# 2017 TRAINING COURSE DIRECTORY

OPERATIONS | SAFETY | ENVIRONMENT | LEADERSHIP | EXPLORATION

## Invest in Training with IEMS

## Reap the rewards

PRODUCTION | FACILITATION | MANAGEMENT | SECURITY | ECONOMICS

UK CERTIFIED TRAINING IEMS

QHSSE | MARINE | PEOPLE DEVELOPMENT | OIL AND GAS

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IEMS Training Course Directory

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## About International Environmental and Marine Services (IEMS)

We are an independent international environmental and marine services company, with headquarters in the United Kingdom.

### Management

IEMS Management have adopted and fully support a formal and continuing programme of review, evaluation and modification of operations at all levels, so that the company's ability to provide services required by our customers may be verified and continually improved.

Through this process the company is fully committed to its continual improvement and effectiveness of implementing the integrated management system in accordance with ISO 9001, 14001 and OSHAS 18001.

### Helping you develop a broad knowledge base

IEMS Training have a wide range of courses aimed at all participating levels from equipment operators to senior executives. This range is designed to build knowledge across any organization and provide an integrated solution to your training needs.

Our courses are designed and developed in line with international conventions and national laws and our system of needs analysis, allowing us to produce course material specific to the exact needs of any organization.

### What we offer

IEMS training courses aim to consolidate not just theoretical knowledge in the course participant, but more importantly, the practical use of that knowledge. This is achieved through including both theoretical and practical sessions in our training courses. At the end of each training course, delegates will have been taught its fundamentals and the principles of its practical application. All IEMS programmes contain our Do-Review-Learn-Apply model.

Our emergency response training is second to none. Whilst our instructors are seasoned experts, we understand that due to the rare occurrence of incidents, responders can feel exposed and lack the confidence to make decisions during company exercises or in a real incident. We provide the skills and knowledge to build this confidence and ensure the responder and the company have an effective level of understanding in relation to emergency preparedness and response.

Our courses seek to do three things:

- Reaffirm that a lot of what you do actually works, and help you understand why
- Reinforce some of your thoughts on what you could/should be doing as an operator/manager/leader
- Reveal some new insights into yourself, into others and into management and leadership

## Certified international experts

Full details of our trainers' experience and background are available upon request or from our website.

Our international experts are seasoned professionals that provide clarity to the international and regional expectations and assumptions, especially with regard to competency standards.

## Tailored courses

Courses often need to be amended for different locations and clients to ensure they are relevant and focused.

All our courses are of international standard; however our modular approach means that all our courses are fully customizable to meet your particular needs. We can also assist you identifying those needs prior to running a course. We draw on our extensive global experience to provide the appropriate course elements with the right emphasis. Additionally, our instructors and trainers are skilled and flexible in their approach; this enables them to adjust presentations and exercises during a course in response to questions raised or particular concerns that may arise.

## Client-specific courses

Specific training courses can be developed to suit your professional circumstances and aims, to be delivered over an appropriate number of sessions and at a venue designated by you. Scheduling of these courses are upon client request.

Benefits of Tailored courses

- Cost effectiveness, train more for less
- Convenient locations
- Test your own plans and procedures
- Timing to suit you
- Team building within own organization
- Client-specific content

## We give you more

We ensure that all participants leave our courses with the information and tools that are of practical use. Each participant on our courses receives a full reference book with detailed notes of the Topics covered; key learning points are highlighted and explanatory pictures and photographs included.

We also, where practical, distribute a companion USB stick, which includes;

- All course contents in electronic format (PDF)
- Course photo gallery (JPG)
- Video (MPG or AVI)

## Benefits of on-site training at your facility

- Save traveling time and money
- Design instruction to meet your needs
- Train large numbers of staff at once
- Discuss your specific situational requirements
- Gain from hands-on industry experts
- Client-specific content

## IMO training courses

Developed by an international group of experts from government and industry, the IMO Model Training Courses provide an excellent framework for training and support in developing capabilities in oil spill preparedness, response and cooperation.

## Bilingual training programmes

We provide several courses in Arabic, French and Russian languages, as well as English. Clients are requested to notify us of the preferred language upon registration.

## Certification

All IEMS training courses are certified, however a majority of the courses use an assessment to validate delegates understanding of the material and equipment used. Anyone failing an assessment shall be given an attendance certificate and have the right to attend the next course at a discounted rate.

## Targeted Training

IEMS believes in targeted training which denotes the effective management of an organization's capability, considering its capacity, through all its levels. IEMS training courses where the trainee can often receive knowledge and experience of personnel within your organization.

Time and money is often wasted on non targeted training courses, where the trainee often receives duplication of knowledge.

In order to economize on your training expenses, IEMS $E=mc^2$ concept ensures that targeted training is delivered at the appropriate level to the appropriate people.

### Our needs analysis service will:

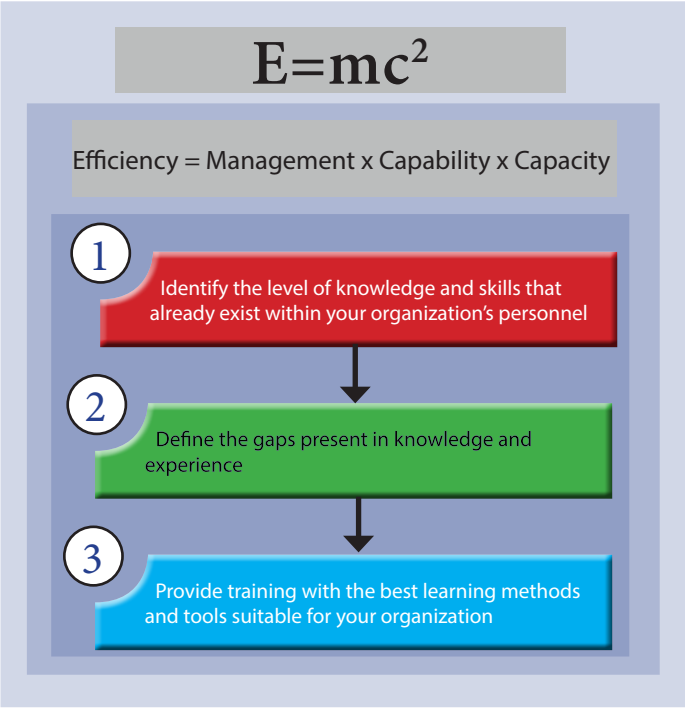
- Identify the level of knowledge and skills that already exist within your organization's personnel
- Define the gaps present in knowledge and experience
- Provide training with the best learning methods and tools suitable for your organization

This provides us with the information required to develop a targeted training programme for you.

We are conscious of your potential needs for collaboration, learning and performance. Our dedicated team of experts are equipped to discuss your specific e-learning and learning management system imperatives.

Targeted training is targeted budget. This service will help you cut down on unnecessary training while maximizing productive training.

This service can generally be offered free of charge; however it is dependent on the size and scope of the assessment required.



# QUALITY HEALTH SAFETY SECURITY AND ENVIRONMENT (QHSSE) COURSES

COMPLETION CERTIFICATE

IEMS-UK

EUROPE

MIDDLE EAST

AFRICA

ACHIEVEMENT CERTIFICATE

IEMS-UK

Course Code 20-11AB17-1

# Accident Prevention Programme (APP)

## Course Overview

Most workplace illnesses and injuries are not due to "accidents". The term accident implies that the incident could not have been prevented, that it was no one's fault. APP aims to:

- Save lives
- Save money

The Creative APP Training involves development of prevention technique designed to manage, eliminate, or reduce risk to an acceptable level.

### Who should attend?

This programme is appropriate for mid-level HSE engineers and project managers, as well as senior project managers, senior technical specialists, and lower-level engineers.

