



**UNITED EASTERN**  
TECHNICAL & MANAGEMENT TRAINING

*Best of the Best in Oil & Gas Talent Management*

# PETROCHEMICAL SECTOR WORKFORCE DEVELOPMENT



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# DEVELOPING THE WORKFORCE OF TODAY AND THE FUTURE



In challenging times, petrochemical companies cannot afford to pour resources (time and money) into generalized development, expecting that they will end up with employees who are well equipped to perform in or lead the business.

*Innovation, Return on Investment  
Competency-Based Development*

## Developing the Petrochemical Workforce for Today and the Future

Training, developing, assuring competence to meet  
business and national development needs

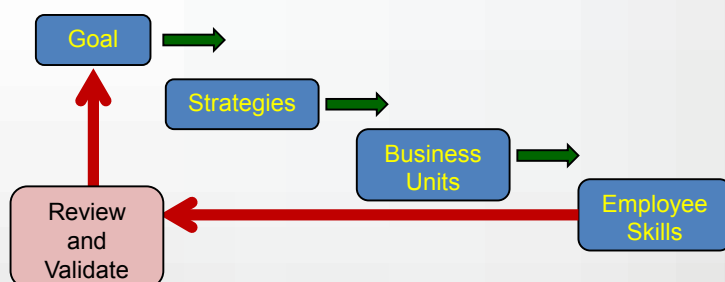
## BUSINESS DRIVERS

A Petrochemical company needs a sustainable workforce that can:

- Ensure product quality and quantity to meet business targets
- Avoid down-time and incidents – proven competence
- Adapt to changing technology and business needs

### SOLUTION

Defined and measurable workforce capability. Based on identifying the competencies (the Knowledge, Skills and Attitudes - KSA) that lead to measurable and sustainable development of individuals and teams.



# THE 4 PILLARS OF COMPETENCY



1. **Competency Framework:** the knowledge / skills / attitude (KSA) required by a person to perform their job. Competency assessment identifies the KSA gaps that are then subject to development AND identifies the competence strengths.
2. **Learning and Development Solutions:** to close gaps, or develop specialist skills, in a structured manner to maximize measurable Return on Investment (ROI).
3. **Competency Management System:** software platform to manage and report on current and future (planned) workforce competence
4. **People and Processes for success:** implementation and sustainability of the workforce development solution /process

## COMPETENCY FRAMEWORKS

Any job is a combination of Knowledge, Skills and Attitudes / Behaviors (KSA), combined with experience, and to define the KSA enables the development of the appropriate level of competency.

A Job Competency Model (JCM) is a competency framework that is based on Competency Units (CU), each of which has a set of competency statements (descriptors) that define four levels of competence: Awareness – Knowledge – Skilled – Expert and includes technical and support competencies

### ARO: CCR Platforming (Engineer)

General Statement: Know the unit process description, main components, philosophy of operation, troubleshooting, and improvement opportunities			
Awareness	Knowledge	Skilled	Expert
<ul style="list-style-type: none"> <li>Identify the potential hazards related to the operation and maintenance of the unit.</li> <li>Identify the function of CCR and catalyst type</li> <li>Identify the specifications of the feed to reactor and outlet stream</li> <li>Identify the terms catalytic reforming, endothermic reaction, reaction selectivity, Catalyst regeneration, and Conversion ratio.</li> <li>Identify the function of the heater</li> <li>Identify the main parameter for controlling the catalytic reforming</li> <li>Identify the heat recovery and how it is apply in the CCR system.</li> <li>List the poisons reactor catalysts</li> <li>List pre-start checks for reactor start up and shutdown</li> <li>Identify the reason for chloride injection</li> </ul>	<ul style="list-style-type: none"> <li>Describe the operation conditions that favor desire catalytic reforming</li> <li>Describe the causes which lead to catalyst poison and decreasing catalyst performance</li> <li>Elaborate on what causes reaction killed and how it can be controlled</li> <li>Describe controlling of heat required for reaction</li> <li>Explain actions taken in to control catalyst reactivity / catalyst deactivation / catalyst degradation</li> <li>Explain the indications and effect of poisons on reactor catalysts, and proper action to avoid it.</li> <li>Describe start up and shutdown steps for reactor</li> <li>Explain the function of chloride base and how to control the rate and corrosion</li> </ul>	<ul style="list-style-type: none"> <li>Apply relevant EH&amp;S policies to prevent any inherent hazards with the CCR platformer</li> <li>Perform a test run, technical evaluation or troubleshooting of CCR Platforming.</li> <li>Evaluate how catalytic reforming is achieved for converting naphtha to aromatic.</li> <li>Assess how CCR Platforming system can be improved.</li> <li>Evaluate how to maximize the yields and profits by running the platformer in the optimal mode</li> <li>Quantify the effect of temperature of inlet feed on the catalytic reforming</li> <li>Compare the actual performance of Catalyst on a regular basis</li> <li>Review the operating manuals or procedures, recommend improvements and explain your recommendations</li> </ul>	<ul style="list-style-type: none"> <li>Review existing processes and develop solutions for CCR PLATFORMING to increase productivity or reduce costs.</li> <li>Provide technical advice for benchmark studies and recommend based on benchmarking gaps</li> <li>Plan and create methods to improve production processes.</li> <li>Ensure compliance with approved production methods and quality standards</li> <li>Develop engineering standards, policies, strategies and best practices.</li> <li>Establish, track and continuously improve a root cause analysis program for unit problems</li> </ul>
• EQ-ARO-104-A	• EQ-ARO-104-K	<ul style="list-style-type: none"> <li>W-ARO-014-S</li> <li>UOP-CCR001</li> </ul>	<ul style="list-style-type: none"> <li>W-ARO-014-E</li> <li>UOP-CCR002</li> </ul>

Competency Unit (CU) example: The yellow boxes indicate the Job Level Requirement (JLR), so in this example the job requires the Skilled level.

