

**Bureau of Safety and Environmental Enforcement
Interim Policy Document**

IPD No. 2013-04

Issuance: January 07, 2013

Effective Date: March 08, 2013

Series: 600 – Inspection and Enforcement

Title: Training Performance Levels for Inspectors

Originating Office: Offshore Regulatory Programs

1. Purpose:

This document establishes the framework for the Bureau of Safety and Environmental Enforcement (BSEE) program for training of employees who inspect oil, gas, and sulphur facilities on the Outer Continental Shelf (OCS).

2. Policy/Action:

Inspector Training: individuals who inspect OCS facilities as a routine part of their job responsibilities must satisfy the successive training requirements at each of the performance levels. Employees may not advance to the next level until they demonstrate satisfactory competency to BSEE management as described below. Demonstrating competency means that (1) the employee successfully completes all training requirements, and (2) the employee demonstrates successful on-the-job training (OJT) performance.

Below is a list of Inspector Trainee performance levels:

Inspector Trainees: All new inspectors will begin as Trainees. Unless authorized in writing by the Regional Director, no Inspector Trainee may perform independent inspections on behalf of the Agency or participate in any inspections without the oversight of a Level 4 Inspector.

- **Inspector Trainee - Level 1:** All new Inspectors must first achieve a Level 1 Inspector Trainee status. Level 1 Inspector Trainees have completed the current basic safety courses required for frequent travel offshore. All basic safety courses must be successfully completed prior to traveling offshore. These courses are expected to be completed within the first month of employment.

Once all basic safety courses are satisfactorily completed, Level 1 Inspector Trainees may begin their OJT by going offshore with a Level 4 Inspector to witness official inspections.

Within the first year of employment, Level 1 Inspector Trainees are expected to successfully complete the courses necessary to become a Level 2 Inspector Trainee.

- **Inspector Trainee - Level 2:** A Level 2 Inspector Trainee is qualified to assist Level 3 and 4 Inspectors in performing inspections. A Level 2 Inspector Trainee must have demonstrated competency to BSEE management as a Level 1 Inspector Trainee and must have completed the Level 2 Inspector Trainee course requirements. Level 2 Inspector Trainees are expected to complete the coursework necessary to become a Level 3 Inspector within 2 years of employment with the agency.

Inspectors: Unless authorized in writing by the Regional Director, all inspections of OCS facilities by BSEE inspectors must have, at a minimum, a Level 3 Inspector present. Only Level 3 and Level 4 Inspectors are authorized to issue Incidents of Noncompliance. Only Level 4 Inspectors are authorized to oversee trainees and provide on-the-job training.

Below is a list of Inspector performance levels:

Inspector - Level 3: Level 3 Inspectors have demonstrated the expertise and training to independently perform inspections of OCS facilities and actively assist Level 4 Inspectors. At a minimum, a Level 3 Inspector will have demonstrated competency to BSEE management as a Level 2 Inspector Trainee and completed all Level 3 Inspector courses. There is no timing requirement to advance to a Level 4 Inspector.

Inspector - Level 4: Level 4 Inspectors have demonstrated the expertise and training to conduct independent inspections, lead teams performing complex investigations, and provide OJT to inspector trainees. To become a Level 4 Inspector, the inspector must have demonstrated competency to BSEE management as a Level 3 Inspector and completed the Level 4 Inspector courses.

The Regional Director may waive, in writing, all or part of these requirements for an inspector who clearly demonstrates that he/she has the necessary expertise and experience to function at a designated level. Copies of any such waiver documents must be sent to the Chief, Offshore Regulatory Programs.

Maintenance of Performance Levels

In order to retain the authorization to perform inspections on behalf of the Agency, all Level 3 and Level 4 Inspectors must:

- Attend the BSEE Inspectors Forum at least once every two years.
- Complete the required basic safety training classwork within the specified time frame.
- Complete at least three approved inspector training courses or 10 days of approved training each fiscal year.

If additional time is needed to complete the required training, an inspector must request and may receive a 60-day extension from the Regional Director in special circumstances.

Credentials

Upon achieving Level 1 Inspector Trainee status, inspectors will be issued credentials pursuant to the BSEE IPD on credentials. Credentials will identify the performance level of each inspector.

Approved Training Courses

The Chief, Offshore Training Branch, will be responsible for maintaining the list of approved courses and schedule of course offerings for each of the inspector performance levels. This list will be revised as appropriate to ensure effective and timely training of inspector personnel. On a quarterly basis, the Governance Board will review all revisions for the training program. In addition, this list will be posted on the BSEE website in a location to be determined at a later date.

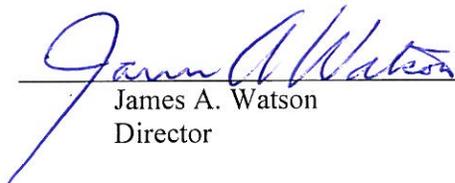
Implementation

Within 60 days of the effective date of this policy, Regional Supervisors will submit to the Regional Director a recommended classification of existing inspection personnel in each of the Levels listed above

based on the individual's experience, expertise, and job responsibilities. Once this classification is approved by the Regional Director, individual inspectors must complete the corresponding training requirements specified in this IPD. Copies of the compliance documents will be sent to the Chief, Offshore Regulatory Programs, and Chief, Offshore Training Branch.

Employees are expected to successfully and timely meet the training requirements as outlined in this IPD. Failure to do so may result in administrative action taken against the employee up to and including removal from the Federal Service in accordance with the following section in the Department Manual: 370 DM 752, Discipline and Adverse Actions, or 370 DM 430, Performance Management System.

- 3. **Expiration:** This IPD remains valid until superseded.
- 4. **Contact:** Chief, Office of Offshore Regulatory Programs (202) 208-3974



James A. Watson
Director

1/7/2013

Date