



16721/FOI Licenses  
D8(m) Policy Ltr 08-2001  
27 July 2001

From: Commander, Eighth Coast Guard District  
To: Distribution

Subj: LICENSING REQUIREMENTS FOR PERSONNEL ON NON-SELF PROPELLED  
FLOATING OUTER CONTINENTAL SHELF (OCS) FACILITIES

Ref: (a) Eighth Coast Guard District D8(m) Policy Ltr 03-2000, CH-1, "Policy on Manning  
of Non-Self Propelled Floating Outer Continental Shelf (OCS) Facilities," dated  
20 October 2000

(b) Regional Examination Center (REC) New Orleans Policy Ltr #06-91, "Licensing of  
Tension Leg Platform (TLP) & Tension Leg Well Platform (TLWP) Personnel."

1. **PURPOSE:** This letter provides the licensing requirements for personnel who are required for the manning of non-self propelled floating OCS facilities, also known as Floating Offshore Installations (FOIs). These licensed personnel are required aboard FOIs to meet the manning requirements put forth by reference (a). This policy letter is not intended to apply to licensing of personnel on ship-shaped Floating Production Systems (FPSs) or Floating Production, Storage, and Offloading systems (FPSOs), and licensing requirements for personnel on ship-shaped units will be addressed under a separate policy letter.

2. **DIRECTIVES AFFECTED:** This policy letter supersedes reference (b).

3. **BACKGROUND:**

a. To date, a variety of manning and licensing requirements have been applied to newly installed FOIs. Reference (a) was developed to provide clarification and consistency on the manning requirements for FOIs. This policy letter is put forth to update and provide clarification on the licensing requirements that were originally prescribed by reference (b), for personnel who man FOIs.

b. In the 1980's and 1990's, technological advances made it possible to drill for oil farther and farther offshore, in water depths ranging from 1,000 feet to well over 5,000 feet. Discovery of major reservoirs in this "deep water" region created the need for oil production facilities that float, since bottom-bearing units are not a viable option in extremely deep water. These Floating Offshore Installations (FOIs) are principally "vessels," which rely on a buoyant hull form along with a ballast system and other associated marine systems to remain safely afloat. These units are subject to Coast Guard regulation and certification as per Title 33 of the Code of Federal Regulations, Part 143.120, and this makes it necessary for the Coast Guard to develop appropriate manning and licensing requirements for their operation.

Subj: LICENSING REQUIREMENTS FOR PERSONNEL ON NON-SELF PROPELLED  
FLOATING OUTER CONTINENTAL SHELF (OCS) FACILITIES

c. The first FOIs to go into service in the Gulf of Mexico were Tension Leg Platforms (TLPs) and Tension Leg Well Platforms (TLWPs). In 1991 Regional Exam Center (REC) New Orleans published reference (b) to establish licensing requirements for personnel manning these platforms. At that time there were no Spar platforms operating in the Gulf of Mexico, and when Spar platforms did go into service the manning and licensing scheme for TLPs was applied to the Spar platforms. However, a Spar platform tends to be considerably more simplistic than a TLP, particularly with regard to its hull form and the ballast and mooring systems. Based on this fact, industry representatives have expressed concern that the licensing requirements in reference (b) are more stringent than is appropriate for a Spar platform.

d. More specifically, concern has been expressed about the lengthy amount of afloat time required for an individual to qualify for an FOI license under reference (b), which has made it difficult for experienced personnel from fixed production platforms on the OCS to obtain a license on an FOI. This is unfortunate because an FOI is primarily a production platform. Some drilling is done from them, but once the wells at that location are completed then very little drilling activity is likely to be conducted, and it will mostly be just for work-over purposes. Overall, the majority of the activities and associated risks on these platforms have to do with the production of oil and natural gas. Therefore, it is beneficial for the licensed personnel who man the FOIs, particularly the Offshore Installation Manager (OIM), to have a good deal of production experience on the OCS and it is appropriate for them to be given due credit for this experience when applying for their FOI license.

4. **DEFINITIONS:** See enclosure (1). If any interpretations of these definitions are needed, particularly when determining whether a new FOI should be considered to be an Active or Passive Ballast FOI, then the Eighth Coast Guard District, D8(m), should be consulted at the number provided in the letterhead.

5. **DISCUSSION:**

a. **Hierarchy of Licenses:** The licensing scheme put forth by this letter creates a licensing hierarchy, so that an individual working in this industry can progress to licensed positions on units of increasing complexity as their knowledge and experience grow. This hierarchy starts with a "Passive Ballast FOI" (such as a Spar platform), then the next higher level is an "Active Ballast FOI" (such as a TLP), and the highest level of qualification is for licensed personnel on a Mobile Offshore Drilling Unit (MODU) - Surface Unit on Location. For someone with a "superior" license to serve in the same licensed position on a unit considered to be lower in the licensing hierarchy (see Table 1), they only need to show proof they have completed unit-specific stability training and provide a letter signed by a senior company official that recommends them for the licensed position on the FOI. The REC will then include the appropriate endorsement on their license to authorize service on this type of FOI. As discussed in paragraph 5.g, it is the company's responsibility to ensure each licensed individual spends appropriate time onboard the FOI for training and familiarization purposes before assuming their assigned duties.

Subj: LICENSING REQUIREMENTS FOR PERSONNEL ON NON-SELF PROPELLED  
FLOATING OUTER CONTINENTAL SHELF (OCS) FACILITIES

Enclosures (2) through (4) show the licensing hierarchy in more detail, and summarize the specific licensing requirements for an OIM, Barge Supervisor (BS), and Ballast Control Operator (BCO). The reader is cautioned that in order to organize all this information into matrix format some important stipulations, restrictions, and caveats are contained in the footnotes, and it is important to read the footnotes carefully.

	<u>Duty on MODU - Surface Unit on Location?</u>	<u>Duty on Active Ballast FOI?</u>	<u>Duty on Passive Ballast FOI?</u>
<u>License for MODU - Surface Unit on Location</u> (OIM, BS, or BCO)	Yes	Yes (with endorsement)*	Yes (with endorsement)*
<u>License w/endorsement for Active Ballast FOI</u> (OIM, BS, or BCO)	No	Yes	Yes (with endorsement)*
<u>License w/endorsement for Passive Ballast FOI</u> (OIM, BS, or BCO)	No	No	Yes

\* Must show proof of unit-specific stability training and provide recommendation letter signed by senior company official. (Note: It's the company's responsibility to ensure their personnel spend appropriate time onboard for OJT & familiarization purposes prior to assuming their duties).

**TABLE 1 – Licensing Hierarchy**

b. License Upgrades: In addition to revising the licensing requirements for personnel on an FOI, this policy letter identifies what requirements must be met to go from a licensed position (say, an OIM on a Passive Ballast FOI) to the same licensed position on a unit that is higher up in the licensing hierarchy (in this example, an OIM on an Active Ballast FOI). To progress from Passive Ballast FOIs to Active Ballast FOIs the individual must first obtain an unrestricted license for Passive Ballast FOIs; if the individual only has a Restricted License then they are not yet eligible for upgrade. Also, the licensing requirements for MODUs are put forth by the Code of Federal Regulations and do not allow credit for time spent on FOIs. This may be revisited in the future, but any changes to the MODU regulations and special credit for time spent on FOIs will require the federal rule-making process and cannot be accomplished by this policy letter. Enclosures (5) through (7) summarize the requirements for license upgrades. As discussed in the previous paragraph, it is important to read the footnotes carefully.

c. Competencies vs. Employment Time: It is recognized that the existing employment time requirements do not guarantee an individual will be exposed to all the appropriate "On the Job

Subj: LICENSING REQUIREMENTS FOR PERSONNEL ON NON-SELF PROPELLED  
FLOATING OUTER CONTINENTAL SHELF (OCS) FACILITIES

Training” (OJT) for a given license. Therefore, this policy letter establishes a list of OJT competency categories (ex: lifesaving, firefighting, stability, etc.) that a candidate must satisfactorily complete to qualify for a FOI license. Enclosure (8) contains the competency requirements for each of the licensed positions on a FOI. These competency requirements only identify broad categories that must be addressed by the OJT, and it is the responsibility of the operating company to develop a detailed training program to fully address all the skills and knowledge required for the safe operation of the specific FOI. Once a candidate has completed the appropriate OJT Competencies, they will need to obtain a recommendation letter from the operating company to certify that they have satisfactorily completed the competencies. This letter must also include a recommendation for them to fill the specific licensed position aboard the FOI for which they are applying. A “senior company official” (see Definitions, enclosure (1)) must sign the letter. Any company with a comprehensive in-house training program should already be in compliance with this requirement, and all they will have to do is document the satisfactory completion of this training program in their recommendation letter for the applicant.

d. Credit for OCS Experience on Fixed Production Platforms: As discussed in paragraph 3.d, FOIs are primarily production platforms so it is logical and desirable that the majority of the workers on these units, including some of the licensed personnel, are "production people" who have been transferred over from fixed production platforms on the OCS. Even though these individuals have gained their OCS experience on fixed (bottom-bearing) as opposed to floating platforms, they have been exposed to the marine environment and have an appreciation for the lifesaving and firefighting concerns associated with working on an isolated platform on the OCS. It is important to note, however, that the Barge Supervisor (BS) and Ballast Control Operator (BCO) are specialized licensed personnel who are primarily responsible for the "marine" side of the platform's operation, as opposed to the “production” side. As such, it is reasonable to expect the BS and BCO to have extra training and experience with regard to such things as stability, ballasting, and damage (flooding) control. In consideration of all these factors, the FOI licensing policy has been modified. Limitations regarding the percentage of fixed production platform time that may be credited towards the “employment time” requirements for FOI licenses have been eliminated. Instead, emphasis has been placed on ensuring appropriate “service time” requirements have been established and ensuring OJT competencies are completed, as discussed in paragraph 4.c. Some specific comments:

- (1) Passive Ballast FOIs (such as a typical Spar platform): The "marine" side of the facility's operation is relatively basic and stability is very insensitive to weight changes, so much of the experience needed can reasonably be satisfied by time on fixed production platforms on the OCS. Obviously, the individual will need to spend some time on a Spar platform to become familiar with its layout and operation, but that “service time” requirement can be considerably less than what is called for on an Active Ballast FOI.