### Topics covered

- Safe system of work
- Accident prevention process
- Hierarchy of control measures
- Unsafe acts and conditions in quarrying
- Safe operating procedures
- Framework for a safe system of work
- Permit to work system
- Safety training
- Proactive equipment requirements
  - Where needed
  - Types of protection
  - Fitting requirements
  - Suggested records
  - Tests/examination needed
- Illness costs and statistics
- Eliminate and combat risks
- The economic impact of injury
  - Direct Cost
  - Hidden Cost
- Reporting
- Types of emergencies
- Safety committee meetings

**Duration: 3 days (24 hours in total, assuming an 8-hour day)**

Course Code 20-11AB17-2

# Electrical Equipment in Hazardous Atmosphere (EEHA)

## Course Overview

The training and practical assessment programme is provided for electrical personnel who undertake the physical installation and assembly of new 'Ex' equipment and who perform preventative maintenance and inspections on previously installed equipment.

This course provides a comprehensive technical approach to hazardous areas It explains the subject of explosion protection applied to electrical equipment in such areas. The course offers detailed explanations of the principles involved, the techniques used and the management structures and requirements to comply with the harmonized international standards that are now in place.

### Who should attend?

This programme is appropriate for mid-level HSE engineers, warehouse supervisors and project managers, as well as senior project managers, senior technical specialists, and lower-level engineers.

### Topics covered

- Basic principles of explosive atmospheres
- Gases and vapours
- Combustible dusts
- Hazardous area classifications
- Class/division system
- Zone system
- Protection techniques and methods
- Hazard defining and importance of risk assessment
- Types and usage of explosion-proof equipment
- Electric equipment inspection and documentation
- Differentiation between hazard and risk
- Relationship between fires and explosions
- Basis for an explosion
- The three explosive factors
- Basic concept for explosion protection
- Explosive range
- Explosion protection and prevention
- Protection principles
- Types of protection
- Classification of hazardous areas
- Non-explosive electrical equipment
- Temperature classes
- Risk assessment and record keeping
- Proactive equipment requirements
  - Where needed
  - Types of protection
  - Fitting requirements
  - Suggested records
  - Tests/examination needed)
- Illness costs and statistics
- Eliminate and combat risks
- Economic impact of NOT implementing a proper APP
  - Direct cost
  - Hidden cost
- Reporting
- Types of emergencies
- Safety committee meetings

**Duration: 3 days (24 hours in total, assuming an 8-hour day)**

Course Code 20-11AB17-3

# Handling Storage and Safe Use of Hazardous Substances (HSSHS)

## Course Overview

Safely managing the chemicals in your workplace is good for business and it is good for everyone! It will improve your employees' safety and health; it will potentially introduce cost savings through more effective work practices such as correct storage, handling, use and disposal procedures; and potential harm to the environment will also be reduced.

The IEMS creative hazardous substances training involves development of hazard prevention technique designed to manage, eliminate, or reduce risk to an acceptable level.

### Who should attend?

This programme is appropriate for mid-level HSE engineers, warehouse supervisors and project managers, as well as senior project managers, senior technical specialists, and lower-level engineers.

### Topics covered

- Classification of hazardous materials
- International standards of handling the hazardous substances
- Proper storage practices
- The knowledge and skills required to identify the risk and how to assess the severity of the hazardous substances
- Definition and types of hazardous materials (liquids, solids and gases)
- The most practical seven steps of storing hazardous substances
- Work environment safety
- Hazard materials segregation standard technics
- Waste disposal
- Understand of Material Safety Data Sheet (MSDS)
- Personal protective equipment
- Eye, skin and respiratory protection
- Transportation standard inland, by air and at sea (MSDS requirements)
- Risk assessment
- Risk assessment and record keeping
- Hazardous substance incident emergency procedures and actions

**Duration: 3 days (24 hours in total, assuming an 8-hour day)**

Course Code 20-11AB17-4

# Risk Mitigation (RM)

## Course Overview

Risk mitigation implementation is the process of executing risk mitigation actions. Risk mitigation progress monitoring includes tracking identified risks, identifying new risks, and evaluating risk process effectiveness throughout the project.

The Creative Risk Mitigation Training involves development of mitigation plans designed to manage, eliminate or reduce risk to an acceptable level. Once a plan is implemented, it is continually monitored to assess its efficacy with the intent of revising the course of action if needed.

### Who should attend?

This programme is appropriate for mid-level HSE engineers and project managers, as well as senior project managers, senior technical specialists, and lower-level engineers.

### Topics covered

By the end of the programme, participants will be able to; understand, plan and implement:

- Define the risk mitigation
- Identify the risk probabilities
- Do the risk impact assessment
- Ensure a proper risk tracking
- Create risk prioritization analysis
- Planning of risk mitigation
- Prepare the risk mitigation strategies
- Identify the risk handling options
- Deal with the condition of uncertainty
- Develop the contingency plan
- Integrate mitigation plans

**Duration: 5 days (40 hours in total, assuming an 8-hour day)**

Course Code 20-11AB17-5

# Risk Assessment and Accident Investigation (RAAI)

## Course Overview

Through systematic risk assessment techniques, the participants will uncover and identify significant hazards and learn to take cost-effective measures to threat and minimize their risks pro-actively before any losses occur.

The IEMS Creative Training involves development of accident investigation technique designed to manage, eliminate or reduce risk to an acceptable level.

### Who should attend?

This programme is appropriate for mid-level HSE engineers and project managers, as well as senior project managers, senior technical specialists, and lower-level engineers.

### Topics covered

- Fundamental risk concepts and terminology
- Regulatory requirements and best practices
- Links between risk, incident and safety culture
- Key risk management implementation issues
- Hazard identification techniques
- Practical risk assessment demonstration
- Risk control options
- Risk prioritisation and decision making
- Case study on risk assessment
- Incident investigation basics and terminology
- Process of incident investigations
- Interviewing and fact-gathering techniques
- Root cause analysis
- Practical incident investigation execution
- Case study on incident investigation
- Incident investigation report writing and presentation

**Duration: 3 days (24 hours in total, assuming an 8-hour day)**

Course Code 20-11AB17-6

# Risk Management Programme (RMP)

## Course Overview

The goal of this course is to engage the attendees in active discovery of risk management principles. This process, known as the risk management process, is becoming an increasingly important tool in the management of business. An effective and efficient corporate risk management programme leads to knowledge and control of hazards. The risk management process involves identification of risks and associated potential hazards.

The IEMS Risk Management Training Course provides students with practical, ready-to-use approaches for risk planning, identifying and analysing project risk issues, developing and implementing risk handling strategies, and monitoring progress.

### Who should attend?

This programme is appropriate for mid-level HSE engineers and project managers, as well as senior project managers, senior technical specialists, and lower-level engineers.

### Topics covered

- Overview of risk management process
- Understanding risk definition
- Risk planning
- Risk identification
- Risk analysis
- Risk handling
- Risk monitoring
- Preparing risk matrix
- Identifying sources of risk
- Knowing the risk categories
- Understanding of risk documentation and communication

**Duration: 5 days (40 hours in total, assuming an 8-hour day)**

Course Code 20-11AB17-7

# HSE Advanced Awareness (HAA)

## Course Overview

The goal of this course is to demonstrate understanding and implement good health and safety management across all areas of operation. Ensuring that candidates have a sound understanding of the principles of managing risk is a key building block of an effective safety culture.

The IEMS Attractive HSE Advanced Awareness Training Programme provides students with practical, ready-to-use approaches to meet the needs for the provision of vocational qualifications in the area of occupational safety and health.

### Who should attend?

This programme is appropriate for mid-level HSE engineers, HSE supervisors, operations supervisors, operations and project managers, as well as senior project managers, senior technical specialists, and lower-level engineers.

