

Wood Training

NZQA approved and registered PTE

PRE COURSE INFO

OPITO – BOSIET, HUET, FOET, BOSIET DIGITAL DELIVERY

OPITO Standard Code 5700, 5095, 5858, 5703

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Welcome to Wood Training

The following guidelines have been provided for delegates (students) and companies to obtain an understanding of the training and assessment requirements for the OPITO Standards.

We are currently offering the following OPITO courses:

BOSIET (with EBS)	Code 5700	Theory and Practical; maximum 8 candidates resulting in reduced timeframes*
BOSIET (with EBS) Digital Delivery	Code 5703	Practical Sessions One (1) day.
FOET (with EBS)	Code 5858	Theory and Practical One (1) day.
HUET (with EBS)	Code 5095	Theory and Practical One (1) day.

* Contact us for course dates.

Training Centre Contact

M&O Pacific Ltd trading as Wood Training. 28 Manadon Street, Spotswood, New Plymouth, Taranaki, New Zealand 4310.

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Website: www.woodtraining.co.nz

General Course Details

Verification of Delegate – BOSIET, BOSIET Digital Delivery, FOET, HUET

All delegates must have a document proving their identity when they attend an onsite course: government issued photographic document e.g. ID Card, Passport, Driving License, etc; this must match the registration details. **REMEMBER** to bring this identification on the day of the course (including both days for BOSIET). A current medical certificate is also required, and this **MUST** be submitted to us at least two days prior to training. Refer to page 6 "medical information".

Delegate pre-requisites

BOSIET (with EBS):	No training prerequisites are required.
FOET (with EBS):	Open to delegates who have a valid (in-date) OPITO-approved BOSIET (with CA-EBS), BOSIET, TBOSIET, FOET (with CA-EBS), FOET or TFOET certificate.
HUET (with EBS):	No training prerequisites are required.

FOET pre-requisite: Please provide a copy of your current/in date BOSIET or FOET certificate. Note we will check this against the OPITO Vantage database.

What to Bring

- Government issue photo identification.
- Safety footwear (mandatory for Day 2 of BOSIET). (we will supply gumboots otherwise)
- A spare set of socks, swimming attire, a towel, and a thermal top (optional) to wear under dry suit.
- Drink bottle to replenish thirst during training.

*Note a copy of your medical **MUST** be supplied to us at least two days prior to the start of training; in the circumstances where this is not achievable, we must receive your medical prior to course start time on the day.*



What we will provide

- Training facility including all required equipment.
- Male, Female toilets and shower facilities.
- Student lounge where morning / afternoon tea and lunch (regular or vegetarian) will be provided (includes coffee / tea making facilities and chilled water; fridge).
- Free off street parking.

Assessment Process

Delegates will be assessed throughout the course against the relevant OPITO Standard Learning Outcomes. This will be via direct observation of the tasks being performed, supported where necessary by oral and/or written questions as appropriate.

Outcomes:

C = Competent

Delegate performed all tasks to the standard.

NYC = Not Yet Competent

Delegate didn't successfully perform all tasks to the standard.

What happens if a delegate is NYC:

If during the course the delegate is unable to satisfactorily perform a task, the instructor will provide the delegate with verbal feedback and provide an opportunity for them to practice the task again before a formal, re- assessment.

If, for any reason, the delegates re-assessment of a learning outcome is judged as NYC, or they are unable to proceed with the task at the time, or the maximum allowable time for delivery of the course has been reached, an offer will be made for the Delegate to return within three months to re-sit the relevant Learning Outcome.

If the outstanding learning outcome is not successfully completed during the three month window, an outcome of NYC will be recorded as the overall result.

Certificate Validity

All issued certificates for the above course are valid for four years and all successful delegates will have their results submitted to OPITO within one week of the end of their course. At Wood Training we will also provide you with a photo ID card.

Forwarding Dating

You can undertake your refresher training (FOET) up to **three months** prior to the expiry date marked on your existing in date valid BOSIET or FOET certificate. This allows you to book in advance at a time to suit your schedule **without losing any time. NOTE combined course code certificates are not eligible for forward dating, contact Wood for more details.**

Student Welfare

The welfare of all delegates attending our training centre is our top priority.