# UETMT COMPETENCY LIBRARIES

UETMT maintains a series of competency libraries in which the Competency Units are grouped by discipline, including technical and non-technical CUs. In the downstream (refining / petrochemical sector) the libraries include:

## General Engineering, including:

- Engineering technical fundamentals
- Energy Efficiency and sustainability

## Operations General, including:

- Process performance and optimization
- Laboratory

## Petrochemical / Refining, including:

- Refining
- Aromatics
- Ethylene Glycol
- Ethylene
- Polyethylene
- Polypropylene
- Styrene
- Methanol
- Ammonia
- Fertilizers

## Support Libraries, including:

- Plant Maintenance: Rotating and Static equipment, Instrument and Electrical, Reliability and Corrosion, Electrical, Instrument & Control
- Project Management
- Health, Safety, Environment, Security
- Human Resources (HR), Learning and Development
- Information Technology (IT), Marketing, Finance, etc.

The libraries are created and maintained by UETMT to reflect industry / discipline standards, benchmarks and certifications where appropriate.

## JOB FAMILIES / JOB POSITIONS

- The libraries are used to create the JCMs for a Job Family, e.g. Aromatics Production Engineer.
- The jobs within that Job Family are then created by selecting the Job Level Requirement for each CU, these provides a progression of competency requirements for the jobs within that job family.
- The job titles will vary between companies, but as an example using a notional job titles in the job family:

### Job Family:

Aromatics

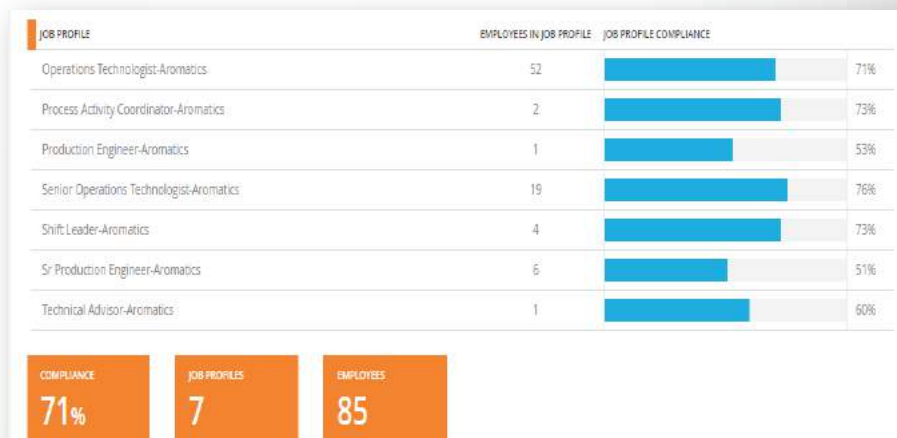
### Job Titles (JCMs):

#### Operations:

- Operations Technologist Aromatics
- Sr. Operations Technologist Aromatics
- Shift Leader Aromatics

