

**UKOPA  
COMPETENCY FRAMEWORK DOCUMENT**

*VERSION 2.3*

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**UKOPA COMPETENCY FRAMEWORK****Section 1**  
**Overview****Context**

UK pipeline safety legislation is goal setting, and requires that the duty holder demonstrates that duties have been addressed and undertaken. Pipeline safety management in the UK is regulated by the Pipelines Safety Regulations 1996. These Regulations are enacted under the HASAWA umbrella legislation, and require that as a minimum all safety critical tasks (eg involving work on a pipeline or supervising work on a pipeline) are carried out by a competent person. This introduces a need to assess and record the competence of personnel working on pipelines.

**Background**

The UKOPA Competency and Training Work Group (C&T WG) was formed to review the requirements for competency assessment and make recommendations based on best practice to UKOPA. The work undertaken covered a review of legislative requirements for competency and its definition, current practice and existing systems and pipeline operator requirements. Based on the results of these reviews, a high level competency assessment framework was developed, which draws together the principles and methods of competency assessment in a generic and non-prescriptive format. This provides a basis from which individual company competency assessment procedures can be developed from a common basis.

**Competence, Definition and Assessment**

The term ‘Competent Person’ occurs frequently in the safety regulations<sup>1</sup>. Clarification of the definition of competence has been established through case law brought under these Regulations. The C&T WG adopted the following definition<sup>2</sup>:

*A Competent Person should have practical and theoretical knowledge as well as sufficient experience of the particular machinery, plant or procedure involved to enable them to identify defects or weaknesses, and to assess their importance in relation to strengths and functions of the machinery.*

The Competency Framework recommends that the competency requirement for each task allocated to a person undertaking work on a pipeline is specified in terms of theoretical knowledge, practical knowledge and sufficient experience, and its assessment is carried out by reviewing and confirming evidence under these categories, and gives examples of typical evidence.

**Aim and Objectives**

The aim of the UKOPA Competency Framework described in this document is to provide a high level, generic but practical methodology which describes the

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<sup>1</sup> Electricity at Work Regulations 1989, Management of Health and Safety at Work Regulations 1992, Pressure System Safety Regulations 2000, Construction (Health, Safety and Welfare) Regulations 1996, Pipelines Safety Regulations 1996.

<sup>2</sup> Taken from *Brazier v. Skipton Company* (1962) His Lordship Winn J.

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competency assessment requirements of pipeline operators, and could be used by any pipeline operator to assess the competency of individuals working on and supervising work on pipelines.

The key objectives are to provide pipeline operators with:

- i a high level methodology for competency assessment,
- ii the basic requirements for competency assessment in a generic format,
- iii examples of and guidance on application, either directly, or as part of a company management system.

**Outline of the UKOPA Competency Framework**

The UKOPA Competency Framework comprises:

- i) An overview of the activities tasks and outline role descriptions for pipeline engineering work for which competency assessment is to be carried out.
- ii) A register of the competency profiles for tasks relevant to each activity which have been developed to date.
- iii) Guidance on how the role description and competency profiles can be applied to competency assessment.
- iv) Examples of how competency assessments can be recorded.

**Principles**

In developing the Competency Framework, the following principles have been applied to ensure consistency and practicality of application:

- i) The framework must be applicable and adaptable at a generic level to any pipeline operator.
- ii) The framework will use a consistent format for competency requirements (ie competency profiles).
- iii) The Framework will include logical, professional examples of competency assessment which meet the needs of pipeline operators and the individuals assessed.

**Scope**

The competency framework currently covers safe working and supervision of safe working on basic pipeline maintenance activities as carried out by operatives' craftsmen and technicians.

The task competency profiles have been defined by the UKOPA Competency and Training Work Group to reflect the basic requirements of pipeline engineering operations. The competency profiles have been developed using a common format to

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facilitate application, modification and extension. Competency categories included within each profile cover 'doing' and 'supervising' work levels, and are formatted as non-prescriptive checklists which are intended to be used for guidance by pipeline operators when compiling specific company requirements for the assessment of theoretical knowledge, practical knowledge and sufficient experience.

**UKOPA COMPETENCY FRAMEWORK****Section 2****Pipeline Engineering Activities, Tasks and Role Descriptions**

For the purposes of this Framework Document, pipeline engineering is described as a series of activities, each of which involves a series of detailed tasks, as shown in Table 1. The activities describe pipeline engineering in terms of core (health, safety and environment, H,S&E), operational, discipline and specialist work areas, and the tasks describe the detailed work to be undertaken within these work areas. This Framework Document describes and gives examples of how an individual's competence to carry out specific tasks may be assessed.

An individual is assigned the responsibility to carry out work by means of their position or job within the operating company, or through an agreed contract for work or services. This Framework Document uses role descriptions to define the responsibilities allocated to and work undertaken by an individual. The responsibilities define the level of responsibility at which the work is to be undertaken, and the work is defined as a list of tasks.

A person is competent to carry out a role or specific work when they are shown to *'have the required theoretical and practical knowledge and sufficient experience to carry out work safely'*.

The assessment of the competence of an individual requires that their theoretical and practical knowledge and personal experience are assessed against objective requirements for the role or specific work, set by the pipeline operator. The UKOPA Competency Framework describes in outline a high level and generic approach to competency assessment, which is based on current good practice applied by the member companies. This approach involves the use of competency profiles which define the objective competency requirements for specific tasks. These task profiles can be easily compiled into a competency profile for a role, by simply adding the competency profile requirements for the list of tasks relevant to the role.

The approach described above is intended to be generic, and can be applied to the assessment of competence to carry out a single task, or to carry out a role involving a number of tasks. The approach can be readily modified to suit specific pipeline operator requirements by simply adding or deleting tasks.

As described above, role descriptions specifying the responsibilities of the person undertaking the role, and the specific tasks to which these responsibilities apply, are company specific. However, it is possible to describe generic role descriptions which encompass at a high level the requirements of most pipeline operators. This Framework defines two generic role descriptions for working on pipelines:

**UKOPA COMPETENCY FRAMEWORK**1. Pipeline Engineering Supervisor

This role description covers generic responsibilities and competences required to undertake the supervision of work on a pipeline. For the purpose of this Framework, it is assumed<sup>3</sup> the supervisor is not expert or experienced in either discipline or specialist areas of work, but able to use the Framework tasks to select a competent person to carry out the work, and is fully aware of the methodology and safety requirements, and any discipline specific authorisation or supervision requirements.

2. Pipeline Engineering Operative

This role description covers generic responsibilities and competences required to undertake the doing of work on a pipeline. It includes general operational duties, discipline work, and the carrying out of specialist activities by contractors.

The above roles have responsibilities for both non-technical and technical tasks. The generic role descriptions used in this Framework are given below.

It is recommended that core H,S&E task competences are included as a requirement for all roles. The core requirements may vary between operating companies, but it is recommended that as a minimum, core H,S&E competences are required for the tasks indicated as core in Table 1, and are included in all role descriptions.

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<sup>3</sup> This Competency Framework includes examples of both specialist and non-specialist supervisor requirements, the actual application/requirement depends upon individual company requirements.

UKOPA COMPETENCY FRAMEWORKRole Description 1**Pipeline Engineering Supervisor**

- Description:** Supervision of the execution and completion of (details) activities carried out on onshore pipelines.
- Qualifications:** Recognised qualification
- Responsibilities**
1. Supervise staff and/or contractors carrying out work on specified sites/equipment in accordance with defined standards/ procedures/instructions.
  2. Authorisation of site access/activities in accordance with company Permit to Work requirements.
  3. Ensure site H,S&E requirements are met, risk assessments are carried out and non-routine requirements are in place.
  4. Ensure discipline specific authorisation and/or supervision requirements are in place prior to and during work.

**Basic Competency Requirements:**

Core H,S&E

Operational – as required by specific activities/tasks

Technical Discipline – as required by role

UKOPA COMPETENCY FRAMEWORKRole Description 2**Pipeline Engineering Operative**

- Description:** Carrying out (details) activities on onshore pipelines.
- Qualifications:** Recognised qualification.
- Responsibilities:**
1. Carry out work activities on specified sites/equipment in accordance with defined standards/procedures/instructions.
  2. Compliance with company Permit to Work requirements.
  3. Compliance with the requirements of site H,S&E procedures, risk assessments and non-routine procedures.

**Basic Competency Requirements:**

Core H,S&E

Operational - as required by specific activities/tasks

Technical Discipline – as required by role

Specialist – as required by role

Note: The use of ‘recognised qualifications’ in a role description and subsequently as part of a competency requirement is a widely accepted means of defining theoretical knowledge requirements, and provides a useful cross-industry benchmark. Relevant recognised qualifications are HND, HNC, OND, ONC, City and Guilds, NVQs etc. However, within an operating company, other routes to establishing a ‘recognised qualification’ may exist, for example completion of a company specific training scheme which meets the requirements of the role, or operational experience which is considered demonstrably equivalent. All routes to defining qualification requirements are applicable, and justifications can be made on an individual or company basis.

**UKOPA COMPETENCY FRAMEWORK****Table 1**

<b>Activity</b>	<b>Task</b>
<b>1. Health, Safety and Environment (Core)</b>	1.1 Legislation Awareness 1.2 Risk Assessment 1.3 Use of Permit to Work System
<b>2. Operations</b>	2.1 Identification and assessment of pipeline route 2.2 Leakage Survey of Pipelines 2.3 Pig launching and receiving operations 2.4 Site work involving excavation and reinstatement 2.5 Isolation of mechanical plant 2.6 Isolation of electrical plant 2.7 Completion of physical decommissioning of pipeline 2.8 Purging of pipelines/pipework 2.9 Undertake hot working on operational pipeline 2.10 Hydrostatic testing of pipelines 2.11 Drying of pipeline prior to commissioning 2.12 Recommissioning of pipelines 2.13 Operate fire and gas detection systems 2.14 Operate emergency shutdown systems 2.15 Emergency response 2.16 Use of portable gas detection equipment 2.17 Use of breathing apparatus 2.18 Use of security systems 2.19 Driving (cars and light vehicles)
<b>3. Mechanical Maintenance</b>	3.1 Maintenance of pipeline sleeves 3.2 Maintenance of pipeline valve and actuation systems 3.3 Examination and maintenance of filters 3.4 Examination and maintenance of pigtraps 3.5 Maintenance of heaters 3.6 Maintenance of lube oil systems
<b>4. E&amp;I Maintenance</b>	4.1 Site testing and maintenance of electric motors 4.2 Maintenance of standby generation equipment 4.3 Maintenance of electrical switchgear and UPS system 4.4 Maintenance of metering UPS systems 4.5 Maintenance of gas quality monitoring systems 4.6 Maintenance of compressed air systems 4.7 Maintenance and use of electrical equipment for hazardous areas 4.8 Maintenance of uninterrupted power supply (UPS) and DC equipment
<b>5. Specialist Services</b>	5.1 Specialist surveys to detect coating anomalies 5.2 Specialist repair of pipe coating anomalies or reinstatement of coating following pipe repair 5.3 Specialist inspection of CP system 5.4 Examination of pipework/equipment to identify defects which could lead to failure of pressure containment 5.5 Carry out internal/in-line inspection of pipelines 5.6 Specialist measurement, recording and assessment of defects in pipewall

### **Section 3 - Competency Profiles**

As previously defined: a person is competent to carry out a role or specific work when they are shown to *have the required theoretical and practical knowledge and sufficient experience to carry out work safely*.

A person's competency to carry out a task can be determined by assessing their theoretical and practical knowledge and experience against a defined competency profile. A role is complied as a series of tasks, so a person's competence to undertake a role is determined by assessing theoretical knowledge, practical knowledge and experience against a portfolio of task competency profiles.

Currently, competency standards are set by individual pipeline operating companies in accordance with their duty holder responsibilities, and are applied through the company specific recruitment, promotion and contractor selection procedures. This Framework presents the principles used and good practice applied in a generic way.

The generic format of the task competency profile is given in Section 3.1. This format allows flexibility in construction and variability in content of a competency profile, without compromising the principles or good practice on which it is based.

Typical task competency profiles developed using the generic competency profile format given in Section 3.1 are given in Section 3.2. These examples are included to show how the generic competency proforma can be used to develop task competency profiles, and at a high level, to provide the basis of competency requirements across pipeline operations activities for immediate application. The examples given are for demonstration only, and are not intended to be either comprehensive or exclusive.

