

Minerals Management Service, Interior

§250.1515

§250.1506 Where must I get training for my employees?

You must provide training by a training organization or program approved by MMS.

§250.1507 Where can I find training guidelines for other topics?

You can find guidelines in the subparts shown in the following table:

Topic	Subpart of part 250
Pollution control	C
Crane operations	A
Welding and burning	A
Hydrogen sulfide	D

[62 FR 5322, Feb. 5, 1997. Redesignated at 62 FR 67284, Dec. 24, 1997, and further redesignated at 63 FR 29479, May 29, 1998, as amended at 64 FR 72794, Dec. 28, 1999]

§250.1508 Can I get an exception to the training requirements?

MMS may grant an exception to well control or production safety systems training if:

- (a) MMS determines that the exception won't jeopardize the safety of your personnel or create a hazard to the environment; and
- (b) You need the exception because of unavoidable circumstances that make compliance infeasible or impractical.

§250.1509 Can my employees change job certification?

Only if you ensure that the employees complete training for the new job before entering on duty.

§250.1510 What must I do if I have temporary employees or on-the-job trainees?

You must ensure that temporary employees and on-the-job trainees complete the appropriate training unless a trained individual is directly supervising the employee.

§250.1511 What must manufacturer's representatives in production safety systems do?

A manufacturer's representative who is working on company supplied equipment must:

- (a) Receive training by the manufacturer to install, service, or repair the

specific safety device or safety systems; and

- (b) Have an individual trained in production safety systems (who is also capable of evaluating the impact of the work done) accompany her/him.

§250.1512 May I use alternative training methods?

(a) You may receive a 1-year provisional approval from MMS to use alternative training methods that may involve team or self-paced training using a computer-based system.

(b) You may receive up to 3 additional years (4 years total) from MMS to use alternative training methods (through onsite reviews).

§250.1513 What is MMS looking for when it reviews an alternative training program?

(a) The alternative training must teach methods to operate equipment that result in safe and clean operations.

(b) MMS will determine, through on-site MMS reviews and unannounced audits during the provisional period, if the:

- (1) Training environment is conducive to learning;
- (2) Trainees interact effectively with the moderator or training administrator;
- (3) Trainees function as a team (for well control only); and
- (4) Tests are challenging and cover all important safety concepts and practical procedures to ensure safety.

(c) MMS may also speak with the trainees to determine if the trainees felt the training met their needs for their job.

§250.1514 Who may accredit training organizations to teach?

MMS may accredit a training organization or program.

§250.1515 How long is a training organization's accreditation valid?

An accreditation is valid for a maximum of 4 years. A training organization may apply to MMS before the

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fourth anniversary of the effective accreditation date. The training organization must state the changes (additions and deletions) to the last approved training curriculum and plan.

§ 250.1516 What information must a training organization submit to MMS?

(a) Two copies of the detailed plan that includes the:

- (1) Curriculum;
- (2) Names and credentials of the instructors;
- (3) Mailing and street address of the training facility and the location of the records;
- (4) Location for the simulator and lecture areas and how the training organization separates the areas;
- (5) Presentation methods (video, lecture, film, etc.);
- (6) Percentage of time for each presentation method;
- (7) Testing procedures and a sample test; and
- (8) List of any portions of the course that cover the subsea training option instead of the surface training option.

(b) Two copies of the training manual.

(c) A cross-reference that relates the requirements of this subpart to the elements in the program.

(d) A copy of the handouts.

(e) A copy of the training certificate that includes the following:

- (1) Candidate's full name;
- (2) Candidate's social security number,
- (3) Name of the training school;
- (4) Course name (e.g., basic WS well-control course);
- (5) Option (surface or subsea);
- (6) Training completion date;
- (7) Job classification (e.g., drilling supervisor); and
- (8) Certificate expiration date.

(f) Course outlines identified by:

- (1) Name (e.g., "WS well-control course");
- (2) Type (basic or advanced); and
- (3) Option (surface or subsea).

(g) Time (hours per student) for the following:

- (1) Teaching;
- (2) Using the simulator (for well control);
- (3) Hands-on training (for production safety systems); and

(4) Completing the test (written and simulator).

(h) Special instruction methods for students who respond poorly to conventional training (including oral assistance).

(i) Additional materials (for the advanced training option) such as advanced training techniques or case studies.

(j) Information on the 3-D simulator or test wells:

- (1) Capability for surface and/or subsea drilling well control, WO and completion training;
- (2) Capability to simulate lost circulation and secondary kicks; and
- (3) Types of kicks.

§ 250.1517 What additional requirements must a training organization follow?

(a) The training organization must keep training records for each trainee for 5 years. For example, if a trainee completed a well-control course in 1996, the training organization may destroy the records at the end of the year 2001. The training organization must keep the following trainee record information:

(1) Daily attendance record including complete student sign-in sheet and makeup time;

(2) Written test and retest (including simulator test);

(3) Evaluation of the trainee's simulator test or retest;

(4) "Kill sheets" for simulator test or retest; and

(5) Copy of the trainee's certificate.

(b) Keep records of the training program for 5 years. The 5-year timeframe starts with the program approval date. For example, if a training program was accredited in 1995, at the end of the year 2000, the training organization may destroy the records for 1995. Keep the following training record information:

(1) Complete and current training program plan and a technical manual;

(2) A copy of each class roster; and

(3) Copies of schedules and schedule changes.

(c) Supply trainees with current copies of Government regulations on the training subject matter.