Subj: LICENSING REQUIREMENTS FOR PERSONNEL ON NON-SELF PROPELLED  
FLOATING OUTER CONTINENTAL SHELF (OCS) FACILITIES

- (2) Active Ballast FOI (such as a typical TLP): The "marine" side of the facility's operation is more complex and stability is much more sensitive to weight changes than on a Passive Ballast FOI, so obviously more time is necessary aboard an Active Ballast FOI to become familiar with its layout and operation. However, much of the experience requirement can reasonably be satisfied by time on fixed production platforms on the OCS, especially since the applicant must still meet minimum "service time" requirements on an Active Ballast FOI, must complete OJT competencies as discussed in paragraph 4.c, and must complete a unit specific stability course.

e. Restricted Licenses (ONLY permitted for Passive Ballast FOIs): This policy letter authorizes the REC to issue Restricted Licenses, but only for personnel on an operating company's initial Passive Ballast FOI, and only for companies with no FOIs or MODUs already in service. All subsequent FOIs operated by the company must be manned by fully qualified personnel who meet all aspects of the FOI licensing requirements, including all service and employment time requirements. Personnel receiving Restricted Licenses are permitted to have their operating company certify they are eligible for credit for service time based on time spent and experience gained during construction and installation of the FOI. This is discussed in the following paragraph. The reason for this provision is that there are few FOIs in service in the Gulf of Mexico at this time, about a dozen, and there is a very limited pool of personnel who are specifically licensed to serve as OIM, BS, or BCO on such platforms. There is a large pool of personnel with MODU licenses, and these individuals have been allowed to fill the same licensed positions on an FOI. However, many FOI operators have expressed a reluctance to hire MODU licensed personnel to serve in these senior leadership positions. This is partly because MODU licensed personnel do not usually have experience with oil and gas production, they are primarily drilling specialists. Also, FOI operators are often reluctant to hire personnel from outside their organization for the senior leadership positions because these individuals would have little familiarity with their management strategies and safety policy. Since each FOI system is a major investment, some costing over a billion dollars, many FOI operators feel it is very important for the senior personnel to have an operational history with the company and be fully indoctrinated with the company's safety and operating philosophies and procedures. In light of these concerns, some FOIs have been permitted to go into service manned by personnel with "Restricted Licenses." A Restricted License limits the individual to a specific FOI plus a specific licensed position on that FOI. These licenses were usually issued to applicants who met all the requirements of reference (b) except for some of the employment and/or service time requirements. These operating companies usually did not have any other FOIs in service, and their personnel were able to meet all licensing requirements except for those relating to afloat time.

f. Credit for Construction & Installation Time (ONLY permitted for Passive Ballast FOIs): As discussed above, operating companies are permitted to man their initial FOI (as long as it is a Passive Ballast FOI) with personnel holding a "Restricted License." To qualify for a Restricted

Subj: LICENSING REQUIREMENTS FOR PERSONNEL ON NON-SELF PROPELLED  
FLOATING OUTER CONTINENTAL SHELF (OCS) FACILITIES

License, the operating company may certify that an individual can be credited with service time based on time spent and experience gained during construction and installation of the FOI. The individual must spend at least eight hours a day onboard or in the immediate vicinity of the FOI structure to be credited with a day's worth of "service time." Time spent on the FOI during its construction and installation may be credited as follows:

- (1) Credit for Construction Time: The company may only consider time an individual has spent at the actual construction site(s) after the majority of the hull and/or major topside components are essentially in their completed configuration (though not necessarily joined together). This time will be credited on a 2-for-1 basis. For example, 30 days at the construction site will count as 15 days of service time towards a Restricted License. Time spent inside a shipyard or construction yard office cannot be credited under this provision.
- (2) Credit for Installation Time: The company may also consider time an individual has spent onboard the FOI once it is on location, has all its major modules assembled, and is being placed into an operational condition. This time will be credited on a 1-for-1 basis; in other words, each day spent onboard the FOI will count as a day of service time towards a Restricted License.

The burden of proof shall be placed on the company to track this time and provide a letter that certifies the number of days with which the license applicant can be credited. If the applicant is applying for a BS or BCO license, the letter shall also certify that the applicant has performed ballasting operations on the FOI and has demonstrated competency with the ballast system. A senior company official must sign the letter. This letter shall be in addition to the recommendation letter that certifies the applicant has completed all the required OJT Competencies for that licensed position, as discussed in paragraph 5.c. The intent of this provision is for the individual to receive credit for time spent familiarizing themselves with the FOI, since this will lend to their knowledge and understanding of its lay-out and inner workings even though it is not yet in operation.

g. Unit-specific Training and Familiarization: The policy put forth by this letter identifies only the minimum requirements that must be met by licensed personnel. It is not meant to downplay the operator's responsibility to ensure each individual assigned to an FOI is properly trained and qualified to safely perform their job. It is the company's responsibility to ensure all personnel spend appropriate time onboard the FOI for on-the-job training and familiarization purposes before assuming their assigned duties.

6. **ACTION**: REC Examiners in the Eighth Coast Guard District will use the checklists provided as enclosures (9) through (11) to evaluate applicants for licensed positions on a Passive Ballast FOI, and enclosures (12) through (14) to evaluate applicants for licensed positions on an Active Ballast FOI.

Subj: LICENSING REQUIREMENTS FOR PERSONNEL ON NON-SELF PROPELLED  
FLOATING OUTER CONTINENTAL SHELF (OCS) FACILITIES

7. **FEEDBACK:** Feedback or questions on this policy should be referred to the Eighth Coast Guard District, D8(m), at 504-589-6271.



R. J. MORRIS  
By direction

- Encl: (1) Definitions  
(2) Licensing Scheme - Ballast Control Operator (BCO)  
(3) Licensing Scheme - Barge Supervisor (BS)  
(4) Licensing Scheme - Offshore Installation Manager (OIM)  
(5) License Upgrade Requirements - BCO  
(6) License Upgrade Requirements - BS  
(7) License Upgrade Requirements - OIM  
(8) OJT Competencies  
(9) Checklist for BCO - Passive Ballast FOI  
(10) Checklist for BS - Passive Ballast FOI  
(11) Checklist for OIM - Passive Ballast FOI  
(12) Checklist for BCO - Active Ballast FOI  
(13) Checklist for BS - Active Ballast FOI  
(14) Checklist for OIM - Active Ballast FOI

Dist: All Eighth District RECs, Gulf Region MSOs and MSUs

Copy: LANTAREA (Am)  
National Maritime Center  
Commandant (G-MOC)

# DEFINITIONS

- (1) **Active Ballast FOI:** An FOI with a ballast control room that is normally required to be manned 24-hours per day, in order to monitor the stability and mooring system for the FOI and make ballast adjustments as necessary. TLPs, TLWPs, and Semi-submersible FPSs (see Figure A) are normally considered to be Active Ballast FOIs.
- (2) **Ballast Control Operator (BCO):** A licensed officer whose duties involve the operation of the ballast system found on MODUs and FOIs. A BCO is equivalent to a conventional licensed mate.
- (3) **Barge Supervisor (BS):** A licensed officer whose duties involve the marine-related matters including, but not limited to, maintaining the stability and watertight integrity of the unit, inspecting and maintaining mooring components, and the maintenance of emergency and other marine-related equipment. A BS is the equivalent of a conventionally licensed mate.
- (4) **Employment:** The term “*employment*” is the total time period in days that a person has been working in the offshore industry and actually assigned to OCS facilities. This includes time spent ashore as part of normal crew rotation and for such things as training.
- (5) **Experience:** For the purposes of this policy letter, this is a generic term used to describe the amount of time an applicant has been working in the OCS industry. It is an indicator of how familiar they are likely to be with OCS related activities and associated risks. “Employment time” and “service time” are both considered to fall under the general category of “experience.”
- (6) **Fixed Platform (FP):** Consists of a jacket (a tall vertical structure made of tubular steel members supported by piles driven into the seabed) with a deck placed on top, providing space for crew quarters, a drilling rig, and production facilities (see Figure A). The fixed platform is economically feasible for installation in water depths up to 1,500 feet.
- (7) **Floating Offshore Installation (FOI):** A floating structure that is moored to the sea floor in a semi-permanent manner, to be kept at that location for the primary purpose of producing oil and gas from wells drilled in the ocean floor. These are used in deepwater regions where it is not economical or practical to install fixed (bottom bearing) production platforms. FOIs include, but are not limited to, TLPs, TLWPs, Semi-submersible FPSs, Spar Platforms, and Mini-TLPs.
- (8) **Floating Production, Storage, and Offload (FPSO) system:** A floating structure that typically consists of a large tanker-type vessel moored to the seafloor (see Figure A). An FPSO is usually ship-shaped, and is designed to process and store production from nearby subsea wells and to periodically offload the stored oil to a shuttle tanker. Shuttle tankers then transport the oil to an onshore facility or deepwater port for further processing. An FPSO may be suited for marginally



# DEFINITIONS

economic fields located in remote deepwater areas where a pipeline infrastructure does not exist.