Prior to the start of any OPITO practical activity the lead instructor will conduct a toolbox meeting with support staff and delegates.



This will cover hazard identification and controls, emergency preparedness, explanation of the activities and environmental conditions, and a reminder to all students “if you believe that unsafe acts or conditions are occurring/exist, you should immediately raise the alarm with your trainer who will take the appropriate corrective action. We encourage all students to raise the alarm if you believe any individual is in distress”. All participants have a right to “stop the job”.

Our QHSE Advisor monitors and follows-up relevant areas. Students are encouraged to contribute by reporting any safety and health issues to their trainer or by filling out an Event Form.

At the end of each course delegates are required to complete a post course declaration regarding whether they have become unwell at the end of the course or have exited the course free of medical issues/incidents.

BOSIET with EBS Digital Delivery

Digital BOSIET is available on an opt-in basis, providing flexibility and choice to the industry. The traditional classroom courses will still be available, and no changes will be made to the technical content of OPITO Standards. The Learning Outcomes of the Digital Delivery of BOSIET (with EBS) are identical to those contained in the BOSIET (with EBS). These are outlined later on in this document.

Currently divided into 40% classroom learning and 60% practical training, the digital version will provide an interactive, online alternative to the classroom element with additional knowledge content. The course will be available to learners at any time and from any location with internet access. It will include an ongoing assessment to better measure an individual's understanding of the Standard's learning content and competency to travel and work in the oil and gas industry. Delegates may access the portal from any web enabled device, including mobile and tablets in addition to laptop/PC.

In order for learners to better prepare for, and progress to, the practical session, Digital Standards will include short safety orientated videos. The use of film footage, graphics, animation, voice over and text provides learners with a varied and interactive way to learn and helps prepare them for the practical training.

All formal assessments will be conducted at an approved training provider upon completion of the online elements.

The online programme starts with viewing of an introduction video, followed by following modules:

1. Module 1 – Safety Induction
2. Module 2 – Helicopter safety and Escape
3. Module 3 – Sea survival and First Aid
4. Module 4 – Firefighting and Self-Rescue

Please undertake the modules in the above order 1-4.

What are the key benefits of Digital BOSIET

- Gaining back time through reduced days off work to attend BOSIET course.
- Anywhere / anytime access.
- Increased pre-training safety awareness.
- Learn at the delegates own pace.
- Travel and accommodation costs reduced.
- Are able to repeat content if needed.

OPITO FAQs: <http://www.opito.com/media/downloads/digital-bosiet-faq.pdf>



Pre-requisites for the Digital Delivery of BOSIET (with EBS)

Delegates **MUST** complete all online elements contained in the BOSIET (with EBS) online programme (it is estimated this may take around 8-12 hours), prior to attending our OPITO-approved training centre to be formally assessed against all learning outcomes.

This assessment (which will take one day; up to 10 hours onsite including travel) must be undertaken **within 90 days of completing all the online elements**.

(It is recommended that the delegate is given at least seven (7) days to complete the e-learning course before attending an approved training provider to undertake the assessments.)

Digital Delivery Enrolment Process

The Following details of the delegate **MUST** be provided for registration onto the Digital BOSIET course:

- First Name
- Last Name
- Email address
- Phone Number
- Date of Birth (dd/mm/yyyy)
- Practical Assessment Date

After registration a welcome email will be sent from the portal to the delegate's e-mail address with instructions on how to complete the portal registration and access the online course. Refer to the online help by clicking on the "?" icon at the portal login screen. The Learner User Guide at the portal will assist with the specific steps.

Physical and Stressful demands of DIGITAL BOSIET/BOSIET/FOET/HUET (with EBS)

NOTE:

The physical and stressful demands of the Digital Delivery of BOSIET (with EBS) are identical to those contained in the BOSIET (with EBS) Standard.