#### Engineering:

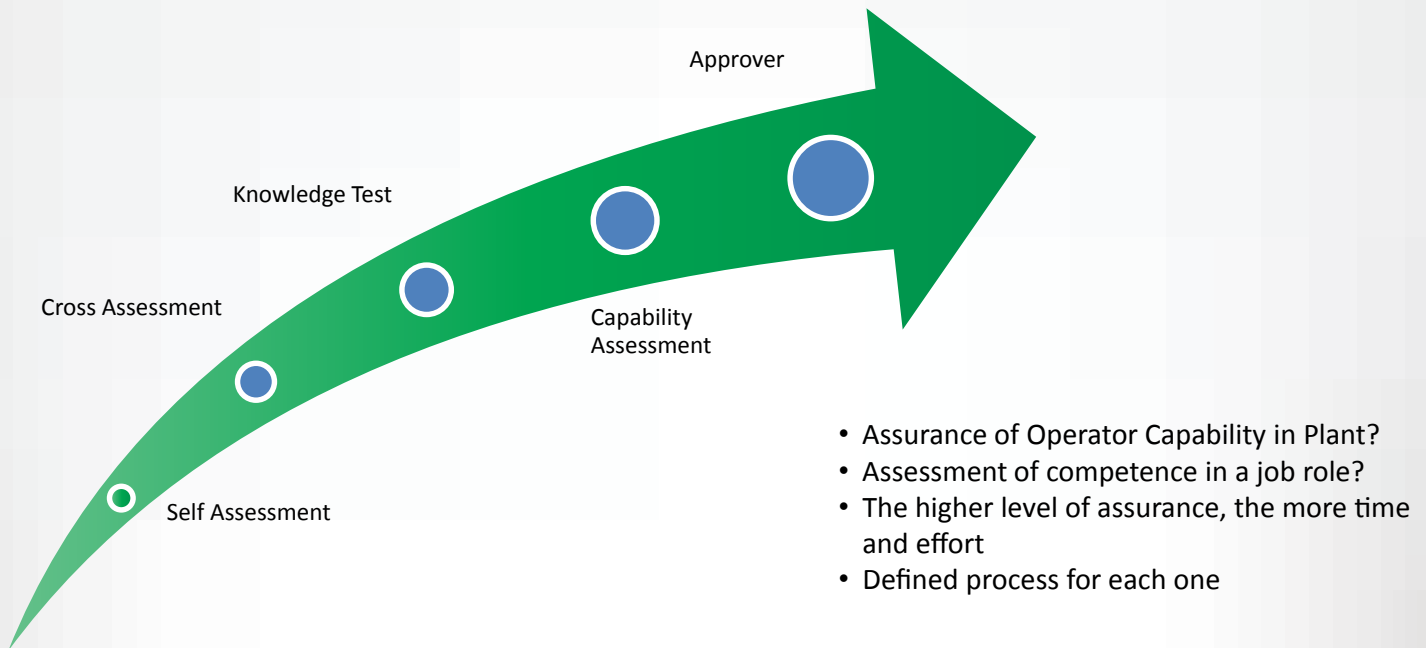
- Production Engineer Aromatics
- Sr. Production Engineer Aromatics
- Technical Authority Aromatics
- Production Leader Aromatics



*Example of competency data in Comaea system: Aromatics Department*

# ASSESSMENT AND ASSURANCE

The Competency System is designed to provide an appropriate (useful and usable) level of Assessment and Assurance



## ASSESSMENT TO DEVELOPMENT PLAN

The UETMT competency system provides an easy, effective way to manage competency assessment to Individual Development Plan (IDP). Typical process steps:

1. Self-assessment by an individual
2. Cross-assessment, typically by a supervisory level
3. Approved level
4. Based on the approved competency levels, an IDP is created using the system Learning Solutions





# ASSESSMENT

Signmund Plato Notifications 0 Help Logout POWERED BY COMAEA

Home My Competency My Plans/Milestones/Actions Ben Smith Alan Adams

Filter by

- Sort by competency group
- Status
- Employee assessment - Completed By Alan Adams 11 January 2016
- Cross assessment - Completed By Peter Robert 18 April 2016
- IDP assessment - Not completed Assigned to Leo Tolstoy Steps to complete: Assign IDP Click I am done!
- I am done (as Approver)
- Tools
- Document Archive: 0
- Portfolio
- Portfolio | All sections
- Portfolio | Competency profile
- Portfolio | Gap analysis
- Portfolio | Plans/Milestones/Actions
- Add or remove columns
- Self Assessment
- Cross assessor's level
- Approved level
- JLR
- Comment
- Status
- Updated

Alan Adams Competency

GUIDE SELF-ASSESSMENT CROSS-ASSESSOR'S LEVEL APPROVED LEVEL JLR COMMENT STATUS UPDATED

General	Fundamentals of Petrochemical Industry	A	A	A	A		18 Apr 2016
Department Specific	HR Strategy (General)	A K S E	A K S E	A K S E	A		18 Apr 2016
	EQUATE Business Knowledge	A	A	A	A		18 Apr 2016
	HR Practices	A K S E	A K S E	A K S E	A		18 Apr 2016
	HR Governance	A K S E	A K S E	A K S E	A		18 Apr 2016
Job Specific	HR Information and Records	A K S E	A K S E	A K S E	A		18 Apr 2016
	HR Policies, Procedures, Work Processes	A K S E	A K S E	A K S E	A		18 Apr 2016
	Professional Development Program	A K S E	A K S E	A K S E	A		18 Apr 2016
	International Assignment Administration	A K S E	A K S E	A K S E	A		18 Apr 2016
	Affiliate Secondments	A K S E	A K S E	A K S E	A		18 Apr 2016
	Employee Benefits Administration	A K S E	A K S E	A K S E	A		18 Apr 2016
	Payroll Administration	A K S E	A K S E	A K S E	A		18 Apr 2016
Supporting Systems & Tools	Operating Discipline Management System (ODMS) (General)	A	A	A	A		18 Apr 2016
	Management of Change (MOC)	A	A	A	A		18 Apr 2016
	SAP System	A	A	A	A		18 Apr 2016
	Sig Sigma	A K S E	A K S E	A K S E	A		18 Apr 2016
	Budget and Cost Control	A	A	A	A		18 Apr 2016
EH&S for All Employees	Basic Safety	A	A	A	A		18 Apr 2016
	EH&S Business Functions	A	A	A	A		18 Apr 2016
Cultural Capabilities	Idea Generation and Evaluation	A K S E	A K S E	A K S E	A		18 Apr 2016
	Innovative	A K S E	A K S E	A K S E	A		18 Apr 2016
	Ownership of Results	A K S E	A K S E	A K S E	A		18 Apr 2016