- (9) **Floating Production System (FPS):** Consists of a semi-submersible floating unit which is equipped with drilling and/or production equipment (see Figure A). It is anchored in place with wire rope and chain, or can be dynamically positioned using rotating thrusters. Production from subsea wells is transported to the surface deck through production risers designed to accommodate platform motion. The FPS can be used in a range of water depths from 600 to 7,500 feet.
- (10) **Mini Tension Leg Platform (Mini-TLP):** A floating structure consisting of a single, large diameter vertical cylinder that has arms extending out from the bottom, and the ends of these arms are connected to the seafloor by vertical, tensioned tendons that are anchored in pile-secured templates (see Figure A). The hull supports a deck structure containing production equipment. These are relatively low cost FOIs developed for production of smaller deepwater reserves that would be uneconomic to produce using more conventional deepwater production systems, such as conventional TLPs or Spar Platforms. These FOIs do not normally have a manned ballast control room, and are considered Passive Ballast FOIs.
- (11) **Offshore Installation Manager (OIM):** An OIM is equivalent to a conventionally licensed master, and is the person designated by the owner or operator to be in complete and ultimate command of the unit.
- (12) **Passive Ballast FOI:** An FOI that does not normally require a manned ballast control room since adjustments to the ballast system are done on an infrequent basis and are only necessary when major changes are made to the loading on the FOI. Spar Platforms and Mini-TLPs (see Figure A) are normally considered to be Passive Ballast FOIs.
- (13) **Senior Company Official:** The president, vice president, vice president for personnel, personnel director, or similarly titled or responsible individual, or a lower level employee designated in writing by one of the aforementioned for the purpose of certifying employment and whose signature is on file at the REC at which the application is made. (*ref: 46 CFR 10.103*)
- (14) **Service:** The term “*service*” is the time period in days that a person has been actually working onboard OCS facilities, and does not including time spent ashore. A day, for the purposes of this definition, is a minimum of eight hours, but no additional credit is received for periods exceeding eight hours.
- (15) **Spar Platform (SP):** A floating structure that consists of a single, large diameter vertical cylinder that supports a deck structure (see Figure A). It has a topside that is typical of a fixed platform (decks with drilling and/or production equipment), three types of risers (production, drilling, and export), and a hull that is moored using a taut catenary system of six to twenty lines anchored into the seafloor. Spar platforms are presently used in water depths up to 3,000 feet, although existing

# DEFINITIONS

technology can extend its use to water depths as great as 7,500 feet. These FOIs do not normally have a manned ballast control room, and are considered Passive Ballast FOIs.

- (16) **Tension Leg Platform (TLP):** A floating structure held in place by vertical, tensioned tendons connected to the sea floor by pile-secured templates (see Figure A). Tensioned tendons provide for the use of a TLP in a broad water depth range with limited vertical motion. The larger TLP's have been successfully deployed in water depths approaching 4,000 feet. These FOIs have a manned ballast control room in order to monitor and adjust the unit's buoyancy and the tension on the tendons, and they are considered Active Ballast FOIs.

## DEFINITIONS

### Deepwater Development Systems

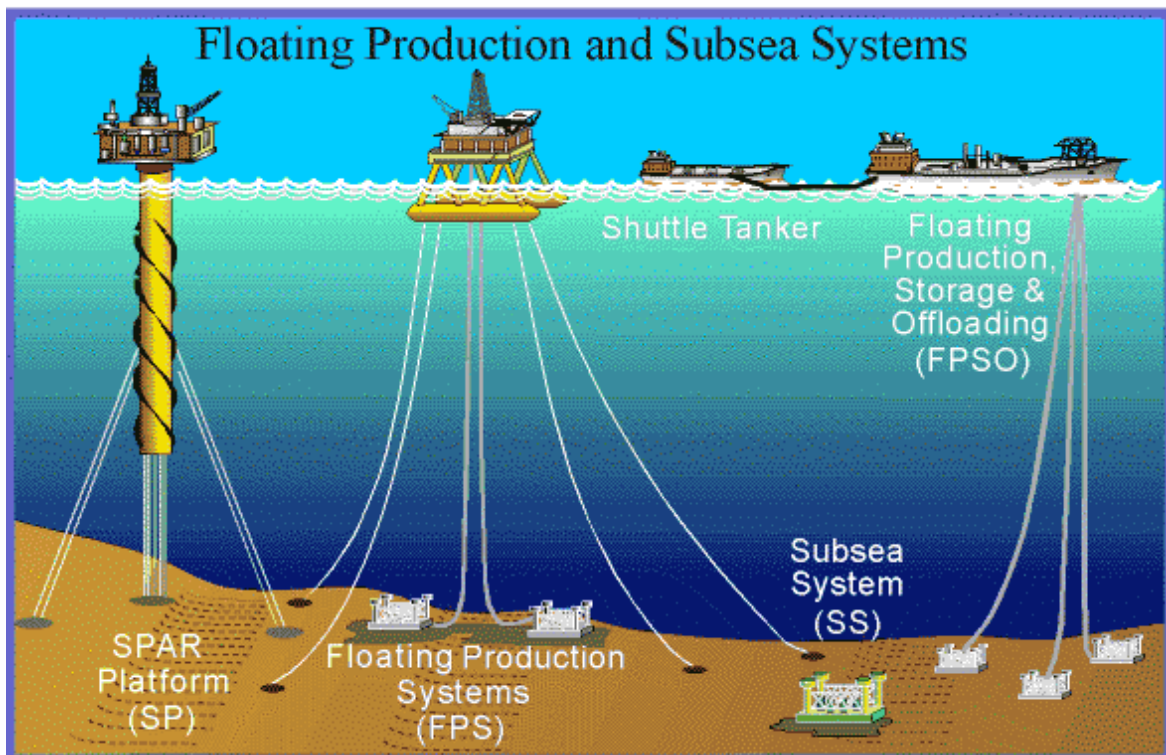
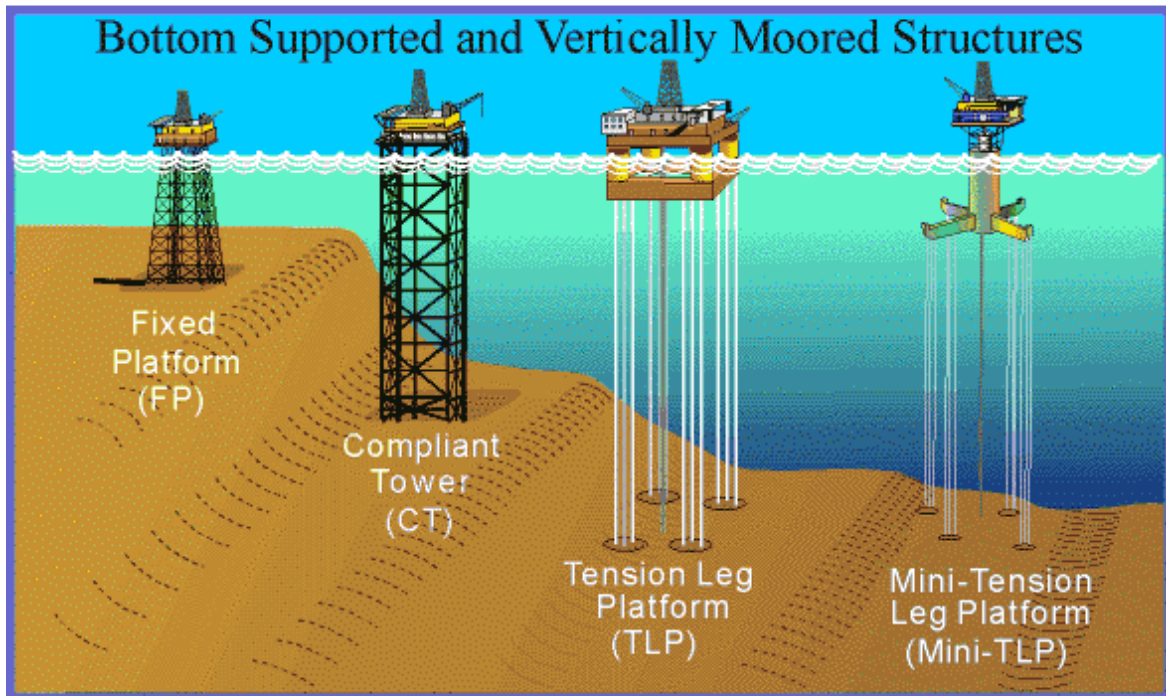


Diagram courtesy of the Minerals Management Service

**FIGURE A**

## Licensing Scheme

### **BALLAST CONTROL OPERATOR (BCO)**

	<b><u>MODU</u></b> Surface Unit On Location	<b><u>Active Ballast FOI</u></b> (ex: TLP, FPS)	<b><u>Passive Ballast FOI</u></b> (ex: Spar, Mini-TLP)	
			<b><u>Unrestricted</u></b>	<b><u>Restricted</u></b>
<b><u>EXPERIENCE :</u></b>				
Employment	1 yr <sup>1</sup>	1 yr <sup>2</sup>	1 yr <sup>2</sup>	1 yr <sup>2</sup>
Service as trainee	28 days <sup>3</sup>	28 days <sup>4</sup>	28 days <sup>5</sup>	28 days <sup>5, 6</sup>
<b><i>Est. time for Platform Worker<sup>7</sup>:</i></b>	<b>[1 yr]</b>	<b>[2 mo]</b>	<b>[2 mo]</b>	<b>[2 mo]</b>
<b><u>OR ...</u></b>				
Engineer/Engineer Tech degree <sup>8</sup>	Yes	Yes	Yes	Yes
Service as trainee	28 days <sup>3</sup>	28 days <sup>4</sup>	28 days <sup>5</sup>	28 days <sup>5, 6</sup>
<b><i>Est. time for College Grad<sup>7</sup>:</i></b>	<b>[2 mo]</b>	<b>[2 mo]</b>	<b>[2 mo]</b>	<b>[2 mo]</b>
<b><u>OR ...</u></b>				
Unlimited License <sup>9</sup>	Yes	Yes	Yes	Yes
Service as trainee	28 days <sup>3</sup>	28 days <sup>4</sup>	28 days <sup>5</sup>	28 days <sup>5, 6</sup>
<b><i>Est. time for Licensed Mariner<sup>7</sup>:</i></b>	<b>[2 mo]</b>	<b>[2 mo]</b>	<b>[2 mo]</b>	<b>[2 mo]</b>
<b><u>AND (in addition to one of the above options) ...</u></b>				
Competencies & Recommend Ltr <sup>10</sup>	N/A	Yes	Yes	Yes
<b><u>TRAINING COURSES :</u></b>				
Stability <sup>11</sup>	Yes <sup>12</sup>	Yes <sup>12 &amp; 13</sup>	Yes <sup>12 &amp; 14</sup>	Yes <sup>12 &amp; 14</sup>
Survival Suit & Survival Craft <sup>11</sup>	Yes	Yes	Yes	Yes
Firefighting (46 CFR 10.205(g)) <sup>11</sup>	Yes	Yes	Yes	Yes
First Aid & CPR (46 CFR 10.205(h))	Yes	Yes	Yes	Yes

#### **Footnotes:**

1. Must be on MODU.
2. Can be on any OCS facility: Fixed Platform, FOI, or MODU.
3. Must be on MODU as trainee under licensed BCO.
4. Must be on Active Ballast FOI or MODU (Surface Unit) as BCO trainee under licensed BCO.
5. Must be on FOI (Active or Passive Ballast) or MODU (Surface Unit) as BCO trainee under licensed BCO.
6. For the initial FOI an operating company puts into service, certain time spent on the FOI during construction & installation can be credited towards service time as trainee (see Section 5.f of policy letter for details).
7. Estimated qual time assumes "week on/week off" type rotation; doesn't include time for training courses.
8. From program accredited by ABET, although NMC may accept accreditation by other than ABET (see regs).
9. Must hold Unlimited License as either: Master, Mate, Chief Engineer, or Assistant Engineer.
10. Operating Company to certify OJT Competencies, per Encl (8), & recommend applicant for licensed position.
11. Must show certificate from USCG-approved course.
12. Must complete stability course for MODU (Surface Unit).
13. Must complete stability course for Active Ballast FOI (unit-specific).
14. Must complete stability course for Passive Ballast FOI (unit-specific).

