification relating to specialist functions may not fall within STCW requirements and may be managed by bodies other than the vessel’s flag state.

5.2.3 Functional Competence

This includes personnel having the required level of competency to support specialist functions which may not be regulated by the Flag State.

Typically, these would include banking cranes, rigging and slinging, winch operations, advanced first aid training on stand-by vessels and many other similar functions.
5.2.4 Training, Experience Levels & Record Keeping

In many cases, course attendance will not be sufficient to acquire those skills which also require practical experience of the work to be undertaken.

These arrangements should be in a form that can easily be transferred between employers, if required. Individuals should ensure that such records which relate to them are updated and verified as new skills are acquired.

In addition to normal operations, any training and experience should also relate to any emergency situations which might arise as the task progresses.

It is the responsibility of the owners or managers of facilities and vessels to ensure that personnel have the necessary competency and experience to undertake any tasks to which they may be assigned.

Courses relating to any task may be arranged within the employer’s organisation, including recorded “on the job” training, or by a competent external service provider. These may include crew resource management and other training courses in a simulated environment.

5.3 Team Competencies

To accommodate training and personal development, the competency of the overall marine team involved in a particular operation should also be considered.

To promote training and sharing of expertise, less experienced personnel should be teamed up with those having a good understanding of the task being undertaken.

When considering the personal development of a seafarer, owners and operators should therefore endeavor to ensure that the individual concerned can work as part of an experienced team.

This is equally important on offshore facilities as on vessels.

5.4 Marine Personnel Competence Overview

5.4.1 General Competence

The owners should assess the proposed manning level in order to ensure that the level is suitable for the intended activities and, if necessary, make appropriate arrangements to ensure that all operations likely to be involved can be safely undertaken. Therefore, a thorough assessment of intended operations should be undertaken.

The Master must ensure that all personnel comply with STCW and MLC regulations. The Master must ensure that all personnel comply with current STCW Hours of Rest regulations at all times.

Where, for example, as a result of its size, the above provisions do not relate to a particular vessel they should be complied with as fully as may be practical.

Minimum Safety and Security requirements are governed by Flag State requirements, and therefore are not addressed in these Guidelines.
It is the owners’ responsibility to man the vessel in such a way that in all circumstances the crew are able to conduct the required operation in a safe manner. Charterers shall provide Owners with sufficient information in a timely manner to allow these requirements to be met.

5.4.2 Operational Levels

The introduction of Operational Levels is meant to draw focus from vessel capabilities to the complexity of the operation itself. This means that competence requirements should reflect the complexity of the operations within the contract scope of work, instead of, for example, the DP Class of the vessel. It also means that if an AHTS vessel performs cargo runs, it is the cargo run that is the essential criteria, and the competence requirement should reflect that.

These Operational Levels relate ONLY to Vessel Crew.

In order to set the right operational level, it is essential that the Charterer specifies in the scope of work what kind of operations are to be expected during the contract period.

It is not desirable to “up man” and “down man” during the operation.

For longer term charterers the intended scope of work for the vessel, together with the process for managing any changes to the scope throughout the charter period, should normally be included as part of the charter party.

5.4.2.1. Operation Level A

Basic operations - Not linked to vessel type Function/Typical Operations

1. Operations outwith any safety zone
2. All response and rescue support.
3. Transits (including Towing) in order to do ANY JOB, this level must be met, as this is safe manning (SMC) requirement from Flag State.

Manning: Safe Manning Levels

According to SMC and vessel’s safety management system.

5.4.2.2. Operation Level B

Standard Operations - Medium Complexity Function/Typical Operations

1. Cargo operations within safety zone, including those supported by dual-role stand-by vessels.
2. Simple low-load anchor handling operations.
3. ROV operations outwith safety zone.
4. Towing Operations

Manning Bridge

2 Fully Certified STCW Officers.
If required, winch operator as described in vessel's SMS.

If operating on dynamic positioning, bridge manning should consist of one operator certified in accordance with the vessel class notation and a second who, as a minimum, has attended the basic DP Induction course. Dependent on the qualifications and previous experience of the second operator, a period of equipment familiarisation in accordance with IMCA, MTS or equivalent recommendations may also be desirable.

**Engine**

Not in UMS mode (active monitoring).

During these operations, all machinery functions are to be actively monitored by the current watch-keeping engineer from a location adjacent to the machinery space so that, should physical intervention be required, the response time for such intervention is minimised.

**Deck**

Subject to Risk Assessment.

Cargo or anchor handling operations will normally require 2 qualified seamen with appropriate operational experience.

5.4.2.3. **Operation Level C**

**Advanced Operations - High Complexity Function/Typical Operations**

1. Complex anchor handling operations, typically piggybacking, pre-laying or in deep water.
2. Close approach/inter-ship operations.
4. Diving Support.
5. Complex ROV operations, in close proximity to surface assets.
7. Vessel supported lifting operations within Safety Zone.