Self Assessment Level - S

Cross Assessment Level - S

Job Level Requirement - E so shows red as approved level is less than JLR = a competence gap

Approved Level - S

## GAP ANALYSIS AND IDP

Leo Tolstoy Notifications 0 Help Logout User View Administrator View POWERED BY COMAEA

Home My Competency My Plans/Milestones/Actions Bill Reid

Filter by

- Sort by competency group
- Status
- Approver assessment - Completed By Douglas Bader 11 November 2015
- Approver assessment - Completed By Guy Gibson 11 November 2015
- I am done (as IDP)
- Tools
- Document Archive: 0
- Portfolio
- Portfolio | All sections
- Portfolio | Competency profile
- Portfolio | Gap analysis
- Portfolio | Plans/Milestones/Actions
- Add or remove columns
- Approved level
- Target level
- JLR
- Learning Solution
- Status
- Updated

Bill Reid Competency Gap closure Plans/Milestones/Actions

GUIDE APPROVED LEVEL TARGET LEVEL JLR LEARNING SOLUTION STATUS UPDATED

General	Fundamentals of Petrochemical Industry			A			11 Nov 2015
Department Specific	EQUATE Engineering Standards			E	Learning Solution		11 Nov 2015
	Project Feasibility and Planning	A K S E	A K S E	E	Learning Solution		11 Nov 2015
	Project Initiation	A K S E	A K S E	E			10 Nov 2015
	Project Execution	A K S E	A K S E	E			10 Nov 2015
	Project Close out	A K S E	A K S E	E			10 Nov 2015
	Documentation and Engineering Drawings (TID)	A K S E M	A K S E M	M			10 Nov 2015
	Analytical Thinking	A K S E	A K S E	E			10 Nov 2015
	Technology Implementation for Competitive Advantage (TICA)	A K S E	A K S E	E			10 Nov 2015
	Result Validation	A K S E	A K S E	E	Learning Solution		17 Apr 2016
Technical Concept & Responsibility	Engineering Review, Analysis and Decision Making (TID)	A K S E M	A K S E M	M			17 Apr 2016
	Thermodynamics and Heat Transfer (TID)	A K S E M	A K S E M	M			17 Apr 2016
	Heat Recovery and Heat Integration (TID)	A K S E M	A K S E M	M			10 Nov 2015
	Fluid Flow (TID)	A K S E M	A K S E M	M			10 Nov 2015
	Process Variable Measurement (TID)	A K S E	A K S E	E			10 Nov 2015
	Material and Energy	A K S E	A K S E	E			10 Nov 2015

Job Level Requirement - E so shows red as approved level is less than JLR = a competence gap

Learning Solution available to close the gap

Approved Level K

Target Level - S so will move person from K to S

# LEARNING SOLUTIONS

The UETMT competency libraries include baseline **Learning Solutions**. Learning Solution (LS) is an approved method of developing a specific competency.

- LS may be theory or application or a combination of the two
- LS enable consistent, cost-effective development of competency gaps

Learning Solutions are devised to meet the blended learning 70-20-10 methodology that recognizes the importance of structured training for theory (awareness and knowledge) and application (skilled and expert) through:

- Self-managed learning, primarily e-learning
- Instructor-led classroom courses by external vendor or internal by Company
- Work Experience / On-Job Training

## LEARNING SOLUTIONS

Learning Solutions linked to Competency Statements. Theory for Awareness and Knowledge, practical Work Experience and advanced courses or assignments for Skilled and Expert

