

TRAINING PROGRAMME MARINE SUPERVISOR - SUBCONTRACTOR

COMPANY MANAGEMENT SYSTEM DOCUMENT

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Revision and Document Change Record

Rev	Date	Section(s)	Page(s)	Brief description of change
0	21.06.2021	All		First edition


1.1. Definitions and Abbreviations

1.1.1. Definitions

Term	Definition
DSM	Deep Sea Mooring
Subcontractor	Hired personnel for a specific operation. This can be freelancers, sole proprietorships or from other companies
Trainee	The new employee being trained
Trainer	Person designated to provide training

1.2. References

Ref.	Document No.	Title
1.	L-2 MTX-HR-007	DSM training matrix - Operations

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2. INTRODUCTION

2.1. Document Purpose

The purpose of this document is to ensure that subcontracted personnel has the necessary competence required to carry out his/her job safely and in compliance with DSM values, quality level and training matrix.

2.2. Document Scope


This checklist applies to all subcontracted Marine Supervisors hired for Deep Sea Mooring Norway, regardless of their background. All personnel must complete the training programme, but the length of training may vary depending on the subcontractors competence and experience.

A completed training checklist will be valid for 2 years, and can be re-approved for a longer period if the subcontractor has been on hire for us frequently within those two years.

In addition to this training, a specific job orientation will be performed prior to every operations.

2.3. Responsibilities

Role	Responsibilities
Department Manager	<p>Makes the necessary arrangements for the Trainee, so that he/she feels comfortable in the workplace.</p> <p>Appoints a Trainer for the Trainee, usually a inhouse Marine supervisor or an experienced subcontractor familiar with the training and expectations of DSM.</p> <p>Ensures that the Trainee completes the stipulated training programme and that a copy of the completed training programme is filed in the personnel-file (HR dept.) .</p>
Trainer	<p>Provides training in tasks/equipment as detailed in this checklist.</p> <p>Signs the checklist to confirm that the appropriate training has been completed in accordance with DSM procedures.</p>
Trainee	<p>Shall complete the training according to plan and program.</p> <p>Responsible for informing the Department Manager and/or Trainer if provided training is insufficient, to short or if it in any other way has not lead to expected knowledge/skills.</p>


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3. CHECKLIST

This training should be conducted before a new subcontractor of DSM is attending a job offshore. If the subcontracted Marine Supervisor has extensive experience from similar work, and are well aware of the environment of the back deck of an anchor handling vessel, the training can be completed during the first offshore job. This shall be conducted together with an inhouse DSM Marine supervisor or a subcontracted Marine Supervisor with extensive experience from DSM operations.


3.1. Personal information – Receipt section

Company Name:	
Contractor Name:	
Position:	
DSM contact:	
Engagement date:	
Trainee's date of birth	
Appointed Trainer	
Training programme completed	

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3.2. Training programme - Marine Supervisor – Subcontractor


Training Marine Supervisor - Subcontractor	Training has been given and understood		
	Date	Sign Trainer	Sign Trainee:
Introduction			
Introduction to Deep Sea Mooring, who we are, where we are, what we do and how we do it!			
Safety & Risk understanding			
Safety awareness during offshore operations, clear deck policy, safe zones, communication and required PPE.			
Understand how risk are managed throughout the operation including operational brief & vessel SJA.			
Operation			
Introduction to DSM equipment portfolio including DSM best practice handbook			
Introduction to DSM line drawings & description of components			
Introduction to DSM loading list and demob list (manifests)			
Introduction to DSM daily reporting and reporting regime for offshore operation			
Equipment			
Anchor types and weights			
Swivel types and handling criteria			
Connectors, type and handling instructions			
Chain & handling criteria			

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Buoyancy dimensions, handling & installations criteria			
Wire handling & precautions, discard criteria			
Other			
Introduction to DSM travel expenses form			
Introduction to DSM hour registration form			

3.3. Re-Training

Checkpoints	Yes	No	Comment	If yes, sign for new training
Has the Company presentation changed?				
Has the Company Best Practice Handbook been updated?				
Are there new Lessons Learned ?				
Have we implemented new equipment?				
Have we implemented new practices?				
Re-signed Policy and non-disclosure agreement?				

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APPENDIX A. CHECKLIST FOR HANDOUTS

Tick for documents that has been provided:

- ☐ Company Presentation
- ☐ Travel expences form
- ☐ Registration of hours form
- ☐ Employee Privacy Statement

Tick for documents that has been signed and returned:

- ☐ DSM Drug & Alcohol Policy
- ☐ DSM Taushetserklæring
- ☐ Personnel registration form