



**IPS**

Industrial Performance Services

**ITCS**

Industrial Tubular Catalyst Services

# INERT ENTRY TECHNICIAN TRAINING PROCEDURE

V:2023.1

# Inert Entry Technician Training Procedure

January 2023

## 1. TRAINING SELECTION

A written training matrix has been assigned for positions within the company.

- a. **See Attachment – HSE.FOR.Training Matrix.2022**
- b. Training matrix is reviewed annually to identify any gaps or new technology
- c. All employees must receive all training for position before being placed in the field.  
(Unless training is *On Job Training - OJT*)
  - i. If there is any OJT training needed, all other required training must be completed first.
  - ii. The HSEQT Manager and Project Manager must approve the employee going into the field to receive the OJT.
  - iii. The Job Supervisor must conduct the OJT.
    1. OJT must be reported on Job Log that it has been given
    2. **See Attachment – HSE.FOR.Job Log.2022**

## 2. PRE-REQUISITES AND TECHNICIAN SCREENING

- a. The purposes of pre-requisites and technician screening for the Inert Entry Training is to ensure a high quality of personnel enter the program due to the nature and associated danger of the work. An Inert Entry Technician must be able to perform under an immense amount of pressure and still function normally in extreme conditions, specifically during rescue situations. Pre-selecting employees based on work experience is just one of the ways to ensure a quality technician. Evaluating an employee's existing training and their application of that training in the field is another. This step is of great importance to maintain a high level of competency during inert activities.
- b. Most entrants and supervisors will need a current First Aid/CPR Certificate to work in the field as an IPS★ITCS Inert Entry Technician.

## 3. INITIAL TRAINING – TECHNICIAN

- a. The Initial training should be approximately 40-hours in length if the above listed pre-requisites are met.
- b. The initial training should cover and be in compliance with:
  - i. 29 CFR 1910.134 (OSHA Respiratory Protection Standard),
  - ii. 29 CFR 1910.146 (OSHA Confined Space and Rescue Standard),
  - iii. 29 CFR 1910.147 (OSHA Energy Isolation Standard),
  - iv. 29 CFR 1910.120 (HAZWOPER Standard)
  - v. 29 CFR 1910.1200 (OSHA Hazard Communication Standard),
  - vi. API 2217A, Safe Work in Inert Confined Spaces in the Petroleum and Petrochemical Industry,
  - vii. **HSE.FOR.Inert Entry Operations Procedure.2022,**
  - viii. **HR.PRO.Disciplinary Procedure.2022.**
- c. If the pre-requisites are NOT met, then the initial training should be approximately 40-hours in length.

- d. Options for the full training program should be:
  - i. IPS★ITCS Inert Entry Training.
- e. The employee should receive upon completion of the IPS★ITCS Inert Entry Training course the following items:
  - i. **HSE.FOR.Training Manual.2022.**
  - ii. A Certificate of Completion for inert entry technician.
- f. A copy of (3)(e)(ii) of this document's information is to be kept on file in the Human Resources department.
- g. The employee must pass the practical and written exam before a certificate of completion can be issued.