### 2. EG: Ethylene Oxide Reaction System (Operations)

General Statement:			
Awareness	Knowledge	Skilled	Expert
<ul style="list-style-type: none"> <li>Identify the feed specifications and ratio for reactor</li> <li>Identify the terms oxidation, reaction selectivity, cycle length of the reactor, exothermic reaction, LOV and runaway reaction</li> <li>List the parameters for the oxidation reactor.</li> <li>Identify the type of catalyst and causes lead to permanent or temporary poison</li> <li>Identify the Catalyst promoters</li> <li>list and Identify the parameters for reduce side reactions and drive the selectivity to primary reaction not secondary reaction</li> <li>Identify how to control the inlet temperature and liberated heat of the reaction.</li> <li>Identify the link between glycol &amp; reaction</li> <li>Define Hot Spot, Burn-down and Feed impurities.</li> </ul>	<ul style="list-style-type: none"> <li>Describe conditions and parameter that lead to decrease byproducts formation, and drive the reaction selectivity</li> <li>Describe the causes which lead to catalyst degradation, permanent or temporary poison, and the proper countermeasure.</li> <li>Describe the function of catalyst promoters &amp; it's function</li> <li>Monitor operating reaction conditions</li> <li>Describe the function and location of online analyzer.</li> <li>Describe the proper action along with cause &amp; effect in case of reduction in reactor selectivity.</li> <li>Describe the proper action along with cause &amp; effect temporary or permanent catalyst poison</li> <li>Explain the causes, effects and action for hot spot, burn-down, feed impurities, change in dosing of catalyst promoters.</li> <li>Explain the effect of Argon ratio on the reaction and the way to control the ratio.</li> <li>Draw a block flow scheme of the unit and describe the functions of each component.</li> <li>Describe LOPA &amp; ESS scenarios</li> </ul>	<ul style="list-style-type: none"> <li>Maintain unit performance as per Operating Discipline OD. system.</li> <li>Maintain records and reports of defects and milestones.</li> <li>Perform Start-up and shut-down of unit equipment</li> <li>Perform tasks and activities related to activated interlock system</li> <li>Interact with affected upstream and downstream areas/units to ensure smooth operation</li> <li>Troubleshoot and resolve process deviation and problems</li> <li>Perform tasks and activities related to alarms</li> <li>Action LOPA scenarios</li> <li>Prepare equipment for maintenance as per ECP</li> <li>Review/validate area operating procedures</li> <li>Maintain catalyst selectivity &amp; activity as per projection</li> </ul>	<ul style="list-style-type: none"> <li>Approve area certification/ Qualification.</li> <li>Review STIP and implement as appropriate.</li> <li>Provide support to plant personnel in managing plant issues and problems</li> <li>Analyze effect of controlling parameters on performance of the unit</li> <li>Analyze unit energy index and look for opportunities to improve/control.</li> <li>Analyze repeated alarms to avoid unexpected upsets.</li> <li>Ensure that lessons learnt from plant upsets are shared using LER</li> <li>Conduct review for process conditions compare to design conditions.</li> <li>Validate and approve area operating procedures.</li> <li>Participate in project Risk Assessment</li> <li>Participate in reviewing final engineering Request for Technical Service "RTS" report</li> <li>Participate/Conduct Critical Event Review "CER"</li> </ul>
<ul style="list-style-type: none"> <li>EQ-EG-101-A</li> </ul>	<ul style="list-style-type: none"> <li>EQ-EG-101-K</li> <li>EQ-EG-101a-K</li> <li>EQ-EG-101b-K</li> <li>EQ-EG-101c-K</li> </ul>	<ul style="list-style-type: none"> <li>W-EG-003-S</li> </ul>	<ul style="list-style-type: none"> <li>W-EG-003-E</li> </ul>
<ul style="list-style-type: none"> <li>EQ-EG-201-A</li> </ul>	<ul style="list-style-type: none"> <li>EQ-EG-201-K</li> <li>EQ-EG-201a-K</li> <li>EQ-EG-201b-K</li> </ul>	<ul style="list-style-type: none"> <li>W-EG2-003-S</li> </ul>	<ul style="list-style-type: none"> <li>W-EG2-003-E</li> </ul>

- Learning Solution codes



# GENERIC E-LEARNING

Based on our experience of the Middle East petrochemical learning needs and learning styles, we have developed a range of generic e-learning on common topics. The modules are designed to deliver Basic Knowledge of the subject, and include testing elements.

The libraries available include:

- Fundamentals of Oil & Gas – Upstream, Downstream
- Maintenance: equipment and type modules
- Petrochemical and Refinery Plant Overviews
- Panel Operations
- Laboratory
- Health, Safety, Environment (HSE)
- Security
- Operator duties and processes
- English for Operators: includes modules for rig crews, plant operators (by plant type)

All our e-learning modules make extensive use of **graphics and simple animation** to add learning

## GENERIC E-LEARNING; CAN ALSO BE CUSTOMIZED TO CLIENT

### RMD - Emergency Diesel Generators

Knowledge  
EQ-RMD-021-K

#### Objectives

At the end of this module you will be able to:

- Describe with block diagram the main units of EDG
- Describe the basic function of the generator
- Review the emergency power supplies
- Define the basic protection system for EDG
- Describe precautions required during routine P.M for EDG
- Describe common malfunctions for EDG
- Routine Checks for EDG
- Draw a single line diagram for EDG with low voltage switchgear.
- Describe the interface system integrated with EDG

#### Emergency Diesel Generator

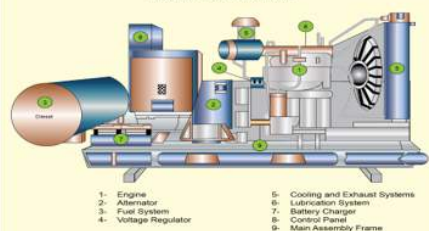
##### What is a Diesel Generator?

A Diesel Generator is the combination of a diesel engine with an electric generator (often called as alternator) to generate Electrical energy.



#### Emergency Diesel Generator

Emergency Diesel Generator Parts



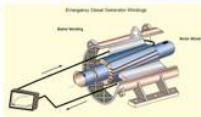
#### Emergency Diesel Generator

**Engine:** The Diesel Engine is a heat engine that functions by converting the heat energy of diesel fuel into mechanical work.

The engine is the source of the input mechanical energy to the generator.

**Alternator:** An alternator is an electrical generator that converts mechanical energy to electrical energy in the form of alternating current.

The engine is the prime-mover that turns the alternator to convert mechanical energy into electrical energy.



#### Emergency Diesel Generator

**Fuel System:** The fuel tank usually has sufficient capacity to keep the generator operational for 6 to 8 hours.

Fuel system comprises of Pipe connection from fuel tank to engine, Ventilation pipe, Fuel Filter, Fuel injector.

