PERSONNEL COMPETENCE & TRAINING CONTROL

Requirements for verifying, recording and maintaining workforce competence and training authorisations.

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Prepared for	OceanVision Energy Limited	**Approved by**	Charles Ayedero, MD/CEO

Implementation and awareness: Responsible departments shall communicate this approved policy to relevant staff and contractors, maintain applicable records and review its continuing suitability.

1. Competence requirements

- **Role profiles:** Define responsibilities, required education, trade skills, permits, medical fitness, training, experience and client/site-specific competencies.
- **Evaluation:** Assess evidence before mobilisation: CV, certificates, trade tests, practical assessment, induction, and supervisor observation as appropriate.

2. Training and authorisation

- **Training matrix:** Maintain training by role with issue/expiry dates, next refresher, verification and evidence link.
- **High-risk work:** Only approved competent persons perform lifting, electrical isolation, hot work, confined space, driving and marine tasks.
- **Subcontract personnel:** Use risk-based verification and maintain copies/links to required credentials under lawful privacy controls.
- **Continuing development:** Review training gaps after incidents, audits, performance reviews and new client specifications.

3. Evidence

- Current role descriptions, competency matrix, signed inductions, training attendance, external certification proofs, authorisation registers, assessment/retraining decisions.

4. Security/privacy

- Restrict access to sensitive personnel and medical information and set retention times per lawful purpose and project needs.

References and applicable standards

- OceanVision Energy Quality Manual (OVEL-QAC-M-00001) and HSE Management System (OVEL-HSE-M-00001), as applicable.
- Petroleum Industry Act 2021; NUPRC or NMDPRA requirements depending on project scope, permit and operating context.
- Nigerian Oil and Gas Industry Content Development Act 2010; customer contract / site rules.

- ISO 9001:2015 principles; ISO 45001:2018 and ISO 14001:2015 as voluntary guidance only, without claims of certification.

Approval and change control

Reviewed by	T. Abu
Approved by / Signature	 Charles Ayedero | Managing Director / Chief Executive Officer
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