Medical Information

Please note that some aspects of the OPITO training courses are of a physically demanding and potentially stressful nature (refer to the list below). All personnel who participate in such activities must be physically and mentally capable of participating fully. It is the responsibility of the delegate and/or the company sponsoring the delegate to ensure they are able to complete the course without any adverse effect to their present state of health.

Therefore OPITO-approved training centres are required, as a minimum, to ensure that prior to participating in practical exercises, the delegate must either:

- a) Possess a valid, current offshore medical certificate* or**
- b) Possess an employing company approved medical certificate equivalent to an offshore medical certificate, or**
- c) Undergo medical screening by completing an appropriate medical screening form provided by the OPITO-approved centre. (This can be obtained from us by calling/emailing our office).**



The responsibility for declaring any current or pre-existing medical conditions that could have adverse effects to the individual's state of health while undertaking the training and/or assessment activities lies with the delegate/candidate and/or company sponsoring the delegate.

*** OGUK Medical**

A New Zealand based doctor can be located by typing in 'New Zealand' and then searching by city at website <https://oilandgasuk.co.uk/examining-doctors-overseas/>

Delegate Medical Self Declaration

The following questionnaire is provided for your personal review.

If you have any of the following medical conditions or answer YES to any of the questions you are advised to:

- Provide the list of training requirements to your physician
- Consult with your Physician to determine if you are fit to safely complete the training

This medical questionnaire may be voluntarily used by the delegate to discuss whether they are physically able to participate in course(s). This list of questions is by no means an exhaustive list of all questions you should discuss with your medical provider. Instead, it is being provided to you as guidance of what questions you may want to discuss with your medical provider prior to signing your Medical Declaration acknowledging your fitness to participate in the training programme.

Questions	Yes	No
Have you any medical conditions or previous injuries that will affect your ability to undertake Helicopter Underwater Escape Training and/or Self Contained Breathing Apparatus Training?		
Are you taking any medication or receiving any medical treatment at present?		
Are you presently on light duty because of a medical condition?		
Do you wear dentures or a partial plate? Please be aware that you will be required to wear a mouth piece for the EBS training component		
Do you wear prescription glasses or contacts?		
Can you swim? Limited / Non-swimmer		
Do you have any facial characteristics such as scars, hollow temples, very prominent cheekbones, deep skin creases, a misshapen nose, lack of nose bridge?		
Do you have facial hair – stubble, beard, moustache, sideburns, long hair which could reduce satisfactory sealing of face piece?		
Do you suffer high blood pressure		
Have you ever had epilepsy, seizures, fainting, dizzy spells or “blackouts”?		
Do you have asthma, shortness of breath or breathing difficulties?		
Do you suffer any heart condition, chest pain or chest discomfort on physical exertion?		
Do you have any hearing trouble, including hearing problems/ balance problems, ruptured ear drums, current ear infection or ears that are sensitive to water exposure?		
Did you have any disease, altered state of health or any accident in the last 12 months including any head injury		
Do you have any problems with persistent headaches or migraines		



Do you have any nervous disorders or phobias including phobias of water, height or enclosed spaces		
Do you have any circulatory disorders (varicose veins, poor circulation)		
Have you any illnesses acquired overseas e.g. Malaria		
Are you allergic to any medicine / substances?		
Do you have any bone, joint, muscle or tendon problems, previously dislocated shoulder/knee or back problems?		
Do you suffer from Diabetes?		
Are you currently under any treatment or any kind of medication?		
Are you pregnant? If Yes, How long have you been pregnant?		
Have you ever been hospitalized or been under a surgical intervention recently?		
Do you suffer from or have ever had epilepsy, seizures, convulsions or fits?		
Do you have any other significant injury, physical disability or illness not mentioned above that would require a doctor's release?		
Are you suffering from any physical or physiological condition not mentioned above that could affect your participation in any of the physical training activities?		
Do you have any anxiety that could prevent you from safely completing this training?		