**Voltage Regulator:** AVR –Automatic Voltage regulator controls output by sensing the voltage at a power-generating coil and comparing it to a stable reference and signal is then used to adjust the value of field current.



# SITE-SPECIFIC E-LEARNING

## SITE SPECIFIC E-LEARNING DEVELOPMENT

UETMT offers a cost-effective service for:

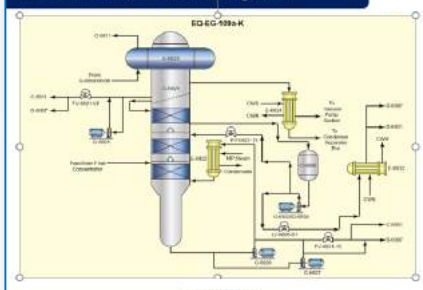
Developing site-specific e-learning for operators and technicians that is easy to use, sustainable, effective, including question banks for testing

- Learning type to suit Operators of Maintenance Technician self-led learning
- Easy to use and highly relevant to current plant equipment and process
- Sustainable – easy to update when anything changes in the plant
- Can be stored and launched from Comaea or client system

### EG1 Purification – MEG Separation Column

Knowledge  
EQ-EG-109-K

### MEG Process Flow Diagram



### Circulation Pump G-6826

**G-6826 Mono Circulation Pump:** Circulates the mono tails through mono reboiler, also it pumps mono tails to DEG column or to D-6807 crude tank.

This is a centrifugal pump. There is no standby for this pump.



## TRAINING COURSES

UETMT offers a comprehensive range of public and in-house courses / workshops in technical subjects for Petrochemicals.

We provide courses that range from industry overviews that are suited to newcomers to the industry and for those members of the workforce who are in support or office roles, to specialist technical courses for Petrochemical operators, engineers and leaders.

In-house versions of the courses can be customized to focus on your company's business sector or operating region.

**A complete list of our courses can be viewed at [www.uetmt.org](http://www.uetmt.org)**



# ON-JOB TRAINING / WORK EXPERIENCE

OJT / Work Experience developed from Competency Units:

- Defines Tasks to meet competency requirement
- Manages and records training element
- Manages and records Assessment elements
- Can be automatically managed, tracked, reported in Comaea

Certification Record		Certification Record	
Trainer Name	Trainer	Trainer Name	Trainer
Trainer ID#		Trainer ID#	
Job Title and Department		Job Title and Department	
Certification Title		Certification Title	
Date Started		Date Started	
Status		Completion Date	Approved By
E-Learning modules		Modules are assigned in E-Learn and completed by trainee	
E-Learning Final Test Completed			
OJT/Work Experience			
For each one a separate tab must be completed and details only entered here once that OJT/Work Experience is completed			
Performance Test		Performance Test is based on the table marked Assessment, each is completed as required and final result entered here	
Assessor Name		Assessor ID	
Assessor ID		Date of Test	

EQUATE WORK EXPERIENCE				Return to Contacts			
Department	EG1			Competency Level	Skilled		
Job Title				Learning Code	W-EG-005-S		
Name and ID #				Trainer / Mentor			
Competency Unit	Ethylen Oxide Reaction System			Total Tasks	Overall Completion %		
Competency	Job Task Details	Priority	Assigned Task Details	Date	Participant	Witness	Completion Status
Competency Statements				Date Completed			
Maintain in unit performance as per Operating Discipline 00.	Routine Readings						
	Routine round-Intaltrack round						
	Routine Sampling						
Maintain in records and reports of defects and milestones.	Non-routine Sampling						
	logbook / MTL use						
Perform Start-up and shut-down the unit equipment (Locate, state purpose, simulate / perform procedure)	RX3-OP-61-01 EO Reaction Start-Up						
	RX3-OP-61-04 EO Reaction Shutdown						
	RX3-OP-61-11 EO Heat removal						
Perform tasks and activities related to activated interlock system	Bypass, Interlocks, override alarms (Inside Op only)						
	Communication protocols, unit aspect and impact						
Inspect with affected upstream and downstream areas/units to ensure smooth operation	ESS-1 Recation Trip Freeze						
	ESS-2 Purge Glycol Reactor Trip						
	ESS-611 Cycle Gas Wash Pumps						
Troubleshoot and resolve process deviation and problems							

## COMPETENCY-BASED LEARNING ROADMAPS

Development of Competency-based pre-defined learning and development roadmaps. Potential uses include:

- Operator Certification e.g. a job or area in the plant
- New-hire engineer to first ‘independent contributor’ role
- Specialist development
- Accelerated development of nationals

Advantages include:

- Standardized, structured, measurable development
- Standardization of internal training and development capability
- Saves time and money

These can be assigned, implemented, managed and reported in Comaea



# OPERATOR CERTIFICATION

- Operator Certification example e.g. a job or area in the plant. Contains:
  - Theory learning and testing, usually e-learning
  - OJT worksheet to guide learner, trainer, SME and document progress
  - Assessment and sign-off sheets

