



Maritime &
Coastguard
Agency



Offshore Petroleum Regulator
for Environment & Decommissioning



OIL SPILL TRAINING PROVIDERS ACCREDITATION STANDARD INCLUDING TRAINING GUIDELINES

THE NAUTICAL INSTITUTE

Revision 5 April 2021

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OIL SPILL TRAINING PROVIDERS ACCREDITATION STANDARD INCLUDING TRAINING GUIDELINES©

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1 Definitions

Accreditation is defined by The Nautical Institute (NI) as the systematic verification of the processes, procedures, methods and techniques employed to deliver a maritime training product or service in accordance with standards defined, co-developed and approved by The NI with industry stakeholders.

Accredited training providers have demonstrated that their product or service meets the standard required for NI accreditation. This award is valid for a period of not more than three years. In some cases, accreditation will be subject to government regulations and audit.

Recognition is defined by The NI as the process of assessing and endorsing a maritime training product or service which aligns with the constitutional aim of The NI of raising professional standards and supporting Continuous Professional Development.

Normally products and services recognised by The NI are those, which have been considered to meet the following criteria:

- Availability and accessibility to an international maritime audience
- Evidence of consultation with industry stakeholders on product or service content
- Evidence of regular review
- Not subject to government regulation and audit

Normally, recognition is valid for a period of not more than one year.

To assess is to evaluate the nature, ability or quality of the object assessed.

To verify is to prove the truth of - by presentation of evidence or testimony; to check the accuracy of the object examined.

To approve is to have a positive opinion that something is good or acceptable.

Adopter: - an organisation, entity, agency or administration that has entered into an agreement with The NI for the provision of accreditation services and uses The NI's foundation standard as the basis for its own standard.

Training provider

A training provider is a company or entity that delivers the training service and offers itself up for accreditation.

Satellite Centres

The NI defines a satellite centre as an organisation which conducts its own training and assessment under the supervision of a larger approved centre, where the activities are conducted at one or more owned facilities located away from the primary site, and where staff follow the same practices and procedures as those of the approved centre. A satellite centre will be treated as a separate entity for OSR accreditation.

As there are many different models of company organisation, The NI reserves the right to classify an operation as a satellite centre, for the purposes of separate accreditation on a case by case basis.

Remote learning

Remote Learning is when the learner and instructor, or source of information, are separated by time and distance and therefore cannot meet in a traditional classroom setting. Information is typically transmitted via technology (email, discussion boards, video conference, and audio bridge) so that no physical presence in the classroom is required; otherwise, it would be Hybrid or Blended Learning. Remote learning can occur synchronously or asynchronously.

Blended learning

Blended learning is an approach to education that combines online educational materials and opportunities for interaction online with traditional place-based classroom methods.

Joint Venture

The NI defines a joint venture (JV) as an association or contractual business undertaking between two or more individuals or companies engaged in a solitary business enterprise for profit without actual partnership or incorporation.

JV's that require an accreditation should apply in the same way as non JV companies.

A company with accreditation cannot automatically apply that accreditation to a JV partnership. Each case will be reviewed separately by The NI. In some cases, an additional accreditation may be required.

2 Introduction to the Oil Spill Response Training Standard

This document describes the Oil Spill Response (OSR) training scheme standard for providers wishing to be accredited to deliver oil spill training.

The Maritime and Coastguard Agency (MCA) and the Offshore Petroleum Regulator for Environment and Decommissioning (OPRED) currently require oil spill training in the United Kingdom (UK) to be delivered to a common standard and have appointed The NI to conduct an accreditation programme on their behalf.

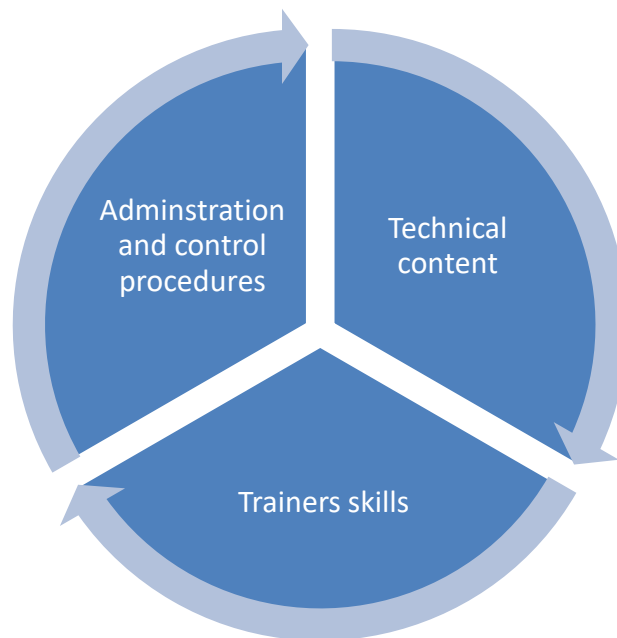
The requirement is driven by the obligation for International Maritime Organization (IMO) member states to have in place a programme of oil spill training, this being a requirement of the Oil Pollution Response, Co-operation and Co-ordination Convention (OPRC) and any amendments or protocols, to which the UK is a signatory and has written into domestic legislation.

The requirement is satisfied by MCA and OPRED utilising commercial providers operating to an accredited standard owned by MCA and OPRED.

Non-UK providers can also be accredited to MCA or OPRED Standards and, as OPRED and MCA Standards have IMO equivalents, demonstrate accreditation to IMO levels.

The NI's OSR accreditation scheme was developed by The NI, working in close association with the UK regulatory bodies MCA and OPRED with support from the IMO model OSR courses. The Scheme has been in operation since 1996.

The Standard requirements can be categorised into three sections as illustrated below: -



3 OSR Accreditation Scheme Policy Group (OSRASPG)

3.1 Scheme governance

The Standard is owned by the scheme adopters, currently MCA and OPRED. These entities utilise the foundation standard of the NI and append their own technical requirements to create a unique standard. The NI supports MCA and OPRED in the development of the technical content. The standards were developed using a consultation process. (See 3.2 - consultation process)

The scheme is managed by a Policy Group, populated by MCA, OPRED and The NI which operate under the following Terms of Reference: -

1. Agrees the standards both administrative and technical.
2. Works with external bodies such as the IMO to ensure the technical content of the standard meets best industry practise.
3. Publishes guidelines and tools for scheme users to assist with their accreditation process.
4. Meets annually with accredited training providers to share lessons and promote best practises.
5. Review and develop the OSR Training Scheme in respect to an ever changing maritime industry and regulatory environment.
6. Evaluate effectiveness, of the scheme, in providing the industry sectors with trained oil spill responders.
7. Makes decisions and implements actions to improve the Scheme and promote best practice.
8. Defends the standing of the OSR Training Scheme in the best interests of all Policy Group members.
9. Makes its decisions on a consensus basis.

3.2 Consultation process

The process of consultation of the Standard is as follows: -

The NI is responsible for maintaining the OSR Standard for the adopters of the scheme and provides drafts for review on a three yearly cycle. The NI consults with oil spill and training theory experts in the development of the drafts. The NI also consults with UK regulators, the IMO and IPIECA to ensure that the technical specifications are meeting legal and technical best practises.