### Topics covered

- Health and safety foundations
- Setting policy for health and safety
- Organising for health and safety
- Promoting a positive health and safety culture
- Health and safety risk assessment
- Principles of control in health and safety
- Movement of people and vehicles - hazards and controls
- Manual and mechanical handling hazards and controls
- Work equipment hazards and controls
- Electrical hazards and control
- Fire hazards and control
- Chemical and biological health and hazards control
- Physical and psychological health hazards control
- Construction activities - hazards and control
- Investigation, recording and reporting of health and safety incidents
- Monitoring, review and audit of health and safety performance
- Overview of risk management process

**Duration: 5 days (40 hours in total, assuming an 8-hour day)**

Course Code 20-11AB17-8

# Environmental Aspects Programme (EAP)

## Course Overview

With legislation and public awareness gathering an inexorable momentum, effective environmental management is becoming indispensable.

The Environmental Aspects and Impacts course is intended to help you guide your organisation towards a strategy that will improve its overall environmental performance and comply with recent environmental legislation.

The IEMS Creative Training will help you to identify those activities, products and services that can have an impact on the environment, evaluate the significance of those impacts, conduct an environmental review, and eliminate or reduce risk to an acceptable level.

### Who should attend?

This programme is appropriate for HSE engineers, project managers, environmental specialists, HSE managers, HSE auditors and environmental consultants.

### Topics covered

- Definition of "environment"
- Difference between aspects and impacts
- Main environmental barriers
- Industry involvement
- Aspects (normal, abnormal, emergency)
- Identification of aspects (a critical path step)
- Initial environmental review
- Approach to process map method
- Assessment of significant aspects
- Criteria for assessment of significance
- Identify activities, products and services
- Examples of aspects and impacts
- Environmental aspects evaluating steps
- Legal and other requirements
- Objectives, targets and programme(s)
- Implementation and operation
- Emergency preparedness and response
- Monitoring and measurement
- Evaluation of compliance
- Checking and auditing
- Management review
- Difference between ISO 14001 and EMAS

**Duration: 5 days (40 hours in total, assuming an 8-hour day)**

Course Code 20-11AB17-9

# On-Scene Commander (OSC)

## Course Overview

The goal of this course is to demonstrate understanding and implement good health and safety management across all areas of operation. Ensuring that candidates have a sound understanding of the principles of managing risk is a key building block of an effective safety culture.

The IEMS attractive On-Scene Commander Training Programme main objective is to prepare participants to manage emergency incidents, including understanding the role and functions of the command team. The incident command process provides students with practical, ready-to-use approaches to properly handle an emergency.

### Who should attend?

This programme is appropriate for incident commanders, emergency response team, mid-level HSE engineers,HSE supervisors, operations supervisors, operations and project managers, as well as senior project managers, senior technical specialists, and lower-level engineers.

### Topics covered

- The incident command system
- Leadership
- The operational environment
- The incident command environment
- Leadership in operation
- The incident commander's leadership role
- The operational commander's competence
- Incident management and decision making
- Incident risk management
- Operational risk philosophy
- Risk assessment in the fire service
- Managing the risk
- The tactical mode
- Analytical risk assessment
- Risk control measures
- The role of a safety officer
- Closing stages of the incident
- Ics command and command staff functions
- Incident commander's responsibilities
- Assessing incident priorities
- Managing resources
- Coordinating overall emergency activities
- Additional functional responsibilities
- Characteristics of an effective incident commander

**Duration: 5 days (40 hours in total, assuming an 8-hour day)**

Course Code 20-11AB17-10

# Audit Technique (AT)

## Course Overview

Effective audits rely on a number of principles which should be upheld whether the audits are internal, external (such as supplier audit) or certification audits carried out by a third party certification body Audits should establish the facts and not apportion blame when things are wrong.

### Who should attend?

This programme is appropriate for QHSE managers and supervisors, internal auditors and QHSE auditors.

### Topics covered

- Terms and definitions
- Audit types
- Audit programme
- Objective of audit programme
- Internal audit programme
- External audit programme
- Certification audit programme
- Audit activities
- Clarifying audit objectives, scope and criteria
- Establishing the feasibility of the audit
- Establishing the audit team
- Initial document review
- Stage 1 audit
- Stage 2 audit
- Planning the on-site audit activities
- Process auditing
- Preparation of checklists
- Opening meeting
- Information gathering techniques
- Controlling the audit
- Auditing top management
- Verifying information during the audit
- Communication with the audit client and auditee during the audit
- Non-conformities and categorisation
- Preparation for the closing meeting (evaluation stage)
- The closing meeting
- Reporting the audit findings
- Report approval and distribution
- Retention of documents and records
- Audit follow-up
- Audit records
- The lead auditor role and responsibility
- The auditor role and responsibility

**Duration: 5 days (40 hours in total, assuming an 8-hour day)**

Course Code 20-11AB17-11

# Introduction to ISO 9001-2015 (ISO 9001)

## Course Overview

The ISO recognizes that the needs of the industries that utilize ISO 9001have evolved (and will continue to evolve) based on changing needs from those industries.

The IEMS Creative Training will cover specific areas including:

- The purpose of a quality management system
- The eight principles of quality management
- Gap Analysis between 9001:2008 and 9001:2015
- The purpose and interrelationship of ISO 9000, ISO 9001, ISO 9004 and ISO 19011
- Moving from 2008 to 2015 standard

### Who should attend?

This programme is appropriate for QHSE managers and supervisors, internal auditors and QHSE auditors.

### Topics covered

- General introduction to ISO 9001:2008
- Why and how ISO 9001 was created?
- The eight principles of quality management
- Transition period between 2008 and 2015 versions
- Transition date cut-off
- Key changes
- Combining content found in ISO 9000, 9001 and 9004
- Gap analysis between 9001:2008 and 9001:2015
- The term risk in 2015 standard version
- Changes in terminology
- Elimination of required content
- Elimination of management representative
- Elimination of permissible exclusions
- Management accountability toward qms
- Integration of the qms to fit with the business process
- Consideration of risks and opportunities
- Management of Change (MOC)
- Management review
- Continual improvement
- Quality documents
- Auditing criteria and techniques
- General ISO 19011 and 17021 auditor attributes / behaviours
- The complexity of the task
- Developing audit check-lists
- Audit report writing
- Types of audits
- Non-conformities and categorization
- Factual approach to decision making
- Mutually beneficial supplier relationship
- Customer focus
- Relevant laws, regulations and other requirements

**Duration: 5 days (40 hours in total, assuming an 8-hour day)**

Course Code 20-11AB17-12

# Oil Spill Prevention and Combating (OSPC)

## Course Overview

Although most oil spills are accidental, they are common events. Spills can happen on land or in water, at any time of the day or night, and in any weather conditions. Preventing spills is the best way to protect our health and the environment from exposure to oil.

IEMS Oil Combating Training Programme helps in achieving a clean land and sea target for every enterprise.

### Who should attend?

This programme is appropriate for:

Operators, supervisors and managers at oil refineries, loading/discharging oil terminals, tank farms, oil pumping stations, drilling rigs, onshore and offshore installations who are likely to be involved in the response effort or in charge of coordinating and managing a spill response.

### Topics covered

- Physical and chemical properties of oil
- Implementing clean-up strategies
- Hazardous material operations and emergency response
- Emergency response operations implement a waste management plan
- Handling of a waste or combination of wastes
- Booming and recovery strategies
- Safety at an oil spill
- Preventing exposure or mitigating dangerous situations
- Factors affecting oil spill movement
- Shoreline clean-up
- Theoretical exercises
- Response options
- Risk identification
- Optimum effective team work technique
- Risk assessment and managing control
- Oil spill contingency plan familiarization
- Fighting spill at sea
- Fighting spill in land
- Reporting system
- Training drills

**Duration: 5 days (40 hours in total, assuming an 8-hour day)**

Course Code 20-11AB17-13

# IMO Level 1 - First Responder (OPRC1)

## Course Overview

This course has been designed according to the approved IMO OPRC model to provide participants with information needed to make a quick, planned and effective response to an oil spill and establish an appropriate response to the risk in the area. The course focuses on and provides in-depth knowledge and skills in on-site first response to oil spills with the emphasis on combat and clean-up technologies.