## Licensing Scheme **BARGE SUPERVISOR (BS)**

<b><u>EXPERIENCE :</u></b>	<b><u>MODU</u></b> Surface Unit On Location	<b><u>Active Ballast FOI</u></b> (ex: TLP, FPS)	<b><u>Passive Ballast FOI</u></b> (ex: Spar, Mini-TLP)	
			<b><u>Unrestricted</u></b>	<b><u>Restricted</u></b>
Employment	3 yrs <sup>1</sup>	3 yrs <sup>2</sup>	3 yrs <sup>2</sup>	3 yrs <sup>2</sup>
Service in "supervisory" position <sup>3</sup>	168 days <sup>1</sup>	1 yr <sup>2</sup>	1 yr <sup>2</sup>	1 yr <sup>2</sup>
Add'l service req'ts	-	1 yr <sup>4</sup>	168 days <sup>4</sup>	-
Service as trainee	84 days <sup>5</sup>	84 days <sup>6</sup>	42 days <sup>7</sup>	42 days <sup>7, 8</sup>
<b><i>Est. time for Platform Worker<sup>9</sup>:</i></b>	<b>[3 yrs]</b>	<b>[2 yr]</b>	<b>[1 yr]</b>	<b>[3 mo]</b>
<b><u>OR ...</u></b>				
Engineer/Engineer Tech degree <sup>10</sup>	Yes	Yes	Yes	Yes
Service in "supervisory" position <sup>3</sup>	168 days <sup>1</sup>	168 days <sup>2</sup>	168 days <sup>2</sup>	168 days <sup>2</sup>
Service as trainee	84 days <sup>5</sup>	84 days <sup>6</sup>	42 days <sup>7</sup>	42 days <sup>7, 8</sup>
<b><i>Est. time for College Grad<sup>9</sup>:</i></b>	<b>[1 yr]</b>	<b>[1 yr]</b>	<b>[1 yr]</b>	<b>[1 yr]</b>
<b><u>OR ...</u></b>				
Unlimited License <sup>11</sup>	Yes	Yes	Yes	Yes
Service as trainee	84 days <sup>5</sup>	28 days <sup>6</sup>	28 days <sup>7</sup>	28 days <sup>7, 8</sup>
<b><i>Est. time for Licensed Mariner<sup>9</sup>:</i></b>	<b>[6 mo]</b>	<b>[2 mo]</b>	<b>[2 mo]</b>	<b>[2 mo]</b>
<b><u>AND (in addition to one of the above options) ...</u></b>				
Competencies & Recommend Ltr <sup>12</sup>	N/A	Yes	Yes	Yes
<b><u>TRAINING COURSES :</u></b>				
Stability <sup>13</sup>	Yes <sup>14</sup>	Yes <sup>14 &amp; 15</sup>	Yes <sup>14 &amp; 16</sup>	Yes <sup>14 &amp; 16</sup>
Survival Suit & Survival Craft <sup>13</sup>	Yes	Yes	Yes	Yes
Firefighting (46 CFR 10.205(g)) <sup>13</sup>	Yes	Yes	Yes	Yes
First Aid & CPR (46 CFR 10.205(h))	Yes	Yes	Yes	Yes

### **Footnotes:**

1. Must be on MODU.
2. Can be on any OCS facility: Fixed Platform, FOI, or MODU.
3. "Supervisory Position": Toolpusher, Assistant Toolpusher, Driller, Assistant Driller, Barge Supervisor, Mechanic, Electrician, Crane Operator, Subsea Specialist, BCO, or equivalent supervisory position.
4. Service must be on floating OCS facility: FOI (Passive or Active Ballast) or MODU (Surface Unit).
5. Service must be on MODU (Surface Unit) as BCO or BS trainee.
6. Service must be on Active Ballast FOI or MODU (Surface Unit) as BCO or BS trainee.
7. Service must be on FOI (Active or Passive Ballast) or MODU (Surface Unit) as BCO or BS trainee.
8. For the initial FOI an operating company puts into service, certain time spent on the FOI during construction & installation can be credited towards service time as trainee (see Section 5.f of policy letter for details).
9. Estimated qual time assumes "week on/week off" type rotation; doesn't include time for training courses.
10. From program accredited by ABET, although NMC may accept accreditation by other than ABET (see regs).
11. Must hold Unlimited License as either Master or Mate.
12. Operating Company to certify OJT Competencies, per Encl (8), & recommend applicant for licensed position.
13. Must show certificate from USCG-approved course.
14. Must complete stability course for MODU (Surface Unit).
15. Must complete stability course for Active Ballast FOI (unit-specific).
16. Must complete stability course for Passive Ballast FOI (unit-specific).

**Enclosure (3)**

## Licensing Scheme

### OFFSHORE INSTALLATION MANAGER (OIM)

	<u>MODU</u>	<u>Active Ballast FOI</u> (ex: TLP, FPS)	<u>Passive Ballast FOI</u> (ex: Spar, Mini-TLP)	
	Surface Unit on Location		<u>Unrestricted</u>	<u>Restricted</u>
<b><u>EXPERIENCE :</u></b>				
Employment time	4 yrs <sup>1</sup>	4 yrs <sup>2</sup>	4 yrs <sup>2</sup>	4 yrs <sup>2</sup>
Service in "supervisory" position <sup>3</sup>	1 yr <sup>1</sup>	1 yr <sup>2</sup>	1 yr <sup>2</sup>	1 yr <sup>2</sup>
Add'l service req'ts	14 days <sup>4</sup>	1 yr <sup>5</sup>	1 yr <sup>5</sup>	1 yr <sup>5</sup>
Service as trainee	N/A	42 days <sup>6</sup>	42 days <sup>7</sup>	42 days <sup>7, 8</sup>
<b><i>Est. time for Platform Worker<sup>9</sup>:</i></b>	<b>[4 yrs]</b>	<b>[3 mo]</b>	<b>[3 mo]</b>	<b>[3 mo]</b>
<b><u>OR ...</u></b>				
Engineer/Engineer Tech degree <sup>10</sup>	Yes	Yes	Yes	Yes
Service in "supervisory" position <sup>3</sup>	168 days <sup>1</sup>	N/A	N/A	N/A
Add'l service req'ts	14 days <sup>4</sup>	N/A	N/A	N/A
Service as trainee	N/A	168 days <sup>6</sup>	168 days <sup>7</sup>	168 days <sup>7, 8</sup>
<b><i>Est. time for College Grad<sup>9</sup>:</i></b>	<b>[1 yr]</b>	<b>[1 yr]</b>	<b>[1 yr]</b>	<b>[1 yr]</b>
<b><u>OR ...</u></b>				
Unlimited License <sup>11</sup>	Yes	Yes	Yes	Yes
Service as trainee	84 days <sup>1</sup>	28 days <sup>6</sup>	28 days <sup>7</sup>	28 days <sup>7, 8</sup>
<b><i>Est. time for Licensed Mariner<sup>9</sup>:</i></b>	<b>[6 mo]</b>	<b>[2 mo]</b>	<b>[2 mo]</b>	<b>[2 mo]</b>
<b><u>AND (in addition to one of the above options) ...</u></b>				
Competencies & Recommend Ltr <sup>12</sup>	N/A	Yes	Yes	Yes
<b><u>OPTIONAL (to qualify for license with endorsement authorizing service in "drilling mode")<sup>13</sup> ...</u></b>				
Service time in drilling ops <sup>2</sup>	N/A	168 days	168 days	168 days
<b><u>TRAINING COURSES :</u></b>				
Stability <sup>14</sup>	Yes <sup>15</sup>	Yes <sup>15 &amp; 16</sup>	Yes <sup>15 &amp; 17</sup>	Yes <sup>15 &amp; 17</sup>
Survival Suit & Survival Craft <sup>14</sup>	Yes	Yes	Yes	Yes
Blowout Prevention & Well Control <sup>18</sup>	Yes	Optional <sup>13</sup>	Optional <sup>13</sup>	Optional <sup>13</sup>
Firefighting (46 CFR 10.205(g)) <sup>14</sup>	Yes	Yes	Yes	Yes
First Aid & CPR (46 CFR 10.205(h))	Yes	Yes	Yes	Yes

#### **Footnotes:**

1. Must be on MODU.
2. Can be on any OCS facility: Fixed Platform, FOI, or MODU.
3. "Supervisory Position": Toolpusher, Assistant Toolpusher, Driller, Assistant Driller, Barge Supervisor, Mechanical Supervisor, Electrician, Crane Operator, BCO, or equivalent supervisory position.
4. 14 days of the MODU supervisory service must be on "Surface Unit."
5. Service must be on production unit (Fixed Platform or FOI).
6. Service must be on Active Ballast FOI or MODU (Surface Unit) as OIM trainee.
7. Service must be on FOI (Active or Passive Ballast) or MODU (Surface Unit) as OIM trainee.
8. For the initial FOI an operating company puts into service, certain time spent on the FOI during construction & installation can be credited towards service time as trainee (see Section 5.f of policy letter for details).
9. Estimated qual time assumes "week on/week off" type rotation; doesn't include time for training courses.
10. From program accredited by ABET, although NMC may accept accreditation by other than ABET (see regs).
11. Must hold Unlimited License as either Master or Chief Mate.
12. Operating Company to certify OJT Competencies, per Encl (8), & recommend applicant for licensed position.
13. Only required if drilling operations (including well completion & work-over) will be conducted from the unit.
14. Must show certificate from USCG-approved course.
15. Must complete stability course for MODU (Surface Unit).
16. Must complete stability course for Active Ballast FOI (unit-specific).
17. Must complete stability course for Passive Ballast FOI (unit-specific).
18. Must show documentation of blowout prevention & well control training per 30 CFR 250 (Subchapter O).

