SLOVENSKI STANDARD
SIST-TS CEN ISO/TS 17969:2015

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Petrokemična industrija ter industrija za predelavo nafte in zemeljskega plina - Smernice o kompetencah osebja (ISO/TS 17969:2015)

Petroleum, petrochemical and natural gas industries - Guidelines on competency for personnel (ISO/TS 17969:2015)

Erdöl-, petrochemische und Erdgasindustrie - Richtlinien bezgl. der Kompetenz von Personal (ISO/TS 17969:2015)

Industries du pétrole, de la pétrochimie et du gaz naturel - Lignes directrices sur la compétence du personnel (ISO/TS 17969:2015)

Ta slovenski standard je istoveten z: **CEN ISO/TS 17969:2015**

ICS:

03.100.30	Vodenje ljudi	Management of human resources
75.020	Pridobivanje in predelava nafte in zemeljskega plina	Extraction and processing of petroleum and natural gas

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TECHNICAL SPECIFICATION

SPÉCIFICATION TECHNIQUE

TECHNISCHE SPEZIFIKATION

CEN ISO/TS 17969

June 2015

ICS 03.100.30

English Version

Petroleum, petrochemical and natural gas industries - Guidelines on competency for personnel (ISO/TS 17969:2015)

Industries du pétrole, de la pétrochimie et du gaz naturel - Lignes directrices sur la compétence du personnel (ISO/TS 17969:2015)

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EUROPEAN COMMITTEE FOR STANDARDIZATION
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European foreword

This document (CEN ISO/TS 17969:2015) has been prepared by Technical Committee ISO/TC 67 “Materials, equipment and offshore structures for petroleum, petrochemical and natural gas industries” in collaboration with Technical Committee CEN/TC 12 “Materials, equipment and offshore structures for petroleum, petrochemical and natural gas industries” the secretariat of which is held by AFNOR.

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Endorsement notice

The text of ISO/TS 17969:2015 has been approved by CEN as CEN ISO/TS 17969:2015 without any modification.

TECHNICAL SPECIFICATION

ISO/TS 17969

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Petroleum, petrochemical and natural gas industries — Guidelines on competency for personnel

Industries du pétrole, de la pétrochimie et du gaz naturel — Lignes directrices sur la compétence du personnel

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Foreword

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The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

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For an explanation on the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the WTO principles in the Technical Barriers to Trade (TBT) see the following URL: Foreword - Supplementary information

The committee responsible for this document is ISO/TC 67, *Materials, equipment and offshore structures for petroleum, petrochemical and natural gas industries*.

Petroleum, petrochemical and natural gas industries — Guidelines on competency for personnel

1 Scope

The purpose of this Technical Specification is to help members of the oil and gas industry develop, implement, maintain and improve their own competency management systems (CMS) for well operations personnel. This Technical Specification supports competency management general principles which can be applied to any operation within the industry.

The annexes to this Technical Specification list example competence profiles for positions responsible for well integrity. Annex A includes an example worksheet which can be used in performing a competency assessment, to help record the assessment results versus expectation, as well as the resulting action plan to address any gaps identified.

This Technical Specification is applicable to all operators, service companies and drilling contractors working on wells and well operations.

2 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

2.1
competence
ability to undertake responsibilities and to perform activities to a recognised standard on a regular basis

Note 1 to entry: Competence is a combination of knowledge, practical and thinking skills, and a person's behaviour.

EXAMPLE 1 McCoy's Law: competency = knowledge × skills × behaviours.

EXAMPLE 2 Bloom's taxonomy: competency = knowledge × skills × (technical + ability).

2.2
competency catalogue
hierarchical structured list of the competencies required to perform any task

2.3
proficiency level
level of ability and behaviour attributes within a specific skill

2.4
competency profile
skills and behaviour, each specified at a level of proficiency, required to perform the role or activity in line with the associated risk

2.5
competence assessment
process of judging evidence of an individual's performance against agreed competence requirements

Note 1 to entry: The result of such an assessment, potentially in combination with other factors such as work experience, will determine whether that individual has demonstrated competence and to which proficiency level.

2.6
rubric
set of assessment criteria used to describe and evaluate the important components of a task

Note 1 to entry: A rubric is an effective assessment tool, because it allows different assessors to arrive at similar conclusions when comparing performance to the guidelines shown on the rubric.

2.7
independent assessor
person carrying out an assessment who is not the direct supervisor of the person to be assessed and who is independent of the direct work group

Note 1 to entry: This person needs to be trained and qualified in assessment and debrief techniques and needs to have competence in the technical skills being assessed.

Note 2 to entry: Independence needs to be demonstrated to ensure that a balanced and fair assessment of a person's competency in the subject is completed.

2.8
safety-critical task
task performed on a safety-critical element which, if performed incorrectly due to lack of technical skills or knowledge or due to behaviour attributes, can lead to a major accident hazard

2.9
safety-critical competency
type of competence required of personnel in order to carry out an operation which, if carried out incorrectly or inadvertently, can lead to a major accident hazard

2.10
major accident
significant emission, fire or explosion resulting from uncontrolled events

3 Competency management system

3.1 General

The purpose of a competency management system (CMS) is to control, in a logical and integrated manner, a cycle of activities within the organization that ensures competency of operations personnel, particularly in safety critical activities. The CMS will enable personnel to be assessed and further developed, contributing to the goal of competent performance at work. A CMS should be user-friendly, workable and practical.

If an organization has no CMS, the recommended first step is to garner support from the very top of the organization. The system should then be constructed, involving resources from multiple levels of the organization, to create a sense of ownership.

This Technical Specification contains a number of examples of competency profiles which can be useful for an organization if it has to create profiles for their own staff.

3.2 Benefits of a CMS

An effective, appropriate CMS provides the following benefits:

— assists with compliance with regulatory requirements;

— provides a continuous performance improvement tool for the work force;

— provides a more comprehensive picture of the requirements for a job than a job description alone;