The adopting agencies review and comment on the standards provided by The NI, ultimately accepting them as their own. MCA and OPRED internally consult on the draft standards provided by The NI and additionally consult with oil spill technical experts and marine and environmental regulatory agencies.

The Scheme adopters then publish the agreed Standards in their own name for use by the training providers. The published standard is used by The NI in performing reviews of the training providers.

3.3 Quality Standards

The Nautical Institute has achieved the following quality standards: -

ISO 9001 Quality Management certified by United Kingdom Accreditation Service (UKAS)

4 The Nautical Institute accreditation process

4.1 Requesting accreditation

A training provider wishing to seek Nautical Institute accreditation can do so by contacting the NI's accreditation team and follow this contact with a formal written request.

4.1.1 Contents of a formal request for accreditation.

The formal request for accreditation should contain the following information:

- Details of the centre
- Details of the contact person at centre
- The name of the course or programmes and any IMO equivalents

A form is provided in Appendix 1 to record the application

4.1.2 Timing of the request

The NI requires centres to apply for accreditation at least three months before the date requested for assessment so that pre-assessment queries can be resolved and travel booked in good time.

4.1.3 Accreditation agreement

Before progressing with the accreditation process, the training provider must sign and return the accreditation agreement with the NI provided at the time of enquiry. (See Appendix 1 for the form and details of where to send it.)

4.1.4 Setting an audit date

The NI and the training centre will agree a date for the audit based upon availability of auditors and the schedule of courses at the centre. The audit shall, if possible, take place while a course is running.

It is possible that there will be a requirement for two auditors, one of whom will audit the technical equipment, material and teaching methodology and the other a trained auditor linked to the NI's administrative staff who will audit the centres administrative and management procedures. Additional specialist assessors may be identified when appropriate. The actual number of auditors assigned will be at the discretion of the NI. The number of days will be determined by the number of courses to be accredited, or whether it is a new or re-accreditation. Typically, this will range from between 1-3 days.

4.1.5 Duties and conduct of accreditation team members

Team members will:

- Review and report on the materials submitted by training centres.
- Participate in accreditation visits and related activities in accordance with the guidelines, policy and procedures specified by the NI.
- Maintain confidentiality with respect to information gained from centres during the accreditation process. They will not discuss the training centre's activities, duplicate training materials received from the centre or discuss confidential information without the appropriate permissions.
- Return all training materials received from an applicant.
- Act in the best interest of the NI and in accordance with good professional conduct.

4.2 Documentation to be submitted to the NI prior to the audit

The assessors will require the following documentation a **minimum** of one month before the audit takes place:

- Instructor's manual for each course, including course timetable, lesson plans for each module and copies of training material e.g. power points, video references, etc.

- Student hand-outs and materials
- CV's including photos of instructors
- Health and safety information
- Attendance list, feedback forms, and methods for assessing students
- Example certificates
- Administration procedures to cover registration/booking etc.
- Management review policy for updating of the course materials
- Performance appraisal and continuous improvement policy for instructors
- Complaints policy
- Control of documents policy

If the documentation is not received within the time frame specified the NI may cancel the arranged audit, with the resulting loss (travel/accommodation costs/etc.) borne by the training centre. To maintain a high audit standard, the NI auditors need time to review documentation before arriving at the centre.

4.3 Provisional accreditation

Prior to the audit, a training provider may request provisional accreditation. This is restricted to selected courses and is given after submission of all the course documentation and instructor qualifications, provided they are of an acceptable standard. The maximum allowance is the delivery of two courses prior to the audit visit, which requires approval in writing from the NI. This enables the course provider to advertise and supply courses pending the formal accreditation.

If the accreditation is successful the provider will normally be accredited for three years, subject to the provider submitting an annual report.

Where an application for accreditation is unsuccessful, the provider will be informed of the reasons and invited to re-submit the application. The NI aims to be supportive throughout this period.

4.4 What will be assessed and validated during the audit?

In addition to validating the original copies of some of the documentation requested the auditors will also assess/verify:

- The correct use of equipment, particularly in relation to practical oil spill exercises
- Practical exercises and how they are conducted
- Record-keeping and administrative arrangements (e.g. attendance lists issue of certificates of completion, control of documents etc.)
- Accommodation, lecture rooms, equipment and safety considerations
- Assessment methods and how results are used to monitor student understanding and thus instructor performance as well as trigger preventive/corrective actions in relation to course materials/content/delivery
- A formal student feedback process concerning the content and conduct of the course
- Maintenance arrangements and records.
- Methods to check and validate the safe and suitable use of third party venues and equipment.
- The use of remote and blended learning technologies and methodologies (if used).

4.5 The audit plan

In most instances the audit will proceed according to the following schedule:

- Pre-audit: all materials submitted to the NI by the training provider will be reviewed.
- Day 1 of audit: opening meeting; auditors split up with one assessing the Administrative/record-keeping and facility side of the training centre and the second assessing the technical side; course delivery will be observed.
- Day 2 of audit: any items outstanding are assessed; course delivery will be observed; a closing meeting will be held to discuss the audit findings.

- Post-audit: all audit findings will be documented and discussed with the NI accreditation team; a decision will be made regarding the accreditation status of the training provider; this decision will be given to the centre by email, followed up by formal letter.

4.6 The decision to accredit

The Nautical Institute will write formally to award accreditation at three levels:

Level 1 Accredited: the centre will be accredited to deliver courses for three years and will be required to submit annual reports to the NI throughout this period.

Level 2 Accredited subject to minor or major improvements:

Minor improvements: the centre must make minor improvements during which time the centre will usually be allowed to continue delivering courses. Depending on the nature of the improvements to be made, written and/or photographic evidence of the improvement may be all that is required by the NI from the centre. In certain instances, a follow-up visit may be required by the auditor/s. Once the improvements have been completed and validated, the centre will be accredited to deliver courses for three years from the date the initial audit was carried out and will be required to submit annual reports to the NI throughout this period

Major improvements: accredited on completion of significant improvements which must be confirmed by due dates; the centre must make significant improvements during which time the centre may have to suspend the delivery of courses. In most cases where significant improvements are required a follow-up audit will be required. This is at the expense of the training centre. Once the improvements are completed and validated, the centre will be accredited to deliver courses. However, a shorter period than the usual three years may be stipulated. During the period for which accreditation is granted the training provider will be required to submit annual reports to the NI.

Level 3 Failure with reasons and invitation to re-submit.