**Manning Bridge**

Subject to risk assessment, but likely to include: 2 Fully Certified STCW Officers.

If required, winch operator as described in vessel's SMS.

If operating on dynamic positioning two fully certified DPOs one of whom should be a SDPO and the other a DPO in accordance with IMCA, MTS or equivalent requirements.

**Engine**

Not in UMS mode.

During these operations all machinery functions are to be actively monitored by the current watch-keeping engineer from a location adjacent to the machinery space so that, should physical intervention be required, the response time for such intervention is minimised.
Deck
Subject to Risk Assessment.

Anchor handling and other operations will normally require 2 qualified seamen with appropriate operational experience.

5.4.3 Vessel Competency Matrix

The requirements of Operational Levels A, B and C in relation to bridge and engine room personnel are summarised in Table 1.

<table>
<thead>
<tr>
<th>MANNING</th>
<th>OPERATIONAL LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
</tr>
<tr>
<td>2*WATCH KEEPING</td>
<td>Bridge</td>
</tr>
<tr>
<td>Engine Room</td>
<td>UMS (if so classed)</td>
</tr>
<tr>
<td>DYNAMIC POSITIONING</td>
<td>1 Unlimited DPO (a) or 1 Restricted DPO (b)</td>
</tr>
<tr>
<td>Deck (marine) (excluding project personnel)</td>
<td>As required</td>
</tr>
</tbody>
</table>

Notes
(a) Unlimited SDPO or DPO as defined by IMCA, MTS or similar.
(b) Restricted DPO to have attended basic DP induction course and, if necessary, to have had appropriate equipment familiarization

5.4.4 Application

The above recommendations relate to the majority of vessels supporting offshore operations.

However, it is recognised that in certain circumstances, particularly in relation to smaller vessels (typically less than 500 GRT) with restricted accommodation, compliance with these recommendations may not be possible.

In such circumstances it is the responsibility of the vessel owner or manager to ensure that the vessel is adequately manned with appropriate procedures for the function it is required to support.

Relevant flag state and local requirements should always be complied with.

5.4.5 MOU Moving Operations

Due to the nature of MOU moving operations participating personnel must additionally be familiar with all aspects of such operations as follows:

5.4.5.1. Senior Watch Keepers in Charge of Anchor Handling (AH) Operations

Senior watch keepers in charge of AH operations require relevant expertise. Watch keepers allocated to charge of operations with no previous AH experience should perform at least 5
MOU moving operations accompanied by an AH experienced Master, or a suitable combination of rig moves and simulator training in accordance with training matrix and experience log, before they may command an AH assignment. AH experience gained in a chief officer role is acceptable.

5.4.5.2. Officers

Officers involved in AH operations also require relevant expertise. In particular, officers must have a full understanding of all safety aspects of anchor-handling especially with regard to safe use and limitations of equipment.

If supervising AH work on deck, the officer must have AH experience and be competent in AH procedures and guidelines, AH equipment set-up and function, and be familiar with associated hazards and risks.

Officers working on the bridge during AH and who may have tasks affecting the safety of those working on deck shall be familiar with AH deck work operations and the associated hazards and risks.

5.4.5.3. Vessel Winch Operators

The Vessel winch operators should be competent in the winch, safety systems, functions and limitations.

The Ship Owner should be able to document that appropriate on the job training or a course has been given. A training certificate should be issued by Shipowner or a course center.

5.4.5.4. Deck Crew

Personnel assigned independent work on deck during AH operations should be familiar with guidelines and procedures for this, and AH safety. They should also be familiar with the use of UHF/VHF radio.

Able seamen with no previous AH experience must be trained in guidelines, procedures and safe equipment use before assignment to independent AH work on deck. All training is to be documented.

5.4.5.5. Tow Master

It is the responsibility of the organisation providing or employing a person to undertake the function of Tow Master to ensure that the individual has the competency and experience to fulfil this function.

It is recommended that persons supporting this function should have participated in the moving of mobile offshore units in the following capacities:

1. In relation to semi-submersible units, acted as a stand-alone Barge Supervisor on such units for a minimum of three (3) rig moves or as assistant Tow Master for a minimum of five rig moves. Both roles should be supervised by an experienced Tow Master.

2. In relation to self-elevating units, acted as a stand-alone Barge Supervisor on such
units for a minimum of three (3) rig moves or as an assistant Tow Master for a minimum of five rig moves. Both roles should be supervised by an experienced Tow Master.

Recent experience gained as Master or senior watch keeper on vessels which have been engaged in anchor handling operations of a similar nature should also be considered when assessing the competency of a Tow Master. In this context “recent experience” should be taken as being within the previous three years, though earlier experience may also be considered if particularly relevant.