## License Upgrade Requirements - BCO

	<u>MODU:</u> Surface Unit On Location	<b>Add'l req'ts for Upgrade:</b> <-----	<u>Active Ballast FOI:</u>	<b>Add'l req'ts for Upgrade:</b> <-----	<u>Passive Ballast FOI:</u> (Unrestricted)
<b><u>EXPERIENCE :</u></b>					
Employment	1 yr <sup>1</sup>	<b>1 yr<sup>1</sup></b>	1 yr <sup>2</sup>	-	1 yr <sup>2</sup>
Service as trainee	28 days <sup>3</sup>	<b>28 days<sup>3</sup></b>	28 days <sup>4</sup>	<b>28 days<sup>4</sup></b>	28 days <sup>5</sup>
<b>Est. time for Platform Worker<sup>6</sup>:</b>	[1 yr]	<b>[1 yr]</b>	[2 mo]	<b>[2 mo]</b>	[2 mo]
<b><u>OR ...</u></b>					
Engineer/Engineer Tech degree <sup>7</sup>	Yes	-	Yes	-	Yes
Service as trainee	28 days <sup>3</sup>	<b>28 days<sup>3</sup></b>	28 days <sup>4</sup>	<b>28 days<sup>4</sup></b>	28 days <sup>5</sup>
<b>Est. time for College Grad<sup>6</sup>:</b>	[2 mo]	<b>[2 mo]</b>	[2 mo]	<b>[2 mo]</b>	[2 mo]
<b><u>OR ...</u></b>					
Unlimited License <sup>8</sup>	Yes	-	Yes	-	Yes
Service	28 days <sup>3</sup>	<b>28 days<sup>3</sup></b>	28 days <sup>4</sup>	<b>28 days<sup>4</sup></b>	28 days <sup>5</sup>
<b>Est. time for Licensed Mariner<sup>6</sup>:</b>	[2 mo]	<b>[2 mo]</b>	[2 mo]	<b>[2 mo]</b>	[2 mo]
<b><u>AND (in addition to one of the above options) ...</u></b>					
Competencies & Recommend Ltr <sup>9</sup>	N/A	-	Yes	<b>Yes</b>	Yes
<b><u>TRAINING COURSES :</u></b>					
Stability <sup>10</sup>	Yes <sup>11</sup>	-	Yes <sup>11 &amp; 12</sup>	<b>Yes<sup>12</sup></b>	Yes <sup>11 &amp; 13</sup>
Survival Suit & Survival Craft <sup>10</sup>	Yes	-	Yes	-	Yes
Firefighting (46 CFR 10.205(g)) <sup>10</sup>	Yes	-	Yes	-	Yes
First Aid & CPR (46 CFR 10.205(h))	Yes	-	Yes	-	Yes

### **Footnotes:**

1. Must be on MODU.
2. Can be on any OCS facility: Fixed Platform, FOI, or MODU.
3. Must be on MODU as trainee under licensed BCO.
4. Must be on Active Ballast FOI or MODU (Surface Unit) as BCO trainee under licensed BCO.
5. Must be on FOI (Active or Passive Ballast) or MODU (Surface Unit) as BCO trainee under licensed BCO.
6. Estimated qual time assumes "week on/week off" type rotation; doesn't include time for training courses.
7. From program accredited by ABET, although NMC may accept accreditation by other than ABET (see regs).
8. Must hold Unlimited License as either: Master, Mate, Chief Engineer, or Assistant Engineer.
9. Operating Company to certify OJT Competencies, per Encl (8), & recommend applicant for licensed position.
10. Must show certificate from USCG-approved course.
11. Must complete stability course for MODU (Surface Unit).
12. Must complete stability course for Active Ballast FOI (unit-specific).
13. Must complete stability course for Passive Ballast FOI (unit-specific).

## License Upgrade Requirements - BS

	<u>MODU:</u> Surface Unit On Location	<b>Add'l req'ts for Upgrade:</b> <-----	<u>Active Ballast FOI:</u>	<b>Add'l req'ts for Upgrade:</b> <-----	<u>Passive Ballast FOI:</u> (Unrestricted)
<b><u>EXPERIENCE :</u></b>					
Employment	3 yrs <sup>1</sup>	<b>3 yrs<sup>1</sup></b>	3 yrs <sup>2</sup>	-	3 yrs <sup>2</sup>
Service in "supervisory" position <sup>3</sup>	168 days <sup>1</sup>	<b>168 days<sup>1</sup></b>	1 yr <sup>2</sup>	-	1 yr <sup>2</sup>
Add'l service req'ts	-	-	1 yr <sup>4</sup>	<b>168 days<sup>4</sup></b>	168 days <sup>4</sup>
Service as trainee	84 days <sup>5</sup>	<b>84 days<sup>5</sup></b>	84 days <sup>6</sup>	<b>42 days<sup>6</sup></b>	42 days <sup>7</sup>
<b>Est. time for Platform Worker<sup>8</sup>:</b>	[3 yrs]	<b>[3 yrs]</b>	[2 yr]	<b>[1 yr]</b>	[1 yr]
<b><u>OR ...</u></b>					
Engineer/Engineer Tech degree <sup>9</sup>	Yes	-	Yes	-	Yes
Service in "supervisory" position <sup>3</sup>	168 days <sup>1</sup>	<b>168 days<sup>1</sup></b>	168 days <sup>4</sup>	-	168 days <sup>4</sup>
Service as trainee	84 days <sup>5</sup>	<b>84 days<sup>5</sup></b>	84 days <sup>6</sup>	<b>42 days<sup>6</sup></b>	42 days <sup>7</sup>
<b>Est. time for College Grad<sup>8</sup>:</b>	[1 yr]	<b>[1 yr]</b>	[1 yr]	<b>[3 mo]</b>	[1 yr]
<b><u>OR ...</u></b>					
Unlimited License <sup>10</sup>	Yes	-	Yes	-	Yes
Service as trainee	84 days <sup>5</sup>	<b>84 days<sup>5</sup></b>	28 days <sup>6</sup>	<b>28 days<sup>6</sup></b>	28 days <sup>7</sup>
<b>Est. time for Licensed Mariner<sup>8</sup>:</b>	[6 mo]	<b>[6 mo]</b>	[2 mo]	<b>[2 mo]</b>	[2 mo]
<b><u>AND (in addition to one of the above options) ...</u></b>					
Competencies & Recommend Ltr <sup>11</sup>	N/A	-	Yes	<b>Yes</b>	Yes
<b><u>TRAINING COURSES :</u></b>					
Stability <sup>12</sup>	Yes <sup>13</sup>	-	Yes <sup>13 &amp; 14</sup>	<b>Yes<sup>14</sup></b>	Yes <sup>13 &amp; 15</sup>
Survival Suit & Survival Craft <sup>12</sup>	Yes	-	Yes	-	Yes
Firefighting (46 CFR 10.205(g)) <sup>12</sup>	Yes	-	Yes	-	Yes
First Aid & CPR (46 CFR 10.205(h))	Yes	-	Yes	-	Yes

### **Footnotes:**

1. Must be on MODU.
2. Can be on any OCS facility: Fixed Platform, FOI, or MODU.
3. "Supervisory Position": Toolpusher, Assistant Toolpusher, Driller, Assistant Driller, Barge Supervisor, Mechanic, Electrician, Crane Operator, Subsea Specialist, BCO, or equivalent supervisory position.
4. Must be on floating OCS facility: FOI (Passive or Active Ballast) or MODU (Surface Unit).
5. Must be on MODU (Surface Unit) as BCO or BS trainee.
6. Must be on Active Ballast FOI or MODU (Surface Unit) as BCO or BS trainee.
7. Must be on FOI (Active or Passive Ballast) or MODU (Surface Unit) as BCO or BS trainee.
8. Estimated qual time assumes "week on/week off" type rotation; doesn't include time for training courses.
9. From program accredited by ABET, although NMC may accept accreditation by other than ABET (see regs).
10. Must hold Unlimited License as either Master or Mate.
11. Operating Company to certify OJT Competencies, per Encl (8), & recommend applicant for licensed position.
12. Must show certificate from USCG-approved course.
13. Must complete stability course for MODU (Surface Unit).
14. Must complete stability course for Active Ballast FOI (unit-specific).
15. Must complete stability course for Passive Ballast FOI (unit-specific).