4.7 Withdrawal of accreditation

Accreditation may be cancelled or withdrawn for any of the following reasons:

- Failure to settle the accreditation/re-accreditation invoice within 90 days
- Failure to be re-accredited within three months of the expiry date of the existing accreditation (unless agreed with the NI)
- Bankruptcy/receivership or liquidation of the accredited training provider or their parent organisation
- Failure to notify the NI of significant changes to the management, training delivery or instructors
- Misrepresentation, misuse, abuse or misdemeanour relating to the accreditation by the accredited training provider
- Failure to comply with the NI's policies for accreditation and certification
- Failure to submit an annual report as specified by scheme adopters
- Engaging in any illegal activity
- End of partnership or joint-venture between two accredited organisations

4.8 Recognition and certification

On successfully obtaining accreditation, the NI will issue a certificate to the provider with authorisation to add the NI's logo and the words *accredited by the NI* to its course literature.

4.9 When a centre changes location

If a training centre changes location/premises or equipment used (significant changes only) for practical training it must notify the NI of that fact. A date will be arranged and a new audit will be carried out at the cost of the training centre.

4.10 Spot audits

The NI retains the right to visit any accredited training centre to carry out a spot audit for the purpose of maintenance of Accreditation standards. The cost for such a spot audit will be borne by the training centre.

4.11 The cost of assessment

The Nautical Institute is a not-for-profit organisation and will carry out the assessment at full cost recovery plus administrative overheads.

Typical elements of costs are as follows:

- Pre-course assessment, reviewing documentation
- Course assessment
- Travel and accommodation as relevant
- Follow-up actions
- Any local tax

Costs will be subject to variations dependent upon the number of OSR courses offered. Providers should contact The NI for indications of costs. All costs are billed in GBP and will be communicated at the annual trainers meeting.

Non-UK accredited companies

As the OSR scheme is compulsory in the UK, The NI's administration and maintenance costs to maintain them are financially supported by the UK agencies.

Non-UK companies making use of the UK scheme are required to pay a nominal annual contribution to recognise the benefit and to support the additional costs of maintaining the scheme for non-UK users.

Fees will be communicated via upload to The NI website yearly in September for budgeting purposes.

5 Complaint or appeal procedure

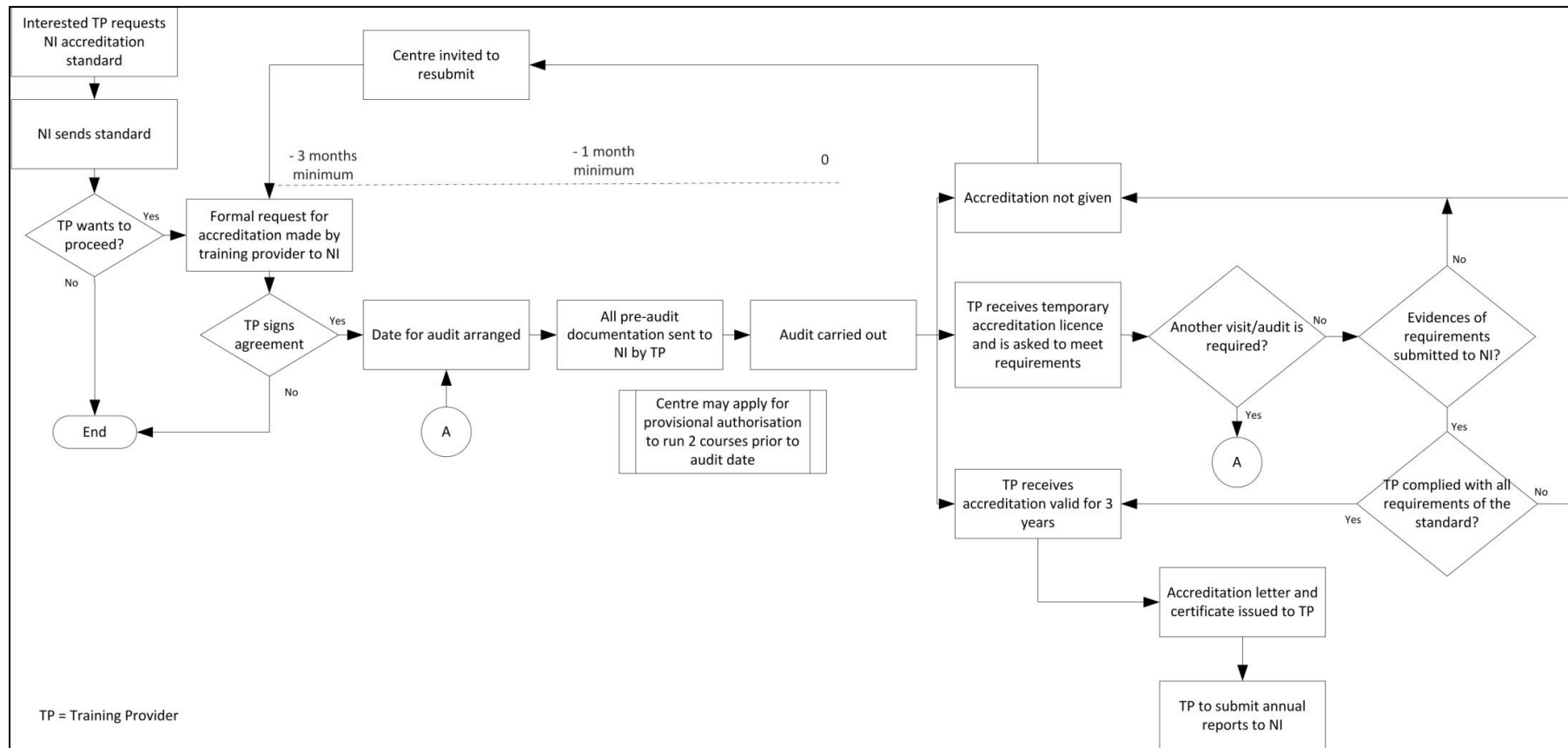
General enquiries and correspondence relating to the OSR Accreditation Standard should be directed to The NI using the contact details below:

Complaints and disputes relating to the OSR Accreditation Standard should be directed to Chief Executive Officer at The NI using john.lloyd@nautinst.org. Acknowledgements will normally be made within seven days and a response given within 30 days. Decisions made by the Executive Board of The NI will, in all matters, be considered final.

Training centres should make every effort to ensure that all points raised at the closing meeting of the audit are understood and any questions discussed and clarified. Any complaints or appeals raised as a result of the accreditation visit will be subject to a resolution procedure, which may entail a re-visit to the centre with three auditors and this cost will be borne by the training centre as per the Accreditation agreement.

5.1 Accreditation process illustration

Figure 1 Accreditation process

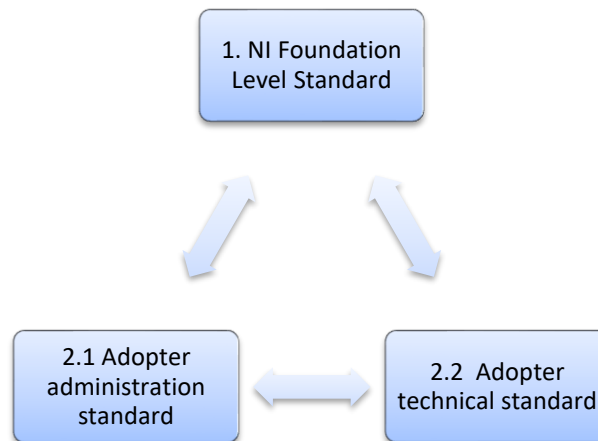


A training business or entity wishing to offer OSR courses formally applies to the NI. The NI sends auditors to assess the courses delivered by that training provider to verify that they meet the standards defined by the standard owners and described in this document. The NI Accreditation Team will discuss the recommendation of the audit team and if the decision is made to approve the courses the NI will accredit that entity. The summary process is illustrated in the diagram.