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**3.1 Generic Format for Competency Profile**

**Activity:**

**Task:**

<p><b>Competency Level</b></p>	<p><b>Theoretical Knowledge</b></p> <p>? <i>Qualifications/certificates</i>                      ? <i>Specialist Knowledge</i></p>	<p><b>Practical Knowledge</b></p> <p>? <i>Task Specific Skills</i>                      ? <i>On the job training</i></p>	<p><b>Sufficient Experience</b></p> <p>? <i>Method of assessing experience</i>                      ? <i>Frequency of assessments</i></p>
<p><u>Does</u>                      Personally undertakes task in accordance with procedures/ instructions/ standards</p> <p><u>Supervises</u>                      Current knowledge of all aspects required for completion of activity. Has authority to allow activity to proceed under Permit to Work</p>	<p><u>Skill level and target qualification.</u>                      Examples of evidence of special training:                      ? Company H,S&amp;E policy.                      ? Site H,S&amp;E procedures.                      ? Knowledge of ( ) types &amp; characteristics.                      ? Knowledge of methods.                      ? Specialist training.                      ? Training in relevant techniques.                      ? Manufacturer/supplier/Vendor training/info.                      ? Electrical authorisation.</p> <p><u>Skill level and target qualification.</u>                      Examples of experience of site H,S&amp;E procedure training as appropriate:                      ? Company H,S&amp;E policy.                      ? Site H,S&amp;E procedures.                      ? Company H,S&amp;E management systems.                      ? Requirements of codes/standards (if relevant).                      ? Legislative requirements (H,S&amp;E).                      ? Operational requirements for safe working (ie Permit to Work).                      ? Training requirements for site H,S&amp;E procedures.                      ? Requirements for notification/reporting.</p>	<p>Typical examples of evidence of practical experience:                      ? Equipment inspection/ examination/ assessment.                      ? Preparation/use of instruments.                      ? Measurement techniques and practice.                      ? Recording.</p> <p>Typical examples of evidence of practical experience:                      ? Approval and documentation.                      ? Application of Company H,S&amp;E management systems.                      ? Application of safe working procedure.                      ? Non-Routine Operations requirements.</p>	<p>Typical method of assessment – eg personal logbook/worksheet.</p> <p>Typical frequency of assessments:                      ? A - Completion of training and site assessment.                      ? B - Completion of x logged tasks within y years.</p> <p>Typical method of assessment – eg personal logbook/worksheet/CV.</p> <p>Typical frequency of assessments:                      ? A - Relevant assessed supervisory experience of site work.                      ? B - Supervision of x logged site work tasks within y years.</p>

A - Denotes requirement for initial assessment of competency

B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK****3.2 Example Task Competency Profiles**

<b>Activity</b>	<b>Task</b>
<b>1. Health, Safety and Environment</b>	1.1 Legislation Awareness 1.2 Risk Assessment 1.3 Use of Permit to Work System
<b>2. Operations</b>	2.1 Identification and assessment of pipeline route 2.2 Leakage Survey of Pipelines 2.3 Pig Launching and Receiving Operations 2.4 Site Work involving Excavation and Reinstatement 2.5 Isolation of Mechanical Plant 2.6 Isolation of Electrical Plant 2.7 Completion of Physical Decommissioning of Pipeline 2.8 Purging of Pipelines/Pipework 2.9 Undertake Hot Working on Operational Pipeline 2.10 Hydrostatic Testing of Pipelines 2.11 Drying of Pipeline prior to Commissioning 2.12 Recommissioning of Pipelines 2.13 Operate Fire and Gas Detection Systems 2.14 Operate Emergency Shutdown Systems 2.15 Emergency Response 2.16 Use of Portable Gas Detection Equipment 2.17 Use of Breathing Apparatus 2.18 Use of Security Systems 2.19 Driving (cars and light vehicles)
<b>3. Mechanical Maintenance</b>	3.1 Maintenance of Pipeline Sleeves 3.2 Maintenance of Pipeline Valve and Actuation Systems 3.3 Examination and Maintenance of Filters 3.4 Examination and Maintenance of Pigtraps 3.5 Maintenance of Heaters 3.6 Maintenance of Lube Oil Systems
<b>4. Site Testing and Maintenance of Electric Motors</b>	4.1 Site Testing and Maintenance of Electric Motors 4.2 Maintenance of Standby Generation Equipment 4.3 Maintenance of Electrical Switchgear and UPS System 4.4 Maintenance of Metering UPS Systems 4.5 Maintenance of Gas Quality Monitoring Systems 4.6 Maintenance of Compressed Air Systems 4.7 Maintenance and Use of Electrical Equipment for Hazardous Area 4.8 Maintenance of Uninterrupted Power Supply (UPS) and DC Equipment
<b>5. Specialist Services</b>	5.1 Specialist Surveys to detect Coating Anomalies 5.2 Specialist repair of pipe coating anomalies or Reinstatement of coating following pipe repair 5.3 Specialist inspection of CP system, 5.4 Examination of pipework/equipment to identify defects Which could lead to failure of pressure containment 5.5 Carry out internal/in-line inspection of pipelines 5.6 Specialist measurement, recording and assessment of Defects in pipewall

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**Activity: 1 Health, Safety & Environment**  
**Task: 1.1 Legislation Awareness**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessment</i> ? <i>Frequency of assessment</i>
<p><u>Does</u></p>	<p>Recognised qualification as required by the Company for operational role. Typical examples of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Completion of briefings on HASWA.</li> <li>? Regulations attached to HASWA eg Mngt of HS&amp;E Regs 1992, including, for example:                             <ul style="list-style-type: none"> <li>✍ COSHH</li> <li>✍ LOLER</li> <li>✍ EEC 6 pack</li> <li>✍ PPE</li> </ul> </li> </ul> <p><i>(NB. It is recommended that the legislation listed in Appendix 1 be reviewed and items included as appropriate.)</i></p> <ul style="list-style-type: none"> <li>? Company compliance policy for PSR 96.</li> </ul>	<p>Typical examples of evidence to be demonstrated:</p> <ul style="list-style-type: none"> <li>? Awareness of the practical implications of the legislation.</li> <li>? Awareness of the application of legislation in the pipeline field.</li> </ul>	<p>Typical method of assessment – eg personal logbook, completed RAs. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Completion of Company defined H,S&amp;E awareness briefing/training.</li> <li>? B - Completion of updates/refreshers in accordance with Company requirements.</li> </ul>
<p><u>Supervises</u></p>	<p>Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training as above plus:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> <li>? Company compliance policy for PSR 96.</li> </ul>	<p>Awareness of above plus:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Knowledge of the basic tenets of the legislation applying to the design, construction, operation and maintenance of pipelines.</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Completion of Company defined H,S&amp;E awareness briefing/training.</li> <li>? B - Completion of updates/refreshers in accordance with Company requirements.</li> </ul>

A - Denotes requirement for initial assessment of competency  
 B - Denotes requirement for reassessment

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**Activity: 1 Health, Safety & Environment**  
**Task: 1.2 Risk Assessment**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessment</i> ? <i>Frequency of assessment</i>
<p><u>Does</u></p>	<p>Recognised qualification as required by the Company for operational role. Typical examples of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Approved Company Risk Assessment briefing or Training Course.</li> <li>? RA reporting.</li> </ul>	<p>Typical examples of evidence to be demonstrated:</p> <ul style="list-style-type: none"> <li>? Carry out RA using specified methodology.</li> <li>? Reporting of RA results.</li> <li>? Application of RA results to actual activities.</li> </ul>	<p>Typical method of assessment – eg personal logbook, completed RAs. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Carried out RA using approved method under supervision.</li> <li>? B - Completion of RA awareness training refreshers in accordance with Company requirements.</li> </ul>
<p><u>Supervises</u></p>	<p>Recognised qualification as required by the Company for supervisory role. Examples of typical evidence of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> <li>? Training in appraisal of Risk Assessments.</li> <li>? NEBOSHH.</li> <li>? H,S&amp;E legislation relating to RA eg Management of H,S&amp;E Regs 1992.</li> </ul>	<p>Awareness of above, plus:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Ensuring that all risks in the workplace are assessed.</li> <li>? Ensuring that appraisals of RAs are carried out and are suitable and sufficient.</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Carried out RA using approved method under supervision.</li> <li>? B - Completion of RA awareness training refreshers in accordance with Company requirements.</li> </ul>

A - Denotes requirement for initial assessment of competency  
 B - Denotes requirement for reassessment

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**Activity: 1 Health, Safety & Environment**  
**Task: 1.3 Use of Permit to Work System**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessment</i> ? <i>Frequency of assessment</i>
<p><u>Does</u></p>	<p>Recognised qualification as required by the Company for operational role. Typical examples of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> </ul>	<p>Typical examples of evidence to be demonstrated:</p> <ul style="list-style-type: none"> <li>? Work not requiring a permit.</li> <li>? Work requiring a permit.</li> <li>? Roles and responsibilities of all staff involved in the permit system.</li> </ul>	<p>Typical method of assessment – eg personal logbook, completed RAs. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Practical training and assessment in the use of Company Permit to Work systems. Written authorization by Company PTW manager for current role.</li> <li>? B - Refresher training and reauthorization in accordance with Company requirements.</li> </ul>
<p><u>Supervises</u></p>	<p>Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training as above, plus:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> <li>? Company operational requirements for safe working.</li> </ul>	<p>Typical examples of evidence to be demonstrated as above, plus:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Company Permit to Work (PTW) documentation and procedures for raising, authorizing, signing off.</li> <li>? Company supervisory roles and responsibilities in PTW system.</li> <li>? Operational requirements of plant/equipment.</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Practical training and assessment in the use of Company Permit to Work systems. Written authorization by Company PTW manager for current role.</li> <li>? B - Refresher training and reauthorization in accordance with Company requirements.</li> </ul>

A - Denotes requirement for initial assessment of competency  
 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 2 Operations**  
**Task: 2.1 Identification and assessment of pipeline route**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessment</i> ? <i>Frequency of assessment</i>
<p><u>Does</u></p>	<p>Formal training in Company requirements for route inspection. If specialist surveillance techniques are used, demonstrated specialist knowledge of use and application may be required. Training in GIS if relevant.</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> </ul>	<p>Typical examples of evidence of practical knowledge:</p> <ul style="list-style-type: none"> <li>? OS and strip map interpretation, including identification and location of pipeline markers and geographic features.</li> <li>? Awareness of GIS.</li> <li>? Understanding of marker information.</li> <li>? Ground conditions.</li> <li>? Proximity infringements and sensitive developments.</li> </ul>	<p>Typical method of assessment – eg personal logbook/worksheet. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Completion of relevant training plus site assessment signed/approved by Supervisor.</li> <li>? B - Completion of 3 logged/confirmed satisfactory route inspections within previous 5 years.</li> </ul>
<p><u>Supervises</u></p>	<p>Awareness of above, plus knowledge of:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> </ul>	<p>Awareness of above, plus knowledge of:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Pipeline parameters, eg wayleave, easement, building proximity distance.</li> <li>? Reporting requirements.</li> <li>? Land use, occupation and ownership information.</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Completion of 3 logged/confirmed satisfactory route inspections within previous 5 years.</li> <li>? B - Supervision of route inspections within previous 5 years.</li> </ul>

A - Denotes requirement for initial assessment of competency  
 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 2 Operations**  
**Task: 2.2 Leakage Survey of Pipelines**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessment</i> ? <i>Frequency of assessment</i>
<u>Does</u>	Recognised qualification as required by the Company for operational role. Typical examples of specialist training:  ? Company H,S&E policy. ? Site H,S&E procedures. ? Use of specialist survey equipment.	Typical examples of evidence of practical knowledge: ? Experience of use of survey equipment. ? Experience of identification of special features. ? Experience of location of plant and equipment. ? Awareness of leakage reporting criteria. ? Recording requirements. ? Awareness of hazards from leaking products.	Typical method of assessment – eg personal logbook/worksheet. Typical example of frequency of assessment:  ? A - Completion of relevant training plus site assessment signed/approved by Supervisor. ? B - Completion of 3 logged/confirmed satisfactory leakage survey operations within previous 5 years.
<u>Supervises</u>	Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training:  ? Company H,S&E policy. ? Site H,S&E procedures. ? Company H,S&E management systems. ? Requirements for notification and reporting.	Typical examples of awareness of above plus:  ? Application of Company H,S&E management systems.	Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessment:  ? A - Supervision of relevant operational procedures within previous 5 years. ? B - Supervision of leakage survey operations within previous 5 years.