**Enclosure (6)**



## License Upgrade Requirements - OIM

	<u>MODU:</u> Surface Unit On Location	<b>Add'l req'ts for Upgrade:</b>	<u>Active Ballast FOI:</u>	<b>Add'l req'ts for Upgrade:</b> ←-----	<u>Passive Ballast FOI:</u> (Unrestricted)
<b><u>EXPERIENCE :</u></b>					
Employment	4 yrs <sup>1</sup>	<b>4 yrs<sup>1</sup></b>	4 yrs <sup>2</sup>	-	4 yrs <sup>2</sup>
Service in "supervisory" position <sup>3</sup>	1 yr <sup>1</sup>	<b>1 yr<sup>1</sup></b>	1 yr <sup>2</sup>	-	1 yr <sup>2</sup>
Add'l service req'ts	14 days <sup>4</sup>	<b>14 days<sup>4</sup></b>	1 yr <sup>5</sup>	-	1 yr <sup>5</sup>
Service as trainee	N/A	-	42 days <sup>6</sup>	<b>28 days<sup>6</sup></b>	42 days <sup>7</sup>
<b><i>Est. time for Platform Personnel<sup>8</sup>:</i></b>	[4 yrs]	<b>[4 yrs]</b>	[3 mo]	<b>[2 mo]</b>	[3 mo]
<b><u>OR ...</u></b>					
Engineer/Engineer Tech degree <sup>9</sup>	Yes	-	Yes	-	Yes
Service in "supervisory" position <sup>3</sup>	168 days	<b>168 days</b>	N/A	-	N/A
Add'l service req'ts	14 days <sup>4</sup>	<b>14 days<sup>4</sup></b>	N/A	-	N/A
Service as trainee	N/A	-	168 days <sup>6</sup>	<b>28 days<sup>6</sup></b>	168 days <sup>7</sup>
<b><i>Est. time for College Grad<sup>8</sup>:</i></b>	[1 yr]	<b>[1 yr]</b>	[1 yr]	<b>[2 mo]</b>	[1 yr]
<b><u>OR ...</u></b>					
Unlimited License <sup>10</sup>	Yes	-	Yes	-	Yes
Service as trainee	84 days <sup>1</sup>	<b>84 days<sup>1</sup></b>	28 days <sup>6</sup>	<b>28 days<sup>6</sup></b>	28 days <sup>7</sup>
<b><i>Est. time for Licensed Mariner<sup>8</sup>:</i></b>	[6 mo]	<b>[6 mo]</b>	[2 mo]	<b>[2 mo]</b>	[2 mo]

**AND (in addition to one of the above options) ...**

Competencies & Recommend Ltr <sup>11</sup>	N/A	-	Yes	<b>Yes</b>	Yes
--	-----	---	-----	------------	-----

**OPTIONAL (to qualify for license with endorsement authorizing service in "drilling mode")<sup>12</sup> ...**

Service in drilling ops <sup>2</sup>	N/A	-	168 days	<b>168 days</b>	168 days
--------------------------------------	-----	---	----------	-----------------	----------

**TRAINING COURSES :**

Stability <sup>13</sup>	Yes <sup>14</sup>	-	Yes <sup>14 &amp; 15</sup>	<b>Yes<sup>15</sup></b>	Yes <sup>14 &amp; 16</sup>
Survival Suit & Survival Craft <sup>13</sup>	Yes	-	Yes	-	Yes
Blowout Prevention & Well Control <sup>17</sup>	Yes	<b>Yes</b>	Optional <sup>11</sup>	<b>Optional<sup>11</sup></b>	Optional <sup>11</sup>
Firefighting (46 CFR 10.205(g)) <sup>13</sup>	Yes	-	Yes	-	Yes
First Aid & CPR (46 CFR 10.205(h))	Yes	-	Yes	-	Yes

**Footnotes:**

1. Must be on MODU.
2. Can be on any OCS facility: Fixed Platform, FOI, or MODU.
3. "Supervisory Position": Toolpusher, Assistant Toolpusher, Driller, Assistant Driller, Barge Supervisor, Mechanical Supervisor, Electrician, Crane Operator, BCO, or equivalent supervisory position.
4. 14 days of the MODU supervisory service must be on "Surface Unit."
5. Must be on production unit (Fixed Platform or FOI).
6. Must be on Active Ballast FOI or MODU (Surface Unit) as OIM trainee.
7. Must be on FOI (Active or Passive Ballast) or MODU (Surface Unit) as OIM trainee.
8. Estimated qual time assumes "week on/week off" type rotation; doesn't include time for training courses.
9. From program accredited by ABET, although NMC may accept accreditation by other than ABET (see regs).
10. Must hold Unlimited License as either Master or Chief Mate.
11. Operating Company to certify OJT Competencies, per Encl (8), & recommend applicant for licensed position.
12. Only required if drilling operations (including well completion & work-over) will be conducted from the unit.
13. Must show certificate from USCG-approved course.
14. Must complete stability course for MODU (Surface Unit).
15. Must complete stability course for Active Ballast FOI (unit-specific).
16. Must complete stability course for Passive Ballast FOI (unit-specific).
17. Must show documentation of blowout prevention & well control training per 30 CFR 250 (Subchapter O).

**Enclosure (7)**

# OJT COMPETENCIES

These competency requirements only identify broad categories that must be addressed by the company's On the Job Training (OJT) program, and it is the responsibility of the operating company to develop a detailed training program to fully address all the skills and knowledge required for the safe operation of the specific FOI. Once a candidate has completed the appropriate OJT competencies, they will need to obtain a recommendation letter from the operating company to certify that they have satisfactorily completed the competencies. This letter must also recommend them for the licensed position aboard the FOI for which they are applying – OIM, BS, or BCO. A “senior company official” (see Definitions, enclosure (1)) must sign the recommendation/certification letter.

The table below shows the competencies that must be addressed by the company's training and qualification program, and that must be listed or at least referenced by the company's recommendation letter that certifies that the applicant has satisfactorily completed these competencies. There may be some items on this listing that are not applicable for a particular type of FOI, and they may be marked “N/A”. The columns on the right indicate which competencies are required for each of the licensed positions (OIM, BS, and BCO). It is acceptable to have a slightly different training and qualification program for each of these licensed positions, even though they must cover much of the same subject matter, because the expected skills, experience, and knowledge level is different for an OIM versus a BS versus a BCO.

<b><u>Competencies:</u></b>	<b><u>OIM</u></b>	<b><u>BS</u></b>	<b><u>BCO</u></b>
<b>1. Emergency Management</b>	<b>X</b>	<b>X</b>	
<b>2. Firefighting Systems</b>	<b>X</b>	<b>X</b>	<b>X</b>
a. Fire Main System			
b. Fixed Firefighting Systems (Foam, CO2, Deluge, Dry Chemical, etc.)			
c. Portable Fire Extinguishers			
d. Fire Dampers & Ventilation Controls			
e. Firefighting Drills/Procedures			
<b>3. Lifesaving Systems</b>	<b>X</b>	<b>X</b>	<b>X</b>
a. Lifeboats/Survival Capsules			
b. Rescue Boat			
c. Life Rafts			
d. Abandon Ship Drills/Procedures			
<b>4. Electrical Systems</b>	<b>X</b>	<b>X</b>	
a. Power Generation			
b. Switchboards & Distribution System			
c. Emergency Power & Distribution			
d. Hurricane Power & Distribution			

# OJT COMPETENCIES

<u>Competencies (continued)...</u>	<u>OIM</u>	<u>BS</u>	<u>BCO</u>
<b>5. Alarms &amp; Shutdowns</b>	<b>X</b>	<b>X</b>	<b>X</b>
a. General Alarm			
b. Fire Detection System			
c. Emergency Shutdown (ESD) System			
<b>6. Stability</b>	<b>X</b>	<b>X</b>	<b>X</b>
a. Ballast System			
b. Bilge System			
c. Stability calculations & software programs			
d. Emergency procedures (such as ballasting for storm)			
<b>7. Hull System</b>	<b>X</b>	<b>X</b>	<b>X</b>
a. Tank Layout (Voids, Storage Tanks, Ballast Tanks, Skirt Tanks, etc.)			
b. Damage Control procedures			
<b>8. Mooring System (as applicable)</b>	<b>X</b>	<b>X</b>	<b>X</b>
a. Mooring System Operation			
b. Mooring System Maintenance			
c. Mooring System calculations & software programs			
<b>9. Operations Manual</b>	<b>X</b>	<b>X</b>	<b>X</b>
a. Operating procedures			
b. Drilling procedures			
c. Safety Systems			
d. Stability Information			
e. Emergency Operating Procedures			
<b>10. Transfer Systems</b>	<b>X</b>	<b>X</b>	<b>X</b>
a. Fuel Oil (transfer system & procedures)			
b. Potable Water (transfer system & procedures)			
c. Drilling & Misc Fluids (transfer system & procedures)			
d. Helicopter Fueling (transfer system & procedures)			
e. Equipment handling equipment & procedures			
f. Use of Cranes			
<b>11. Pollution Prevention Systems</b>	<b>X</b>	<b>X</b>	<b>X</b>
a. Sewage treatment			
b. Oily Water Separator			

# **BALLAST CONTROL OPERATOR – Passive Ballast** **Floating Offshore Installation (FOI)**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_

	<b>General Requirements:</b>	<b>Reference:</b>	<b>Initials:</b>
1.	Check initials and signature on application		
2.	Citizen of United States Minimum Age – <b>21</b>	10.201(f)	
3.	Social Security Card	12.02-17(d)	
4.	Character References	10.205(f)	
5.	Fingerprint Card (ORIGINAL ISSUE)	10.201(h)	
6.	First Aid and CPR Certificates	10.205(h)	
7.	Check of Seaman Locator/Wanted Lists	MSM III, 1.G.2.a	
8.	Physical Examination	10.205(d)	
9.	SAMSHA Approved Drug Lab Test Results	10.205(j)	
10.	National Driver Register Consent and Authorization Form	10.205(k)	
11.	Firefighting Certificate	10.205(g)	
12.	Survival Suit/Craft Certificate	10.474(a)(2)(ii)	
13.	NMC approved Stability Courses, WITH (1) MODU (Surface Unit) Certificate, AND (2) Passive Ballast FOI (unit-specific) Certificate	10.474(a)(2)(i)	
14.	Recency ( <b>3 months</b> service within last <b>3 years</b> )	10.202(e)	
15.	Experience Requirements for BCO – Passive Ballast FOI:		
	A. <b>1 year</b> employment assigned to any OCS facility(s) - Fixed or Floating OCS Facility or MODU, WITH	Footnote (1)	
	(1) <b>28 days</b> service on a FOI (Active or Passive Ballast) or MODU (Surface Unit), as BCO trainee under supervision of a licensed BCO, <b>OR...</b>	Footnote (2) & (3) & 10.474(a)(1)(i)	
	B. An Engineering or Engineering Technology degree accredited by the accreditation board ABET, AND		
	(1) <b>28 days</b> service on a FOI (Active or Passive Ballast) or MODU (Surface Unit), as BCO trainee under supervision of a licensed BCO, <b>OR...</b>	Footnote (2) & (3) & 10.474(a)(1)(ii)	
	C. Holds Unlimited Master, Mate, Chief Engineer, or Assistant Engineer license, AND	10.474(b)	
	(1) <b>28 days</b> service on a FOI (Active or Passive Ballast) or MODU (Surface Unit), as BCO trainee under supervision of a licensed BCO.	Footnote (2) & (3)	
16.	Recommendation Letter – signed by Senior Company Official, certifying OJT Competencies were completed (see Encl (8)), & recommending applicant for BCO on their Passive Ballast FOI.	Policy Ltr (5.c)	
(1) Employment time: Total period assigned to OCS facilities, inclusive of time ashore as part of normal rotation. (2) Service time: Time actually working on OCS facilities, excluding time spent ashore as part of a crew rotation. (3) RESTRICTED LICENSE: For the initial FOI an operating company puts into service, certain time spent on the FOI during construction & installation can be credited as “service time” (see Section 5.f of policy letter).			