Organisation of the standard

The composition of the standard is as follows: -

1. The NI foundation **level** of predominately administration and organisational parameters set by The NI that is mandatory for all adopters and users of The NI OSR Standard
2. **Additional requirements set** by the body that wishes to utilise The NI Standard, e.g. MCA or OPRED
 - 2.1. Of an administration and organisational nature.
 - 2.2. Of a technical nature. Technical specifications of course material and content as determined by the body utilising The NI Standard. The technical standards are typically developed in a collaborative manner with UK agencies, UK training providers, and subject matter experts within and external to The NI. Final approval of the technical standard rests with the ownership body.



NI Foundation Level

6.1 Training Methodology

A training centre is to identify its training methodology which should be clearly documented and reflected in the training material and course delivery.

6.2 Testing methodology

The policy on testing is devolved to the scheme adopters and is documented in the specific sections within this document.

6.3 Instructor Requirements

Instructors shall meet the following requirements: -

- Have a deep working knowledge of the subject being delivered
- Have a working knowledge of learning theory including theory of blended learning technologies if utilised.
- Have the ability to deliver the training in an engaging manner
- Demonstrate a continuous improvement process for trainers that develops technical knowledge and teaching skills

Centres should be able to demonstrate the method by which they internally develop the abilities of their teaching personnel.

Guidance

- The **Train the Trainer of IMO** is recognised by the NI as a suitable method for centres to use to achieve the necessary developments.

6.3.1 Competence of trainers

The centre shall have a system in place to:

- Determine the necessary competence for personnel performing the training
- Provide training or take other actions to satisfy these needs
- Evaluate the effectiveness of the actions taken
- Ensure that its personnel are aware of the relevance and importance of their activities and how they contribute to the achievement of the quality of the course

6.3.2 Appraisals

The Centre shall put in place an appraisal system to assess staff skills and competence. Records of the implementation of this system shall be kept including actions taken for staff improvement.

6.3.3 Feedback system

The centre shall establish management reviews, monitoring and customer feedback systems to ensure its continuing suitability, adequacy and effectiveness. This review shall include assessing opportunities for improvement and the need for changes to the quality of the OSR training scheme, including policies and objectives.

The review documents must include information on:

- Result of audits
- Customer feedback
- Status of preventive and corrective actions
- Follow-up actions from previous management reviews
- Changes that could affect the quality management system
- Recommendations for improvement

The outputs expected from the reviews include:

- improvement of the effectiveness of the documentation and communication process
- updates to course materials
- improvement of pass marks from students
- reduction in customer complaints

6.4 Classroom guidelines

It is important that the student benefits from a suitable (comfortable and conducive) learning environment and as such the following classroom guidelines are given for auditor use in lieu of any other health, safety and environmental requirements.

In all cases Health and Safety regulations relating to the country in which the course is being delivered take precedence over the following guidelines.

Note these are guidelines. Auditor discretion outside of any regulations will be applied.

6.4.1 Layout

- Documented site plans shall be in place and displayed in a common area, showing the facilities and rooms available as well as emergency exits.

6.4.2 Ventilation

- The temperature of the classrooms should be between 18 and 24 degrees Celsius, with humidity between 40% and 60%. An air conditioning unit or fan which is able to control temperature and humidity should be in place to control the temperature and humidity.

6.4.3 Lighting

- Lighting should be designed for the tasks that individuals are carrying out within that environment e.g. viewing power point slides.

6.4.4 Emergency lighting

- The emergency lighting must comply with local regulations and be tested and maintained periodically.

6.4.5 Noise

- The level of sound should be kept to a minimum and comply with local regulations. Where ambient sound is over 85 decibels, sound insulation, reverberation and indoor noise levels control will be required.

6.4.6 Health & safety

- All classroom facility must comply with local laws and regulations relevant to the health and safety of the students.

6.4.7 Fire warning systems and exits

- A fire alarm is required for evacuation and emergency purposes. Students should be notified about possible tests and how and where to proceed in emergency situations before starting the classes.
- Gangways and emergency exits must be marked with proper signage and be kept clear/unobstructed at all times.
- Appropriate fire-fighting and first aid equipment should be close to hand and clearly signed.

6.4.8 Space

- As a rule of thumb, each student should be allocated a minimum of 1.5 square metres.

6.4.9 Visual aids

- Every classroom should have a white board and/or flip chart or other equipment relevant to the training programme and method

6.4.10 Projection equipment

- A maximum of 1500 ANSI lumens is generally considered adequate for projection equipment in most classroom environments, except in the most extreme ambient lighting conditions. In bright daylight it is advisable to use window blinds rather than increase the brightness of the projector.

6.4.11 Furniture

- A classroom is required to have comfortable chairs with adjustable seat heights preferable
- Tables or desks for student material are required to be of suitable quality.

6.4.12 Domestic facilities

Training centres are required to provide domestic facilities to students, such as toilets, kitchen or refreshments.

6.4.12.1 Toilets

- There should be separate toilets for each gender, properly signed and routinely cleaned/maintained. Cleaning/maintenance should be recorded.

6.4.12.2 Kitchen and refreshments

- It is recommended that the centre provide a kitchen or refreshment facility to students. Where there is a lack of space to provide a kitchen or refreshment facilities for students, it is recommended that external agreements are made with local shops, or appropriate facilities.

6.5 Exercise requirements

Where practical exercise is required the following requirements need to be met:

- The equipment for use is suited to the course programme and objectives.
- The teaching staff are required to demonstrate that they are familiar with the equipment to be used.
- There is a method of toolbox talk, risk assessment or similar that is used to manage Health and Safety risks associated with the use and location of the equipment and deployment.
- There is provision of adequate specialist PPE for the students e.g. lifejackets.
- There is a provision for changing facilities for students to change into working gear
- There is provision for individual washing and cleaning after practical exercises.

6.5.1 Equipment maintenance records

The training centre is required to maintain the practical exercise equipment periodically according to the manufacturer's guidance. The maintenance shall be periodically reviewed by an authorised technician and documented accordingly. A copy of the maintenance contract and a record of the maintenance carried out must be available when the centre is audited.

Where equipment is provided by a third party there must be a process in place to ensure it is safe for use.

6.6 General administration

- The centre shall have any relevant country specific licence documentation showing that it is legally eligible to operate as a training centre.
- No financial information is required.

6.6.1 Instructor's manuals

Each course must be supported by an Instructor's or Director's manual. The purpose of this manual is to provide a means of tracking changes to the documentation used in delivering training, to provide a reference for all trainers at a particular centre to train to the same standard and to act as an induction tool when new instructors join the centre.