### Who should attend?

This course is relevant for operational personnel, field supervisors (e.g. Marine Officers, Shoreline Strike Team Leaders and other personnel) who will be involved in oil spill combating operations.

Any organization from the maritime and/or petroleum sector holding an Oil Spill Contingency Plan (OSCP) must have access to a person or persons competent to respond to oil spill incidents. All individuals nominated for this role are required to undertake this training course.

### Topics covered

- Properties and behaviour of oil
- Response organizations
- Control strategies
- Mechanical containment
- Recovery
- Temporary storage
- Final disposal
- Use of dispersants and other combating techniques
- Shoreline clean-up
- Oil sampling
- Wildlife casualties
- Storage
- Maintenance and cleaning equipment
- Practical exercises in oil combating
- Supplementary lessons and exercises, e.g. simulation of sea/shore planning and activities by teams and team leaders

**Duration: 4 days (32 hours in total, assuming an 8-hour day)**

Course Code 20-11AB17-14

# IMO Level 2 - On-scene Commanders (OPRC2)

## Course Overview

This course is designed for on-site coordinators who will lead or supervise oil spill response teams and those with field support responsibilities within an incident command or emergency team. The course entails classroom and field activities.

### Who should attend?

Those people who already have some experience in oil spill response, have completed a course equivalent to the operational level course, have supervisory responsibilities and training, and are likely to be in charge of coordinating and managing a spill response.

Any organization from the maritime and/or petroleum sector holding an Oil Spill Contingency Plan (OSCP) must have access to a person or persons competent to IMO level 2 at all times to advise on oil spill response strategies. All individuals nominated for this role are required to undertake this training course.

### Topics covered

- Overview of spill response
- Contingency planning, response management and organization (tiered response concept)
- Oil spill behaviour, fate and effects
- Spill assessment
- Operations planning
- Containment and recovery of oil
- In-situ burning
- Dispersants
- Shoreline clean-up
- Site safety
- Transfer, storage and disposal
- Media relations
- Evidence gathering and documentation
- Communications and information
- Liability and compensation
- Response deactivation
- Post incident debriefing
- Design, development and conduct of exercises

**Duration: 5 days (40 hours in total, assuming an 8-hour day)**

Course Code 20-11AB17-15

# IMO Level 3 - Executive Commander (OPRC3)

## Course Overview

The training seminar will provide participants with a detailed understanding of the management aspects of response including: the safety issues concerning response personnel and the public; response limitations; identifying and working with stakeholders; crisis communications and media relations; legal frameworks; response team dynamics and team development; and response management and the post-operational requirements. There are several practical exercises included in the programme so that delegates have the opportunity to asses their skills in relation to a real-life scenario.

### Who should attend?

- Managers and administrators who have responsibility for ensuring effective command and control of an oil spill response effort
- Senior officials from government agencies involved in oil spill response (environment, coast guard, navy, army, finance, etc)
- Senior managers and administrators who have overall responsibility for crisis management in oil spill response
- Staff who would be responsible for liaising with external agencies at a corporate level

### Topics covered

- Understand what constitutes an effective response organisation
- Understand the consequences of oil spills
- Interpret key issues in relation to liability for claims and compensation
- Understand the operational limitations of response strategies employed during oil spill incidents
- Understand the roles and interfaces between government agencies and the industry
- Understand the legal framework and international conventions
- Identify response options and resource requirements
- Terminate a response
- Know the importance of an oil spill contingency plan
- Protect your people in an oil spill response
- Perform the role of incident commander

**Duration: 2 days (16 hours in total, assuming an 8-hour day)**

Course Code 20-11AB17-16

# Incident Command - 100 (ICS1)

## Course Overview

This course provides training on and resources for personnel who require a basic understanding of the Incident Command System (ICS).

### Who should attend?

This course describes the history, features and principles, and organizational structure of the incident command system. It also explains the relationship between ICS and the National Incident Management system (NIMS).

### Topics covered

- Purpose of ICS: identify requirements to use ICS, three purposes of ics and common incident tasks
- Basic features of ICS: describe the basic features of ICS
- Incident commander and command staff functions: describe the role and function of the incident commander and command staff
- General staff functions: describe the role and function of the operations, planning, logistics and finance/administration sections
- Facilities: describe the six basic ics facilities, identify facilities that may be located together, and identify facility map symbols
- Common responsibilities: describe common mobilization responsibilities and common responsibilities at an incident, list individual accountability responsibilities, and describe common demobilization responsibilities

### Duration: 1 day (8 hours in total, assuming an 8-hour day)

The classroom version of the course will require a minimum of 5.5 hours for presentations, exclusive of breaks. More time will be required if client-specific material is added.

Course Code 20-11AB17-17

# Incident Command - 200 (ICS2)

## Course Overview

This course is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). This course focuses on the management of single resources.

### Who should attend?

ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.

The primary target audience is response personnel at the supervisory level.

### Topics covered

At the successful completion of this course participants will be able to demonstrate basic knowledge of the Incident Command System as described in the following topics and learning outcomes:

- Leadership and management: Describe the chain of command and formal communication relationships, identify common leadership responsibilities, describe span of control and modular development, and describe the use of position titles
- Delegation of authority and management by objectives: Describe scope of authority and the process by which authority is delegated Management by objectives must be described and explained
- Functional areas and positions: Identify the ICS tools to manage an incident, demonstrate the function of organizational positions within ICS, and demonstrate the use of an ICS forms
- Briefings: Give an operational briefing and describe components of field, staff and section briefings/meetings
- Organizational flexibility: Explain how the modular organization expands and contracts, complete a complexity analysis given a specific scenario, define the five types of incidents, and describe the importance of preparedness plans and agreements
- Transfer of Command: List the essential elements of information involved in transfer of command and describe a transfer-of-command process

### Duration: 2 days (16 hours in total, assuming an 8-hour day)

The course will require a minimum of 14 hours for presentations, exclusive of breaks. More time will be required if client-specific material is added.

Course Code 20-11AB17-18

# Incident Command - 300 (ICS3)

## Course Overview

This course provides training and resources for personnel who require advanced knowledge and application of the Incident Command System (ICS).

The course describes how the National Incident Management System (NIMS) Command and Management component supports the management of expanding incidents.

The course also describes the incident/event management process for supervisors and expanding incidents as prescribed by the Incident Command System; implements the incident management process on a simulated Type 3 incident; develops an Incident Action Plan (IAP) for a simulated incident; and expands upon information covered in the ICS-100 and ICS-200 courses.

### Who should attend?

Individuals serving as command staff, section chiefs, strike team leaders, task force leaders, unit leaders,division/group supervisors, branch directors, and multi-agency coordination system/emergency operations center staff.

### Topics covered

At the successful completion of this course participants will be able to demonstrate intermediate knowledge of the ICS as described in the following topics and learning outcomes:

- ICS fundamentals review: Explain ICS staffing fundamentals and organization, including reporting and working relationships, information flow, and transfer of command. Match responsibility statements to each ICS organizational element
- Unified command: Define and identify the primary features of unified command. Describe the unified command organization and functions in a multi-jurisdictional or multi-agency incident. Demonstrate roles and reporting relationships under a unified command in single and multi-jurisdictional incidents
- Incident management operations: Describe methods and tools used to assess incident/ event complexity. Describe the five steps in transferring and assuming incident command Identify the key principles of incident management operations. Describe the process for developing incident objectives, strategies, and tactics
- Resource management: Identify and describe four basic principles of resource management Identify the basic steps involved in managing incident resources. Demonstrate proper use of ICS forms
- Planning process: Identify the importance of and explain the differences between planning for incidents or events. Discuss major planning steps, including logistical concerns, cost-benefit analysis, situational understanding, plan development, implementation, and evaluation
- Demobilization, transfer of command, close-out: Describe importance of demobilization planning. Describe impact of agency specific policies, procedures, and agreements List the major sections in a demobilization plan. Describe the process involved in terminating command

### Duration: 2 days (16 hours in total, assuming an 8-hour day)

The course will require a minimum of 17 hours for presentation, exclusive of breaks. More time will be required if agency-specific material is added.