#### 4. REFRESHER TRAINING – TECHNICIAN

- a. Refresher training should be conducted annually by IPS★ITCS.
- b. The IPS★ITCS Inert Entry Refresher Training should be 40-hours in length consisting of:
  - i. 16-hours of theoretical training and testing,
  - ii. 24-hours of practical training and testing,
- c. The refresher training should be in compliance with:
  - i. 29 CFR 1910.134 (Respiratory Protection Standard),
  - ii. 29 CFR 1910.146 (Confined Space and Rescue Standard),
  - iii. 29 CFR 1910.147 (Energy Isolation Standard),
  - iv. 29 CFR 1910.120 (HAZWOPER Standard)
  - v. 29 CFR 1910.1200 (Hazard Communication Standard),
  - vi. API 2217A, Safe Work in Inert Confined Spaces in the Petroleum and Petrochemical Industry,
  - vii. **HSE.FOR.Inert Entry Operations Procedure.2022,**
  - viii. **HR.PRO.Disciplinary Procedure.2022.**
- d. The employee should receive upon completion of the IPS★ITCS Inert Entry Training course:
  - i. **HSE.FOR.Training Manual.2022,**
  - ii. A Certificate of Completion for inert entry technician,
- e. A copy of (4)(d)(i)-(ii) of this document's information is to be kept on file in the Human Resources department.
- f. Pre-Requisite and Training Conclusion
  - i. Once the MEQ is submitted, a medical evaluation and fit test has been performed, a physician's recommendation issued, pre-requisites are met, proper training, and/or re-training has been ascertained, and the required examinations passed, the employee will be able to work according to the prescribed IPS★ITCS Inert Entry Procedures anywhere in the world, and hold a valid IPS★ITCS Inert Entry Specialist Certificate.
  - ii. IPS★ITCS shall supply in the field, the same equipment as discussed in the training and procedures, to prevent the employee from taking risks, short cuts, or having to work in a manner that is not in accordance with this program.
  - iii. IPS★ITCS shall plan, allocate, and allow enough time for the employee to complete all associated tasks in compliance with this program.
  - iv. The employee is required to work in accordance with this program or disciplinary actions will be taken by the company.

# Revision History

| Rev | Rev Date  | Rev By         | Approved By    | Description                |
|-----|-----------|----------------|----------------|----------------------------|
| 1.0 | 1.3.2022  | Shayne Torrans | Shayne Torrans | Initial Procedure Document |
| 1.1 | 12.5.2022 | Shayne Torrans | Shayne Torrans | Format Revision            |
|     |           |                |                |                            |
|     |           |                |                |                            |
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|     |           |                |                |                            |

**Approvals:**

Procedure Owner

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

# Competency Assessment

| No. | Questionnaire | C/NYC |
|-----|---------------|-------|
| Q1  |               |       |
| A1  |               |       |
| Q2  |               |       |
| A2  |               |       |
| Q3  |               |       |
| A3  |               |       |
| Q4  |               |       |
| A4  |               |       |
| Q5  |               |       |
| A5  |               |       |

| Enclosed Attachments            |                                     |
|---------------------------------|-------------------------------------|
| Risk Assessment                 | <input checked="" type="checkbox"/> |
| Environmental Aspect and Impact | <input checked="" type="checkbox"/> |
| Training and Competency         | <input checked="" type="checkbox"/> |
| Measure and Evaluation Tools    | <input checked="" type="checkbox"/> |

# Competency Checklist

To be filled out by Trainer and signed by Employee, Assessor and Supervisor before being returned to the HSEQT Manager for recording purposes.

| Procedure | Competency | Date | Competent<br>YES / NO | Employee<br>Signature |
|-----------|------------|------|-----------------------|-----------------------|
|           |            |      |                       |                       |
|           |            |      |                       |                       |
|           |            |      |                       |                       |
|           |            |      |                       |                       |
|           |            |      |                       |                       |

(Please tick appropriate box)

This employee is competent in performing the job.

|  |
|--|
|  |
|  |

This employee has not attained the competency level.

\*

\* *If the employee has not attained all competency levels, the General Manager must assess the action to be taken, provide an extension of training or alternative action as listed below.*

Alternate action to be taken: \_\_\_\_\_

|           |                   |  |       |  |
|-----------|-------------------|--|-------|--|
| Signed By | Employee:         |  | Date: |  |
|           | Trainer:          |  | Date: |  |
|           | Assessor:         |  | Date: |  |
|           | Regional Manager: |  | Date: |  |

# Environmental Aspects and Impacts

## Identified Environmental Aspects and Impacts

The following table is a summary of the likely environmental aspects and impacts that may be identified during site inspections. The significance of each impact needs to be assessed using the Risk Assessment Model.