A - Denotes requirement for initial assessment of competency  
 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 2 Operations**  
**Task: 2.3 Pig Launching and Receiving Operations**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessing experience</i> ? <i>Frequency of assessments</i>
<p><u>Does</u></p>	<p>Recognised qualification as required by the Company for operational role. Typical examples of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Specialist training in use and application of equipment.</li> </ul>	<p>Typical examples of evidence of practical knowledge:</p> <ul style="list-style-type: none"> <li>? Experience of applying launch and receive procedures.</li> <li>? Experience of product venting and purging</li> </ul>	<p>Typical method of assessment – eg personal logbook/worksheet. Typical example of frequency of assessments:</p> <ul style="list-style-type: none"> <li>? A - Completion of relevant training plus site assessment signed/approved by Supervisor.</li> <li>? B - Completion of 3 logged/confirmed satisfactory pigging operations within previous 5 years.</li> </ul>
<p><u>Supervises</u></p>	<p>Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> <li>? Requirements for safe working (ie Permit to Work).</li> </ul>	<p>Typical examples of evidence of practical experience:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Understanding of operational requirements (eg pressure, flowrate).</li> <li>? Non-Routine Operations requirements.</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments                      Typical example of frequency of assessments:</p> <ul style="list-style-type: none"> <li>? A - Completion of relevant logged/confirmed satisfactory supervision operations within previous 3 years.</li> <li>? B - Supervision of pigging operations within previous 3 years.</li> </ul>

A - Denotes requirement for initial assessment of competency  
 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 2 Operations**  
**Task: 2.4 Site Work involving Excavation and Reinstatement**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessing experience</i> ? <i>Frequency of assessments</i>
<p><u>Does</u></p>	<p>Recognised qualification as required by the Company for operational role. Typical examples of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> </ul>	<p>Typical examples of evidence of practical knowledge:</p> <ul style="list-style-type: none"> <li>? Experience of location of buried plant/services.</li> <li>? Experience of use of on-site excavation procedures (eg hand, Backhoe excavator, 360 Slewing excavator).</li> <li>? Awareness of requirements for trench support/stability, battering, escape routes management of water ingress etc.</li> <li>? Awareness of requirements for backfill materials, consolidation of backfill and reinstatement of land drainage.</li> </ul>	<p>Typical method of assessment – eg personal logbook/worksheet. Typical example of frequency of assessments:</p> <ul style="list-style-type: none"> <li>? A - Completion of relevant training plus site assessment covering working with excavation/reinstatement procedures signed/approved by Supervisor.</li> <li>? B - Assessment of site work carried out by supervisor in last 12 months.</li> </ul>
<p><u>Supervises</u></p>	<p>Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> <li>? Requirements for safe working.</li> </ul>	<p>Typical examples of evidence of practical experience:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Company notification and reporting requirements.</li> <li>? Requirements for management of work involving excavations.</li> <li>? Policy requirements for reinstatement of land drainage.</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments                      Typical example of frequency of assessments:</p> <ul style="list-style-type: none"> <li>? A - Relevant supervisory experience and satisfactory assessment of site work within last 12 months.</li> <li>? B - Supervision of site work involving excavation and reinstatement within last 12 months.</li> </ul>

A - Denotes requirement for initial assessment of competency  
 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 2 Operations**  
**Task: 2.5 Isolation of Mechanical Plant**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist Knowledge</i>	<b>Practical Knowledge</b> ? <i>Task Specific Skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessing experience</i> ? <i>Frequency of assessments</i>
<p><u>Does</u></p>	<p>Recognised qualification as required by the Company for operational role. Typical examples of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Site specific process training.</li> <li>? Plant isolation procedure.</li> <li>? Identification of safety zone.</li> </ul>	<p>Typical examples of evidence of practical knowledge:</p> <ul style="list-style-type: none"> <li>? Experience of working in hazardous areas.</li> <li>? Use of site layout and equipment information.</li> <li>? Completion of spade isolations, valve isolations.</li> <li>? Completion of double block and bleed operations.</li> <li>? Experience of locking systems (eg Castell).</li> <li>? Use of isolation logs.</li> </ul>	<p>Typical method of assessment – eg personal logbook/worksheet. Typical example of frequency of assessments:</p> <ul style="list-style-type: none"> <li>? A - Completion of relevant training plus site assessment signed/approved by Supervisor.</li> <li>? B - Completion of 3 logged/confirmed satisfactory isolation procedures within previous 5 years.</li> </ul>
<p><u>Supervises</u></p>	<p>Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> <li>? Company policy for approval and notification.</li> </ul>	<p>Typical examples of evidence of practical experience:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Site risk assessments.</li> <li>? Inspection of safe working conditions.</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessments:</p> <ul style="list-style-type: none"> <li>? A - Completion of 3 relevant logged/confirmed satisfactory operational procedures within previous 3 years.</li> <li>? B - Supervision of isolation procedures within previous 3 years.</li> </ul>

A - Denotes requirement for initial assessment of competency  
 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 2 Operations**  
**Task: 2.6 Isolation of Electrical Plant**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist Knowledge</i>	<b>Practical Knowledge</b> ? <i>Task Specific Skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessing experience</i> ? <i>Frequency of assessments</i>
<p><u>Does</u></p>	<p>Recognised qualification as required by the Company for operational role. Typical examples of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company authorisation to work on electrical systems.</li> <li>? Site specific equipment training.</li> <li>? Plant isolation procedure.</li> <li>? Identification of safety zone.</li> <li>? Emergency first aid.</li> </ul>	<p>Typical examples of evidence of practical knowledge:</p> <ul style="list-style-type: none"> <li>? Experience of working in hazardous areas.</li> <li>? Use of site and electrical equipment layout drawings and information.</li> <li>? Completion of logged isolation procedures.</li> <li>? Use of isolation logs.</li> <li>? Knowledge of equipment safety check and valid test requirements.</li> </ul>	<p>Typical method of assessment – eg personal logbook/worksheet. Typical example of frequency of assessments:</p> <ul style="list-style-type: none"> <li>? A - Completion of relevant training plus site assessment signed/approved by Supervisor.</li> <li>? B - Completion of 3 logged/confirmed satisfactory isolation procedures within previous 5 years.</li> </ul>
<p><u>Supervises</u></p>	<p>Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> <li>? Company policy for compliance with Electricity at Work Regulations 1989 No. 635 and Electricity at Work Safe Working Practices 1993.</li> <li>? Company policy for approval and notification.</li> </ul>	<p>Typical examples of evidence of practical knowledge :</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Site risk assessments.</li> <li>? Inspection of safe working conditions.</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/records assessments. Typical example of frequency of assessments:</p> <ul style="list-style-type: none"> <li>? A - Completion of 3 relevant logged/confirmed satisfactory operational procedures within previous 3 years.</li> <li>? B - Supervision of isolation procedures within previous 3 years.</li> </ul>

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**UKOPA COMPETENCY FRAMEWORK**

**Activity: 2 Operations**  
**Task: 2.7 Completion of physical decommissioning of pipeline**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist Knowledge</i>	<b>Practical Knowledge</b> ? <i>Task Specific Skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessing experience</i> ? <i>Frequency of assessments</i>
<u>Does</u>	Recognised qualification as required by the Company for operational role. Typical examples of specialist training:  ? Company H,S&E policy. ? Site H,S&E procedures. ? Awareness of waste management procedures.	Typical examples of evidence of practical knowledge:  ? Awareness of environmental and land management issues. ? Rendering road and rail crossings permanently safe. ? Awareness of how to identify possible subsidence. ? Experience of pigging/product freeing.	Typical method of assessment – eg personal logbook/worksheet. Typical example of frequency of assessments:  ? A - Completion of relevant training plus site assessment signed/approved by Supervisor. ? B - Completion of 3 logged/confirmed satisfactory decommissioning procedures within previous 5 years.
<u>Supervises</u>	Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training:  ? Company H,S&E policy. ? Site H,S&E procedures. ? Company H,S&E management systems. ? Notification and documentation requirements (incl PSR requirements). ? Site H,S&E training requirements. ? Awareness of requirements of Reg 14, PSR 1996.	Typical examples of evidence of practical experience:  ? Application of Company H,S&E management systems. ? Notification and reporting requirements.	Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessments:  ? A - Completion of 3 relevant logged/confirmed satisfactory operational procedures within previous 3 years. ? B - Supervision of decommissioning procedure within previous 3 years.

A - Denotes requirement for initial assessment of competency  
B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 2 Operations**  
**Task: 2.8 Purging of pipelines/pipework**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist Knowledge</i>	<b>Practical Knowledge</b> ? <i>Task Specific Skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessing experience</i> ? <i>Frequency of assessments</i>
<p><u>Does</u></p>	<p>Recognised qualification as required by the Company for operational role. Typical examples of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Specific installation layout, function and operation.</li> <li>? Site specific hazards.</li> </ul>	<p>Typical examples of evidence of practical knowledge:</p> <ul style="list-style-type: none"> <li>? Purging operations on specific installations.</li> <li>? Completion of required equipment checks (pressure standards, sizing, siting, securing of vents, compressors, nitrogen supplies).</li> <li>? Experience of use of calibrated gas detection instruments.</li> <li>? Recording requirements.</li> <li>? Site requirements for venting.</li> </ul>	<p>Typical method of assessment – eg personal logbook/worksheet. Typical example of frequency of assessments:</p> <ul style="list-style-type: none"> <li>? A - Completion of relevant training plus site assessment signed/approved by Supervisor.</li> <li>? B - Completion of 3 logged/confirmed satisfactory purging operations within previous 5 years.</li> </ul>
<p><u>Supervises</u></p>	<p>Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> <li>? Operational requirements for safe working.</li> <li>? Site H,S&amp;E training requirements.</li> <li>? Requirements for notification of 3<sup>rd</sup> parties.</li> </ul>	<p>Typical examples of evidence of practical experience:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Non-Routine Operations requirements.</li> <li>? Impact of weather conditions.</li> <li>? Communication arrangements.</li> <li>? Site requirements for venting.</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessments:</p> <ul style="list-style-type: none"> <li>? A - Completion of 3 relevant logged/confirmed satisfactory operational procedures within previous 5 years.</li> <li>? B - Supervision of purging operations within previous 3 years.</li> </ul>

A - Denotes requirement for initial assessment of competency  
 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 2 Operations**  
**Task: 2.9 Undertake hot working (Class 1 open flame, welding, drilling, grinding etc) on operational pipeline**

<b>Competency Level</b>	<b>Theoretical Knowledge</b>	<b>Practical Knowledge</b>	<b>Sufficient Experience</b>
<u>Does</u>	? <i>Qualifications/certificates</i> ? <i>Specialist Knowledge</i>  Recognised qualification as required by the Company for operational role. Typical examples of specialist training:  ? Company H,S&E policy. ? Site H,S&E procedures. ? Use of welding, cutting and grinding equipment. ? Risk Assessment.	? <i>Task Specific Skills</i> ? <i>On the job training</i>  Typical examples of evidence of practical knowledge:  ? Experience of or training for hot work in hazardous areas. ? Completion of risk assessment relating to hot work. ? Authorised Gas Tester.	? <i>Method of assessing experience</i> ? <i>Frequency of assessments</i>  Typical method of assessment – eg personal logbook/worksheet. Typical example of frequency of assessments:  ? A - Completion of relevant training plus site assessment signed/approved by Supervisor. ? B - Completion of 3 logged/confirmed satisfactory hot work procedures within previous 5 years.
<u>Supervises</u>	Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training:  ? Company H,S&E policy. ? Site H,S&E procedures. ? Company H,S&E management systems. ? Company authorisation procedures. ? Company approved risk assessment training course.	Typical examples of evidence of practical experience:  ? Application of Company H,S&E management systems. ? Capable of identifying parameters for hot working in hazardous areas. ? Understanding of requirements for notification, notices and warnings. ? Use of Non-Routine Operations procedures.	Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessments:  ? A - Completion of 3 logged/confirmed satisfactory hot work procedures within previous 5 years. ? B - Supervision of hot work procedures within previous 5 years.