**NOT APPROVED FOR TESTING** – Issued requirement letter for \_\_\_\_\_

DATE: \_\_\_\_\_ EVALUATOR: \_\_\_\_\_

**APPROVED FOR TESTING** – Hold license pending completion/receipt of \_\_\_\_\_

DATE: \_\_\_\_\_ EVALUATOR: \_\_\_\_\_

**DATE ALL REQUIREMENTS MET:** \_\_\_\_\_ **EVALUATOR:** \_\_\_\_\_

# **BARGE SUPERVISOR – Passive Ballast Floating Offshore Installation (FOI)**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_

	<b>General Requirements:</b>	<b>Reference:</b>	<b>Initials:</b>
1.	Check initials and signature on application		
2.	Citizen of United States Minimum Age – <b>21</b>	10.201(f)	
3.	Social Security Card	12.02-17(d)	
4.	Character References	10.205(f)	
5.	Fingerprint Card (ORIGINAL ISSUE)	10.201(h)	
6.	First Aid and CPR Certificates	10.205(h)	
7.	Check of Seaman Locator/Wanted Lists	MSM III, 1.G.2.a	
8.	Physical Examination	10.205(d)	
9.	SAMSHA Approved Drug Lab Test Results	10.205(j)	
10.	National Driver Register Consent and Authorization Form	10.205(k)	
11.	Firefighting Certificate	10.205(g)	
12.	Survival Suit/Craft Certificate	10.472(a)(2)(ii)	
13.	NMC approved Stability Courses, WITH (1) MODU (Surface Unit) Certificate, AND (2) Passive Ballast FOI (unit-specific) Certificate	10.472(a)(2)(i)	
14.	Recency ( <b>3 months</b> service within last <b>3 years</b> )	10.202(e)	
15.	Experience Requirements for BS – Passive Ballast FOI:		
	A. <b>3 years</b> employment assigned to any OCS facility(s) - Fixed or Floating OCS Facility or MODU, WITH	Footnote (1)	
	(1) <b>1 year</b> service in a supervisory position, AND (2) <b>168 days</b> service on floating OCS facilities - Active or Passive Ballast FOI or MODU (Surface Unit) <i>(not required for Restricted License)</i> , AND (3) <b>42 days</b> service on FOI (Active or Passive Ballast) or MODU (Surface Unit), as BCO or BS trainee, <b>OR...</b>	Footnote (2) & (3) & 10.472(a)(1)(i)	
	B. An Engineering or Engineering Technology degree accredited by the accreditation board ABET, AND	10.472(a)(1)(ii)	
	(1) <b>168 days</b> service in a supervisory position, AND (2) <b>42 days</b> service on FOI (Active or Passive Ballast) or MODU (Surface Unit), as BCO or BS trainee, <b>OR...</b>	Footnote (2) & (3) & 10.472(a)(1)(ii)	
	C. Holds Unlimited Master or Mate license, AND	10.472(b)	
	(1) <b>28 days</b> service on FOI (Active or Passive Ballast) or MODU (Surface Unit), as BCO or BS trainee.	Footnote (2) & (3)	
16.	Recommendation Letter – signed by Senior Company Official, certifying OJT Competencies were completed (see Encl (8)), & recommending applicant for BS on their Passive Ballast FOI.	Policy Ltr (5.c)	
(1) Employment time: Total period assigned to OCS facilities, inclusive of time ashore as part of normal rotation. (2) Service time: Time actually working on OCS facilities, excluding time spent ashore as part of a crew rotation. (3) RESTRICTED LICENSE: For the initial FOI an operating company puts into service, certain time spent on the FOI during construction & installation can be credited as “service time” (see Section 5.f of policy letter).			

**NOT APPROVED FOR TESTING** – Issued requirement letter for \_\_\_\_\_

DATE: \_\_\_\_\_ EVALUATOR: \_\_\_\_\_

**APPROVED FOR TESTING** – Hold license pending completion/receipt of \_\_\_\_\_

DATE: \_\_\_\_\_ EVALUATOR: \_\_\_\_\_

**DATE ALL REQUIREMENTS MET:** \_\_\_\_\_ **EVALUATOR:** \_\_\_\_\_

# **OFFSHORE INSTALLATION MANAGER – Passive Ballast Floating Offshore Installation (FOI)**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_

	<b>General Requirements:</b>	<b>Reference:</b>	<b>Initials:</b>
1.	Check initials and signature on application		
2.	Citizen of United States Minimum Age – <b>21</b>	10.201(f)	
3.	Social Security Card	12.02-17(d)	
4.	Character References	10.205(f)	
5.	Fingerprint Card (ORIGINAL ISSUE)	10.201(h)	
6.	First Aid and CPR Certificates	10.205(h)	
7.	Check of Seaman Locator/Wanted Lists	MSM III, 1.G.2.a	
8.	Physical Examination	10.205(d)	
9.	SAMSHA Approved Drug Lab Test Results	10.205(j)	
10.	National Driver Register Consent and Authorization Form	10.205(k)	
11.	Firefighting Certificate	10.205(g)	
12.	Survival Suit/Craft Certificate	10.470(b)(2)(ii)	
13.	NMC approved Stability Courses, WITH (1) MODU (Surface Unit) Certificate, AND (2) Passive Ballast FOI (unit-specific) Certificate	10.470(b)(2)(i)	
14.	Recency ( <b>3 months</b> service within last <b>3 years</b> )	10.202(e)	
15.	Experience Requirements for OIM – Passive Ballast FOI:		
	A. <b>4 years</b> employment assigned to any OCS facility(s) - Fixed or Floating OCS Facility or MODU, WITH	Footnote (1)	
	(1) <b>1 year</b> service in a supervisory position, AND (2) <b>1 year</b> service on a production unit - Fixed Platform or FOI, AND (3) <b>42 days</b> service on FOI (Active or Passive Ballast) or MODU (Surface Unit) as OIM trainee, <b>OR...</b>	Footnote (2) & (3) & 10.470(b)(1)(i)	
	B. An Engineering or Engineering Technology degree accredited by the accreditation board ABET, AND	10.470(b)(1)(ii)	
	(1) <b>168 days</b> service on FOI (Active or Passive Ballast) or MODU (Surface Unit) as OIM trainee, <b>OR...</b>	Footnote (2) & (3) & 10.470(b)(1)(ii)	
	C. Holds Unlimited Master or Chief Mate license, AND	10.470(c)	
	(1) <b>28 days</b> service on FOI (Active or Passive Ballast) or MODU (Surface Unit) as OIM trainee.	Footnote (2) & (3)	
16.	<b>OPTIONAL:</b> For “Drilling Mode” endorsement (for drilling ops, including completion & work-over) - documentation of blowout prevention & well control training per 30 CFR 250 (Subchapter O).		
17.	Recommendation Letter – signed by Senior Company Official, certifying OJT Competencies were completed (see Encl (8)), & recommending applicant for OIM on their Passive Ballast FOI.	Policy Ltr (5.c)	

(1) Employment time: Total period assigned to OCS facilities, inclusive of time ashore as part of normal rotation.  
 (2) Service time: Time actually working on OCS facilities, excluding time spent ashore as part of a crew rotation.  
 (3) RESTRICTED LICENSE: For the initial FOI an operating company puts into service, certain time spent on the FOI during construction & installation can be credited as “service time” (see Section 5.f of policy letter).