The Instructor's manual for each course should contain as a minimum:

- Course overview and purpose
- Statement of the training methodology
- Course timetable with breakdown of time assigned for each module and coffee/lunch breaks
- Course aims, objectives and competencies.
- A copy of the UK National Syllabus course specification spreadsheet with an additional column added that documents the provider's module(s) reference that meets the specification.
- Copies of slide presentations
- Copies of student hand-outs
- Explanation of the assessment system
- Copies of assessment papers and model answers
- HSE risk assessment for the course
- A document control methodology
- Details of pass and failure policy
- Lesson plans for each module and exercise that are consistent with international guidance material against which the course technical content will be assessed.

Lesson (and exercise) plans must specify:-

- a. Name. The name of the module and the UK Syllabus reference that it satisfies.
- b. Objectives. The lesson or exercise objectives broken down into the a) knowledge that is to be gained by the delegate and also b) any skill (ability) that is to be learnt and demonstrated via exercise or activity. *If a module requires a skill to be gained then an exercise would normally be required in order for the skill to be demonstrated.*
- c. Methodology. The method that will be used to deliver the skill / knowledge to the delegate e.g. classroom exercise, presentation, activity, online, remote learning, video, game, quiz etc.
- d. Logistics. Any logistics that are required to deliver the module, e.g. materials and equipment, online meeting codes.
- e. Instructor skills: Any specialist knowledge that is required by the instructor
- f. HSE. Any modules specific HSE requirements (particularly important for exercises). Also to include contingency plan if module not deliverable e.g. bad weather or IT failure.
- g. Testing. The method for the learning to be validated or tested.

6.6.2 Student manual

The Student manual for each course should contain as a minimum:

- Course overview and purpose
- Course timetable
- Course aims, objectives and competencies
- Explanation of how they will be assessed or tested
- Health and safety information for the particular centre
- Complaint/appeal procedure

- List of material used as supporting documentation.
- A document control section
- Feedback form for assessment of the course/centre

6.6.3 Course booking system

- There should be a booking procedure clearly documented, demonstrating all the booking phases and feedback to students before commencing the course.

6.6.4 Course material

All course documents, forms, teaching material and slides must be in the English language, have version and dates to be easily traceable and replaced when required. Documents such as attendance lists and exercises shall also have the name and signature of the instructor who is teaching the course.

6.6.5 Control of documents

NI documents/ circulars and official messages

All NI documents must be collected and available to staff at any time. The centre needs to be able to show that the NI requirements were put in place and applied in the training centre procedures.

Documented procedures shall be established to define the controls needed:

1. To approve documents prior to issue.
2. To review and update as necessary and re-approve documents.
3. To ensure that changes and the current revision status of documents are identified.
4. To ensure that relevant versions of applicable documents are available at points of use.
5. To ensure that documents remain legible and readily identifiable.
6. To prevent the unintended use of obsolete documents, and to apply suitable identification to them if they are retained for any purpose.

6.6.6 Control of records

Records shall be established and maintained to provide evidence of conformity to requirements and of the effective operation of the quality management system. Records shall remain legible, readily identifiable and retrievable. A documented procedure shall be established to define the controls needed for the identification, storage, protection, retrieval, retention time and disposition of records.

Documents are required to be stored for the period determined by local regulations. However, it is recommended that the training centre keeps the records for the period of the accreditation as they shall be checked during the next audit/re-accreditation process.

6.6.7 Customer feedback system

Feedback forms are intended to assess the general quality of the course, its content, teaching method, instructors, facilities and infrastructure, and the helpfulness/professionalism of staff. The feedback about instructors and related course information shall be used to nurture his/her annual appraisal and/or to improve course and teaching.

6.6.8 Complaints and appeals

The centre shall have documented processes and procedures in place to deal with complaints and appeals.

7 The Offshore Petroleum Regulator for Environment and Decommissioning (OPRED) OSR Standard

The OPRED standard is comprised of administration and technical content

7.1 OPRED administration standard

In addition to The NI foundation standard OPRED requires the following: -

7.1.1 Testing and evaluation

The OPRED OSR accreditation scheme requires providers to conduct an examination or other assessment method to verify the level of understanding gained by the students. These tests are to validate students' understanding only and are not to test for students' competency as professional practitioners in the subject matter.

The scores must be recorded and retained for audit purposes for 4 years. Test pass marks are set at 70% and students failing this pass mark are to be supported to achieve the pass mark. In the event that a student is unable to pass even after further support tuition then the student must not be issued with a certificate. Providers should document a "no pass" policy in their administration procedures.

Tests should consist of a mix of multiple choice questions and open questions which require a more detailed written response.

It is recommended that the test is at the end of each day and relevant to the material given that day. It is recommended that the Trainer discusses each answer with the students in the form of an open plenary that can also be used to discuss the matters arising from the questions. The methodology and questions set will be part of the course material that is assessed by The NI assessor.

7.1.2 Extensions to re-accreditation period

The period of an accreditation is for three years. It is necessary for training providers to commence the re-accreditation process within the three-year period. The re-accreditation after a three-year period will be treated as a new agreement and will require the signing of a new agreement. The NI will need to review and assess all revised training material

Completion of the accreditation review, including the site visit and review report by The NI, needs to be within three months of the expiry of the previous accreditation period. If The NI report lists requirements that need to be met before full accreditation is awarded, these must be satisfied within a further three months. The NI reserves the right to amend this period if either the provider or The NI has extenuating circumstances. Such extenuating situations will be reported to OPRED.

7.1.3 Submission of an annual report

OPRED require all users of the scheme to submit annually to The NI by March of the following year, a list of those trained to UK OPRED Standards by accredited providers. As a minimum the data to be provided is: -

Name of Student; Date of Training; Level of Training; Employer

Note - this requirement is in addition to any additional reports requested by OPRED.

7.1.4 Withdrawal of accreditation

Failure to attend a regional training providers meeting, where available, within a three-year period. The NI and OPRED reserve the right to withdraw the award of accreditation to any training providers that do not attend a regional training providers meeting at least once in a three-year period. (UK Centres only)

7.2 OPRED Training courses, requirements and technical content

7.2.1 OPRED Training courses

Personnel with oil spill response duties must be trained appropriately. The table below details the relevant accredited training courses that are available:

OPRED OPEP Level	Course Title	Course Duration	IMO equivalent	Refresher Frequency Requirement
1	On-scene Commander	4 hours	N/A	Every 3 years
2	Corporate Management	4 hours	N/A	Every 3 years**
3	OPRED Onshore Emergency Responder	See Note 1	N/A	Every 3 years** (8 hour refresher)
4	IMO Level 2 Onshore Emergency Responder	See Note 1 (8 hours)*	IMO Level 2	Every 3 years** (8 hour refresher)

*Minimum practical exercising, e.g. equipment deployment, command simulations

** Refresher training must be completed within three months of certificate expiry. Failure to do so will require full recertification by completing the entire training course.