Certification Record		Trainee	Certification Record		Trainer
Trainee Name			Trainee Name		
Trainee ID#			Trainer Name		
Job Title and Department		EUI Operations Technologist	Trainer ID#		
Certification Title		EUI Treating Outside	Job Title and Department		
Date Started					
Status		Completion Date	Approved By		Comments
<b>E-Learning modules</b>					
E-Q-EU-101-K		Modules are assigned in E2-Learn and completed by trainee			
E-Q-EU-103-K (3 modules)					
E-Q-EU-106-K					
<b>E-Learning Final Test Completed</b>					
<b>OUT/Work Experience</b>		<i>For each one a separate tab must be completed and details only entered here once that OUT/Work Experience is completed</i>			
W-EU-001-S					
W-EU-021-S					
W-EU-048-S					
<b>Performance Test</b>		<i>Performance Test is based on the tabs marked Assessment; each is completed as required and final result entered here</i>			
Assessor Name					
Assessor ID					
Date of test					
Pass / Fail					
Recommendations summary					
<b>Evaluation Period</b>		<i>This is the 30-day period post performance test and prior to final certification test and Leader sign-off</i>			
Date Started					
Date Completed					
<b>Leader Sign-Off</b>					
<b>Name and ID#</b>					

Operator Certification Record	
Name	Bill
Area	505
Job	Threshing Outside

SMART WORKSCHEDULE							Network Calendar	
Department	URL			Competition Level	Ref No.			
Initiative	OT Training Goals			Learning Goals				
Home and GLE				Home / Mobile				
Competency Unit	Performance and Skill Development Objectives	Priority	Assigned Task Details	Date	Participant	Witness	Completion Status	
Competency/Performance	Job Task Details	URL		Date Completed				
Maximum unit performance across Operating Classifying CO	Review Readings							
	Review unit performance and address issues							
	Review Sampling							
Maximum records and reports of evidence in all instances	Book-out the Sampling							
	Logbook / MP Log							
Perform Step-Up and walk down the unit and equipment (Suction, extractions, in-line, transfer, perform procedures)	AL-02 Start-up of the Bulk Air-Can Removal System							
Perform tasks and skills that are related to activated medical devices	AL-01 Situation of the Bulk Air-Can Removal System							
	Logbook, Ambulance, and Vehicle use in a field setting							
Inspect unit affected equipment and components already used to service similar equipment	Continual Education protocols, unit inspection impact							
	AL-02 National Airline Readiness - 1400 Hours on the line							
	AL-03 Changing Unit Team Shift, 8-122							
	AL-04 Incoming COC to Super Markets							
Troubleshoot and resolve problems across MP and problems (Suction, extractions, in-line, transfer, perform procedures)	AL-05 Responding to a Major Issue (Run-on Unit Run-down)							
	AL-06 Unit and a SAMSUS Code Run to a Case (Suction Shift, 1208)							
	AL-07 Responding to a Case (Suction Run for Elements)							
	AL-01 Responding to a High COC in COC Member Contact							

# OPERATOR CERTIFICATION: COMAEA

These can be assigned, implemented, managed and reported in Comaea

## Overall Plan contains the other elements (Actions and Milestones)

## Milestones, such as Progress Point or Decision Point

### Actions: E-learning modules

### Actions: OJT / Work Experience



The screenshot displays the Taylor Hall user interface. At the top, there is a navigation bar with links for Home, My Competency, My Plans/Milestones/Actions, Ben smith, and Taylor Hall. Below this, the Taylor Hall header is visible, followed by tabs for Competency and Plans/Milestones/Actions. The main content area lists several tasks, each with a date and a status indicator (Followed up or Evaluated).

Task	Date	Status
OT Certification EU1 Treating Outside	2016-02-01	Followed up
E-Learning final test PASS	2016-01-22	Evaluated
EU1 Treating Outside modules	2016-01-22	Followed up
Performance Test	2016-01-22	Evaluated
OJT Work Book EU1 Treating Outside	2016-03-01	Followed up
Certification Sign-Off	2016-01-22	Evaluated

# CERTIFICATION TRACKING

Comaea Certification / Qualification Tracker features include:

- Dashboards to show status: Valid – Expiring – Expired that enable pro-active management of all certifications and qualifications
- E-mail alerts to assist in managing certifications and qualifications
- Visibility by Organization, Employee, Status, Certificate



The Comaea Certificate Tracking and Reporting element of Comaea provides:

- A quick and simple way to manage certificates / qualifications. In EQUATE it is only currently applied to Operator Technologist certifications
- Notification (in Comaea and email) when a certificate requires action ('about to expire' or 'expired')

Comaea Certification / Qualification Tracker based on Organization Structure

By Organization Unit – high level e.g. Manufacturing

**Certificates & Licenses**  
Narrow down your search by using various filters below

Group by: Organisation Employee Certificate Status

Filter by: Manufacturing

Expires in 60 days

Valid, Expiring, Expired, Pending, Show certificates for current jobs only, Enable Lazy Load