Course Code 20-11AB17-19

# Incident Command - 400 (ICS4)

## Course Overview

This course provides training for senior personnel who are expected to perform in a management capacity in an Area Command or Multi-agency Coordination Entity. This course provides training on and resources for personnel who require advanced application of the Incident Command System (ICS). This course expands upon information covered in ICS-100 to ICS-300 courses. This course will include but not be limited to: major and/or complex incident/event management, area command, and multi-agency coordination. This course is designed to provide overall management skills rather than tactical expertise.

### Who should attend?

All Government, private sector and non-governmental personnel should take ICS 400, including: Command and general staff, agency administrators, department heads, emergency managers, areas commander and multi-agency coordination system/emergency operations center managers.

### Topics covered

- Describe how the NIMS Command and Management component supports the management of expanding incidents
- Describe the incident/event management process for large-scale organization development; roles and relationships of the primary staff; the planning, operational, logistical and fiscal considerations related to large and complex incident/event management
- Implement the application of Area Command and the importance of inter-agency coordination on complex incidents/events

### Duration: 2 days (16 hours in total, assuming an 8-hour day)

The course will require a minimum of 12-16 hours for presentation, exclusive of breaks. More time will be required if agency-specific material is added.

Course Code 20-11AB17-20

# Behavioural-Based Safety for Leaders (BBSL)

## Course Overview

To develop the skills to lead the delivery of a sustainable HSE Management System within an integrated Business Management System that will build a functional and effective safety culture for optimum performance Tailored to meet the specific needs of delegates.

### Who should attend?

This programme is appropriate for deck officers, engineers, team leaders, HSE specialists and project managers and supervisors involved in developing HSE behaviours within their organisations.

### Topics covered

- Understanding the principles of Behavioural-Based Safety Leadership
- Defining levels of HSE cultural maturity and identify organisational gaps
- Knowledge of the organisational behavioural linkages to their HSEMS and International Standards
- A working knowledge of human and organisational factors that enhance performance and quality
- Skills to enhance organisational effectiveness

**Duration : 4 Days (32 hours in total, assuming an 8-hour day)**

Course Code 20-11AB17-21

# Developing an Effective HSE Culture (DEHC)

## Course Overview

To learn skills to lead and drive the implementation of your HSE Management System as well as identify and address the challenges of its application in the organization that will lead to building an effective safety culture.

### Who should attend?

This programme is appropriate for deck officers, engineers, team leaders, HSE specialists and project managers.

### Topics covered

By the end of the programme, participants will be able to:

- Define levels of HSE cultural maturity
- Know the linkages to their HSEMS and International Standards
- Understand the principles of HSE cultural assessment
- Have a working knowledge of human and organisational factors
- Develop an HSE Gap analysis from an HSE cultural maturity assessment
- Understand the principles of behavioural-based safety leadership
- Have a working knowledge of behavioural-based safety observation conversations and intervention approaches to minimise risks
- Know the key concepts of continuous improvement

**Duration : 5 Days (40 hours in total, assuming an 8-hour day)**

Course Code 20-11AB17-22

# Management of Change Fundamentals (MCF)

## Course Overview

This workshop will enable attendees to understand Management of Change (MOC) principles and how to apply Organisational and Engineering MOC to all High Hazard Industries that have the potential to impact upon Health and Safety, Production, Asset, Environment and the company's reputation. Those completing the course will be competent to ensure that all risks within an organisation have been considered and assessed with control measures implemented to achieve ALARP (As Low as Reasonable Practicable) whilst delivering great business performance safely.

### Who should attend?

This programme is appropriate for all supervisors and line management who fulfil a role within HSE management systems. Production, project, process, mechanical, control, maintenance, marine engineering and HSE personnel.

### Topics covered

By the end of the programme, participants will be able to:

- Apply organisational and engineering change management principles and practices
- Have a working knowledge of a practical organisational and engineering MOC framework
- Understand the role of MOC in ensuring risk is As Low As Reasonably Practicable (ALARP)
- Participate in team-affecting change

### Duration 2 Days (16 hours in total, assuming an 8-hour day)

Course Code 20-11AB17-23

# Process Safety Fundamentals (PSF)

## Course Overview

This workshop will enable attendees to understand the principles of Process Safety Management (PSM) and how to apply Risk Assessment systems to all activities that have the potential to impact upon Health and Safety, Production, Asset, Environment and the company's reputation. Those completing the course will be competent to ensure that all risks within an organisation have been considered and assessed with control measures implemented to achieve ALARP (As Low as Reasonable Practicable) whilst delivering great business performance safely.

### Who should attend?

This programme is appropriate for all supervisors and line management who fulfil a role within HSE management systems. Production, project, process, mechanical, control, maintenance and HSE personnel.

### Topics covered

By the end of the programme, participants will be able to:

- Recognise difference between hazards, risks and where hazop fits within the risk management cycle
- Define what is PSM and who is covered by the standard
- Develop skills for applying risk management techniques relevant to the process industry
- Understand major hazards within the process industry, including fire, explosion and toxic release
- List the elements of the psm standard
- Explain how process safety culture will affect psm in organisations

**Duration : 5 Days (40 hours in total, assuming an 8-hour day)**

Course Code 20-11AB17-24

# Risk Assessment in Production Facilities (RAPF)

## Course Overview

Health Safety and Environmental Management Systems deliver a proactive process for incident prevention and the monitoring of business performance risk assessment needs to be applied to all activities that impact on health, safety, production, asset and company reputation. This programme enables you to enhance your skills in the application of advanced risk assessment techniques, effectively balancing risk against cost to optimise production delivery safely.

### Who should attend?

This programme is appropriate for all supervisors and line management who fulfil a role within HSE management systems, production, project, process, mechanical control maintenance and HSE personnel.

### Topics covered

By the end of the programme, participants will be able to:

- Recognise the difference between hazard, risk and risk assessment
- Learn how to evaluate different types of risk
- Develop the skills of applying advanced risk assessment techniques relevant to the process industry
- Develop a strategy for planning and implementing risk reduction action plans
- Appreciate the contribution of human error to accidents

### Duration 2 Days (16 hours in total, assuming an 8-hour day)

# MARINE COURSES

COMPLETION CERTIFICATE

IEMS-UK

EUROPE

MIDDLE EAST

AFRICA

ACHIEVEMENT CERTIFICATE

IEMS-UK

Course Code 20-21BCD17-1

# Marine Search and Rescue Operations Training Programme (MSRO)

## Course Overview

With technological innovations, more and more elements, including maritime search and rescue (SAR), were introduced into the maritime safety system to cope with the increasing risks at sea. These risks are due to the greater number, size and faster speed of the vessels engaged in trade and thus the higher frequency and the worsening consequences of shipwrecks.

### Who should attend?

This programme is appropriate for:

- Search and rescue coordinators and equivalent roles
- Offshore marine unit's crew
- Marine services and supply boats onshore operating personnel
- Supervisory and managerial level

### Topics covered

- International legal framework on SAR
- Debrief on salvage convention, SOLAS convention and SAR 79
- SAR awareness and initial actions stages
- SAR communications
- SAR planning
- Search patterns
- Conducting a search
- Rescue operations
- Grounded vessels and damage control
- Rescue of capsized vessels
- Removing/delivering persons from/to shore
- Removing/delivering persons from/to other vessels
- Aircraft rescue
- Rescue operations with DND planes and helicopter
- Recovering submerged victims
- Mission conclusion

**Duration : 5 Days (40 hours in total, assuming an 8-hour day)**

Course Code 20-21BCD17-2

# Marine Terminals and Jetty Operations (MTJO)

## Course Overview

Professionals in charge of operations and management of Oil and Gas Marine Terminals are required to have full and updated knowledge of Health, Safety, Security, and Environment (HSSE) aspects, including mechanical integrity of equipment and safety of operation procedures that are governed by international regulations and standards, ISGOTT, SIGTTO and OCIMF etc, together with the environmental pollution protection aspects, according to MARPOL Convention.