Note 1

NI Blended Learning Standard for OPRED OPEP level 3

OPRED now (w.e.f Jan 2017) permit blended learning for OPEP level 2, 3 and 4 courses

A minimum 1 day in the class room is required for levels 3 & 4 . There is no upper level on time.

The programme must be designed to meet the skill and knowledge technical specification.

Period between classroom and non-class room elements must not be excessive (a period greater than 6 weeks is considered excessive)

Providers must demonstrate how effective learning retention between the periods of training is maintained.

The NI Standard for blended learning is given in Appendix 1

7.2.2 OPRED Training requirements

The table below provides a summary of training course content and specifies who should undertake the training:

Course	Summary of course content	Course Delegates and Course Equivalents
OPRED OPEP 1 On-scene Commander	<p>On-scene Commanders must be trained to competently manage the response to oil pollution incidents. This course ensures that On-scene Commanders can:</p> <ul style="list-style-type: none"> Respond to Tier 1 oil pollution incidents unsupported; Implement the approved OPEP; and Escalate any Tier2/3 oil pollution incident to onshore response teams. 	<p>Any personnel who undertake the role of On-scene Commander.</p> <p>OPRED recommends that other key offshore positions (e.g. Production Supervisors, Marine Supervisors, HSE Advisors, Toolpushers, Wellsite Supervisors (Company Rep), Barge Supervisors, etc) also complete this training.</p>

Course	Summary of course content	Course Delegates and Course Equivalents
OPRED OPEP 2 Corporate Management	<p>This course ensures that personnel with the responsibility to undertake the role of an executive or corporate decision maker following an oil pollution incident are competent in the identification of response priorities and can effectively liaise with pollution response contractors, OPRED, MCA, Secretary of State's Representative (SOSREP) and any other relevant government agencies.</p>	<p>Personnel who undertake the roles of Emergency Operations Manager, the Operator's Representative within the Operations Control Unit must be trained to at least this level.</p> <p>In addition, all personnel required to undertake the role of Duty Manager must be trained to at least this level. Duty Managers are considered to be persons who initially assess the circumstances of any reported incident, determine its significance and if required make the decision to mobilise the emergency response teams and activate the emergency response room.</p> <p>All personnel (staff or contracted) who are designated as Emergency Room Managers (or Incident Commander designation under ICS) must be trained to at least this level. An Emergency Room Manager(or Incident Commander) is considered to be the person who takes charge of the Emergency Response Room to ensure the efficient operation of the room and effective delivery of its emergency response function. If a Duty Manager assumes the role of Emergency Room Manager, it is expected that they will be trained to OPRED Level 2</p> <p>Note - Personnel trained to OPRED Level 3 or 4 are deemed trained to OPRED Level 2.</p>
OPRED OPEP 3 Onshore Emergency Responder	<p>This course ensures that relevant personnel are competent to identify and implement appropriate pollution response arrangements and understand the roles and responsibilities of all stakeholders</p>	<p>All personnel designated to undertake the role of Environmental Advisor within the Emergency Response Room must be trained to at least this level.</p>

Course	Summary of course content	Course Delegates and Course Equivalents
	involved in a Tier2/3 oil pollution incident.	Note - Personnel holding a UK accredited certificate at IMO Level 2 are deemed qualified to undertake these roles.
OPRED OPEP 4 Onshore Emergency Responder	<p>This course builds on OPRED Level 3 and ensures that personnel who require a more detailed knowledge of practical oil spill response equipment configuration and deployment are competent to undertake their roles. The course entails an additional 8 hours of practical training to the OPRED Level 3 course and provides an IMO Level 2 equivalent.</p> <p>IMO level 2 is a qualification obtained under the OPRC Convention and is aimed at Supervisors and On-scene Commanders.</p>	<p>OPRED requires that all Responsible Persons have access to personnel trained to this level.</p> <p>Personnel trained to this level may hold a staff position or be contracted as part of identified pollution response arrangements.</p> <p>This course provides an IMO Level 2 equivalent qualification.</p> <p>Note – Personnel trained to OPRED Level 4 (or UK accredited certificate at IMO Level 2) are deemed trained to OPRED Level 2 and 3.</p>
Refresher courses	<p>All Refresher Courses must be structured as follows:</p> <ul style="list-style-type: none"> • One third of the course time must be spent refreshing delegates with regard to the content of the original course. • One third of the course time must be spent reviewing new legislation, new guidance, lessons learned, relevant incidents and any other relevant changes arising over the preceding 3 years. • One third the course time should be spent running a simulation or desktop scenario that exercises and refreshes the delegates ability to apply their skills and knowledge to an oil pollution incident e.g. incident reporting, monitoring the release and fate of oil, response strategy selection, command and control, communications, media, claims and post incident activities. 	

7.2.3 OPRED Technical content

The course technical content is regularly refreshed and is available on request from The NI OSR Scheme Manager in various formats e.g. pdf, WORD or Excel files and providers will be sent the latest versions as required.

8 The Maritime and Coastguard Agency (MCA) OSR Standard

The MCA standard is comprised of administration and technical content

8.1 MCA administration standard

In addition to The NI foundation standard MCA requires the following: -

8.1.1 Testing and evaluation

The MCA OSR accreditation scheme requires providers to conduct an examination or other assessment method to verify the level of understanding gained by the students. These tests are to validate students understanding only and are not to test for students' competency as professional practitioners in the subject matter.

Requirements

It is a requirement of the Standard that students are tested and that these tests are marked. The scores must be recorded and retained for audit purposes. Test pass marks are set at 70% and students failing this pass mark are to be supported to achieve the pass mark. In the event that a student is unable to pass even after further support tuition then the student must not be issued with a certificate. Providers should document a "no pass" policy in their administration procedures

Tests should include a mix of multiple choice questions and open questions which require a written answer

It is recommended that the test is at the end of each day and relevant to the material given that day. It is recommended that the Trainer discusses each answer with the students in the form of an open plenary that can also be used to discuss the matters arising from the questions. The methodology and questions set will be part of the course material that is assessed by The NI assessor.

8.1.1 Extensions to re- accreditation period

The period of an accreditation is for three years. It is necessary for training providers to commence the re-accreditation process within the three-year period. The re-accreditation after a three-year period will be treated as a new agreement and will require the signing of a new agreement. The NI will need to review and assess all revised training material

Completion of the accreditation review, including the site visit and review report by The NI, needs to be within three months of the expiry of the previous accreditation period. If The NI report lists requirements that need to be met before full accreditation is awarded, these must be satisfied within a further three months. The NI reserve the right to amend this period if either the provider or The NI has extenuating circumstances. Such extenuating situations will be reported to the MCA.

8.1.2 Submission of an annual report

The MCA require all users of the scheme to submit annually to The NI by March of the following year, a list of those trained to UK MCA Standards by accredited providers. As a minimum, the data to be provided is: -

Name of Student; Date of Training; Level of Training; Employer

Note that this is in addition to any reports required under compliance requirements for OPRC oil spill emergency plans.