| Activity   | Aspect  | Impact   |
|--|---|--|
| <b>Purchasing &amp; Administrative Work</b>      | Consumption of goods  | Conservation of natural resources  |
|  | Consumption of energy (eg. Electrical equipment and facilities) | Release of greenhouse gases and atmospheric pollution;<br>Consumption of natural resources; Habitat loss   |
|  | Generation of waste (eg. Paper)                                 | Consumption of space for waste disposal;<br>Habitat loss   |
| <b>Climate Control</b>                           | Consumption of energy   | Release of greenhouse gases and atmospheric pollution;<br>Consumption of natural resources; Habitat loss   |
|  | Generation of noise   | Disturbance to community; Habitat loss   |
| <b>Cleaning of – offices / vehicles</b>          | Storage, use and release of chemicals                           | Contamination of air, water or soil;<br>Risk to human health   |
| <b>Transport (Fleet vehicles / staff travel)</b> | Consumption of energy   | Release of greenhouse gases and atmospheric pollution;<br>Consumption of natural resources; Loss of habitat at all stages of generation; Light pollution |
|  | Consumption of goods (eg. Oil)                                  | Consumption of natural resources; Generation of waste; Habitat loss; Biodiversity impacts  |
|  | Generation of waste (eg. Oil)                                   | Consumption of space for waste disposal;<br>Potential contamination of water or soil;<br>Habitat loss  |
|  | Exhaust emission  | Release of greenhouse gases and atmospheric pollution  |
|  | Use of dangerous goods (eg. Batteries)                          | Potential contamination of air, water or soil;<br>Risk to human health   |
|  | Generation of noise   | Disturbance to community; Habitat degradation  |
| <b>Operations</b>                                |   |  |
|  |   |  |
|  |   |  |

Sample only.  
To be filled in



# Risk Assessment



Risk Assessment // insert name here

| <p><b>Step No:</b><br/>Logical sequence</p> | <p><b>Sequence of Basic Job Steps documented in the Procedure, Work Instruction and project plans. Break down Job into steps.</b></p> <p>Each step should be logical and accomplish a major task.</p> | <p><b>Potential Safety &amp; Environmental Hazards/Impacts at the site of the Job</b></p> <p>Identify the actual and potential health and safety hazards and the environmental impacts associated with each step of the job.</p> | <p><b>Risk Rating</b></p> <p>Refer to the risk matrix or HSEQT.PRO. Risk Mgt</p> | <p><b>Recommended Corrective Action or Procedure</b></p> <p><i>Determine the corrective actions necessary to reduce the risk to as low as reasonably practical (ALARP) refer to HSEQ.PRO.Risk Mgt. The risk must be reduced or controlled to ALARP before work commences.</i></p> <p>Document who is responsible for implementing the controls to manage each hazard identified.</p> | <p><b>Risk Rating</b> refer to the risk matrix or HSEQT.PRO.Risk Mgt</p> |
|---|---|--|--|--|--|
| 1.  |   |  |  |  |  |
| 2.  |   |  |  |  |  |
| 3.  |   |  |  |  |  |
| 4.  |   |  |  |  |  |
| 5.  |   |  |  |  |  |

# Audit



| <b>Process:</b> insert//<br><b>Procedure:</b> Insert // |          | Date:                   | Audited by:          |  |
|---|----------|-------------------------|----------------------|--|
|   |          | Location of Audit:      | Area Mgr/Supervisor: |  |
| Item  | Question | Evidence Sited          | Comments             | Conformance Score<br>0,3,5   |
| 1.  |          |                         |                      |  |
| 2.  |          |                         |                      |  |
| 3.  |          |                         |                      |  |
| 4.  |          |                         |                      |  |
| 5.  |          |                         |                      |  |
| 6.  |          |                         |                      |  |
| 7.  |          |                         |                      |  |
| AUDITOR'S SIGNATURE:                                    |          | CONFORMANCE SCORE: / 25 |                      | 0 – Non-Conformance<br>3 – Continuous Improvement Opportunity<br>5 – Total Conformance |
| SAFETY REP'S SIGNATURE:                                 |          | CONFORMANCE %:          |                      |  |