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**UKOPA COMPETENCY FRAMEWORK**

**Activity: 2 Operations**  
**Task: 2.10 Hydrostatic Testing of Pipelines**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessment</i> ? <i>Frequency of assessments</i>
<p><u>Does</u></p>	<p>Recognised qualification as required by the Company for operational role. Typical examples of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Risk assessment.</li> <li>.</li> </ul>	<p>Typical examples of evidence of practical knowledge:</p> <ul style="list-style-type: none"> <li>? Experience of use of test procedures (pressure, duration, rate, PV plot, records etc).</li> <li>? Requirements for test section information (volume, elevation etc).</li> <li>? Experience of carrying out checks on equipment and fittings (connections, vents etc).</li> <li>? Experience of depressurising (drainage connections, water disposal).</li> <li>? Awareness of emergency procedures in event of leak/rupture.</li> </ul>	<p>Typical method of assessment – eg personal logbook/worksheet. Typical example of frequency of assessments:</p> <ul style="list-style-type: none"> <li>? A - Completion of relevant training plus site assessment signed/approved by Supervisor.</li> <li>? B - Completion of 3 logged/confirmed satisfactory hydrostatic testing procedures within previous 5 years.</li> </ul>
<p><u>Supervises</u></p>	<p>Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> <li>? Company environmental policy and procedures requirements.</li> <li>? Requirements for notification and documentation.</li> </ul>	<p>Typical examples of evidence of practical experience:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Requirements for notices and warnings.</li> <li>? Documentation requirements.</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessments:</p> <ul style="list-style-type: none"> <li>? A - Completion of 3 relevant logged/confirmed satisfactory operational procedures within previous 5 years.</li> <li>? B - Supervision of hydrostatic testing procedures within previous 5 years.</li> </ul>

A - Denotes requirement for initial assessment of competency  
 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 2 Operations**  
**Task: 2.11 Drying of Pipeline prior to commissioning**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist Knowledge</i>	<b>Practical Knowledge</b> ? <i>Task Specific Skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessing experience</i> ? <i>Frequency of assessments</i>
<p><u>Does</u></p>	<p>Recognised qualification as required by the Company for operational role. Typical examples of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Specialist training in use and application of equipment.</li> </ul>	<p>Typical examples of evidence of practical knowledge:</p> <ul style="list-style-type: none"> <li>? Awareness of techniques (superdrying, vacuum drying, methanol swabbing).</li> <li>? Instrumentation requirements and experience of use.</li> <li>? Experience of valve operation and venting arrangements.</li> <li>? Experience of dew point monitoring techniques and requirements.</li> </ul>	<p>Typical method of assessment – eg personal logbook/worksheet. Typical example of frequency of assessments:</p> <ul style="list-style-type: none"> <li>? A - Completion of relevant training plus site assessment signed/approved by Supervisor.</li> <li>? B - Completion of 3 logged/confirmed satisfactory drying operations within previous 5 years.</li> </ul>
<p><u>Supervises</u></p>	<p>Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> <li>? Risk assessment.</li> </ul>	<p>Typical examples of evidence of practical experience:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Company requirements for documentation.</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessments:</p> <ul style="list-style-type: none"> <li>? A - Completion of 3 relevant logged/confirmed satisfactory within previous 5 years.</li> <li>? B - Supervision of drying operations within previous 5 years.</li> </ul>

A - Denotes requirement for initial assessment of competency  
 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 2 Operations**  
**Task: 2.12 Recommissioning of Pipelines**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist Knowledge</i>	<b>Practical Knowledge</b> ? <i>Task Specific Skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessing experience</i> ? <i>Frequency of assessments</i>
<p><u>Does</u></p>	<p>Recognised qualification as required by the Company for operational role. Typical examples of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Awareness of waste management procedures.</li> <li>? Awareness of site environmental management requirements.</li> </ul>	<p>Typical examples of evidence of practical knowledge:</p> <ul style="list-style-type: none"> <li>? Carrying out pre-commissioning inspection procedures.</li> <li>? Familiarity with pipe filling methods.</li> <li>? Awareness/experience of pigging activities.</li> <li>? Awareness/experience of requirements for purging and drying.</li> <li>? Familiarity with rate of fill and leakage checks.</li> </ul>	<p>Typical method of assessment – eg personal logbook/worksheets. Typical example of frequency of assessments:</p> <ul style="list-style-type: none"> <li>? A - Completion of relevant training plus site assessment signed/approved by Supervisor.</li> <li>? B - Completion of 3 logged/confirmed satisfactory recommissioning procedures within previous 5 years.</li> </ul>
<p><u>Supervises</u></p>	<p>Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> <li>? Approval, notification and documentation requirements.</li> <li>? Site H,S&amp;E training requirements.</li> </ul>	<p>Typical examples of evidence of practical experience:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Use of company notification Documentation system.</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessments:</p> <ul style="list-style-type: none"> <li>? A - Completion of 3 relevant logged/confirmed satisfactory operational procedures within previous 5 years.</li> <li>? B - Supervision of recommissioning procedures within previous 5 years.</li> </ul>

A - Denotes requirement for initial assessment of competency  
 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 2 Operations**  
**Task: 2.13 Operate Fire and Gas Detection Systems**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessment</i> ? <i>Frequency of assessment</i>
<p><u>Does</u></p>	<p>Recognised qualification as required by the Company for operational role. Typical examples of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Hazardous area training.</li> <li>? Equipment specific training.</li> </ul>	<p>Typical examples of evidence of practical knowledge:</p> <ul style="list-style-type: none"> <li>? Use of heat, smoke and gas detection/testing equipment.</li> <li>? Interpretation of test results.</li> <li>? Resetting of detection equipment.</li> <li>? Understanding of flame proof and intrinsically safe equipment requirements.</li> <li>? Equipment inspection requirements.</li> <li>? Manufacturer/supplier/vendor information.</li> <li>? Company COSHH control measures</li> </ul>	<p>Typical method of assessment – eg personal logbook/worksheet. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Completion of relevant training plus site assessment signed/approved by Supervisor.</li> <li>? B - Completion of 3 logged/confirmed activities demonstrating relevant experience with equipment type within previous 5 years.</li> </ul>
<p><u>Supervises</u></p>	<p>Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> <li>? Site H,S&amp;E training requirements.</li> </ul>	<p>Typical examples of evidence of practical experience:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Application of site H,S&amp;E procedures.</li> <li>? Authorisation requirements.</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Completion of 3 logged/confirmed activities demonstrating relevant experience with equipment type within previous 5 years.</li> <li>? B - Supervision of working with relevant safety systems within previous 5 years.</li> </ul>

A - Denotes requirement for initial assessment of competency  
 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 2 Operations**  
**Task: 2.14 Operate Emergency Shutdown Systems**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessment</i> ? <i>Frequency of assessment</i>
<u>Does</u>	Recognised qualification as required by the Company for operational role. Typical examples of specialist training:  ? Company H,S&E policy. ? Site H,S&E procedures. ? SCADA (or manual system) operation and alarms. ? Data transmission modes e.g. pressure. ? Methodology of recording EMSD initiation.	Typical examples of evidence of practical knowledge:  ? Detailed knowledge of the operation of SCADA systems and EMSD operation. ? Understanding and recording of EMSD initiation. ? Completion of manual EMSD. ? Completion of EMSD reset.	Typical method of assessment – eg personal logbook/worksheet. Typical example of frequency of assessment:  ? A - Completion of relevant training plus site assessment signed/approved by Supervisor. ? B - Completion of 3 logged/confirmed satisfactory EMSD, reset and report findings on test operations within previous 5 years.
<u>Supervises</u>	Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training as above, plus:  ? Company H,S&E policy. ? Site H,S&E procedures. ? Company H,S&E management systems. ? Detailed knowledge of EMSD systems and reset procedures.	Typical examples of evidence of practical experience as above plus:  ? Application of Company H,S&E management systems. ? Completion of assessment of EMSD and reset operation.	Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessment:  ? A - Completion of 3 logged/confirmed satisfactory EMSD, reset and report findings on test operations within previous 5 years. ? B - Supervision of EMSD, reset and report findings on test operations within previous 5 years.

A - Denotes requirement for initial assessment of competency  
 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 2 Operations**  
**Task: 2.15 Emergency Response**

<b>Competency Level</b>	<b>Theoretical Knowledge</b>	<b>Practical Knowledge</b>	<b>Sufficient Experience</b>
	<ul style="list-style-type: none"> <li>? <i>Qualifications/certificates</i></li> <li>? <i>Specialist knowledge</i></li> </ul>	<ul style="list-style-type: none"> <li>? <i>Task specific skills</i></li> <li>? <i>On the job training</i></li> </ul>	<ul style="list-style-type: none"> <li>? <i>Method of assessment</i></li> <li>? <i>Frequency of assessment</i></li> </ul>
<u>Does</u>	<p>Recognised qualification as required by the Company for operational role. Typical examples of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Relevant Company emergency response training.</li> <li>? UKOPA PERO Course Certificate.</li> </ul>	<p>Typical examples of evidence of practical knowledge:</p> <ul style="list-style-type: none"> <li>? Awareness of pipeline route, special features, installations and isolation valves.</li> </ul>	<p>Typical method of assessment – eg personal logbook/worksheet. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Attendance of PERO Course or update or equivalent, and/or completion of Company training.</li> <li>? B - Involvement in Company emergency procedure test within last 3 years.</li> </ul>
<u>Supervises</u>	<p>Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training as above, plus:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> <li>? Knowledge of LA emergency plan.</li> </ul>	<p>Typical examples of evidence of practical experience as above, plus:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Pipeline specific data.</li> <li>? Communications protocol and procedures.</li> <li>? Incident categorization.</li> <li>? Initiation of incident management system.</li> <li>? Liaison with emergency services.</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Attendance of PERO Course or update or equivalent, and/or completion of Company training and relevant supervisory experience.</li> <li>? B - Supervision of one Company emergency procedure test within previous 3 years.</li> </ul>

A - Denotes requirement for initial assessment of competency  
B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 2 Operations**  
**Task: 2.16 Use of Portable Gas Detection Equipment**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessment</i> ? <i>Frequency of assessment</i>
<p><u>Does</u></p>	<p>Recognised qualification as required by the Company for operational role. Typical examples of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Working in hazardous areas.</li> <li>? Use of equipment.</li> <li>? Training on equipment calibration requirements.</li> </ul>	<p>Typical examples of evidence of practical knowledge:</p> <ul style="list-style-type: none"> <li>? Awareness of requirements for assessment of hazardous substances and locations.</li> <li>? Awareness of pre-use checks.</li> <li>? Awareness of zonal operation.</li> <li>? Awareness of maintenance of kit eg battery replacement, filter checks, calibration frequency.</li> </ul>	<p>Typical method of assessment – eg personal logbook/worksheet. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Written authority to act as gas tester IAW company safety management.</li> <li>? B - Reauthorisation as required by Company procedures.</li> </ul>
<p><u>Supervises</u></p>	<p>Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training as above, plus:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> </ul>	<p>Typical examples of evidence of practical experience as above, plus:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Experience of ensuring all equipment in use is properly calibrated, maintained and has in date test certificates.</li> <li>? Application of site H,S&amp;E procedures.</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Relevant supervisory experience plus training on or off site. Written authority to act as gas tester IAW company safety management.</li> <li>? B - Reauthorisation as required by Company procedures.</li> </ul>

A - Denotes requirement for initial assessment of competency  
 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 2 Operations**  
**Task: 2.17 Use of Breathing Apparatus**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessment</i> ? <i>Frequency of assessment</i>
<p><u>Does</u></p>	<p>Recognised qualification as required by the Company for operational role. Typical examples of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Wearing and operation of breathing apparatus and must hold a certificate of competence.</li> <li>? Awareness briefing on Escape from Confined Spaces Requirements.</li> </ul>	<p>Typical examples of evidence of practical knowledge:</p> <ul style="list-style-type: none"> <li>? Awareness of characteristics and types of breathing apparatus as described in recognized publications eg Associated Octel: Leaded Gasoline Tank Cleaning.</li> <li>? Awareness of the environment where BA must be used.</li> <li>? Awareness of the checking and use of Explosimeters at the work site.</li> </ul>	<p>Typical method of assessment – eg personal logbook/worksheet. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Completion of certified training in last 6 months.</li> <li>? B - Use of BA in an environment where flammable toxic gases were present for a period in excess of 10 minutes within the last months.</li> </ul>
<p><u>Supervises</u></p>	<p>Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training as above, plus:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> <li>? Knowledge of the requirements for escape from confined spaces.</li> </ul>	<p>Typical examples of evidence of practical experience as above, plus:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Company Authorisation procedures.</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Relevant supervisory experience plus completion of certified training in last 6 months.</li> <li>? B - Relevant supervisory experience plus use of BA in an environment where flammable toxic gases were present for a period in excess of 10 minutes within the last months.</li> </ul>

A - Denotes requirement for initial assessment of competency  
 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 2 Operations**  
**Task: 2.18 Use of Security Systems**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessment</i> ? <i>Frequency of assessment</i>
<p><u>Does</u></p>	<p>Recognised qualification as required by the Company for operational role. Typical examples of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Briefing on the Data Protection Act 1998.</li> <li>? Company security and site control arrangements.</li> <li>? Understanding of security barrier systems.</li> </ul>	<p>Typical examples of evidence of practical knowledge:</p> <ul style="list-style-type: none"> <li>? Awareness of the operation and maintenance of security systems.</li> <li>? Ability to use recording systems and to locate taped information.</li> <li>? Ability to define and change the security devices in SCADA.</li> <li>? Use of security barrier systems.</li> </ul>	<p>Typical method of assessment – eg personal logbook, completed RAs. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Established that requirements of DPA are accommodated.</li> <li>? B - Experience of operating within last 12 months.</li> </ul>
<p><u>Supervises</u></p>	<p>Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> <li>? Knowledge of assessment and audit of security systems and arrangements.</li> </ul>	<p>Typical examples of evidence to be demonstrated as above, plus:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Knowledge of tape stream and CD recording systems.</li> <li>? Knowledge of SCADA security protocol.</li> <li>? Assessment/audit of security systems and produce report.</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Defined and reset SCADA security protocol on at least 2 occasions.</li> <li>? B - Completion of assessment/audit based on Company requirements.</li> </ul>

