



## UKOPA Competency Framework

Overview of Development

# UKOPA Competency Framework

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- ❑ UKOPA/02/0076
- ❑ Competency & Training Working Group:-
- ❑ Objectives:-
  - ❑ Ken Curtis (Chairman)
  - ❑ Robert White (Fina/Total)
  - ❑ Donal Cullen (Shell Expro)
  - ❑ Jane Haswell (Secretary)
  - ❑ Competency & Trainin
- ❑ C&TWG commenced in 2001 and completed Framework in August 2002

# UKOPA Competency Framework

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## Brief History:-

- ❑ Origins -Transco STC System
- ❑ Needs identified:-
  - ❑ Structure suitable for wide application within the pipeline industry
  - ❑ High level, simple to use framework
  - ❑ Guidance for users

# Overview

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- Pipeline Engineering activities, tasks and role descriptions
- Competency Profiles
- Competency Assessment and Record
- Guidance Notes
- Summary of Relevant Legislation

# Development

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- ❑ Focused on 2 Areas – Does & Supervise
- ❑ Requires demonstration of competency by:-
  - ❑ – theoretical knowledge,
  - ❑ – practical knowledge,
  - ❑ – experience
- ❑ Peer review by UKOPA appointed group
  - ❑ (R Ellis (Shell), A Thayne (HSE), S Kennedy (Transco), A Cockburn (BGI))

## Recommendations of Peer Review

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- ❑ Clarify scope and include definitions
- ❑ Inclusion of role descriptions and core H,S&E competencies
- ❑ Competency Profiles:
  - ❑ – Consistency and format
  - ❑ – Incorporation of recognised qualifications
  - ❑ – Recognise company specific requirements
  - ❑ – Include time periods for relevant experience
- ❑ Recording – Allow use company specific approaches

# Contents (1 of 2)

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- ❑ Section 1: Overview
- ❑ Section 2: Pipeline Engineering Activities, Tasks and Role Descriptions
- ❑ Section 3: Competency Profiles
  - ❑ *Health, Safety and Environment*
  - ❑ *Operations*
  - ❑ *Mechanical Maintenance*
  - ❑ *E&I Maintenance*
  - ❑ *Specialist Services*
- ❑ Section 4: Competency Assessment and Record
- ❑ Section 5: Guidance Notes – Generic Competency Assessment

## Contents (2 of 2)

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- ❑ Figure 1: Example Competency Assessment Record
- ❑ Figure 2: Generic Competency Assessment Process
- ❑ Figure 3: Competency Requirements Checklist
- ❑ Figure 4: Competency Record

# Application

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# Application – Powergen Gas

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## Route to Achieving Competency

- ❑ Powergen Gas agreed to introduce a ‘Gas Competency Assessment’ process for our site Technicians/Engineers based on the UKOPA competency framework document.
- ❑ We developed, agreed and authorised a procedure outlining how the competency assessment program would be implemented

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## Demonstrating practical experience

- Powergen Pipeline's developed and introduced a competency **log book** to record the trainee's practical experience. Record details included:-
  - Record number
  - Site
  - Plant ID
  - Task ID
  - Job description
  - Assessor's name & Assessor's comments

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## Individuals Competency Task Profiles

- A task profile was created for each employee to record what tasks they required for their role and what level of competency they had achieved.
- Four levels of competency
  - Competent
  - Work under supervision
  - Non supervised working
  - Assessor

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## Individuals Competency Training Record

- A training competency record was produced for each task to record an individuals progress and achievements. This included:-
  - The task profile as set out in the UKOPA framework document
  - Trainee's name
  - Task and Equipment ID
  - Date when the task was carried out and Assessor's comments
  - Line Manager's approval of the process, date and signature

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Procedure's Scope :- Clear roles and responsibilities

- Trainees' responsibility :- Collect and document evidence of competency
  - Details taken from the Pipeline's Group training records
  - Previous employment records
  - Formal qualifications
  - Work log book entries
- Provide practical evidence to support competency
- Enter these details onto the 'Competency Achievement Record'

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Procedure :- Clear roles and responsibilities

## Assessor responsibility

- Achieved competency for a particular task.
- Exhibit suitable abilities to become an assessor.
- Continue to demonstrate competence by keeping abreast of changes in standards, legislation, technical enhancements and practical skills.

## Line Manager's responsibility

- Ensure that evidence has been collected accurately and each element of the task has been achieved successfully.

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## Summary

- ❑ The approach was designed to put the onus on the trainee for the following:-
  - ❑ Provide academic qualifications.
  - ❑ Provide previous training record.
  - ❑ Ensure that agreed gaps in the individual competency profile are addressed and completed within agreed time scales.
    - ❑ Practical skills demonstrated under supervision.
    - ❑ Sufficient experience gained.
    - ❑ Competency Training Record completed by the Assessor and signed off and approved by the Line Manager.

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## Summary

- ❑ UKOPA tasks were improved by the site technicians and Engineers continual improvements in the task profiles.
- ❑ Certain tasks became non generic where the equipment was unique.
- ❑ Smaller tasks built into larger tasks
  - ❑ CCI control valve example:-
    - ❑ Testing of small bore impulse pipelines
    - ❑ Manually opening gas valves
    - ❑ Stoking the valves from the loop controller
    - ❑ Hazardous area classification