

# PEC PREMIER TRAIN THE TRAINER PROFESSIONALS



## PEC Basic/SafeGulf/SafeLandUSA Orientation Train the Trainer

This is a two day program for an instructor level authorization. The PEC Basic Orientation Train-the-Trainer course allows an instructor to administer the PEC Basic Orientation course which is a SafeGulf and SafeLandUSA accredited program. PEC Basic Orientation was designed to take the place of multiple Operator orientation courses and to give each student a general idea of safety issues in the oil and gas industry - upstream, downstream, onshore, and offshore.

### Trainer Qualifications and Pre-requisites

- High School Diploma or GED.
- Experience in classroom instruction.
- Minimum of 6 months experience in Oil & Gas Industry.
- Minimum of 6 months HSE experience as a trainer or member of safety staff.
- Employed as safety professional or trainer.
- Successfully completed the Basic Orientation program as a student or be tested to ensure that you fully understand the information provided in the program.

### Course Objectives

- To prepare an instructor to train students to know what types of additional training they will need in order to work for the various Operators at both onshore and offshore facilities.
- To prepare an instructor to create a mindset in each student that will help them play an active role in the safety program at their work facility.
- To prepare an instructor to explain to each student the value of asking questions when they do not understand a certain aspect of their job.
- To prepare an instructor that each student will receive an identification card indicating they have successfully completed the course.
- To prepare an instructor to issue certificates of completion for personnel in PEC Basic Orientation.

### Materials Included

Each instructor will receive classroom training and the following materials:

- PEC Basic Orientation Instructor Manual
- PEC Basic Orientation Student Manual
- PEC Basic Orientation DVD
- Instructor Logon ID for Material Downloads
- Blue Backdrop for Student Photographs
- PowerPoint Presentation and reference material that will support the instruction of the program
- CD with course material that can be customized to include company specific information
- Emergency Response Guide Book
- Answer Keys
- PEC ID Card

For more information about PEC Premier's Basic Orientation, please visit our website at:

[www.pecpremier.com/tttbasic](http://www.pecpremier.com/tttbasic)

# PEC Core Compliance and Refresher Train the Trainer

This is a five day program for an instructor level authorization. This Train-the-Trainer course allows an instructor to teach the PEC Core Compliance and PEC Core Refresher courses. PEC Core Compliance is also a SafeGulf and SafeLandUSA accredited program. It also prepares them to teach the PEC Basic Orientation course as a standalone course.

The PEC Core Compliance program brings together the health, safety and environmental training modules (OSHA and BOEMRE) most requested by oilfield Operators and other host employers. This in depth training program can ensure that your employees are compliant with your customers' OSHA and BOEMRE safety training requirements. Material presentation is structured to build on common content in a high intensity three day format. The instructor led interactive training will allow you to teach other personnel in PEC Core Compliance.

PEC Core TTT also includes instructor materials and authorization to instruct the yearly PEC Core Refresher (8 hrs.). Because many components of PEC Core Compliance expire annually, a refresher is required to keep the course current.

## Trainer Qualifications and Pre-requisites

- High School Diploma or GED.
- Experience in classroom instruction.
- Minimum of 1 year experience in Oil & Gas Industry.
- Minimum of 2 years HSE experience as a trainer or member of safety staff.
- Employed as safety professional or trainer.
- Successfully completed the Core Compliance program as a student or be tested to ensure that you fully understand the information provided in the program.

## Course Objectives

- To prepare an instructor to train students to know what types of additional training they will need in order to work for the various Operators at both onshore and offshore facilities.
- To prepare an instructor to upgrade students training levels from awareness training to required compliance training.
- To prepare an instructor to create a mindset in each student that will help them play an active role in the safety program at their work facility.
- To prepare an instructor to explain to each student the value of asking questions when they do not understand a certain aspect of their job.
- To prepare an instructor to issue certificates of completion for personnel in PEC Core Compliance.

## PEC Core Compliance Syllabus

- SafeGulf / SafeLandUSA
- Offshore Orientation (API RP 75 & API RP T-1)
- Confined Space Entrant / Attendant (OSHA 29 CFR 1910.146)
- Rigging
- Hydrogen Sulfide (H<sub>2</sub>S) (OSHA 29 CFR 1910.1000)
- Lockout/Tag-out (OSHA 29 CFR 1910.147)
- Fall Protection (OSHA 29 CFR 1926.500)
- Hazmat (HM 126) (DOT 49 CFR Part 171)
- Hazardous Communications (OSHA 29 CFR 1910.1200)