A - Denotes requirement for initial assessment of competency  
 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 2 Operations**  
**Task: 2.19 Driving (cars and light vehicles)**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessment</i> ? <i>Frequency of assessment</i>
<p><u>Does</u></p>	<p>Recognised qualification as required by the Company for operational role. Typical examples of specific requirements:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company drugs and alcohol policy.</li> <li>? Current driving license of class of vehicle to be driven.</li> <li>? Certified fit to drive by Company medical.</li> <li>? Written authority to drive on Company business.</li> </ul>	<p>Typical examples of evidence to be demonstrated:</p> <ul style="list-style-type: none"> <li>? Awareness of the Highway Code.</li> <li>? Insurance cover arrangements.</li> <li>? Awareness of accident prevention measures:                             <ul style="list-style-type: none"> <li>✍ Defensive driving</li> <li>✍ Journey management – maximum driving periods</li> <li>✍ Adequate sleep/rest</li> <li>✍ Use of medication</li> </ul> </li> </ul>	<p>Typical method of assessment – eg personal logbook, completed RAs. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Initial assessment of skills through Company approved route.</li> <li>? B - Repeat driving assessment in accordance with Company requirement.</li> </ul>
<p><u>Supervises</u></p>	<p>Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training as above.</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> </ul>	<p>Awareness of above, plus:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Maintaining driver records in accordance with Company procedures.</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Initial assessment of skills through Company approved route.</li> <li>? B - Repeat driving assessment in accordance with Company requirement.</li> </ul>

A - Denotes requirement for initial assessment of competency  
 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 3 Mechanical Maintenance**  
**Task: 3.1 Maintenance of Pipeline Sleeves**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessment</i> ? <i>Frequency of assessment</i>
<p><u>Does</u></p>	<p>Recognised qualification as required by the Company for operational role. Typical examples of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Specialist company training – sleeve types in use (eg nitrogen filled, epoxy filled) and maintenance requirements (CP/electrical/pressure checks).</li> </ul>	<p>Typical examples of evidence of practical knowledge:</p> <ul style="list-style-type: none"> <li>? Experience carrying out sleeve site checks (CP/electrical/pressure).</li> <li>? Awareness of failure mechanisms and diagnosis (electrical shorts, non-protection) and remedial measures.</li> <li>? Awareness of reporting/recording requirements.</li> </ul>	<p>Typical method of assessment – eg personal logbook/worksheet. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Completion of relevant training plus site assessment of sleeve maintenance activities signed/approved by Supervisor.</li> <li>? B - Completion of 3 logged/confirmed satisfactory sleeve maintenance activities within previous 5 years.</li> </ul>
<p><u>Supervises</u></p>	<p>Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> <li>? Site H,S&amp;E training requirements.</li> <li>? Company procedure for safe working (PTW).</li> <li>? Company administrative requirements for notification/reporting.</li> </ul>	<p>Typical examples of evidence of practical knowledge. Awareness of above plus:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Company approval and authorisation requirements.</li> <li>? Application of site H,S&amp;E procedures.</li> <li>? Application of safe working procedure (PTW).</li> <li>? Non-Routine Operations requirements.</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Completion of 3 relevant logged/confirmed satisfactory operational activities within previous 3 years.</li> <li>? B - Supervision of relevant activities within previous 5 years.</li> </ul>

A - Denotes requirement for initial assessment of competency  
 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 3 Mechanical Maintenance**  
**Task: 3.2 Maintenance of Pipeline Valve and Actuation Systems**

<b>Competency Level</b>	<b>Theoretical Knowledge</b>	<b>Practical Knowledge</b>	<b>Sufficient Experience</b>
<p><u>Does</u></p>	<p>Recognised qualification as required by the Company for operational role. Typical examples of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Specialist company training – operation and maintenance of valve and actuation systems in use.</li> <li>? Vendor/supplier training if appropriate.</li> <li>? H,S&amp;E briefing – Confined Space Regulations.</li> </ul>	<p>Typical examples of evidence of practical knowledge:</p> <ul style="list-style-type: none"> <li>? Awareness of venting and purging requirements.</li> <li>? Experience carrying out valve blow-down and sealant checks, functional checks (movement, dp, venting) and actuation system functional checks and faults (eg water ingress).</li> <li>? Awareness of maintenance requirements (seal proving) and examination anomalies (corrosion, damage).</li> </ul>	<p>Typical method of assessment – eg personal logbook/worksheet. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Completion of relevant training plus site assessment of valve and actuation system maintenance activities and replacement of valve/pipework sections signed/approved by Supervisor.</li> <li>? B - Completion of 3 logged/confirmed satisfactory valve and actuation system activities within previous 5 years.</li> </ul>
<p><u>Supervises</u></p>	<p>Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> <li>? Site H,S&amp;E procedure training requirements.</li> <li>? Company procedure for safe working (PTW).</li> <li>? Company procedure for materials/equipment selection, QA and approval requirements.</li> <li>? Company administrative requirements for notification/reporting.</li> </ul>	<p>Typical examples of evidence of practical knowledge. Awareness of above plus:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Company approval and authorisation requirements.</li> <li>? Application of site H,S&amp;E procedures.</li> <li>? Application of safe working procedure (PTW).</li> <li>? Non-Routine Operations requirements.</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Completion of 3 relevant logged/confirmed satisfactory operational activities within previous 3 years</li> <li>? B - Supervision of relevant activities within previous 5 years.</li> </ul>

A - Denotes requirement for initial assessment of competency

B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 3 Mechanical Maintenance**  
**Task: 3.3 Examination and Maintenance of Filters**

<b>Comp etency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessment</i> ? <i>Frequency of assessment</i>
<p><u>Does</u></p>	<p>Recognised qualification as required by the Company for operational role. Typical examples of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Specialist company training – operation and maintenance of filters in use.</li> <li>? Vendor/supplier training if appropriate.</li> <li>? Hazardous Area working.</li> </ul>	<p>Typical examples of evidence of practical knowledge:</p> <ul style="list-style-type: none"> <li>? Awareness of venting and purging, draining and filling requirements.</li> <li>? Experience of filter door opening, centralization and locking band mechanism operation and adjustment.</li> <li>? Awareness of maintenance requirements (dp checks, machined faces, hinges, safety devices) and examination anomalies (corrosion, damage to body and welds).</li> <li>? Experience of removing/replacing filter elements.</li> </ul>	<p>Typical method of assessment – eg personal logbook/worksheet. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Completion of relevant training plus site assessment of filter examination and maintenance activities signed/approved by Supervisor.</li> <li>? B - Completion of 3 logged/confirmed satisfactory filter examination and maintenance activities within previous 5 years.</li> </ul>
<p><u>Supervises</u></p>	<p>Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> <li>? Site H,S&amp;E training requirements.</li> <li>? Company procedure for safe working (PTW).</li> <li>? Company administrative requirements for notification/reporting.</li> </ul>	<p>Typical examples of evidence of practical knowledge. Awareness of above plus:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Non-Routine Operations requirements.</li> <li>? Understanding of safety issues associated with filter dust and precautions required.</li> <li>? Application of site H,S&amp;E procedures.</li> <li>? Application of safe working procedure (PTW).</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Completion of 3 relevant logged/confirmed satisfactory operational activities within previous 3 years.</li> <li>? B - Supervision of relevant activities within previous 5 years.</li> </ul>

A - Denotes requirement for initial assessment of competency

B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 3 Mechanical Maintenance**  
**Task: 3.4 Examination and Maintenance of Pigtraps**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessment</i> ? <i>Frequency of assessment</i>
<p><u>Does</u></p>	<p>Recognised qualification as required by the Company for operational role. Typical examples of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Specialist company training – examination and maintenance of pigtraps in use.</li> <li>? Hazardous Area working.</li> </ul>	<p>Typical examples of evidence of practical knowledge:</p> <ul style="list-style-type: none"> <li>? Awareness of venting and purging requirements and arrangements.</li> <li>? Experience of closure door opening, adjusting and locking band mechanism operation.</li> <li>? Awareness of maintenance requirements (machined faces, hinges, safety devices) and examination anomalies (corrosion/damage to welds and external surface).</li> </ul>	<p>Typical method of assessment – eg personal logbook/worksheet. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Completion of relevant training plus site assessment of pigtrap maintenance signed/approved by Supervisor.</li> <li>? B - Completion of 3 logged/confirmed satisfactory pigtrap examination and maintenance activities within previous 5 years.</li> </ul>
<p><u>Supervises</u></p>	<p>Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> <li>? Site H,S&amp;E procedure training requirements.</li> <li>? Company administrative requirements for notification/reporting.</li> </ul>	<p>Typical examples of evidence of practical knowledge. Awareness of above plus:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Non-Routine Operations requirements.</li> <li>? Application of site H,S&amp;E procedures.</li> <li>? Application of safe working procedure (PTW).</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Completion of 3 relevant logged/confirmed satisfactory operational activities within previous 3 years.</li> <li>? B - Supervision of relevant activities within previous 5 years.</li> </ul>

A - Denotes requirement for initial assessment of competency  
 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 3 Mechanical Maintenance**  
**Task: 3.5 Maintenance of Heaters**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessment</i> ? <i>Frequency of assessment</i>
<p><u>Does</u></p>	<p>Recognised qualification as required by the Company for operational role. Typical examples of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Specialist Company training – operation and maintenance of heaters in use.</li> <li>? Vendor/supplier training if appropriate.</li> <li>? Hazardous Area working</li> </ul>	<p>Typical examples of evidence of practical knowledge:</p> <ul style="list-style-type: none"> <li>? Awareness of venting and purging, draining and filling requirements.</li> <li>? Awareness of power and control arrangements.</li> <li>? Experience of maintenance activities (regulator/slamshut, flame stability, burner rate check, gas/water leak check, antifreeze) and examination anomalies (corrosion, damage to body and welds).</li> <li>? Experience of removing/replacing heater elements.</li> </ul>	<p>Typical method of assessment – eg personal logbook/worksheet. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Completion of relevant training plus site assessment of O&amp;M of heaters in use signed/approved by Supervisor.</li> <li>? B - Completion of 3 logged/confirmed satisfactory heater examination and maintenance activities within previous 5 years.</li> </ul>
<p><u>Supervises</u></p>	<p>Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> <li>? Site H,S&amp;E procedure training requirements.</li> <li>? Company administrative requirements for notification/reporting.</li> </ul>	<p>Typical examples of evidence of practical knowledge:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Non-Routine Operations requirements.</li> <li>? Application of site H,S&amp;E procedures.</li> <li>? Application of safe working procedure (PTW).</li> <li>? Company environmental waste management procedures.</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Completion of 3 relevant logged/confirmed satisfactory operational activities within previous 3 years.</li> <li>? B - Supervision of relevant activities within previous 5 years.</li> </ul>

A - Denotes requirement for initial assessment of competency  
 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 3 Mechanical Maintenance**  
**Task: 3.6 Maintenance of Lube Oil Systems**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessment</i> ? <i>Frequency of assessment</i>
<p><u>Does</u></p>	<p>Recognised qualification as required by the Company for operational role. Typical examples of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Specialist company training – examination and maintenance of lube oil systems.</li> <li>? Hazardous Area working.</li> </ul>	<p>Typical examples of evidence of practical knowledge:</p> <ul style="list-style-type: none"> <li>? Awareness of power and control arrangements, and any specialist component requirements (filters, relief valves, pumps, heaters).</li> <li>? Experience of pipework maintenance checks and refurbishment requirements and examination anomalies (corrosion, damage to external surface and welds).</li> </ul>	<p>Typical method of assessment – eg personal logbook/worksheet. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Completion of relevant training plus site assessment of lube oil system maintenance signed/approved by Supervisor.</li> <li>? B - Completion of 3 logged/confirmed satisfactory lube oil system examination and maintenance activities within previous 5 years.</li> </ul>
<p><u>Supervises</u></p>	<p>Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> <li>? Site H,S&amp;E procedure training requirements.</li> <li>? Company procedure for safe working (PTW).</li> <li>? Company administrative requirements for notification/reporting.</li> </ul>	<p>Typical examples of evidence of practical knowledge. Awareness of above plus:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Non-Routine Operations requirements.</li> <li>? Application of site H,S&amp;E procedures.</li> <li>? Application of safe working procedure (PTW).</li> <li>? Company approval and authorisation requirements.</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Completion of 3 relevant logged/confirmed satisfactory operational activities within previous 3 years.</li> <li>? B - Supervision of relevant activities within previous 5 years.</li> </ul>

