

Floating OCS Facility Industry Indoctrination

Objective

To provide guidance for Coast Guard personnel working towards the Floating OCS Facility Inspector (FOFI) competency in meeting the industry indoctrination requirements of the PQS established in ALCOAST 336/13.

Discussion

This Floating OCS Facility (FOF) Industry Indoctrination is designed to provide Coast Guard personnel with a foundational understanding of how the offshore exploration and production industry operates and conducts business. Working with the operators and contractors in the offshore industry will help Coast Guard personnel better understand the inner workings of the industry, and in turn, help them to become better decision-makers and regulators. This indoctrination program includes requirements for inspectors to spend time learning about oil and gas production operations, FOF operations and management, crew responsibilities, other involved stakeholders, and the common terminology used in the industry. The experience also provides industry participants an opportunity to meet and develop partnerships with Coast Guard personnel that will be conducting inspections on their facilities.

Mutual Training Agreements (MTAs) must be in place before Coast Guard personnel can conduct FOF industry Indoctrination. MTAs should be coordinated through the Outer Continental Shelf National Center of Expertise (OCS NCOE).

Alternative indoctrination plans to those identified in this guide are permissible, provided they meet the intent of ALCOAST 336/13. Such an alternative should be provided to the OCS NCOE. The OCS NCOE will review the alternative proposal, communicate with Commandant (CG-CVC-1) and provide a written response to the MITO/TO. If the proposal does not align with ALCOAST 336/13, the OCS NCOE will coordinate with the MITO/TO on an adequate industry indoctrination plan for that unit.

Action

This industry indoctrination is intended to be completed over the course of at least 1 week. Units should first attempt to coordinate with the industry participant for the industry indoctrination to occur during regularly scheduled crew changes. Based on the logistical challenges involving travel offshore, it may be necessary to use a Coast Guard-contracted helicopter. In these instances, 1 week long industry indoctrination is preferred, but may be reduced to accommodate contracted helicopter schedules and minimize transportation costs.

The prospective FOF Inspector shall complete each task identified in this industry indoctrination guide. Upon completion of each task, the prospective FOF Inspector shall verify completion by initialing the "Completed" box.

Once one or all of the sections are complete, a copy of the completed section shall be attached to the FOF PQS workbook and retained by the trainee (Apprentice).

1. FOF Crew

This program provides prospective FOF Inspectors with an opportunity to meet and interact with a variety of industry professionals. The table below includes specific tasks to accomplish with key personnel on board the FOF; however, there are many critical jobs in addition to the ones listed below. In general, trainees (Apprentices) should learn about all the different crew positions on the FOI, their main duties and responsibilities, and the required training, licenses, and certificates (endorsements) associated with the respective position. This will also aid in getting a general sense of living and working on a FOF.

	Task	Completed
Offshore Installation Manager (OIM)		
1.1	Meet with the OIM and discuss his/her daily and overall responsibilities. Discuss the purpose of this Industry Indoctrination and the requirements in this guide. Review general safety requirements.	
1.2	Discuss the training and/or educational requirements to become an OIM and the OIM's educational background and career progression.	
1.3	Discuss the OIM's past experience with Coast Guard inspection activities.	
1.4	Attend at least two morning conference calls with the OIM. Observe interaction and planning between the FOF personnel and the shore-based management.	
1.5	Discuss the FOF's safety zone and any incidents with vessels violating the safety zone.	
Barge Engineer		
2.1	Meet with Barge Engineer, or equivalent, and discuss his/her responsibilities.	
2.2	Discuss the training, educational & experience requirements to become a Barge Engineer and the Barge Engineer's career progression.	
2.3	Discuss what their position and jobs entail and how they fit into the overall management of the facility.	
2.4	Discuss typical daily operations to gain an understanding of FOF workload.	
Ballast Control Operator (BCO)		
3.1	Meet with the BCO and discuss his/her responsibilities.	
3.2	Discuss the training, educational and experience requirements to become a Ballast Control Operator.	
3.3	Discuss what their position and jobs entail and how they fit into the overall management of the facility.	
3.4	Discuss how ballast is affected when weight is added to or removed from the facility and the procedure(s) for tracking any weight changes.	
3.5	Discuss the procedures for changing the ballast arrangements due to impeding weather events.	
3.6	If the facility is a "Tension Leg Platform", discuss the importance of the tendon tension monitoring system (TTMS), how it is calibrated and necessary testing and maintenance.	
Control Room Operator		
4.1	Meet with the Control Room Operator, or equivalent, and discuss his/her responsibilities.	
4.2	Discuss the training, educational and experience requirements to become a Control Room Operator.	
4.3	Discuss what their position and jobs entail and how they fit into the overall management of the facility.	
Crane Operator		
5.1	Meet with the Crane Operator and discuss his/her responsibilities.	
5.2	Discuss what their position and jobs entail and how they fit into the overall operation of the facility.	
5.3	Discuss the training, educational and experience requirements to become a Crane Operator.	
5.4	Discuss hazards associated when a crane is in use.	