8.1.3 Withdrawal of accreditation

Failure to attend a regional training providers meeting, where available, within a three-year period. The NI and MCA reserve the right to withdraw the award of accreditation to any training providers that

does not attend a regional training providers meeting at least once in a three-year period. (UK Centres only)

8.2 Requirement for training

MCA publish guidance documents that provide specifications as to the level of training and refresher periods that is required for operators of Ports and marine terminals. Refer www.gov.co.uk for latest documents from MCA. This document does not give those specifications and MCA should be contacted for the latest requirements.

8.3 MCA technical standards

Courses

	Name	Training hrs	IMO equiv.	Valid	Refresher
MCA 1/1P	Foundation (management)	8	N/A	3 years	Repeat within 3 years 3 months' grace for completion
MCA 1/1P	Foundation (operator)	8 *(6ED)	N/A	3 years	
MCA 2/2P	First responder (equipment operator)	12 *(8ED)	N/A	3 years	
MCA 3/3P	Supervisor / beach master	24 *(4ED+4CS)	1	3 years	
MCA 4/4P	Response management team	32 *(4ED+4CS)	2	3 years	
MCA 5/5P	4/4P holders endorsement	16 *(2CS)	3	3 years	
MCA 5/5P	Response team manager	40 *(4ED+4CS)	3	3 years	
MCA LA1	Local authority spill management	32 *(4CS)	N/A	N/A	
MCA LA2	Local authority practical clean up	16 *(8ED)	N/A	N/A	

*Minimum hours of equipment deployment and command simulations

ED= equipment deployments; CS= command simulations

Remote / blended learning

MCA permit blended learning for MCA Level 1-5 including Ports.

A minimum 1 day in the class room is required for Levels 1 (Operator) 2,3,4 and 5) There is no upper level on time.

The programme must be designed to meet the skill and knowledge technical specification.

Period between classroom and non-class room elements must not be excessive (a period greater than 6 weeks is considered excessive)

Providers must demonstrate how effective learning retention between the periods of training is maintained.

The NI Standard for blended learning is given in Appendix 1

Course descriptions

Name	Guideline	Attendees
1/1P Foundation (Management)	For persons starting a job within a port, introducing them to preparedness and response requirements for marine spills within a port, in particular their port, its	Attendees range from non-executive board members to non-operational senior staff / office

Name	Guideline	Attendees
	OPRC plan and their involvement in the plan should they become involved with a spill.	personnel to PR staff who need a basic understanding.
1/1P Foundation (Operator)	For persons who need to know the basics or who are expected to become involved with sorbent only responses.	Operational staff who are required to respond in the first instance to an oil spill where only sorbent spill kits are used as a tier 1 response
2/2P First responder (equipment operator)	<p>For persons working within a port, introducing them to preparedness and response requirements for marine oil spills within a port, in particular their port, its OPRC plan and their involvement in the plan should they become involved with a spill.</p> <p>Operators in Tier 1 Response who may operate or respond with mechanical equipment held by them.</p>	Course is for On-site staff, who are required to respond in the first instance to an oil spill where there is mechanical equipment in addition to sorbent as a tier 1 response.
3/3P Supervisor / Beach Master	This course is for staff required to supervise on site personnel during a spill. Staff, are required to carry out site and risk assessments for Health & Safety, Environmental sensitivities, formulate a work plan and establish a communications network between clean-up staff and on-scene commander	Course is for Company Supervisors, Jetty Personnel, Pilots, Warehouse Staff, Drivers and On-site staff, who are required to respond in the first instance to an oil spill where there is mechanical equipment in addition to sorbent materials as a tier 1 response.
4/4P Response management team	Designed as a complete overview of oil spill response processes, this course has a good balance of theoretical and practical elements. The course provides a complete overview of matters relating to response processes in the event of an oil spill and has a good balance of both theory and practical elements. Attendees will be equipped with the skills and knowledge needed to become a key member of an oil spill response team.	This course is for identified members of an oil spill response team who may have responsibilities for planning and logistics, marine operations, aviation, legal issues, public affairs, health and safety and the environment. In a ports and harbours context, this training is aimed at the assistant harbourmaster or harbourmaster of a small or medium port that may be required to activate the Oil Spill Contingency Plan and act as On-scene Commander for Tier 1 and Tier 2 events.
4/4P holders endorsement	Ability to act as an Executive Commander/Incident Controller including command and control	This course is an endorsement for those with previous training to type 4/4p up to course type MCA 5/5p – IMO equivalent Level 3.

Name	Guideline	Attendees
		It is suitable for harbourmaster of large port or corporate response team managers.
5/5P Response team manager	This course is designed for those in overall control of the clean-up operation. It is also designed for personnel who would form part of the team that makes the executive decisions, sets priorities and deals with external liaison.	Harbourmaster, Chief Executive, Senior Government Executive Responders, Emergency Planning Officer (Local Authority), Port Captains; this course is designed to acquaint and train suitably qualified personnel selected for the role of Oil Spill Response Executive Commander, or those in an executive decision making capacity dealing with priority setting and significant external liaison.
LA1 Local authority spill management	This course aims to provide local authority management staff with an overview of oil pollution response and how their roles and responsibilities fit into the National Contingency Plan. The emphasis throughout the course is on shoreline and inshore pollution, including planning and response techniques	This course is aimed at local authority managers and supervisors, and other government agency staff, who would be expected to play a role in managing the local authority response to an oil spill incident.
LA2 Local authority practical clean up	The course aims to provide local authority staff with an overview of the technical approaches to shoreline clean up, as well as the management framework for responding to an oil pollution incident.	The course is designed for local authority staff and their contractors, and other government agency staff, who have a role to play in supervising and undertaking shoreline clean-up operations.
Refresher courses	<p>All Refresher Courses must be structured as follows:</p> <ul style="list-style-type: none"> • One third of the course time must be spent refreshing delegates with regard to the content of the original course. • One third of the course time must be spent reviewing new legislation, new guidance, lessons learned, relevant incidents and any other relevant changes arising over the preceding 3 years. • One third the course time should be spent running a simulation or desktop scenario that exercises and refreshes the delegates ability to apply their skills and knowledge to an oil pollution incident e.g. incident reporting, monitoring the release and fate of oil, response strategy selection, command and control, communications, media, claims and post incident activities. 	

8.3.1 MCA Technical content

The technical content is regularly refreshed and is available on request from The NI OSR Scheme Manager in various formats e.g. pdf, WORD or Excel files, and providers will be sent the latest versions as required.

Appendix 1 Requirements for blended learning techniques

The purpose of this appendix is to provide guidance to those companies who wish to deliver aspects of OSR (Oil Spill Response) accredited training under the NI (Nautical Institute) OSR training accreditation scheme via remote / distance / blended learning techniques.

Introduction

The technology behind the provision of remote learning is now well established. In many sectors this is rapidly becoming the norm and it is suggested that the technology will continue to develop exponentially.

The advantage of a student being able to learn from the convenience of a home / work location without the requirement to travel to a training centre is economically and environmentally compelling.