Physical Activities of OPITO Training

Physical activities may include but are not limited to the following:

- Moving through the water using your arms while wearing a life jacket and/transit or immersion suit.
- Holding your breath to egress underwater in a helicopter simulator module.
- Entering the water from pool side or at height 3.3ft or 1m.
- Towing other persons in the water.
- Pulling action on the upper body when climbing in or out of the pool.
- Pulling action on the upper body when pulling yourself up and into a life raft from the water. (Similar to doing a chin-up but with an additional 20 lbs/10kg of weight added to your body.) Extensive use of joints – shoulders, neck, elbows, wrists, hips, knees.
- Twisting and torquing the upper body.
- Breathing from emergency breathing devices.
- Sitting in a classroom environment for at least 50 consecutive minutes.
- Crawling over/under objects in low visibility situations.



Learning Outcomes relating to BOSIET with EBS

Following are the BOSIET and DIGITAL BOSIET Learning Outcomes in which the delegate will be assessed against at the approved training centre. The delegate must be assessed as Competent in all areas in order to be issued a Certificate.

Module 1: Safety Induction

To successfully complete this module, delegates must be able to:

- (1) Identify the main offshore hazards and hazard effects/consequences; explain their associated risks, and how they are controlled.
- (2) Explain the potential environmental impact of offshore installation operations.
- (3) Identify key offshore installation safety regulations and explain the basic concept of these regulations.
- (4) Explain the principles of managing safety on offshore installations.
- (5) State the procedure for prescribed medicines offshore.
- (6) Explain the concept of alcohol and substance abuse policy.
- (7) Explain PPE requirements of working on an offshore installation.
- (8) Explain how to report incidents, accidents and near misses on an offshore installation.
- (9) Explain the role of the Offshore Medic.

A written assessment must be completed at the end of this module and the delegate achieve 100%; all other modules will be practically assessed.

Module 2: Learning Outcomes Helicopter Safety and Escape

To successfully complete this module, delegates must be able to demonstrate:

- (1) Donning an aviation transit suit, aviation lifejacket and emergency breathing system equipment (EBS) and conducting EBS integrity checks.
- (2) Actions to take in preparation for a helicopter ditching and an emergency landing.
- (3) Actions following a controlled emergency descent to a dry landing with evacuation via a nominated exit.
- (4) Deployment, operation and breathing from EBS in a pool utilising personal air prior to HUET exercises (delegate to experience positive and negative pressure created by the body orientation in water).
- (5) Actions following a controlled ditching on water (including deploying EBS and, on instruction from aircrew, operation of a push out window) and evacuate through a nominated exit to an aviation liferaft.
- (6) Assist others where possible in carrying out initial actions on boarding the aviation liferaft, to include mooring lines, deploying the sea anchor, raising the canopy and raft maintenance.
- (7) Escaping through a window opening which is underwater, from a partially submerged helicopter (without deploying EBS or operation of a push out window).
- (8) Escaping through a window opening which is underwater, from a partially submerged helicopter (deploying, operating and breathing from EBS equipment but without operation of a push out window).
- (9) Escaping through a window opening which is underwater, from a partially submerged helicopter (deploying, operating and breathing from EBS equipment and operation of a push out window).
- (10) Escaping through a window opening which is underwater, from a capsized helicopter (without deployment of EBS or operation of a push out window).
- (11) Escaping through a window opening which is underwater, from a capsized helicopter (*deploying and operating EBS on the surface prior to capsize but without operation of a push out window).
- (12) Escaping through a window opening which is underwater, from a capsized helicopter (*deploying and operating EBS on the surface prior to capsize and the operation of a push out window).
- (13) Inflating an aviation lifejacket and deploying a spray visor in water.
- (14) Boarding an aviation liferaft from water.



Module 3: Learning outcomes Sea Survival

To successfully complete this module, delegates must be able to demonstrate:

- (1) Donning of a permanent buoyancy lifejacket prior to use in an emergency.
- (2) The correct actions when mustering and boarding a survival craft (TEMPSC) as a passenger during launching operations.
- (3) Fitting of a helicopter strop and correct body posture during winching.
- (4) Water entry (stepping off poolside, maximum height 1 metre) and the precautions to be taken when entering the water.
- (5) Individual and group sea survival techniques, to include: swimming, getting into Heat Escape Lessening Position (HELP), wave-slap protection, towing, chain, huddle and circle.
- (6) Boarding a marine liferaft from the water.
- (7) Immediate first aid actions, to include checking airways, breathing and industry recognised first aid practice.