Production Supervisor		
6.1	Meet with the Production Supervisor, or equivalent, and discuss his/her responsibilities.	
6.2	Discuss what their position and jobs entail and how they fit into the overall management of the facility.	
6.3	Discuss the training, educational and experience requirements to become a Production Supervisor.	
6.4	Discuss the subsea equipment associated with the fields that the FOF services.	
6.5	Discuss what "pigging a line" is and why it is a needed operation. Understand the different reasons for a "pigging" operation.	
6.6	Discuss water-flood/water injection operations, when/why it is utilized and the equipment necessary for such an operation.	
6.7	Discuss gas lift operations, when/why it is utilized and the equipment necessary for such an operation.	
6.8	Discuss logging operations, when/why it is utilized and the equipment necessary for such an operation.	

2. Facility Characteristics

Enter the facility characteristics in the table below. Discuss design features, why the design was chosen for the site and how they relate to specific vessel operations.

Company Name:	Location:
Trainee Name:	Date:
Facility Name:	Official/CG #:
Year Built:	Facility Type (TLP, Semi-Submersible, Spar):

Operating Characteristics		Engineering	
Design Life		#/Type of Generators	
Design Throughput		Generator Manufacturer	
Normal Tension		# of Fire Pumps	
Storm Tension			

3. Industry Indoctrination Tasks

The following tasks should be completed during the industry indoctrination. Tasks that are not applicable on the particular FOF should be identified with an N/A. These tasks do not have specific crewmembers identified, but should be completed in coordination with the member of the crew who has primary knowledge and responsibility for the systems and equipment.

	Task	Completed
MARINE OPERATIONS MANUAL (MOM)		
1.1	Request to review the FOF's Marine Operations Manual. Focus on the procedures related to stability, lightship data and hurricane preparations.	
1.2	Discuss the company's procedures for updating the MOM.	
1.3	Review procedures for incident reporting, accident investigations, near miss reporting, and root cause analysis.	

1.4	Discuss how stability is considered and tracked when loading equipment.	
1.5	At a minimum, attend two safety meetings (more may be required by company policy)	
MAINTENANCE PROGRAM		
2.1	Discuss the Maintenance Program. Review the procedures, individual crew responsibilities, and record keeping for: deck equipment, engineering, lifesaving, firefighting and production equipment.	
2.2	Discuss the procedures for adding an additional maintenance item to the existing maintenance program (when the need arises).	
CARGO AND DECK		
3.1	Participate in conducting the daily crane check-offs and pre-use check-offs.	
3.2	Witness crane operations. Pay particular attention to the affects of weather, supply vessel limitations and FOF limitations.	
PRODUCTION TRAIN		
4.1	Participate in a walkthrough of the train and discuss production equipment nomenclature and the equipment used in the production process.	
4.2	Witness Remotely Operated Vehicle (ROV) operations and discuss the different applications and use of ROVs offshore. Pay particular attention to ROV systems interface points.	
CONTROL ROOM		
5.1	Stand a watch and observe operations.	
EMERGENCY PROCEDURES		
6.1	Review company procedures for responding to incidents and casualties such as equipment failures, oil spills, crew injuries, person overboard, abandon facility and safety zone violations.	
6.2	Discuss, observe and participate in any available training and/or drills conducted to prepare for emergencies.	
6.3	Discuss company reporting requirements in the event of an incident or emergency.	
6.4	Locate fire detection and response equipment and discuss their functionality, operating parameters and on board maintenance and inspection procedures.	
POLLUTION PREVENTION		
7.1	Discuss procedures for the disposal of garbage, sewage, oily waste and paint.	
7.2	Locate and discuss the operating procedures of the marine sanitation device (MSD).	

Company Representative's Name: _____

Signature: _____

Date: _____