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 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 4 E&I Maintenance**  
**Task: 4.1 Site Testing and Maintenance of Electric Motors**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessment</i> ? <i>Frequency of assessment</i>
<p><u>Does</u></p>	<p>Electrical/Instrumentation Craftsman with recognized qualification as required by Company procedures, with relevant examples of specialist training/knowledge:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Supplier/vendor training.</li> <li>? Electrical authorization.</li> <li>? Hazardous area training.</li> <li>? 415V Operations.</li> </ul>	<p>Typical examples of evidence of practical knowledge:</p> <ul style="list-style-type: none"> <li>? Use of information requirement from supplier/vendor.</li> <li>? Awareness of power and control arrangements.</li> <li>? Awareness of electrical and mechanical isolation and recommissioning procedures.</li> <li>? Experience of completion of electrical tests eg motor phase resistance, earth loop impedance, phase to earth resistance.</li> <li>? Experience of completing strip down, overhaul and reassembly procedures.</li> </ul>	<p>Typical method of assessment – eg personal logbook/worksheet. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Completion of relevant site training plus completion of 3 logged/confirmed satisfactory activities within previous 2 years, evidenced on CV/logbook.</li> <li>? B - As above.</li> </ul>
<p><u>Supervises</u></p>	<p>Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> <li>? Site H,S&amp;E procedure training requirements.</li> <li>? Company safe working procedure (PTW).</li> </ul>	<p>Typical examples of evidence of practical knowledge. Awareness of above, plus:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Company authorisation requirements.</li> <li>? Application of site H,S&amp;E procedures.</li> <li>? Application of safe working procedure (PTW).</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Supervision of 3 logged/confirmed satisfactory activities within previous 3 years.</li> <li>? B - Supervision of relevant activities within previous 5 years.</li> </ul>

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 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 4 E&I Maintenance**  
**Task: 4.2 Maintenance of Standby Generation Equipment**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessment</i> ? <i>Frequency of assessment</i>
<p><u>Does</u></p>	<p>Electrical/Instrumentation Craftsman with recognized qualification as required by Company procedures, with relevant specialist training in:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? COSHH training.</li> <li>? Hazardous equipment training.</li> <li>? Specialised equipment.</li> <li>? Company procedures for the use of portable generation equipment.</li> </ul>	<p>Typical examples of evidence of practical knowledge:</p> <ul style="list-style-type: none"> <li>? Ability to safely operate standby portable generation equipment.</li> <li>? Ability to safely establish a standby supply.</li> </ul>	<p>Typical method of assessment – eg personal logbook/worksheet. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Completion of relevant site training plus completion of 3 logged/confirmed satisfactory assessments within previous 2 years, evidenced on CV/logbook.</li> <li>? B - As above.</li> </ul>
<p><u>Supervises</u></p>	<p>Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> <li>? Awareness of Requirements for Provision and Use of Work Equipment Regulations (PUWER).</li> <li>? Site H,S&amp;E procedure training requirements.</li> <li>? Procedure for safe working (PTW).</li> </ul>	<p>Typical examples of evidence of practical knowledge. Awareness of above plus:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Authorisation requirements.</li> <li>? Application of site H,S&amp;E procedures.</li> <li>? Application of safe working procedure (PTW).</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Supervision of 3 relevant logged/confirmed satisfactory assessments within previous 3 years.</li> <li>? B - Supervision of relevant assessments within previous 5 years.</li> </ul>

A - Denotes requirement for initial assessment of competency  
 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 4 E&I Maintenance**  
**Task: 4.3 Maintenance of Electrical Switchgear and UPS System**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessment</i> ? <i>Frequency of assessment</i>
<u>Does</u>	Electrical/Instrumentation Craftsman with recognized qualification as required by Company procedures, with relevant specialist training in:  ? Company H,S&E policy. ? Site H,S&E procedures. ? Hazardous area training. ? Supplier/vendor training.	Typical examples of evidence of practical knowledge:  ? Electrical testing requirements. ? Battery cell maintenance requirements. ? Interpretation of test results. ? Experience of working with safety devices such as fuses, circuit breakers, over-current protection devices, under-voltage protection devices. ? Able to safely isolate and test safety devices.	Typical method of assessment – eg personal logbook/worksheet. Typical example of frequency of assessment:  ? A - Completion of relevant site training plus completion of 3 logged/confirmed satisfactory assessments within previous 2 years, evidenced on CV/logbook. ? B - As above.
<u>Supervises</u>	Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training:  ? Company H,S&E policy. ? Site H,S&E procedures. ? Company H,S&E management systems. ? EAWR compliance requirements. ? Site H,S&E procedure training requirements. ? Procedure for safe working (PTW).	Typical examples of evidence of practical knowledge. Awareness of above plus:  ? Application of Company H,S&E management systems. ? Application of site H,S&E procedures. ? Authorisation requirements. ? Application of safe working procedure (PTW).	Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessment:  ? A - Supervision of 3 relevant logged/confirmed satisfactory assessments within previous 3 years. ? B - Supervision of relevant assessments within previous 5 years.

A - Denotes requirement for initial assessment of competency  
 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 4 E&I Maintenance**  
**Task: 4.4 Maintenance of Metering UPS Systems**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessment</i> ? <i>Frequency of assessment</i>
<u>Does</u>	Electrical/Instrumentation Craftsman with recognized qualification as required by Company procedures, with relevant specialist training in:  ? Company H,S&E policy. ? Site H,S&E procedures. ? Supplier/vendor training.	Typical examples of evidence of practical knowledge: ? Understanding of type, function and design of equipment and measuring technique. ? Understanding of pressure transmitter, temperature and flow transducer validation requirements. ? Ability to carry out and record equipment validation checks to determine accuracy of input and output analogue and digital signals.	Typical method of assessment – eg personal logbook/worksheet. Typical example of frequency of assessment:  ? A - Completion of relevant site training plus completion of 3 logged/confirmed satisfactory assessments within previous 2 years, evidenced on CV/logbook. ? B - As above.
<u>Supervises</u>	Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training:  ? Company H,S&E policy. ? Site H,S&E procedures. ? Company H,S&E management systems. ? Site H,S&E procedure training requirements. ? Procedure for safe working (PWT). ? Company standards for fiscal metering.	Typical examples of evidence of practical knowledge. Awareness of above plus:  ? Application of Company H,S&E management systems. ? Application of site H,S&E procedures. ? Application for safe working procedure (PTW).	Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessment:  ? A - Supervision of 3 logged/confirmed satisfactory assessments within previous 2 years. ? B - Supervision of relevant assessments within previous 5 years.

A - Denotes requirement for initial assessment of competency  
 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 4 E&I Maintenance**  
**Task: 4.5 Maintenance of Gas Quality Monitoring Systems**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessment</i> ? <i>Frequency of assessment</i>
<p><u>Does</u></p>	<p>Electrical/Instrumentation Craftsman with recognized qualification as required by Company procedures, with relevant specialist training in:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Supplier/vendor training and approval.</li> <li>? Electrical authorizations.</li> </ul>	<p>Typical examples of evidence of practical knowledge:</p> <ul style="list-style-type: none"> <li>? Understanding of type, function and design of equipment and measuring techniques.</li> <li>? Information required from supplier documentation.</li> <li>? Power and control arrangements.</li> <li>? Experience of electrical isolation and recommissioning.</li> <li>? Experience of maintenance and calibration checks and refurbishment requirements.</li> </ul>	<p>Typical method of assessment – eg personal logbook/worksheet. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Completion of relevant site training plus completion of 3 logged/confirmed satisfactory assessments within previous 2 years, evidenced on CV/logbook.</li> <li>? B - As above.</li> </ul>
<p><u>Supervises</u></p>	<p>Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> <li>? Site H,S&amp;E procedure training requirements</li> <li>? Company approval requirements.</li> <li>? Company standards.</li> </ul>	<p>Typical examples of evidence of practical knowledge. Awareness of above plus:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Application of site H,S&amp;E procedures.</li> <li>? Company Authorisation requirements.</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Supervision of 3 logged/confirmed satisfactory assessments within previous 2 years.</li> <li>? B - Supervision of relevant assessments within previous 5 years.</li> </ul>

A - Denotes requirement for initial assessment of competency  
 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 4 E&I Maintenance**  
**Task: 4.6 Maintenance of Compressed Air Systems**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessment</i> ? <i>Frequency of assessment</i>
<p><u>Does</u></p>	<p>Electrical/Instrumentation Craftsman with recognized qualification as required by Company procedures, with relevant specialist training in:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Specialist equipment.</li> <li>? COSHH training.</li> <li>? Company procedure for venting.</li> </ul>	<p>Typical examples of evidence of practical knowledge:</p> <ul style="list-style-type: none"> <li>? Able to demonstrate clear understanding of each component comprising the compressed air system, eg air lines, bagging, connection points, fittings etc.</li> <li>? Clear understanding of the layout of the compressed air system.</li> </ul>	<p>Typical method of assessment – eg personal logbook/worksheet. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Completion of relevant site training plus completion of 3 logged/confirmed satisfactory assessments within previous 2 years, evidenced on CV/logbook.</li> <li>? B - As above.</li> </ul>
<p><u>Supervises</u></p>	<p>Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training as above, plus:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> <li>? Awareness of Pressure System Safety Regs.</li> <li>? Site H,S&amp;E procedure training requirements.</li> <li>? Procedure for safe working (PTW).</li> </ul>	<p>Typical examples of evidence of practical knowledge. Awareness of above plus:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Application of site H,S&amp;E procedures.</li> <li>? Application of safe working procedure (PTW).</li> <li>? Company authorisation requirements</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Supervision of 3 relevant logged/confirmed satisfactory assessments within previous 3 years.</li> <li>? B - Supervision of relevant assessments within previous 5 years.</li> </ul>

A - Denotes requirement for initial assessment of competency  
 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 4 E&I Maintenance**  
**Task: 4.7 Maintenance and Use of Electrical Equipment for Hazardous Area**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessment</i> ? <i>Frequency of assessment</i>
<p><u>Does</u></p>	<p>Electrical/Instrumentation Craftsman with recognized qualification as required by Company procedures, with relevant specialist training in:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Hazardous Area training.</li> </ul>	<p>Typical examples of evidence of practical knowledge:</p> <ul style="list-style-type: none"> <li>? Completion of electrical and mechanical isolations.</li> <li>? Awareness of flame paths.</li> <li>? Understanding of flame proof and intrinsically safe equipment requirements.</li> <li>? Experience of application of equipment inspection procedures.</li> </ul>	<p>Typical method of assessment – eg personal logbook/worksheet. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Completion of relevant site training plus completion of 3 logged/confirmed satisfactory assessments within previous 2 years, evidenced on CV/logbook.</li> <li>? B - As above.</li> </ul>
<p><u>Supervises</u></p>	<p>Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> <li>? EAWR compliance requirements.</li> <li>? Site H,S&amp;E procedure training requirements.</li> <li>? Procedure for safe working (PTW).</li> </ul>	<p>Typical examples of evidence of practical knowledge. Awareness of above, plus:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Application of site H,S&amp;E procedures.</li> <li>? Application of safe working procedure (PTW).</li> <li>? Company authorisation requirements.</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Supervision of 3 logged/confirmed satisfactory assessments within previous 3 years.</li> <li>? B - Supervision of relevant assessments within previous 5 years.</li> </ul>

A - Denotes requirement for initial assessment of competency  
 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 4 E&I Maintenance**  
**Task: 4.8 Maintenance of Uninterrupted Power Supply (UPS) and DC Equipment**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessment</i> ? <i>Frequency of assessment</i>
<u>Does</u>	Electrical/Instrumentation Craftsman with recognized qualification as required by Company procedures, with relevant specialist training in:  ? Company H,S&E policy. ? Site H,S&E procedures. ? Company COSHH training.	Typical examples of evidence of practical knowledge:  ? Clear understanding of battery characteristics. ? Carry out electrical tests to establish equipment soundness. ? Experience of recording and interpreting battery test results.	Typical method of assessment – eg personal logbook/worksheet. Typical example of frequency of assessment:  ? A - Completion of relevant site training plus completion of 3 logged/confirmed satisfactory assessments within previous 2 years, evidenced on CV/logbook. ? B - As above.
<u>Supervises</u>	Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training :  ? Company H,S&E policy. ? Site H,S&E procedures. ? Company H,S&E management systems. ? Site H,S&E procedure training requirements. ? Procedure for safe working (PTW).	Typical example of evidence of practical knowledge. Awareness of above plus:  ? Application of Company H,S&E management systems. ? Application of site H,S&E procedures. ? Application of safe working procedure (PTW). ? Company authorisation requirements	Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessment:  ? A - Supervision of 3 relevant logged/confirmed satisfactory assessments within previous 3 years. ? B - Supervision of relevant assessments within previous 5 years.