PRE-REQUISITE MATERIALS

# TRAIN THE TRAINER

- Personal Protective Equipment
- Hearing Conservation (OSHA 29 CFR 1910.95)
- Emergency Response
- Process Safety Management
- Welding Safety
- Defensive Driving
- Hazwoper (OSHA 29 CFR 1910.120 and API RP 75)
- Fire Protection
- Medical Records
- Forklift Safety (OSHA 29 CFR 1910.178)
- Respiratory Protection (OSHA 29 CFR 1910.134)
- Electrical Safety
- Terrorism Response Awareness Program (TRAP)
- Back Safety
- Alcohol and Substance Abuse Awareness
- Offshore Waste Management
- Hazwoper (Oper.) (OSHA 29 CFR 1910.120 and API RP 75)
- Fire Protection
- Medical Records
- Forklift Safety (OSHA 29 CFR 1910.178)
- Respiratory Protection (OSHA 29 CFR 1910.134)
- Electrical Safety
- Terrorism Response Awareness Program (TRAP)
- Back Safety
- Alcohol and Substance Abuse Awareness
- Offshore Waste Management

## Materials Included

Each instructor will receive classroom training and the following materials:

- PEC Basic Orientation Instructor Manual
- PEC Basic Orientation Student Manual
- PEC Core Compliance Instructor Manual
- PEC Core Compliance Student Manual (contained within Instructor Manual)
- PEC Core Refresher Instructor Manual
- PEC Core Compliance DVD
- PEC Basic Orientation DVD
- Instructor Logon ID for Material Downloads
- Blue Backdrop for Student Photographs
- PowerPoint Presentation and reference material that will support the instruction of the program
- CD with course material that can be customized to include company specific information
- Emergency Response Guide Book
- Answer Keys

For more information about PEC Premier's Core Compliance, please visit our website at:

[www.pecpremier.com/ttcore](http://www.pecpremier.com/ttcore)

## Location of PEC Train the Trainer Classes

PEC/Premier offers Train the Trainers at our corporate office in Mandeville, LA the last week of every month and in many other locations around the country. Please visit our website for a complete list of Train the Trainer course dates and locations.

<http://www.pecpremier.com/training/calendar-ttt.php>

## Important Instructor Information

### Audits

The SafeGulf / SafeLandUSA instructor and facility audits are Operator requirements that verify the material is taught correctly, consistently, and at a suitable facility. Upon successful completion of your Train the Trainer, PEC Premier will send an auditor to your facility to conduct a facility audit.

### Instructor Audit

Your instructor audit will be conducted during your Train the Trainer. Our PEC master instructor will have you demonstrate your teaching capabilities to the other instructors using a module from PEC Basic or Core Compliance. You will be evaluated on your performance, presentation skills, and knowledge of the material.

### Facility Audit

PEC Premier will send an auditor to your facility to ensure it has a positive learning environment, adequate lighting, suitable ventilation, secure location to store student testing materials, etc. Every three years your facility must be re-audited to ensure your training facility meets requirements. The costs for your facility audit are as follows:

- \$750.00 for your first active instructor
- \$100.00 each additional active instructor
- You will be invoiced for your facility audit every 3 years for all active instructors listed within our database. Please contact us if you have recently had a change of instructors to avoid unnecessary invoices.

## Professional Liability (Errors and Omissions) Insurance

For legal reasons, PEC Premier expects all Professional Instructors to have Professional Liability (Errors and Omissions) Insurance that includes:

- PEC Premier listed as a additional insured
- Minimum limits of \$500,000 per incident and \$1,000,000 aggregate
- The insurance carrier is to be rated A.M. Best, A- or better.

If Professional Liability (E&O) insurance is not provided, PEC will require a signed Indemnification Agreement.

## Instructor Update

To maintain an active Instructor status, you must update annually. Annual Instructor Update requirements include:

- Instructor fee of \$375.00
- Instructor Acknowledgement and Signature form

# TRAIN THE TRAINER

- Refresher exam based on your course of instruction
- Attend annual PEC/Premier Instructor update webinar

Every year you will need to acquire CUs which are activity credit units. You will receive an update log upon completion of your Instructor Authorization Program which outlines these requirements in more detail. CUs can be achieved through teaching PEC Core and Basic classes, earning certifications, attending Topical Training courses, and attending various industry meetings and conferences.

## Costs

Description	Price
Emergency Response Guidebook	\$7.55
PEC Basic Safety Awareness SUV	\$25.00
Core Compliance SUV	\$35.00
Core Compliance Refresher SUV	\$35.00
PEC Basic Safety Awareness SUV with Student Manual	\$35.00
Core Compliance SUV with Student Manual	\$55.00
Core Compliance Refresher SUV with Student Manual	\$45.00
PEC Basic Instructor Train the Trainer Course and Initial Audit	\$1395.00 *
PEC Core Compliance Instructor Train the Trainer Course and Initial Audit	\$2495.00 *

\* plus the prorated portion of the \$375 annual instructor fee.

## Final Note

PEC/Premier is dedicated to upholding the highest levels of safety training. We understand we ask a great deal from the instructors teaching our programs. Please know that all of our instructor policies and procedures were made to maintain the original integrity of our programs as a standard program recognized by the industry. If you have any questions or concerns, please do not hesitate to contact us.

PEC/Premier Safety Management  
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1-800-892-8179  
[www.pecpremier.com](http://www.pecpremier.com)

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