IEMS ensure with this training that the participants coming from companies that operate marine terminals will be provided with the necessary knowledge and updated tools and skills that will enable them to successfully handle various technical and safety issues during terminal operations.

### Who should attend?

This programme is appropriate for:

- Marine terminal facility managers and coordinators
- Terminal superintendents, supervisors and engineers
- Safety and environmental managers, engineers and officers
- Spill management team members
- Oil and gas transfer supervisors
- Marine shipping coordinators

### Topics covered

- The principle process of handling oil and gas at the jetties and terminals
- Safe operation on-board vessels and at terminals
- Hydrocarbon prosperities and handling
- Handling of liquid and gas substances
- Dealing with different types of hazards
- Principles of health and fire precautions
- Terminal construction and repair work
- Pollution prevention
- Emergency response plans in case of oil spill
- Basics of chemistry, LPG and LNG
- Physics of liquid and gas cargoes
- Health hazards, TLV, OES and MEL
- Fire hazard
- Reactivity and importance of segregation
- Controlled atmospheres in pipelines and tanks: inerting and nitrogen purge
- Gas detection and entry
- Pollution avoidance on-board vessels and at terminals
- The ship / shore safety checklist
- Safety systems at the terminals
- Terminal integration and operation

**Duration 2 Days (16 hours in total, assuming an 8-hour day)**

Course Code 20-21BCD17-3

# Maritime Labour 2006 Convention (MLC)

## Course Overview

International Labour Organization (ILO), have taken concrete steps to protect abandoned seafarers and provide financial security for compensation in cases of death and long-term disability due to occupational injury or hazard. The new measures are also aimed at improving the world's shipping industry. These measures will ensure the welfare of the world's seafarers and their families if the seafarers are abandoned, or if death or long-term disability occurs as the result of occupational injury, illness or hazard.

The IEMS Creative Training will help improve working and living conditions for seafarers, doing what is right for the women and men in this sector who play a central role in keeping the real economy going with some 90% of world trade carried on ships.

### Who should attend?

This programme is appropriate for ship's operators, ship managers, personnel/crew managers, technical superintendents, designated persons, masters and ships officers.

### Topics covered

- General introduction to MLC, 2006,
- Definitions
- Difference between convention and code
- The two main aims of the MLC, 2006
- The provisions and clauses,
- The "substantially equivalent" provision
- Persons protected by the MLC, 2006
- General tonnage limitation on the application of the MLC, 2006
- National and international voyage limitation under MLC, 2006
- Measures a country must take to ensure that the MLC, 2006 is properly applied
- The status of the 2008 ILO guidelines for flag state inspections and the ILO guidelines for port state control officers
- The ILO Conventions that are consolidated in the MLC, 2006
- Ratifying Countries
- Ship Owners responsibilities under the MLC, 2006
- Minimum requirements for seafarers to work on a ship
- Conditions of Employment
- Accommodation, recreational facilities, food and catering
- Health protection, medical care, welfare and social security protection
- Compliance and enforcement
- Labour-supplying responsibilities
- Special tripartite Committee
- Convention entry Into force
- Amendment of this convention

**Duration : 5 Days (40 hours in total, assuming an 8-hour day)**

Course Code 44-21BCD17-4

# Basic Navigation Course (BNC)

## Course Overview

The Basic Navigation Course aims to introduce the basic concepts of inshore navigation in an accessible format.

Delegates will learn about harbour entry and departure pilotage including buoyage and a basic understanding of the International collision regulations, right of way! Terms used in navigation; steps of voyage planning and underway navigation; earth's coordinate system and its use to specify location; how direction can be measured on the surface; conversion of direction (true, magnetic, compass and relative) will be covered.

### Who should attend?

The course offers a great introduction to navigation and safety awareness for new or inexperienced, individuals and those wanting to refresh their skills The course is also appropriate for:

- First responders (at sea response)
- Emergency operations room personnel
- ICS general staff
- Emergency management team members
- Emergency response team members
- Marine department personnel

### Topics covered

The objectives of the course are to achieve a basic understanding of:

- Navigational aids - Basic understanding of the Navigation lights and shapes displayed by vessels at sea
- Latitude and longitude - This module will look at the way latitude and longitude is used in navigation
- The marine magnetic compass – Components of compass error; concept of variations and deviation and distinctions between compass north, magnetic north, and true north; True to Compass and Compass to True computations
- The nautical chart - characteristics of nautical charts, particularly Mercator projections; features on the chart
- Time speed and distance - This module will explain how to solve problems involving time, speed, and distance
- Plotting on the nautical chart - Plotting positions in terms of latitude and longitude, basic knowledge of chart symbols, rapid and reliable measurement of direction, distance, and location on Mercator nautical charts
- Dead Reckoning (DR) - working knowledge of dead reckoning methods including plotting, labelling, measuring, and determining DR positions
- Set and drift - What's pushing us off our DR course What can do this? Currents, wind, gravitational vortexes, you name it This module explains what and why, and how to compensate during and prior to a passage

**Duration : 5 Days (40 hours in total, assuming an 8-hour day)**

# PEOPLE DEVELOPMENT COURSES

COMPLETION CERTIFICATE

IEMS-UK

EUROPE

MIDDLE EAST

AFRICA

ACHIEVEMENT CERTIFICATE

IEMS-UK

Course Code 44-312117-1

# Action Learning Facilitator (ALF)

## Course Overview

The course is practical and experiential and offers participants structured opportunities to develop and practice their facilitation skills and get in-depth feedback from their peers. Participants learn from the course facilitator as well as learning with and from each other. The Action Learning methodology can be applied to many work-based situations such as individual, team, and organisational problem solving; individual projects; managing difficult situations; and change.

### Who should attend?

This course is appropriate for participants who wish to learn an alternative method of problem solving, and who wish to develop their facilitation skills The course is open to participants of all levels and backgrounds.

### Topics covered

By the end of the programme, participants will be able to:

- Describe the underlying theories and approach to action learning
- Describe the core methodology – principles, good practice, ground rules
- Develop the core skills of active listening and insightful questioning
- Give and receive detailed feedback on their developing facilitation skills and their operating style
- Learn from others' styles
- Set up their own action learning programmes and form new action learning groups
- Have confidence in their facilitation skills – core facilitation skills as well as action learning specific skills
- Cope with challenging group members
- Facilitate alternative models of action learning
- Evaluate action learning programmes
- Prepare action learning groups for self-facilitation
- Understand how action learning can be applied throughout an organisation

**Duration : 3 Days (24 hours in total, assuming an 8-hour day)**

Course Code 44-312117-2

# Coaching and Mentoring (CAM)

## Course Overview

This is a one-day programme for people wishing to add a coaching and mentoring style to their managerial repertoire. It is practical and experiential and offers participants the opportunity to reflect on their predominant management and leadership styles and consider when particular styles are appropriate and when flexing a management style might yield better results.

### Who should attend?

This programme is appropriate for all levels but particularly for managers and leaders who are moving from a technical expert role to a line management role.

### Topics covered

By the end of the programme, participants will be able to:

- Provide an effective and valuable coach-mentoring resource for their organisation
- Describe the mentoring life cycle
- Follow the T-GROW coaching model
- Plan the initial mentoring meeting
- Explain the TELL-ASK continuum
- Ask open, insightful questions
- Listen with their full attention, without judgement, and without trying to solve the problem for the coachee/mentee
- Self -assess against core coach-mentor skills
- Give and receive good quality feedback

**Duration : 1 Day (8 hours in total, assuming an 8-hour day)**

Course Code 44-312117-3

# Core Consulting Skills (CCS)

## Course Overview

This programme is the first of three-day programme to develop the knowledge and practical know-how of those who offer functional expertise, facilitation and inquiry as internal (and external) consultants and business partners.