A - Denotes requirement for initial assessment of competency  
 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 5 Specialist Services**  
**Task: 5.1 Specialist surveys to detect coating anomalies**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessment</i> ? <i>Frequency of assessment</i>
<p><u>Does</u></p>	<p>CP Technician with recognized qualification as required by the Company for the task, with relevant specialist training in:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Use of specialist survey techniques (eg Pearson, Electromagnetic Current Attenuation, Direct Current Voltage Gradient).</li> <li>? Specialist knowledge of coating damage detection, location and sizing, and identification of special conditions/features.</li> </ul>	<p>Typical examples of evidence of practical knowledge:</p> <ul style="list-style-type: none"> <li>? Ability to measure voltage, current and resistance using voltmeters, ammeters and ohmmeters.</li> <li>? Experience of coating damage signal characteristics.</li> <li>? Experience of fault identification and diagnosis.</li> <li>? Results recording.</li> </ul>	<p>Typical method of assessment – eg personal logbook/worksheet/CV. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Completion of relevant site specific training, plus completion of 3 logged/confirmed satisfactory surveys within previous 5 years, evidenced on CV/logbook.</li> <li>? B - As above.</li> </ul>
<p><u>Supervises</u></p>	<p>Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> <li>? Code requirements (if applicable).</li> </ul>	<p>Typical examples of evidence of practical knowledge. Awareness of above plus:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Reporting and documentation of anomalies.</li> <li>? Application of site H,S&amp;E procedures.</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Supervision of 3 logged/confirmed satisfactory surveys within previous 5 years.</li> <li>? B - Supervision of surveys within previous 5 years.</li> </ul>

A - Denotes requirement for initial assessment of competency  
 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 5 Specialist Services**  
**Task: 5.2 Specialist repair of pipe coating anomalies or reinstatement of coating following pipe repair**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessment</i> ? <i>Frequency of assessment</i>
<p><u>Does</u></p>	<p>Specialist with relevant qualification as required by Company procedures, with relevant specialist training in:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Coating types and characteristics.</li> <li>? Coating repair methods (eg multi-component liquids, heat shrink materials, cold applied laminate tape, grease-based tapes.</li> <li>? Training in relevant repair.</li> </ul>	<p>Typical examples of evidence of practical knowledge:</p> <ul style="list-style-type: none"> <li>? On-site procedures for coating repairs.</li> <li>? Pipe surface preparation.</li> <li>? Recording of completed work.</li> </ul>	<p>Typical method of assessment – eg personal logbook/worksheet. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Completion of relevant training plus completion of 3 logged/confirmed satisfactory coating repairs within previous 5 years, evidenced on CV/logbook.</li> <li>? B - As above.</li> </ul>
<p><u>Supervises</u></p>	<p>Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> <li>? Code requirements.</li> </ul>	<p>Typical examples of evidence of practical knowledge. Awareness of above plus:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Approval and documentation requirements for completed work.</li> <li>? Application of site H,S&amp;E procedures.</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Supervision of 3 logged/confirmed satisfactory coating repairs within previous 5 years.</li> <li>? B - Supervision of coating repairs within previous 5 years.</li> </ul>

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 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 5 Specialist Services**  
**Task: 5.3 Specialist inspection of CP system**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessment</i> ? <i>Frequency of assessment</i>
<p><u>Does</u></p>	<p>CP Technician with recognized qualification as required by Company procedure, with relevant specialist training in:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Systems fitted.</li> <li>? Fault recognition.</li> </ul>	<p>Typical examples of evidence of practical knowledge:</p> <ul style="list-style-type: none"> <li>? Application of test procedures (instruments to be used/range of outputs).</li> <li>? Location of underground equipment.</li> <li>? Fault checks on T/Rs.</li> <li>? Investigation of abnormalities.</li> </ul>	<p>Typical method of assessment – eg personal logbook/worksheet/CV. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Completion of relevant site training plus completion of 3 logged/confirmed satisfactory inspections within previous 5 years, evidenced on CV/logbook.</li> <li>? B - As above.</li> </ul>
<p><u>Supervises</u></p>	<p>Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> <li>? Company / Client (CP) Policy.</li> </ul>	<p>Typical examples of evidence of practical knowledge. Awareness of above plus:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Reporting requirements.</li> <li>? Non-Routine Operations procedures.</li> <li>? Application of site H,S&amp;E procedures.</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Supervision of 3 logged/confirmed satisfactory inspections within previous 5 years.</li> <li>? B - Supervision of inspections within previous 5 years.</li> </ul>

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 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 5 Specialist Services**  
**Task: 5.4 Examination of pipework/equipment to identify defects which could lead to failure of pressure containment**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessment</i> ? <i>Frequency of assessment</i>
<u>Does</u>	Specialist Inspector with recognised qualification as required by the Company for operational role. Typical examples of specialist training:  ? Company H,S&E policy. ? Site H,S&E procedures. ? Relevant Company examination procedures. ? Recording and reporting requirements.	Typical examples of evidence of practical knowledge:  ? Site lay-out and equipment. ? Defects/damage. ? Application of specifications for examination of equipment. ? Reporting requirements. ? Ability to apply and interpret specialist NDT techniques.	Typical method of assessment – eg personal logbook/worksheet. Typical example of frequency of assessment:  ? A - Completion of relevant site training plus completion of 3 logged/confirmed satisfactory inspections within previous 5 years, evidenced on CV/logbook. ? B - As above.
<u>Supervises</u>	Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training:  ? Company H,S&E policy. ? Site H,S&E procedures. ? Company H,S&E management systems. ? Site H,S&E procedure training requirements. ? Procedure for safe working (PTW). ? Relevant Company procedures and specifications. ? Defect notification requirements.	Typical examples of evidence of practical knowledge. Awareness of above plus:  ? Application of Company H,S&E management systems. ? WSOE, specification and schedule. ? Documentation requirements. ? Awareness of consequence of imminent danger. ? Application of site H,S&E procedures. ? Application of safe working procedure (PTW).	Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessment:  ? A - Supervision of 3 logged/confirmed satisfactory site inspections within previous 5 years. ? B - Supervision of site inspections within previous 5 years.

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 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 5 Specialist Services**  
**Task: 5.5 Carry out internal/in-line inspection of pipelines**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessment</i> ? <i>Frequency of assessment</i>
<p><u>Does</u></p>	<p>Specialist NDT Technician with relevant qualifications as required by Company procedures, with relevant specialist training in:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Use and application of equipment.</li> <li>? Pre-pigging requirements.</li> <li>? Defect detection requirements.</li> <li>? Operational requirements for pigging operations (eg pressure, flowrate).</li> </ul>	<p>Typical examples of evidence of practical knowledge:</p> <ul style="list-style-type: none"> <li>? Use of in-line inspection equipment.</li> <li>? Use of appropriate safety equipment.</li> <li>? On-site procedures for use of permanent or temporary pig traps.</li> <li>? Pre-pigging sequence.</li> <li>? Recording of completed work.</li> </ul>	<p>Typical method of assessment – eg personal logbook/worksheet/CV. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Completion of relevant training plus completion of 3 logged/confirmed satisfactory internal inspections within previous 5 years, evidenced on CV/logbook.</li> <li>? B - As above</li> </ul>
<p><u>Supervises</u></p>	<p>Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> <li>? Requirements of codes, Company policy and procedures.</li> <li>? Requirements for notification and reporting of defects.</li> <li>? Site H,S&amp;E procedure training requirements.</li> <li>? Procedure for safe working (PTW).</li> </ul>	<p>Typical examples of evidence of practical knowledge. Awareness of above plus:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Non-Routine Operations requirements.</li> <li>? Application of safe working procedure (PTW).</li> <li>? Reporting and documentation.</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Supervision of 3 logged/confirmed satisfactory internal inspections within previous 5 years.</li> <li>? B - Supervision of internal inspections within previous 5 years.</li> </ul>

A - Denotes requirement for initial assessment of competency  
 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK**

**Activity: 5 Specialist Services**  
**Task: 5.6 Specialist measurement, recording and assessment of defects in pipewall**

<b>Competency Level</b>	<b>Theoretical Knowledge</b> ? <i>Qualifications/certificates</i> ? <i>Specialist knowledge</i>	<b>Practical Knowledge</b> ? <i>Task specific skills</i> ? <i>On the job training</i>	<b>Sufficient Experience</b> ? <i>Method of assessment</i> ? <i>Frequency of assessment</i>
<p><u>Does</u></p>	<p>Specialist inspector with relevant qualifications as required by Company procedures, with relevant specialist training in:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Relevant specialist or Company defect assessment training.</li> <li>? Assessment procedures for dents, gouges, metal loss, cracks.</li> <li>? Relevant code/procedure requirements.</li> </ul>	<p>Typical examples of evidence of practical knowledge:</p> <ul style="list-style-type: none"> <li>? Assessment criteria and criticality limits.</li> <li>? Reporting requirements.</li> </ul>	<p>Typical method of assessment – eg personal logbook/worksheet/CV. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Completion of relevant site training plus completion of 3 logged/confirmed satisfactory defect assessments within previous 5 years, as evidenced on CV/logbook.</li> <li>? B - As above.</li> </ul>
<p><u>Supervises</u></p>	<p>Recognised qualification as required by the Company for supervisory role. Typical evidence of specialist training:</p> <ul style="list-style-type: none"> <li>? Company H,S&amp;E policy.</li> <li>? Site H,S&amp;E procedures.</li> <li>? Company H,S&amp;E management systems.</li> <li>? Relevant Company procedures.</li> <li>? Reporting requirements.</li> <li>? Site H,S&amp;E procedure training requirements.</li> <li>? Procedure for safe working (PTW).</li> </ul>	<p>Typical examples of evidence of practical knowledge. Awareness of above plus:</p> <ul style="list-style-type: none"> <li>? Application of Company H,S&amp;E management systems.</li> <li>? Operational limitations.</li> <li>? Repair and re medial requirements.</li> <li>? Approval requirements.</li> <li>? Application of safe working procedure (PTW).</li> </ul>	<p>Typical method of assessment – eg personal logbook/work records/recorded assessments. Typical example of frequency of assessment:</p> <ul style="list-style-type: none"> <li>? A - Supervision of 3 logged/confirmed satisfactory defect assessments within previous 5 years.</li> <li>? B - Supervision of defect assessments within previous 5 years.</li> </ul>

A - Denotes requirement for initial assessment of competency  
 B - Denotes requirement for reassessment

**UKOPA COMPETENCY FRAMEWORK****Section 4 -  
Competency Assessment and Record**

Competency assessment involves reviewing the evidence which demonstrates and supports an individual's theoretical and practical knowledge and personal experience relevant to carrying out a specific role or specified work. The reviewed evidence is then compared against the requirements for role or specified work as defined by the pipeline operator, and the results of the comparison are recorded.

The evidence considered relevant for consideration, the manner in which it is assessed and compared to defined requirements, and the way in which the results are recorded will normally be specified by the pipeline operator in accordance with the company's procedures. The generic aspects of evidence, its assessment and recording of competency assessment are considered in this section.

**Evidence of Competency**

Evidence for the assessment of competency can be obtained or is available from a range of sources, and its use will depend upon the quality of the information and the time and resources available for its assessment. In many cases, pipeline operators will prefer a flexible approach which allows as many options as possible, but recognise that a key requirement is the completion of a logical, justifiable and transparent assessment.

The UKOPA Competency Framework has presented competency requirements in terms of theoretical and practical knowledge and sufficient experience. The range of evidence which could satisfy an assessment against these requirements is:

- |      |                         |   |
|------|-------------------------|---|
| i)   | Theoretical Knowledge - | Recognised qualifications, certificates, records of specialist training etc.  |
| ii)  | Practical Knowledge -   | Application of task specific skills, written assessments, references, records of specific work carried out (log books). |
| iii) | Sufficient Experience - | Level, volume and frequency of practical experience gained (log books, recorded experience etc).                        |

Note, if company approved CVs or log books are provided, these records would normally cover both i), ii) and iii) above, provided the company quality management is good.

**UKOPA COMPETENCY FRAMEWORK****Assessment of Competency**

The User may carry out the competency assessment by reviewing compiled evidence as records (certificates, CVs, references, log books), and/or completing a structured, recorded interview (based on the check points in the compiled role competency requirements), and/or recording on site observations of work being carried out (normally under supervision). The route the User follows will depend on the level and quality of pre-existing records and their relevance to the task competency which is being assessed.

**Competency Assessment Record**

The competency assessment record is normally prepared by the pipeline operator, and confirms that to the company's satisfaction, the individual has the requisite theoretical knowledge, practical knowledge and sufficient experience to perform the specified role.