Module 4: Learning Outcomes Firefighting and Self Rescue

To successfully complete this module, delegates must be able to demonstrate:

- (1) Correct use of handheld portable fire extinguishers and which ones to use for different classes of fires.
- (2) Self-rescue techniques with a smoke hood or partially blindfold from areas where visibility is reduced.
- (3) Self-rescue techniques with a smoke hood or partially blindfold from areas where visibility is completely obscured.
- (4) Small group escape techniques with a smoke hood or partially blindfold from areas where delegate visibility is completely obscured.

Learning Outcomes relating to FOET with EBS

The following are the FOET Learning Outcomes in which the delegate will be assessed against during the course. The delegate must be assessed as Competent in all areas in order to be issued a Certificate.

Module 5: Helicopter Safety and Escape

- (1) Donning an aviation transit suit, aviation lifejacket and emergency breathing system equipment (EBS) and conducting EBS integrity checks.
- (2) Deploying, operating and breathing from EBS at atmospheric conditions.
- (3) Deploying, operating and breathing from EBS in a pool utilising personal air prior to HUET exercises (delegate to experience positive and negative pressure created by the body orientation in water)
- (4) Actions to take in preparing for a helicopter ditching/emergency landing.
- (5) Actions following a controlled ditching on water (including deploying EBS and, on instructions from aircrew, operation of a push out window) and evacuate through a nominated exit to an aviation liferaft.
- (6) Assist others where possible in carrying out initial actions on boarding the aviation liferaft, to include mooring lines, deploying the sea anchor, raising the canopy and raft maintenance.
- (7) Escape through a window opening which is underwater from a partially submerged helicopter (deploying, operating and breathing from the EBS but without operation of a push out window).
- (8) Escape through a window opening which is underwater from a partially submerged helicopter (deploying, operating and breathing from the EBS and operation of a push out window).
- (9) Escape through a window opening which is underwater from a capsized helicopter (*deploying and operating the EBS on the surface prior to capsize and operating a push-out window)



- (10) Following escape from the helicopter (HUET), inflate lifejacket, deploy spray visor and carry out in-water procedures, to include swimming, getting into Heat Escape Lessening Position (HELP), towing, chain, huddle and circle.
- (11) Boarding an aviation liferaft from the water.
- (12) Being rescued by one of the recognised methods available offshore and survivor actions following rescue.

Module 6: Firefighting and Self Rescue

To successfully complete this module, delegates must be able to demonstrate:

- (1) Correct use of appropriate hand held portable fire extinguishers and which ones to use for different classes of fires.
- (2) Self-rescue techniques with a smoke hood or partially blindfold from areas where visibility is reduced.
- (3) Self-rescue techniques with a smoke hood or partially blindfold from areas where visibility is completely obscured.
- (4) Small group escape techniques with a smoke hood or partially blindfold from areas where delegate visibility is completely obscured.

Module 7: Emergency First Aid

To successfully complete this module, delegates must be able to demonstrate:

- (1) Raising the alarm.
- (2) Immediate first aid actions, to include industry recognised first aid practice.

Learning Outcomes relating to HUET with EBS

The following are the HUET Learning Outcomes in which the delegate will be assessed against during the course. The delegate must be assessed as Competent in all areas in order to be issued a Certificate.