The second three-day programme reviews different consulting styles, introduces participants to a model of consulting, and provides opportunities for consulting skills practice on generic and participants' own case studies.

The third three-day programme offers advanced consulting tools, tips and techniques within different organisational and ethnic cultural contexts.

This first three-day programme develops the core consulting skills of a coaching approach: emotional intelligence, persuasive presentations, influencing without power and conducting challenging conversations.

### Who should attend?

This programme is appropriate for internal or external consultants, and also for core function (HR, OD, finance, IT, logistics, procurement, etc) Business partners who operate as internal consultants to their internal product or service business manager clients would also benefit from this course.

### Topics covered

By the end of the programme, participants will be able to:

- Understand what coaching is and isn't, and how it is of use in consulting
- Use three simple models of coaching
- Understand the importance and the benefits of emotional intelligence in consulting
- Present findings with credibility, rationality and emotion
- Know the difference between influencing and persuading
- Use a model to influence and persuade effectively in conversation
- Recognise the barriers to having challenging conversations, and know how to overcome them
- Know when to instigate a challenging conversation and the implications of not doing so
- Build motivation and confidence to deal with challenging conversations

**Duration : 3 x 3 Days (72 hours in total, assuming an 8-hour day)**

Course Code 44-312117-4

# Leading Fully Functioning Teams (LFFT)

## Course Overview

The first half of this training focuses on team leadership and development through establishing trust, embracing healthy conflict, building commitment, owning accountability and attending to results.

The second half balances leading team effectiveness with its impact on the business and the wider organisation through a more strategic look at team culture, change and transition, systems thinking, polarity management and resilience.

### Who should attend?

This programme is appropriate for senior and middle managers who want to develop team leadership skills and behaviours for business impact.

### Topics covered

By the end of the programme, participants will be able to:

- Have a model of team functioning to diagnose and intervene in team development
- Use a range of models, concepts and techniques for effective team communication, interaction and relationships
- Persuade and influence their team, and apply each appropriately
- Understand what motivates and de-motivates themselves and their team
- Understand how culture impacts business, team and individual performance and outcomes
- Manage team change and transition for effective business results
- Take a systemic approach to diagnosing team and organisational performance issues
- Use a model to address challenging problems that don't have simple answers
- Understand a model of resilience to sense and respond at individual, team and organisational levels
- Produce a written personal development plan for the transfer and application of learning and development from the programme

**Duration : 5 Days (40 hours in total, assuming an 8-hour day)**

Course Code 44-312117-5

# Managing People Effectively (MPE)

## Course Overview

This is a comprehensive programme comprising three modules each of three days (nine days in total). Learning from each module is embedded either by individual coaching sessions or by facilitated peer group learning sessions. Each three-day module has a particular focus Module one focusses on increasing one's understanding of self and others; module two focusses on effective communication; and module three focusses on leading teams and managing change All modules are supported by high-quality workbooks.

This is a practical and experiential programme for participants who are making the transition from technical expert to people leader and manager. It provides a comprehensive set of tools and techniques which will provide a valuable lifelong resource for the participant and will increase the participant's motivation and effectiveness at work.

### Who should attend?

This course is designed for those currently holding, or about to take up, first line management roles It will enable them to contribute to and sustain an environment at work where they, and those who work for and with them, can develop and utilize their full potential. The course is for participants, their staff, their teams, and their organisations.

### Topics covered

By the end of module one (Self-awareness and management effectiveness), participants will be able to:

- Understand themselves better in terms of their existing strengths, areas for development and how others might perceive them (including understanding personality type, learning style and management style)
- Use a range of models, concepts and techniques as appropriate to help them analyse and understand their interactions with other people, embrace diversity and take action to improve these to get even better results
- Understand and work with a model of management, including using the skills necessary to implement it; adopting the optimal style for the situation they are faced with
- Understand the nature and complexity of the communication process, the major barriers to building shared understanding with others and practical ways to overcome these
- Produce a written personal development plan that outlines and crystallises their learning and development goals, how specifically they will meet these and how these goals will impact the business

**Duration : 3 x 3 Days (72 hours in total, assuming an 8-hour day)**

# OIL AND GAS COURSES

COMPLETION CERTIFICATE

IEMS-UK

EUROPE

MIDDLE EAST

AFRICA

ACHIEVEMENT CERTIFICATE

IEMS-UK

Course Code 44-412117-1

# Subsurface Data Evaluation and Integration (SDI)

## Course Overview

One of the key issues in exploration and production is the extent to which specialists have become isolated in their work, due to the advanced nature of their disciplines and the complexity of methods and language used. This can lead to a breakdown in communication between disciplines and loss of potential problem-solving capabilities.

This workshop aims to provide a mechanism to overcome some of those communication barriers and facilitate collaboration, coordination, cooperation and co-creation between the disciplines. We need to step back and rediscover the analytical methods at our disposal and learn how they can be used to solve the problems that we face in exploration and production studies.

### Who should attend?

This course has been designed for geologists, geophysicists, reservoir engineers, petrophysicists and reservoir modellers who need to understand about the data provided by other disciplines and how best to integrate the data between disciplines.

### Topics covered

By the end of the course, participants will understand the following about the main data types in the industry, namely: potential fields geophysics, seismic data, log data, core data, and well test and production data.

- The source of the data: how is the data generated and processed?
- Acquisition and processing pitfalls: what kind of acquisition and processing errors / problems / pitfalls might we expect with these data? What would the impact be and can we avoid the acquisition and processing errors / problems / pitfalls?
- Analytical methods that use the data: what analytical methods use these data and who does the analysis?
- Deliverables generated by these methods: what are the deliverables of each analytical method, and how do we know they are robust and reliable?
- Questions addressed by deliverables: what questions can we answer with these deliverables? What do these deliverables tell us?
- Users: who should use these deliverables?
- When should we apply these methods: at what stage of the work-flow should we generate or use these deliverables?
- Limitations and uncertainties of the deliverables: what technical limitations does each deliverable have and how could we reduce the uncertainties and technical limitations?
- Application in your company: determine where and when these deliverables are being used or should be used in your company

**Duration : 5 Days (40 hours in total, assuming an 8-hour day)**

Course Code 44-412117-2

# Fundamentals of Petrophysics and Formation Evaluation (FPF)

## Course Overview

Petrophysics and Formation Evaluation are the foundation of the static reservoir model, which is the precursor to reservoir simulation and development planning.

This course will provide a grounding in the fundamentals of core and log petrophysics and the methods that are employed to evaluate formations to determine the parameters required for the reservoir model, namely: porosity, permeability and fluid saturations. The course will cover core analysis and log analysis methods and modelling approaches such as saturation height analysis and hydraulic unit modelling using reservoir quality indices and fluid zone indicators.

### Who should attend?

This course has been designed for geologists, geophysicists, reservoir engineers, entry-level petrophysicists and reservoir modellers who need to understand the fundamentals of petrophysics and the methods employed for formation evaluation.

### Topics covered

- Understand the concepts of Stock-Tank Oil Initially In Place (STOIIP)
- Understand the principles of rock and fluid properties
- Be familiar with the analytical methods, uncertainties and limitations of conventional and special core analysis
- Understand the fundamentals of logging tool theory
- Be able to determine:
  - Lithology and porosity from conventional open hole logs
  - Quality indications of permeability in the subsurface
  - Fluid saturations in clean formations suing the Archie equation
  - Fluid saturation determination in shaly formations using Simandoux, Indonesian and Waxman Smits methodologies
  - Saturation from saturation-height models
  - Flow units based on fluid zone indicators (FZI) and reservoir quality indices (RQI)
- Be familiar with the possibilities offered by seismic attribute analysis, seismic inversion and AVO analysis

**Duration : 5 Days (40 hours in total, assuming an 8-hour day)**

Course Code 44-412117-3

# Project-Based, On-The-Job Training for Subsurface Geology and Geophysics (SGG)

## Course Overview

This project-based, on-the-job training concept aims to provide geologists and geophysicists with the training they need, in the context of their own technical project, just when they need it.

