



DROPS

DROPPED OBJECTS
PREVENTION SCHEME

DROPPED OBJECT PREVENTION Training & Awareness Course

The DROPS Workgroup are delighted to announce the launch of the **Dropped Object Prevention Training and Awareness Course**.

To order your Training Packs and to book places on the Train-the-Trainer course, please contact DROPS:

t +44 (0)1224 861811 **e** campaignteam@dropsworkpack.com **w** www.dropsworkpack.com

Synopsis

The DROPS Training / Awareness Course is a modular and flexible training package designed to raise awareness of dropped object prevention throughout the oil and gas industry and beyond. The programme is based upon Industry and DROPS Forum lessons learned and associated best practices. The training is suitable for offshore and onshore audiences and captures the best practice and lessons learned by the DROPS Workgroup and its members. DROPS supply the course materials and deliver "Train-the-Trainer" familiarisation courses such that you, or your designated Training Provider, can cascade the awareness training throughout your organisation.

Purpose

The purpose of the DROPS Training and Awareness Course is:

- To **raise awareness** of potential dropped objects
- To explore methods for the **control and prevention** of dropped objects
- To recognise your **personal responsibilities** for the prevention of dropped objects. This compliments the STEPCHANGE for SAFETY – Personal Responsible for Safety (PrfS).

Objectives

The objectives of the DROPS Training and Awareness Course are:

- To understand and define **what is a potential dropped object**
- To know how to **identify a potential dropped object** and the common causes
- To review methods for the **control and prevention** of potential dropped objects
- To clearly understand **roles and responsibilities** in respect of potential dropped objects
- To consider options for maintaining awareness and **continuous improvement** in the fight against dropped objects

Course Structure

- Module 1: Introduction
- Module 2: Understanding Dropped Objects
- Module 3: Controlling and Preventing Dropped Objects
- Module 4: Roles and Responsibilities
- Module 5: Interactive Workshop
- Closing Summary

Course Duration

The average timeframe for delivery of the full DROPS Training & Awareness Programme is approximately 3 hours. However, for certain audience groups with a basic pre-knowledge of dropped object prevention, eg offshore workforce, much of the high level content can be addressed in summary and a duration of less than 2 hours is more realistic.

Customised Courses

The DROPS Training and Awareness Programme is provided as an editable presentation complete with the necessary templates to allow you to customise the training to suit your specific asset(s) and operations.

Train the Trainer Courses

DROPS offer "Train the Trainer" courses, designed to review the course content, explain how best to deliver the awareness programme, how to tailor the presentation to differing audience groups and how to customise the awareness for specific assets, locations or operations. A certificate of attendance / participation is issued to all course delegates. Note that Norwegian course materials are available but all Train-the-Trainer familiarisations will be undertaken in English.

Training Pack Contents

The DROPS Training and Awareness Programme is supplied in a branded case/pack containing:

- Fully editable Course Presentation Modules (Powerpoint) supplied on memory stick, complete with embedded Presentation Guidance Notes.
- Full colour bound Course Presenter's Guide Book, Scribble-pad and pen
- 50 copies of Course Handout Booklet
- 50 Course Attendance Certificates (additional Course Handout Booklets and Attendance Certificates are available in packs of 50).
- Course materials are available in your choice of English or Norwegian.

Pricing

Pricing for the DROPS Training & Awareness Packs and "Train-the-Trainer" courses is as follows with all prices in UK Sterling and subject to VAT and delivery (as appropriate):

- **DROPS Training and Awareness Pack** (as detailed above)
 - £500.00
- **DROPS Training Pack and Train-the-Trainer familiarisation for ONE delegate**
 - £650.00.
- **Train-the-Trainer familiarisation for ONE delegate**
 - £250.00
- **Additional Pack of 50 Course Booklets / Attendance Certificates**
 - £100.00 to be procured through DROPS.

UPDATED Train-the-Trainer Course Dates

Courses for Train-the-Trainer will be held at Blairs College, South Deeside Road, Aberdeen on the following dates:

**2010: Tuesday 6th July, Thursday 22nd July, Wednesday 25th August,
Thursday 9th Sept, Wednesday 22nd Sept.**

All courses commence at 1330 hours and duration is approximately 2 hours.

Telephone **01224 861811** for further details or to book.