In addition, persons acting as Tow Master should have:

1. Relevant marine knowledge, experience.
2. Where necessary, appropriate qualifications which may include STCW certification.
3. Full understanding of the proposed operation, including any particular risks which might be involved.
4. Appropriate knowledge of Geotechnical/Soil Conditions.
5. Knowledge of Offshore Meteorology and Forecasting.
7. Knowledge of relevant international and local rules and regulations.
8. Ability to communicate effectively in English and/or local working language.

5.4.5.6. Marine Representative

It is the responsibility of the organisation providing or employing a person to undertake the function of Marine Representative to ensure that:

1. The individual has the competency and experience to fulfil the function as it relates to the particular operation.
2. The terms of reference for the role are fully understood.
3. The individual has been adequately briefed and has been provided with all relevant information.

5.4.5.7. Dual Responsibilities & Reporting Functions

Dual Responsibilities & Reporting lines must be clarified and a single line of communication to be established. The Master has overall responsibility for the safety in all operations conducted on the vessel including simultaneous operations.

5.4.5.8. MOU Winch Operator

MOU winch operators should be competent in the winch operation, safety systems, functions and limitations. MOU Owner shall be able to document that appropriate on the job training or a course has been given.

5.4.5.9. Crane Operators (including Subsea Functions)

Crane operators must be certified and competent in the crane, safety systems, functions and limitations.
Operational experience with cranes installed on the vessel or MOU is to be logged, including operation of any heave compensation or other particular features provided.

Vessel or MOU Owner shall be able to document that appropriate training has been given. For examples of training requirements refer to OMHEC standard or local equivalent.

5.5 Dangerous and Noxious Liquid Cargoes

The carriage and handling of dangerous and noxious liquid cargoes by ship is governed by IMO and implemented by the different Flag States and Coastal States.

There are no specified competence standards covering the freight of dangerous and noxious liquid cargoes on Offshore Supply Vessels.

Recommended competency levels for handling these cargoes are as follows:

5.5.1 Vessel Personnel

Masters, Chief Engineers and certain other Officers should have received suitable training relating to SOLAS and MARPOL requirements which includes the relevant parts of the IBC Code as referred to in A.673 (16) (Guidelines for the transport and handling of limited amounts of hazardous and noxious liquid substances on offshore support vessels) appropriate to the vessels to which they are assigned, the IMDG Code and the OSV Code where relevant.

5.5.2 On Shore Personnel

Personnel working at the onshore base or on the offshore facility with responsibility for declaration and shipment of dangerous or noxious liquid cargoes should have received similar training so that they have a full knowledge and understanding of the requirements that vessels must comply with when carrying such cargoes.
## 5.5.3 Table 2. Competence Requirements

<table>
<thead>
<tr>
<th>Role</th>
<th>Adequate English</th>
<th>IMDG Code</th>
<th>Liftiing Equipment</th>
<th>Slumber Course</th>
<th>Cargo Handling</th>
<th>Bulk Material Handling</th>
<th>Materials Management</th>
<th>Industrial Personal</th>
<th>Notes and Additional Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operation managers</td>
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<td>1. Shall preferably have a maritime background (nautical studies, mate, Master)</td>
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<td>Shipping managers</td>
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<td>2. The defined operation manager, shipping manager, sailing manager, vessel coordinator or logistics coordinator is responsible for coordination and follow-up of all loading or offloading operations involving offshore service vessels at a base, quay or tank installation.</td>
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<tr>
<td>Sailing managers</td>
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<td>X</td>
<td>X</td>
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<tr>
<td>Vessel coordinators</td>
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<tr>
<td>Logistics coordinators</td>
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<tr>
<td>Quay Foremen</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Personnel packing goods in containers</td>
<td>X*</td>
<td>X</td>
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<td>* IMDG required if handling goods classified as dangerous goods</td>
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<tr>
<td>Crane Operators</td>
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<tr>
<td>Personnel involved in cargo handling</td>
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<td>1. Familiar with identification of hazardous chemicals and requirements for testing 2. Safe handling of bulk cargo and hazardous chemicals. 3. Handling and containment of spills, and familiar with related external notification procedures.</td>
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<tr>
<td>Personnel involved in bulk cargo handling</td>
<td>X</td>
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<td>Training shall include vessel types, functioning of manoeuvring and/or positioning systems, vessels' characteristics and limitations (including weather restrictions and vessel load capacity) and maritime terminology.</td>
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<tr>
<td>Installation Maritime Co-ordinator</td>
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<tr>
<td>Installation cargo handling</td>
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<td></td>
<td>1. Familiar with identification of hazardous chemicals and requirements for testing 2. Safe operation in tanks and confined areas 3. Handling and containment of spills, and familiar with related external notification procedures.</td>
</tr>
<tr>
<td>Personnel involved in tank cleaning</td>
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<tr>
<td>Other Industrial Personnel</td>
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<td>As identified by co-ordinators of their operation and their required for the service they perform</td>
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