The technology adds value in many respects to learning, with the student having multiple options for engagement directly with the training resources e.g. on line videos, video chatroom, webinars, etc.

Remote learning would reduce costs for students as travel to and from a traditional venue would be reduced.

Time away from normal business location would also be reduced resulting in less business impact to employer. Conversely some OSR training requirement comprise of the requirement to perform practical exercises and to get hands on familiarity with equipment and to engage in workshops / discussions / simulation exercises which are either impossible or challenging to deliver remotely.

Requirements.

The following requirements, over and above those given in the current NI Standard are required to be met by a service provider in order to gain accreditation to NI Standards.

- The offering from the provider must meet the required skill and knowledge requirement of the course being accredited.
- The provider must submit a course program to the NI for approval detailing the aspects that are remote and those that are to be delivered at a venue and to describe how the remote aspects will meet the relevant syllabus component's.
- The provider must demonstrate how they can be sure that the remote student is who he or she is registered for the course, and how any testing required under the Standard will be resistant to fraud.
- The provider must show how they will comply with the relevant data protection laws in the country of provision, i.e. the provider's country of legal jurisdiction.
- All policies and methods used must be documented in the relevant course manual
- Providers converting existing courses to flexible learning are to submit their course to the NI for approval which will attract an additional audit fee.
- Providers must demonstrate how learning gained under the remote elements is understood to the same or greater degree than that given face to face.

Providers must comply with any restrictions given by national bodies or agencies on the number of hours that can be delivered by remote learning for given courses. See appendix

Technology requirements

Technology utilised should:

- Allow access to the online platform for distance learning to all types of devices like, VC room, computers, laptops, tablets and smartphones in order not to oblige participants to acquire special equipment for the courses.
- Allow full interaction (audio and video) with each participant should be provided with a "raise-hand" capability during the presentations.

- Be able to share videos, presentations, table-top exercises etc. on real-time as it happens during normal presentations.

In addition, should be able to support:

- Collaborative sessions between the participants under the supervision of the instructor,
- White-board application to handwrite and present notes,
- Recording of the presentation for future references,
- Multi-language program-interface support, to facilitate participants around the world,
- File transfer during the presentation,
- Live text-messaging or chat for Q&A during the sessions for each participant separately,
- Registration management of the participants through secure connection links to their dedicated email addresses,
- Application of the technology to any device available from the participants like meeting-rooms, pc, laptop, smartphone, tablet
- Operating system support by Windows, Mac, Linux.

Oil spill response training scheme

Application form for accreditation / re-accreditation of oil spill response training provider

Please complete the Section A; form and Section B; agreement and return by email to bernie.bennett@nautinst.org

SECTION A: TRAINING PROVIDER DETAILS

Section A: Training provider details	
Training Provider	
Address	
Telephone	
Fax	
Email	
Website	
Person In Charge	
Contact Person	
Name of Course(s) or Programme(s) Enter names of MCA or DECC level course and IMO equivalents.	
Instructors name (Please Specify - Jr/senior instructor)	
Locations of course delivery	
Planned date for submission of documents	

SECTION B TERMS AND CONDITIONS OF BUSINESS

The training provider agrees to the following conditions:

1. The training provider voluntarily agrees to accept The Nautical Institute's accreditation standards, to submit the necessary documentation for accreditation and to receive the approval visit, if appropriate, in accordance with The Nautical Institute's policy and procedures.
2. The training will be designated "accredited" when the accreditation team has completed its considerations and determined that the training provider meets or exceeds a minimum standard. Subject to a right of appeal, which would be at their own expense, the training providers will abide by the decision of the accreditation team.
3. The Nautical Institute will prepare and publish periodically lists of accredited training providers.
4. The Nautical Institute and the training provider will follow the procedures and policies developed, periodically reviewed and updated by The Nautical Institute regarding the setting of standards, reporting of information, complaints, display of certificates, use of The Nautical Institute logo, appeals and other matters.
5. The training provider will use all practical means at its disposal to continuously ensure that the services it provides fully comply with the applicable accreditation standards at all times.
6. When an accreditation visit to a training provider is required, requested, or otherwise deemed necessary or desirable, the Nautical Institute agrees with the training provider the approximate date of the visit. Detailed arrangements for the visit are made through direct contact between the Nautical Institute and the training provider.
7. The training provider agrees that if a formal complaint is raised concerning their operation under the Nautical Institute's accreditation procedures, policies or standards, it will promptly comply with any requests of the Institute for necessary information. The training provider agrees to reimburse the Nautical Institute for any related expenses incurred. If the claim was raised by another training provider and is found to be without merit, the latter may be required to reimburse the Institute.
8. When reference is made to accreditation, the following may be used:
 - (i) "Accreditation by The Nautical Institute Pending", in a font and style established by the Institute, which may be used by a training provider which has made application for accreditation, until that time it is notified of the accreditation team's decision;
 - (ii) The term "Accredited by The Nautical Institute", in a font and style established by the Institute, this may be used by a training provider that has been notified that it has received either provisional or full accreditation.
9. The official logo of The Nautical Institute may be used on appropriate materials. The Institute will have the right to notify the training provider of any material used or issued by them that the Institute considers to be incorrect, inappropriate or misleading.
10. The Nautical Institute recognises that course design and material are the property of the course providers and that all material submitted to the Institute will be treated as confidential.
11. The training provider agrees not to hold the Nautical Institute, its directors, officers, members and employees liable for any loss, damages, costs, or expenses, which they may incur or be required to pay as a consequence of their actions.

12. During the term of this Agreement, a Party may terminate its participation in this Agreement for any reason by serving written notice of termination sixty (60) days in advance to the non-terminating Party.

13. The training provider agrees to provide a purchase order and to pay the fees in GBP for accreditation (including any other fees notified e.g. Certificates issued fee and Annual fee.)when due and within the time scale documented on the NI invoice.

All payments to be made to The Nautical Institute under this Agreement shall be made in cleared funds, without any deduction or set-off and free and clear of and without deduction for or on account of any taxes, levies, imports, duties, charges, fees and withholdings of any nature now or hereafter imposed by any governmental, fiscal or other authority save as required by law. If the training provider is compelled to make any such deduction, it will pay to The Nautical Institute such additional amounts as are necessary to ensure receipt by The Nautical Institute of the full amount which it would have received but for the deduction.

14. The Parties shall attempt in good faith to resolve all disputes arising in connection with the interpretation or application of the provisions of this Agreement or in connection with the determination of any other matters arising under this Agreement by mutual agreement.

The Nautical Institute is subject to the provisions of the EU General Data Protection Regulation (GDPR). The personal data you provide to us will be processed on a 'legitimate interests' basis under Article 6 (1) of the GDPR. This will enable the Institute to provide you with the information and services required to maintain your certificate. You will receive communications from the Institute to let you know about relevant activities, products and services and also the status of your certificate

Name of Training Provider

Signature of the Responsible Person from the Training Provider

Name and Title/Position of the Responsible Person from the Training Provider

Date

For Nautical Institute

Name / Title

Signature

Date