On completion of the competency assessment, the production of a formal record comprising the specified role as defined activities and associated key tasks, compiled competency requirements and assessment of evidence is recommended.

Pipeline operators will generally record the results of competency assessment using company systems and procedures. Current pipeline operator practice would be to record details of the assessor and the person being assessed, the type of evidence considered, confirmation of its acceptability and any gaps identified. In most cases, gap actions would also be recorded.

As stated above, in most cases records will be kept using company systems. A typical generic record, indicating a typical level of recorded information, is given in Figure 1.

**UKOPA COMPETENCY FRAMEWORK**

**Figure 1  
Example Competency Assessment Record**

**Competency Record:          Name:                                  Title:**

**Details** (*Attach role competency requirements*)

<b>Competency Profiles</b>	<b>Assessed by:</b>			<b>Approved:</b>		
	<b>Name</b>	<b>Signature</b>	<b>Date</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
	<u>(Assesses evidence<sup>i</sup> and states assessment result<sup>ii</sup>)</u>			<u>(Confirms assessment result)</u>		

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<sup>i</sup> CV, Log Book, References, Interview, On-site Observations etc  
<sup>ii</sup> Satisfactory, or satisfactory with supporting actions/qualifications

# **UKOPA COMPETENCY FRAMEWORK**

## **Section 5 -**

### **Guidance Notes - Generic Competency Assessment**

The UKOPA Competency Assessment Framework describes the principles of and methods for competency assessment, and can be used by a pipeline operator to assist in assessing the competency of an individual to carry out a task or specified role. The aim of the guidance given in this section is to promote a consistent understanding of the Framework and how it can be used. The explanations and examples included are for demonstration only, and do not represent procedural requirements.

Typical steps are described below, and an example application of the process is illustrated in Figure 2.

#### **Step 1 - Preparation of Role Description**

The role description is prepared by the duty holder (ie pipeline operator, subsequently referred to as User), and can include a list of tasks which are carried out by one individual.

The example included in this section shows a role description for a Mechanical Maintenance Technician to carry out specific tasks on gas pipeline installations.

#### **Step 2 - Competency Profiles for Key Tasks**

The competency profiles for the tasks are then developed. In the example given in this section, they are selected from the example competency profiles included in Section 3.2. These competency profiles describe the competency requirements to be demonstrated in the form of a checklist, categorised as theoretical knowledge, practical knowledge and sufficient experience. Having developed or selected the competency profiles to be used, the User reviews the checklist bullet points within each category, and selects points considered relevant to the application. Demonstration is achieved through presentation of relevant evidence.

The example shows how the competency profiles are selected, and how those selected could be reviewed and applied to the competency assessment of a Mechanical Maintenance Technician employed to carry out specific work.

#### **Step 3 - Role Competency Requirements**

The User compiles the role competency requirements by summing the checkpoints in the competency profiles for each required key task into an overall competency requirement checklist.

Note, some task competency profile checkpoints will be duplicated, so there is scope for rationalisation.

## **UKOPA COMPETENCY FRAMEWORK**

### **Step 4 - Evidence of Competency**

The evidence required to demonstrate competency is categorised as:

- i) Theoretical Knowledge, ie Qualifications, certificates of specialist training etc. This information will normally be available as prime records or from an approved CV.
- ii) Practical Knowledge, ie application of task specific skills and records of specific work carried out. This information will normally be available from a CV or log book, or from written assessments or references.
- iii) Sufficient Experience, ie confirmation of the level, volume and frequency of practical experience required. This information will normally be available from a CV supported by references, or a signed log book.

### **Step 5 - Competency Assessment**

The User may carry out the competency assessment by reviewing compiled evidence as records (certificates, CVs, references, log books), and/or completing a structured, recorded interview (based on the checkpoints in the compiled role competency requirements), and/or recording on site observations of work being carried out (normally under supervision). The route the User follows will depend on the level and quality of pre-existing records and their relevance to the task competency which is being assessed.

### **Step 6 - Competency Record**

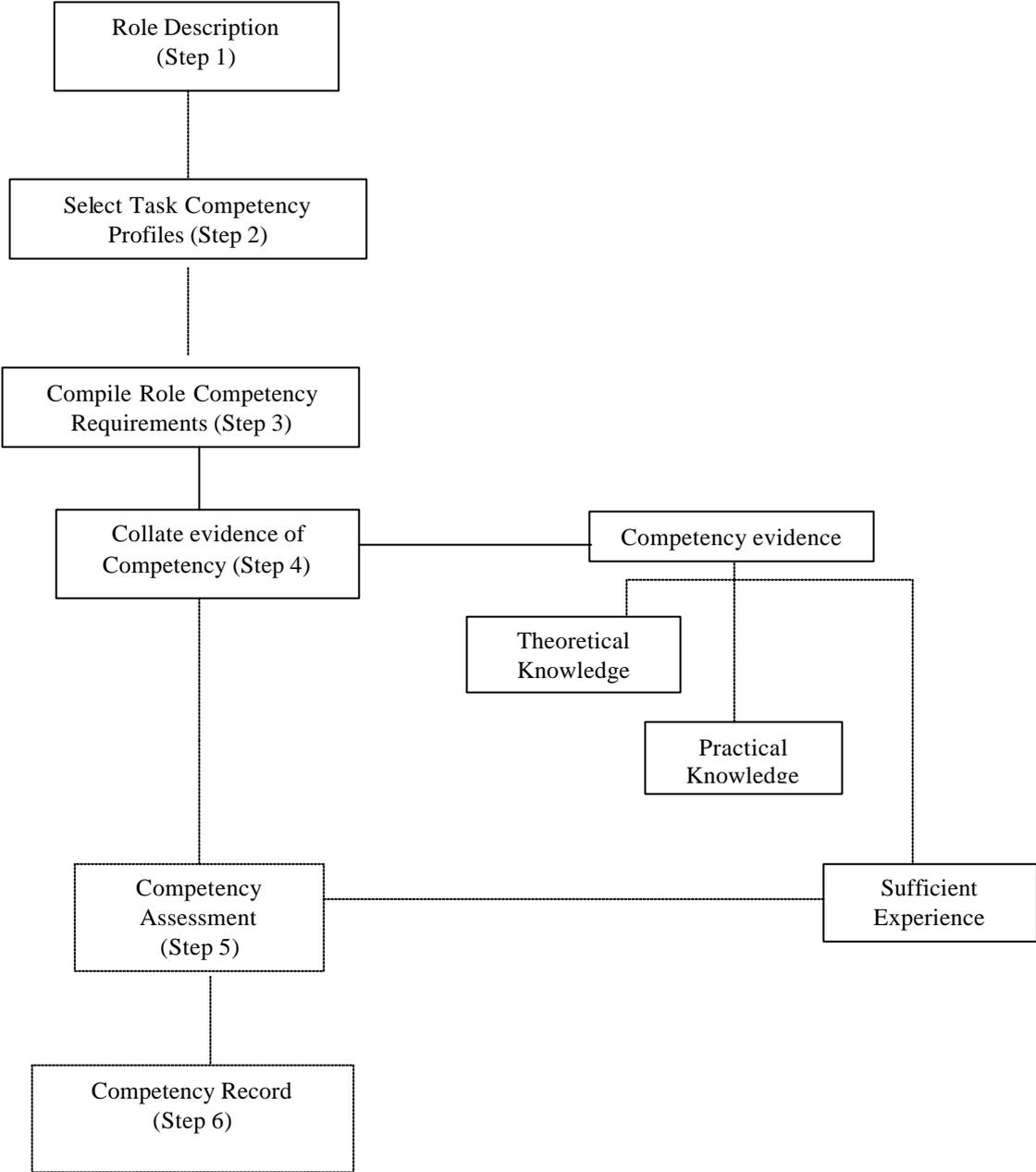
Competency assessment is a formal record prepared by the User which confirms that to the User's satisfaction, the individual has the requisite theoretical knowledge, practical knowledge and sufficient experience to perform the specified role.

On completion of the competency assessment, the production of a formal record comprising the specified role as defined activities and associated key tasks, compiled competency requirements and assessment of evidence is recommended. This is held by the User, with copies to relevant parties.

The example includes a competency record for the role of Mechanical Maintenance Technician.

**UKOPA COMPETENCY FRAMEWORK**

**Figure 2  
Generic Competency Assessment Process**



**UKOPA COMPETENCY FRAMEWORK****Competency Assessment Example 1****Requirement:**

A Pipeline Operator requires a Mechanical Technician to carry out maintenance on valves and filters on a gas pipeline installation. The Mechanical Technician will be supplied by a sub-contractor, and has not previously worked for this particular Pipeline Operator. The Pipeline Operator therefore requires a competency assessment of the Technician to be carried out.

**Role Description:**

The Pipeline Operator defines the role to be carried out in terms of its activities and associated tasks. Referring to the role description in Section 2 and the competency register in Section 3, a minimum role description could include the following tasks and associated competency requirements:

<b>Profiles</b>	<b>Tasks</b>	<b>Competency</b>
Core Requirements	Legislation Awareness	1.1
	Risk Assessment	1.2
	Permit to Work	1.3
Operational Requirements	Isolation of Mechanical Plant	2.5
Discipline Requirements	Maintenance of valves and actuation systems	3.2
	Examination and maintenance of filters	3.3

**Compiled Competency Requirement Checklist:**

The competency requirements given in the competency profiles 1.1, 1.2, 1.3, 2.5, 3.2 and 3.3 are reviewed, and the checkpoints considered relevant to the role are selected by the User. A minimum compiled competency requirement checklist for the role description being considered is given in Figure 3.

**Competency Record:**

A competency record for the Technician selected to undertake the role is given in Figure 4.

**UKOPA COMPETENCY FRAMEWORK**

**Figure 3**

**Competency Requirements Checklist for Mechanical Maintenance Technician  
– Valves and Filters on gas pipeline installations**

<b>Activity</b>	<b>Task</b>	<b>Theoretical Knowledge</b> ? <b>Qualifications/certificates</b> ? <b>Specialist Knowledge</b>	<b>Practical Knowledge</b> ? <b>Task Specific Skills</b> ? <b>On the job training</b>	<b>Sufficient Experience</b> ? <b>Method of assessing experience</b> ? <b>Frequency of assessments</b>
<b>Mechanical Maintenance</b>	<b>Valves and Actuation Systems + Filters</b>	Recognised qualification as required by the Company for specified work role. Typical examples of specialist training:  ? Specialist company training – operation and maintenance of valve and actuation systems in use. ? Vendor/supplier training for relevant plant ? H,S&E briefing – Confined Space Regulations. ? Site procedures.	Typical examples of evidence of practical knowledge: ? Awareness of venting and purging requirements. ? Experience carrying out valve blow-down and sealant checks, functional checks (movement, dp, venting) and actuation system functional checks and faults (eg water ingress). ? Awareness of maintenance requirements (seal proving) and examination anomalies (corrosion, damage). ? Experience of filter door opening, centralization and locking band mechanism operation and adjustment. ? Awareness of filter maintenance requirements (dp checks, machined faces, hinges, safety devices) and examination anomalies (corrosion, damage to body and welds). ? Experience of removing/replacing filter elements.	Typical method of assessment – eg personal logbook/worksheet:  ? Completion of relevant training plus site assessment of valve and actuation system maintenance activities, replacement of valve/pipework sections, examination and maintenance of filters, signed/ approved by Supervisor.
	<b>Operations</b>	<b>Mechanical Isolations</b>	? Site specific process training. ? Plant specific information. ? Plant isolation procedure	? Working in Hazardous Areas. ? Site Layout. ? Site Equipment. ? Spade Isolations. ? Valve Isolations. ? Double Block and Bleed. ? Castell (or other) Locking System. ? Isolation Logs. ? Emergency Procedures.
<b>Core H,S&amp;E</b>	<b>Legislation Risk Assessment</b>	? Company H,S&E policy and site H,S&E procedures. ? Completion of company specified HASWA briefings ? Approved Risk assessment Training course	? Awareness of legislation applying to discipline and work and operational activities. ? Carry out RA using specified methodology. ? Reporting of RA results.	? Completion of briefing. ? Logged evidence of completion of RA using acceptable methods.
	<b>Permit to Work</b>	? Company H,S&E Management Systems relevant to current role	? Company Permit to Work documentation and procedures for raising, authorizing and signing-off.	? Practical training and written authorisation for current task.

**UKOPA COMPETENCY FRAMEWORK**

**Figure 4**

**Competency Record – Mechanical Maintenance Technician  
-Valves and Filters on Gas Pipeline Installations**

**Competency Record For: - (Name etc)**

Activity	Task	Assessed By:			Approved:		
		Name	Signature	Date	Name	Signature	Date
Operations	Mechanical Plant Isolations						
Mechanical Maintenance	Valves and Actuation Systems						
	Filters						