**NOT APPROVED FOR TESTING** – Issued requirement letter for \_\_\_\_\_

DATE: \_\_\_\_\_ EVALUATOR: \_\_\_\_\_

**APPROVED FOR TESTING** – Hold license pending completion/receipt of \_\_\_\_\_

DATE: \_\_\_\_\_ EVALUATOR: \_\_\_\_\_

**DATE ALL REQUIREMENTS MET:** \_\_\_\_\_ **EVALUATOR:** \_\_\_\_\_

# **BALLAST CONTROL OPERATOR – Active Ballast** **Floating Offshore Installation (FOI)**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_

	<b>General Requirements:</b>	<b>Reference:</b>	<b>Initials:</b>
1.	Check initials and signature on application		
2.	Citizen of United States Minimum Age – <b>21</b>	10.201(f)	
3.	Social Security Card	12.02-17(d)	
4.	Character References	10.205(f)	
5.	Fingerprint Card (ORIGINAL ISSUE)	10.201(h)	
6.	First Aid and CPR Certificates	10.205(h)	
7.	Check of Seaman Locator/Wanted Lists	MSM III, 1.G.2.a	
8.	Physical Examination	10.205(d)	
9.	SAMSHA Approved Drug Lab Test Results	10.205(j)	
10.	National Driver Register Consent and Authorization Form	10.205(k)	
11.	Firefighting Certificate	10.205(g)	
12.	Survival Suit/Craft Certificate	10.474(a)(2)(ii)	
13.	NMC approved Stability Courses, WITH (1) MODU (Surface Unit) Certificate, AND (2) Active Ballast FOI (unit-specific) Certificate	10.474(a)(2)(i)	
14.	Recency ( <b>3 months</b> service within last <b>3 years</b> )	10.202(e)	
15.	Experience Requirements for BCO – Active Ballast FOI:		
	A. <b>1 year</b> employment assigned to any OCS facility(s) - Fixed or Floating OCS Facility or MODU, WITH	Footnote (1)	
	(1) <b>28 days</b> service on Active Ballast FOI or MODU (Surface Unit), as trainee under supervision of a licensed BCO, <b>OR...</b>	Footnote (2) 10.474(a)(1)(i)	
	B. An Engineering or Engineering Technology degree accredited by the accreditation board ABET, AND		
	(1) <b>28 days</b> service on Active Ballast FOI or MODU (Surface Unit), as trainee under supervision of a licensed BCO, <b>OR...</b>	Footnote (2) & 10.474(a)(1)(ii)	
	C. Holds BCO license for Passive Ballast FOI, AND	Policy Ltr (5.b)	
	(1) <b>28 days</b> service on Active Ballast FOI or MODU (Surface Unit), as trainee under supervision of a licensed BCO. <b>OR...</b>	Footnote (2)	
	D. Holds Unlimited Master, Mate, Chief Engineer, or Assistant Engineer license, AND	10.474(b)	
	(1) <b>28 days</b> service on Active Ballast FOI or MODU (Surface Unit), as trainee under supervision of a licensed BCO.	Footnote (2)	
16.	Recommendation Letter – signed by Senior Company Official, certifying OJT Competencies were completed (see Encl (8)), & recommending applicant for BCO on their Active Ballast FOI.	Policy Ltr (5.c)	
(1) Employment time: Total period assigned to OCS facilities, inclusive of time ashore as part of normal rotation. (2) Service time: Time actually working on OCS facilities, excluding time spent ashore as part of a crew rotation.			

**NOT APPROVED FOR TESTING** – Issued requirement letter for \_\_\_\_\_

DATE: \_\_\_\_\_ EVALUATOR: \_\_\_\_\_

**APPROVED FOR TESTING** – Hold license pending completion/receipt of \_\_\_\_\_

DATE: \_\_\_\_\_ EVALUATOR: \_\_\_\_\_

**DATE ALL REQUIREMENTS MET:** \_\_\_\_\_ **EVALUATOR:** \_\_\_\_\_

# **BARGE SUPERVISOR – Active Ballast Floating Offshore Installation (FOI)**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

	<b>General Requirements:</b>	<b>Reference:</b>	<b>Initials:</b>
1.	Check initials and signature on application		
2.	Citizen of United States Minimum Age – <b>21</b>	10.201(f)	
3.	Social Security Card	12.02-17(d)	
4.	Character References	10.205(f)	
5.	Fingerprint Card (ORIGINAL ISSUE)	10.201(h)	
6.	First Aid and CPR Certificates	10.205(h)	
7.	Check of Seaman Locator/Wanted Lists	MSM III, 1.G.2.a	
8.	Physical Examination	10.205(d)	
9.	SAMSHA Approved Drug Lab Test Results	10.205(j)	
10.	National Driver Register Consent and Authorization Form	10.205(k)	
11.	Firefighting Certificate	10.205(g)	
12.	Survival Suit/Craft Certificate	10.472(a)(2)(ii)	
13.	NMC approved Stability Courses, WITH (1) MODU (Surface Unit) Certificate, AND (2) Active Ballast FOI (unit-specific) Certificate	10.472(a)(2)(i)	
14.	Recency ( <b>3 months</b> service within last <b>3 years</b> )	10.202(e)	
15.	Experience Requirements for BS – Active Ballast FOI:		
	A. <b>3 years</b> employment assigned to any OCS facility(s) - Fixed or Floating OCS Facility or MODU, WITH	Footnote (1)	
	(1) <b>1 year</b> service in a supervisory position, AND (2) <b>1 year</b> service on floating OCS Facilities – Active or Passive Ballast FOI or MODU (Surface Unit), AND (3) <b>84 days</b> service on Active Ballast FOI or MODU (Surface Unit) as BCO or BS trainee, <b>OR...</b>	Footnote (2) & 10.472(a)(1)(i)	
	B. An Engineering or Engineering Technology degree accredited by the accreditation board ABET, AND	10.472(a)(1)(ii)	
	(1) <b>168 days</b> service in a supervisory position, AND (2) <b>84 days</b> service on an Active Ballast FOI or MODU (Surface Unit) as BCO or BS trainee, <b>OR...</b>	Footnote (2) & 10.472(a)(1)(ii)	
	C. Holds BS license for Passive Ballast FOI, AND	Policy Ltr (5.b)	
	(1) <b>42 days</b> service on an Active Ballast FOI or MODU (Surface Unit) as BCO or BS trainee, AND	Footnote (2)	
	(2) <i>Unless holds Engineering or Engineering Technology degree per 15.B. or Unlimited License per 15.D, then:</i> <b>168 days</b> service on floating OCS Facilities – Active or Passive Ballast FOI or MODU (Surface Unit), <b>OR...</b>	Footnote (2)	
	D. Holds Unlimited Master or Mate license, AND	10.472(b)	
	(1) <b>28 days</b> service on an Active Ballast FOI or MODU (Surface Unit) as BCO or BS trainee.	Footnote (2)	
16.	Recommendation Letter – signed by Senior Company Official, certifying OJT Competencies were completed (see Encl (8)), & recommending applicant for BS on their Active Ballast FOI.	Policy Ltr (5.c)	
(1) Employment time: Total period assigned to OCS facilities, inclusive of time ashore as part of normal rotation. (2) Service time: Time actually working on OCS facilities, excluding time spent ashore as part of a crew rotation.			

**NOT APPROVED FOR TESTING** – Issued requirement letter for \_\_\_\_\_  
DATE: \_\_\_\_\_ EVALUATOR: \_\_\_\_\_

**APPROVED FOR TESTING** – Hold license pending completion/receipt of \_\_\_\_\_  
DATE: \_\_\_\_\_ EVALUATOR: \_\_\_\_\_

**DATE ALL REQUIREMENTS MET:** \_\_\_\_\_ **EVALUATOR:** \_\_\_\_\_



# **OFFSHORE INSTALLATION MANAGER – Active Ballast**

## **Floating Offshore Installation (FOI)**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_

	<b>General Requirements:</b>	<b>Reference:</b>	<b>Initials:</b>
1.	Check initials and signature on application		
2.	Citizen of United States Minimum Age – <b>21</b>	10.201(f)	
3.	Social Security Card	12.02-17(d)	
4.	Character References	10.205(f)	
5.	Fingerprint Card (ORIGINAL ISSUE)	10.201(h)	
6.	First Aid and CPR Certificates	10.205(h)	
7.	Check of Seaman Locator/Wanted Lists	MSM III, 1.G.2.a	
8.	Physical Examination	10.205(d)	
9.	SAMSHA Approved Drug Lab Test Results	10.205(j)	
10.	National Driver Register Consent and Authorization Form	10.205(k)	
11.	Firefighting Certificate	10.205(g)	
12.	Survival Suit/Craft Certificate	10.470(b)(2)(ii)	
13.	NMC approved Stability Courses, WITH (1) MODU (Surface Unit) Certificate, AND (2) Active Ballast FOI (unit-specific) Certificate	10.470(b)(2)(i)	
14.	Recency ( <b>3 months</b> service within last <b>3 years</b> )	10.202(e)	
15.	Experience Requirements for OIM – Active Ballast FOI:		
	A. <b>4 years</b> employment assigned to any OCS facility(s) - Fixed or Floating OCS Facility or MODU, WITH	Footnote (1)	
	(1) <b>1 year</b> service in a supervisory position, AND (2) <b>1 year</b> service on a production unit - Fixed Platform or FOI, AND (3) <b>42 days</b> service on Active Ballast FOI or MODU (Surface Unit) as OIM trainee, <b>OR</b>	Footnote (2) & 10.470(b)(1)(i)	
	B. An Engineering or Engineering Technology degree accredited by the accreditation board ABET, AND	10.470(b)(1)(ii)	
	(1) <b>168 days</b> service on Active Ballast FOI or MODU (Surface Unit) as OIM trainee, <b>OR</b>	Footnote (2)	
	C. Holds OIM license for Passive Ballast FOI, AND	Policy Ltr (5.b)	
	(1) <b>28 days</b> service on Active Ballast FOI or MODU (Surface Unit) as OIM trainee, <b>OR</b>	Footnote (2)	
	D. Holds Unlimited Master or Chief Mate license, AND	10.470(c)	
	(1) <b>28 days</b> service on an Active Ballast FOI or MODU (Surface Unit) as OIM trainee.	Footnote (2)	
16.	<b>OPTIONAL:</b> For “Drilling Mode” endorsement (for drilling ops, including completion & work-over) - documentation of blowout prevention & well control training per 30 CFR 250 (Subchapter O).		
17.	Recommendation Letter – signed by Senior Company Official, certifying OJT Competencies were completed (see Encl (8)), & recommending applicant for OIM on their Active Ballast FOI.	Policy Ltr (5.c)	
(1) Employment time: Total period assigned to OCS facilities, inclusive of time ashore as part of normal rotation. (2) Service time: Time actually working on OCS facilities, excluding time spent ashore as part of a crew rotation.			

**NOT APPROVED FOR TESTING** – Issued requirement letter for \_\_\_\_\_

DATE: \_\_\_\_\_ EVALUATOR: \_\_\_\_\_

**APPROVED FOR TESTING** – Hold license pending completion/receipt of \_\_\_\_\_

DATE: \_\_\_\_\_ EVALUATOR: \_\_\_\_\_

**DATE ALL REQUIREMENTS MET:** \_\_\_\_\_ **EVALUATOR:** \_\_\_\_\_