

Questions for CIC Training of Personnel

QUESTIONS ON INITIAL TRAINING

Is there an initial training program for each operational and maintenance function?

Do the initial training programs cover the skills and knowledge necessary to perform the tasks inherent to the operational and maintenance functions?

Do the training programs for operational personnel cover the hazardous substances present in the installation?

Do the training programs for operational personnel include training on the process risks of the installation and the safeguards to control them?

Do the training programs for operational personnel include training on the personal protective equipment needed for performing tasks in the field?

Do the training programs for operational personnel cover the work permit system, in particular the issuing of PTW (if that is part of the job)?

Do the training programs for maintenance personnel deal with the safe execution of maintenance and assembly jobs (welding, cutting, working on electrical installations, etc.)?

Do the training programs for maintenance personnel cover working in confined spaces (if applicable)?

Do the training programs for maintenance personnel cover the use of PPE needed for performing the maintenance tasks?

Do the training programs for maintenance personnel cover the hazardous substances present in the installation?

Do the training programs for maintenance personnel cover the use of PTW?

Does the initial training allow the trainee to gain practical experience and to learn on the job by performing certain tasks under supervision or assisting experienced fellow workers?

During this period of learning on the job, is there a coach assigned to the trainee/recruit?

For all initial training programs is there a mechanism for verifying whether the training resulted in the acquisition of the necessary skills and knowledge is specified for each training module (e.g., by formal tests, by observation of tasks, by judgement of the training coach, etc.)?

Within each operational and maintenance department, is it clear (to the management and staff involved) who is responsible for making sure a new recruit follows and completes the initial training program?

Is the completion of the initial training program documented for every trainee/recruit?

Is the decision that a recruit can perform a task by himself (without supervision) is formally documented?

QUESTIONS ON PERIODIC REFRESHER TRAINING

Did the operator identify the training modules that need to be followed periodically by the internal operational and maintenance personnel?

Is there a system in place that makes sure the necessary refresher trainings are given in time before the “expiration date” of the previous training session has been exceeded?

QUESTIONS ON AD HOC TRAINING

Is there a system to identify and collect the ad hoc training needs within the company?

Are lessons of incidents or accidents explained to the operational and maintenance personnel via ad hoc training sessions?

Are modifications to the installations explained to the operational and maintenance personnel via ad hoc training sessions?

Are frequent observations of unsafe behaviour or deviations from procedures (as identified in audits and safety tours) communicated to the operational and maintenance personnel via ad hoc training sessions?

Is there sufficient time booked for ad hoc training at regular intervals in the working schedule of operational and working personnel?

Is it clear who is responsible for the managing the ad hoc training (content, planning)?

Is there a policy on how to deal with absences during ad hoc training sessions, in order to deal with the situation that an employee repeatedly fails to attend a certain training session?

QUESTIONS ON REGISTRATION

Are all training sessions registered?

Does the registration allow to have an overview for any given employee of the training received?