The programme content will depend entirely on the technical requirements of the project team.

IEMS and their partners are ideally placed to put together a team of domain specialists to service your team's training needs, whilst still getting the job done, whether it be an exploration or field-development scale project.

### Who should attend?

This programme model has been designed for petroleum geologists, reservoir geologists, geophysicists, reservoir engineers, petrophysicists and reservoir modellers who need to gain analytical and problem-solving skills in the context of a real technical project.

### Topics covered

This section summarises the proposed methodology for Project-Based, On-The-Job (PBOTJ) training for subsurface Exploration and Production GandG skills

Feedback from trainees attending conventional five-day courses typically includes the following comments:

- "The five-day course was too short" but "We are too busy to be away from the office for more than five-days"
- "There was not enough time to practice what you have taught us"
- "We would like you to teach us using our own data"

The solution could be to undertake training within the context of an in-house technical project, running over several months, pursuing your own business aims and objectives, using your own data, in your own offices. The outcome would hopefully then be a useful technical outcome for your business, as well as demonstrably increased technical competence of your staff.

**Duration : Several months with regular 5-day progress and training workshops (40 hours in total, assuming an 8-hour day)**

Course Code 44-412117-4

# Reservoir Geology (RG)

## Course Overview

How does geology help us understand the reservoir? What do we need to know about the reservoir that the geology can help us with? How can we use our understanding of the geology to predict reservoir properties ahead of drilling?

These are the questions that we want to address in this course on reservoir geology.

The course will begin by establishing the fundamental geological controls on reservoir quality and then look at how we can use our geological models to predict reservoir quality.

### Who should attend?

This course has been designed for geologists, geophysicists, reservoir engineers, petrophysicists and reservoir modellers who need to understand the fundamentals of geology and learn how this understanding can be used to better describe and model the reservoir.

### Topics covered

- Understand the concepts of Stock-Tank Oil Initially In Place (STOIIP)
- Understand:
  - The principles of rock and fluid properties
  - The geological controls on those reservoir properties
  - The depositional processes which determine the geological properties
  - The carbonate and clastic depositional environments in which these processes occur
  - The diagenetic and compactional processes that alter reservoir properties during sediment burial
  - The fundamentals of sequence stratigraphy
  - The fundamentals of structural geology
- Be able to:
  - Determine the geological controls on reservoir quality from core analysis data
  - Undertake a facies analysis and build a depositional model
  - Use the geological models to predict reservoir properties
  - Correlate reservoir layers constrained by geological models
  - Map reservoir faults
  - Undertake basic fault seal analysis

**Duration : 5 Days (40 hours in total, assuming an 8-hour day)**

Course Code 44-412117-5

# Wireline Log Interpretation for Geoscientists (WLI)

## Course Overview

Wireline log interpretation is a fundamental skill for all subsurface geoscientists. The conventional open hole logs provide valuable information on lithology, porosity, permeability and fluid saturations that are critical to characterisation of the reservoirs. Wireline logs also provide the critical tie between the borehole core analysis data and stratigraphy from seismic interpretation. The logs are also a valuable tool for sedimentologists and stratigraphers wishing to construct depositional and sequence stratigraphic models from basin-scale to reservoir-scale.

This course will provide the foundation to the knowledge and skills required to achieve all the above.

### Who should attend?

This course has been designed for geologists, geophysicists, reservoir engineers and reservoir modellers who need to understand the fundamentals of open hole wireline log interpretation, or entry-level petrophysicists.

### Topics covered

- Understand the concepts of Stock-Tank Oil Initially In Place (STOIIP) Fundamental Rock and Fluid Properties, The Drilling and Logging Process, and The Theory of Tool-Rock Interactions (Nuclear, Electrical and Sonic)
- Undertake quality control of Logs
- Determine lithology and porosity
- Quantify fluid saturations in simple reservoirs
- Identify sedimentological environments on trends from logs
- Carry out sequence stratigraphic correlation
- Define permeable flow units

**Duration : 5 Days (40 hours in total, assuming an 8-hour day)**

Course Code 44-412117-6

# Petroleum Industry Uncertainty and Risk Management and Decision Making (RMD)

## Course Overview

Good technical and business decisions are based on competent analysis of project costs, benefits and risks. Participants learn the decision analysis process and foundation concepts so they can actively participate in multidisciplinary evaluation teams focusing on designing and solving decision models.

Probability distributions express, in terms of curves, professional judgments about risks and uncertainties In addition, Decision Tree and influence diagrams provide clear communications and the basis for valuing each project's alternative (outcome).

Monte Carlo simulation is discussed and practiced in detail through field cases and emphasis is on practical techniques for immediate application. This course is intended as the prerequisite for the Advanced Decision Analysis/Portfolio and Project Modeling course.

### Who should attend?

This programme is appropriate for project managers, senior project engineers, senior technical specialists, business planning coordinators and economists.

### Topics covered

- Describe the elements of the decision analysis process and the respective roles of management and the analysis team
- Express and interpret judgments about risks and uncertainties as probability distributions and popular statistics
- Represent discrete risk events in Venn diagrams, probability trees, and joint probability tables
- Solve for expected values with Decision Trees, payoff tables, and Monte Carlo simulation (hand calculations)
- Craft and solve decision models
- Evaluate investment and design alternatives with Decision Tree Analysis
- Develop and solve decision trees for value of information (VOI) problems
- Produce a written personal development plan for the transfer and application of learning and development from the programme

**Duration : 3 Days (24 hours in total, assuming an 8-hour day)**

Course Code 44-412117-7

# LNG Shipping and Cargo Handling (LNG-II)

## Course Overview

This programme is aimed at everyone involved in the LNG supply chain. The course covers training on health and safety, communication, LNG procedures, equipment used in the process, emergency response as well as optional units for either onshore or offshore working practices and procedures.

### Who should attend?

This programme is appropriate for:

- Mid-level LNG project managers, senior LNG project managers, and senior technical specialists
- LNG Shipping company staff, LNG Ship Master's and crewmen
- New hires in an LNG plant who need to become familiar with this aspect of the LNG industry
- Anyone who wants a basic understanding of the procedures for loading and unloading LNG carriers, staffing requirements and responsibilities, and regulations for safe, secure operation

### Topics covered

- The LNG market and its positioning in the global energy sector
- The characteristics and hazards of working with LNG and LNG transfer
- LNG transfer-ship to ship, ship to shore, shore to ship and bunkering
- The emergency response requirements and procedural requirements within the process of bunkering/lightening
- LNG plant, equipment, processes and the people interface
- Situational awareness techniques and decision making capabilities based on facts and data
- Safe working processes and procedures

**Duration : 4.5 Days (36 hours in total, assuming an 8-hour day)**

# REGISTRATION / BOOKING

## Four easy ways to book your training course

Online : www.iems-uk.com

Email : admin@iems-uk.com or george.weir@iems-uk.com

Tel : +44 (0) 131 555 4860 or mobile: +44 (0) 7801 355095 / +44 (0) 7501 793137

Registered address : 10/27 Western Harbour Terrace, Edinburgh EH6 6JN, Scotland, United Kingdom

Kindly visit us on www.iems-uk.com for our complete course schedule and a breakdown of course fees Should you not find what you are looking for, please contact us by any the methods stated above

### Terms and Conditions

Kindly refer to our website at www.iems-uk.com for the full terms and conditions

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