UNIT	STATUS
Manufacturing	Valid
Aromatics	Valid
Central Laboratory	Valid
Complementary Assets Expertise Center	Valid
Environment Health & Safety	Valid
Ethylene	Valid
Ethylene Glycol	Valid
Manufacturing Support	Valid
Polyethylene	Valid
Polypropylene	Expiring
Polypropylene Operations	Expiring
Polypropylene Shift A	Expiring
Polypropylene Shift B	Expiring
Polypropylene Shift C	Expiring
Polypropylene Shift D	Expiring
RMD - Reliability & Maintenance	Valid
Styrene	Expiring
Styrene Shift A	Expiring
Styrene Shift B	Expiring
Styrene Shift C	Expiring
Styrene Shift D	Expiring
Utilities	Valid

By Organization Unit – lower level Plant and Shift

**Certificates & Licenses**  
Narrow down your search by using various filters below

Group by: Organisation Employee Certificate Status

Filter by: Polypropylene

UNIT	STATUS
Polypropylene	Valid
Polypropylene Operations	Valid
Polypropylene Shift A	Valid
Polypropylene Shift B	Valid
Polypropylene Shift C	Valid
Polypropylene Shift D	Valid

# UNITED EASTERN TECHNICAL & MANAGEMENT TRAINING

## WHO ARE WE?

United Eastern Technical and Management Training (UETMT) is a fully - integrated Training and Consultancy Company, comprising a group of industry Professionals, Consultants, Executives, and Practitioners with extensive Regional (Middle East) and Global experience in Technical and Management Development, as part of Human Capital Development and Talent Acquisition, particularly in the Oil & Gas Industry, but also in other sectors.

UETMT is a subsidiary company of United Eastern Group- (UEG)- based in Abu Dhabi, UAE. The parent company has been active in the region since 1976.

UETMT is the preferred source for a comprehensive range of products and services to many long-standing clients in the Oil, Gas and Petrochemical Industries.

This not only provides you with a level of assurance, but also brings direct benefits to your business through the increase in effectiveness that a well-trained and developed workforce will bring to the workplace. The morale and motivation of your staff will increase because they will have their training internationally accredited and therefore of higher value to them.

As outlined below –‘Our Services’ – we work with our clients to develop, implement and sustain solutions that build national workforce capability.

### Our capabilities include:

- Competency and Capability Assurance
- Workforce Assessment
- Training Management Services
- Training Design, Development and Delivery for the following course families:
  - Technical
  - Non-Technical
  - HSE

## GLOBAL STANDARDS AND ACCREDITATION

UETMT works alongside and with international bodies that provide access to global standards and certification. This ensures that our products and processes match global requirements and adds a level of assurance to our clients, whilst enabling them to adopt standards that provide real business benefit to them and their employees.

## UETMT IS ISO CERTIFIED BY QSR

ISO 9001: 2008- Quality Management System (QMS),

ISO 14001: 2004- Environmental Management System (EMS),

OHSAS 18001: 2007- Occupational Health & Safety Management System (OHSAS)



UETMT is an Approved Center of the Scottish Qualification Authority (SQA),

a UK Governmental Organization, offering Customized Award Programs (SVQ Level) credit rated onto the Scottish Credit and Qualifications Framework (SCQF).



UETMT is also approved Center by a UK organization Engineering Construction Industry Training Board (ECITB)



## OUR OFFICES

- ABU DHABI
- DUBAI
- OMAN
- KUWAIT
- EGYPT
- KINGDOM OF SAUDI ARABIA
- TURKEY



## OUR MISSION

Partner with our clients to help them develop and sustain the workforce to meet current and future business needs

## OUR VISION

To ensure a competent, qualified, and highly motivated workforce focused on achieving critical outcomes, through the development implementation, and sustainability of cost-effective and result-oriented Human Resource and occupational training programs, services, and practices.

## OUR VALUES

We believe in demonstrated competence, institutional integrity, personal commitment and deep sense of nationalism.

## OUR SERVICES

The Oil and Gas Industry's drive to International Standards of Performance, Nationalization of staff, aging workforce demographics, changing technologies, and business challenges have caused a major shift in the training and development of the workforce, therefore our aims are to:

- Implement a seamless process that enhances the skills of Oil and Gas Employees.
- Close the Competency Gaps and develop Oil and Gas personnel to ensure they are competent to the level essential for their job positions.
- Ensure the availability of competent personnel with the necessary skill set to assure safe, efficient and reliable operations of existing and future facilities.
- Develop a culture with the belief that all accidents/incidents, environmental incidents and disruptions are preventable and that 'Zero Incident' is possible.

## OUR CREDENTIALS







**UNITED EASTERN**  
TECHNICAL & MANAGEMENT TRAINING



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INTERSTED TO KNOW MORE  
ABOUT OUR SERVICES PLEASE CONTACT US

Liberty Tower, Khalifa Street,  
P.O.Box: 7615, Abu Dhabi-UAE  
Tel : +971 2 627 2737  
Fax : +971 2 627 0048  
E-mail : [ameneassy@ueg.ae](mailto:ameneassy@ueg.ae)  
Web. : [www.uetmc.ae](http://www.uetmc.ae)

Al Salemiyah Tower, 1003,  
P.O. Box: 8670, Dubai - UAE  
Tel : +971 4 222 9911  
Fax : +971 4 222 6642  
Mob. : +971 50 830 7962  
Web. : [www.uetmt.ae](http://www.uetmt.ae)

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