Module 1: Learning Outcomes Helicopter Safety and Escape

To successfully complete this module, delegates must be able to demonstrate:

- (1) Donning an aviation transit suit, aviation lifejacket and emergency breathing system equipment (EBS) and conducting EBS integrity checks.
- (2) Actions to take in preparation for a helicopter ditching and an emergency landing.
- (3) Actions following a controlled emergency descent to a dry landing with evacuation via a nominated exit.
- (4) Deployment, operation and breathing from EBS in a pool utilising personal air prior to HUET exercises (delegate to experience positive and negative pressure created by the body orientation in water).
- (5) Actions following a controlled ditching on water (including deploying EBS and, on instruction from aircrew, operation of a push out window) and evacuate through a nominated exit to an aviation liferaft.
- (6) Assist others where possible in carrying out initial actions on boarding the aviation liferaft, to include mooring lines, deploying the sea anchor, raising the canopy and raft maintenance.
- (7) Escaping through a window opening which is underwater, from a partially submerged helicopter (without deploying EBS or operation of a push out window).
- (8) Escaping through a window opening which is underwater, from a partially submerged helicopter (deploying, operating and breathing from EBS equipment but without operation of a push out window).



- (9) Escaping through a window opening which is underwater, from a partially submerged helicopter (deploying, operating and breathing from EBS equipment and operation of a push out window).
- (10) Escaping through a window opening which is underwater, from a capsized helicopter (without deployment of EBS or operation of a push out window).
- (11) Escaping through a window opening which is underwater, from a capsized helicopter (*deploying and operating EBS on the surface prior to capsize but without operation of a push out window).
- (12) Escaping through a window opening which is underwater, from a capsized helicopter (*deploying and operating EBS on the surface prior to capsize and the operation of a push out window).
- (13) Inflating an aviation lifejacket and deploying a spray visor in water.
- (14) Boarding an aviation liferaft from water.

End of Course Evaluation

At the end of the course, you will be invited to formally evaluate the training you received by completing a course evaluation form. The information from this will assist us with continuous improvement of the training we provide.

Further Information

Our **Student Handbook** and **Course Catalogue** are available online and contains additional information covering:

- Enrolment Procedures.
- A list of the PPE required for training.
- Student Services.
- Privacy Statement.
- Drug and Alcohol Policy.
- Principles of Student Conduct.
- Student Fee Protection.
- Concerns/Complaints.
- Assessment Process.
- Site Maps.
- Accommodation options.
- Course Costs.

Online Information

More information about OPITO can be viewed at their website <http://www.opito.com/>

"Digital delivery of BOSIET" video can be viewed online: <http://www.opito.com/content/digital-delivery>

"OPITO's One Vision" video can be viewed online: <http://www.opito.com/content/opitos-one-vision>

"OPITO Basic Offshore Safety Induction and Emergency Training – BOSIET" video can be viewed online: <http://www.opito.com/content/opito-basic-offshore-safety-induction-and-emergency-training-bosiet>



TRAIN-R Application

Offshore workers can access their OPITO training records at the touch of a button wherever they are in the world with the OPITO TRAIN-R. The mobile application is free and enables the delegate, in any international location, to plan and track their OPITO training via an appropriate device.



See <http://www.opito.com/content/trainr>.

If you have any further questions about OPITO Training please contact us.

Email: info@woodtraining.co.nz

Phone: 0800 707 383 within New Zealand

Delegate Reminder Checklist

Remember to:

- Book your place on the right course
- Digital BOSIET:** provide the required details to enable us to get you access to the online learning portal
- Digital BOSIET:** enter the portal and complete all the required learning prior to the practical course day
- Digital BOSIET:** read the health and safety handout (NZ legislation focused) (this is pre reading to assist with the safety induction assessment) (emailed)
- Pay for the course at time of booking if an individual or provide Purchase Order if a company with an account; contact Finance to set up an account if your business does not have one
- Read the Booking Confirmation email including the linked documents:
 - student handbook
 - this document
 - online terms and conditions
- Complete and return 'Form 947 SFP Acknowledgement' if individual paying for course
- Have provided a current offshore medical or acceptable alternative
- FOET:** Have provided your current in-date certificate (we will valid this by searching OPITOs Vantage database)
- Bring a government issued photo ID to the course
- Bring safety footwear and clothing as indicated
- Drink bottle to replenish thirst during training in warmer weather
- Enjoy your training experience! with Wood Training

Disclaimer:

In good faith every reasonable effort has been made to ensure that the material contained within this workbook is complete and correct. However, Wood Training cannot be responsible for how this information is applied. For current information and correct application, see Best Practice industry standards and Guidelines.

