



## TAQA Offshore B.V. – OFFSHORE TRAINING INSTRUCTIONS

### 1. MINIMUM REQUIREMENTS

- 1.1 For every person working on a TAQA operated sites, completing the training requirements below is mandatory.
- 1.2 Please find all minimum training requirements below. We kindly ask you to read them carefully and ensure all personnel working at a TAQA worksite has completed them.

Role	VCA or MIST <sup>1</sup>	VCA VOL <sup>1</sup>	Medical	BOSIET NOGEP A 0.5 and CAEBS	H <sub>2</sub> S NOGEP A 0.8	Welcome to TAQA <sup>2</sup>	TAQA Essential Safety Rules <sup>2</sup>	TAQA Induction Offshore <sup>2</sup>	TAQA Work Permits + TRA + LMRA <sup>2</sup>	TAQA Specific Site Inductions <sup>2</sup>
Work performed under permit	X	-	X	X	X <sup>3</sup>	X	X	X	X	X
Supervised work <8 hours or Visitors or Work not requiring a permit <sup>4</sup>	X	-	X	X	X <sup>5</sup>	X	X	X	-	X
Supervisors working offshore	-	X	X	X	X <sup>5</sup>	X	X	X	X	X

Description	Validity
Welcome to TAQA	2 years
TAQA Essential Safety Rules	2 years
TAQA Induction Offshore	2 years
TAQA Work Permits	2 years
TAQA Task Risk Analysis (TRA)	2 years
TAQA Last Minute Risk Analysis (LMRA)	2 years
TAQA Specific Site Inductions	2 years

<sup>1</sup> Not required for individuals with a professional safety diploma (MVK/HVK/MOSHE)

<sup>2</sup> To be found on [www.taqavendors.nl](http://www.taqavendors.nl)

<sup>3</sup> Not required for satellite visits for personnel that are transported directly from shore (or other non H<sub>2</sub>S site)

<sup>4</sup> E.g. stewards and cook



- 1.3 Within TAQA Energy B.V. the support team: [tagavendors@taqaglobal.com](mailto:tagavendors@taqaglobal.com) can be contacted if there are any questions regarding the minimum training requirements.

## 2. OFFSHORE TRAVEL INFORMATION OF LOGISTICS DEPARTMENT

- 2.1 All Personnel details (Surname and Vantage ID) must be submitted to the logistics Department ([logistics.nl@taqaglobal.com](mailto:logistics.nl@taqaglobal.com)) at least 28 days prior execution. The logistics department will check and verify if all personnel requirements are met.
- 2.2 Personnel traveling offshore will receive their flight details approximately a week prior departure from our logistics department. They require a valid passport and a PSL (Personal Safety Logbook). See for more info: [Helicopter passenger information](#).

## 3. REGISTRATION TAQA VENDOR PORTAL

Below are the instructions on how to create your own account. See: [www.tagavendors.nl](http://www.tagavendors.nl)

If you work for a TAQA vendor and require access to a TAQA operated site, the following steps are important:

- a. **Before you register:** Check the name of your contact person at TAQA. You need to fill in his/her name during the registration process. Only register yourself when you require access to one of the TAQA operated site.
- b. **Responsibility:** each person is responsible for their own registration. As per April 1<sup>st</sup> 2024, the registration process will no longer be done by dedicated focal points within a vendor company.
- c. **Roles:** select your role according to the matrix on page 1.
- d. **Valid certificates:** If you have a certificate which is still valid, you can upload these in your account. The validity of the certificates is 2 years.
- e. **VCA certificates:** Please upload your valid VCA/VCA VOL/MIST certificate in your account.



#### 4. TRAINING

Please click on the button below to go to TAQA Vendor Portal which enables you to get an overview of required training certifications based on your role and/or location that you will be working at. You can now start the registration process.

[WWW.TAQAVENDORS.NL](http://WWW.TAQAVENDORS.NL)

- 4.1 In order to find the trainings necessary for work at a TAQA operated sites, please select one of the 3 locations: Office – Onshore – Offshore

[TRAINING LOCATOR >>>](#)



- 4.2 The applicable induction trainings are now shown on your training portal. Start the training by double clicking on the tile and click on the button [register]. You can now start the training.

4.3 **Please complete the test(s)**

2 Wrong answers are allowed, however, if 3 or more of your answers are incorrect you will have to take the test again. Once you successfully passed the test you will automatically obtain the certificate in your Training Portal. A copy will also be sent to your email address.