


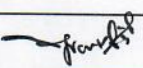





# NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

## GUIDELINES ON NIGERIAN OIL AND GAS INDUSTRY CONTENT JOINT QUALIFICATION SYSTEM (NOGIC JQS).

DEV	DATE	REASON FOR ISSUE	PREPARED	CHECKED	VETED BY	RECOMMENDED	APPROVED
D1		Guidance & Compliance for Industry use	PRS Directorate	Deputy Manager SD & JQS Data Management ICT	Coordinator Legal Services	Director PRS	Executive Secretary
							
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Document No:



## **NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD**

### **1. INTRODUCTION**

The Board is to establish, maintain and operate a Joint Qualification System (JQS) hereafter referred to as NOGIC JQS in consultation with industry stakeholders which shall constitute an industry Databank of available capabilities

- 1.1 Pursuant to section 56, the NOGIC JQS shall be used for:
  - Sole System for Nigeria content registration and pre-qualification of contractors in the industry
  - Verification of contractor's capacities and capabilities
  - Evaluation of application of Nigerian Content in the operations of Oil companies and contractors
  - Database for national skill development pool
  - Ranking and categorization of service companies based on capabilities and Nigerian Content
- 1.2 The NOGIC JQS shall be administered in accordance with this guideline and shall be subject to updating due to the following:
  - Change in policies and activities in the oil and gas industry
  - Recommendations approved by the Board from stakeholders on best practices in the oil and gas industry
  - Change in the usage terms and conditions stipulated by the Board
- 1.3 Updates to the usage terms and conditions shall be made available on the NOGIC JQS portal and appropriate notification of all changes made to the NOGIC JQS will be sent to all users.

### **2. APPLICATION**

This Guideline applies to all operators and service companies carrying out business in the Nigerian Oil and Gas industry. The NOGIC JQS platform is applicable for the implementation of the following key objectives of the Board as mandated under the NOGIC Act, 2010 namely:

- Registration and pre-qualification of contractors in the Nigerian Oil and Gas Industry
- Marine Vessel Registration and Categorization
- Categorization of Marine Support Vendors
- Nigerian Content Equipment Certificate (NCEC) Application & Management
- Advert Management

- Expatriate Quota (EQ) Application and Management
- Tenders Management
- Nigerian Content Compliance Certificate (NCCC)
- Reports Management
- Publication Management
- Statutory Reports
- Management of Capacity Building Initiatives in the industry
- Monitoring Visits Engagements
- Nigerian Content Compliance and Performance
- Academia/Common Industry
- Whistle Blower
- Evaluation of application of Nigerian Content in the operations of oil companies and contractors.

**2.1** The NOGIC JQS platform shall be established to achieve the following:

- Data bank of Nigerians for talent sourcing in the industry
- Information platform on capacities and capabilities In-country
- Platform for obtaining procurement plan of the operators
- Platform for Marine Vessel Categorization
- Registration platform for all Individuals, Service Companies (Contractors), Marginal Field Operators, Operators (International Oil Companies), National Oil Companies (NOC) in the Nigerian Oil and Gas Industry
- Platform for the submission of EQ document

### **3. DEFINITIONS**

- |             |  |
|-------------|--|
| • Act       | - Nigerian Oil and Gas Industry Content Development Act            |
| • NCDMB     | - Nigerian Content Development & Monitoring Board (The Board)      |
| • ES        | - Executive Secretary  |
| • NOGIC JQS | - Nigerian Oil and Gas Industry Content Joint Qualification System |
| • OEM       | - Original Equipment Manufacturer                                  |
| • SME       | - Small and Medium Scale Enterprise                                |
| • NC        | - Nigerian Content   |
| • NCEC      | - Nigerian Content Equipment Certificate                           |
| • EQ        | - Expatriate Quota   |
| • CAC       | - Corporate Affairs Commission                                     |
| • DPR       | - Department of Petroleum Resources                                |

### **4. OBJECTIVE**

The objective of this guideline is to prescribe the terms and conditions governing the usage of the NOGIC JQS

## 5. **NOGIC JQS USER:**

a. User: A User can be:

- An Individual;
- Operator;
- Service Company;

b. Registered User: is a User that is duly registered on the NOGIC JQS portal but may not have uploaded the necessary information on the portal.

c. Active User: is a registered user that has updated all the relevant profiles on the portal and who remains active by complying with the periodical update as specified in this guideline.

d. Validated User: is a user whose information on the NOGIC JQS portal has been verified by the Board.

Only validated users shall be considered for the following:

- Nigerian Content Pre-qualification for contracts.
- Human Capacity Development opportunities.
- Evaluation of Nigerian Content applications in the operations of industry stakeholders.

## 6. **NOGIC JQS REGISTRATION**

The NOGIC JQS portal registration and verification process is an important stage in the pre-qualification and categorization of stakeholders in the Nigerian Oil and Gas Industry. This guideline provides the guidance for the registration and usage of the NOGIC JQS platform. Registration on the NOGIC JQS portal is mandatory for all companies that are incorporated in Nigeria by CAC and permitted by DPR to operate in the Oil and Gas Industry excluding Small and Medium Scale Enterprises.

### 6.1 **INDIVIDUAL REGISTRATION**

- Visit [www.nogicjqs.gov.ng](http://www.nogicjqs.gov.ng)
- Click on the "SIGN UP" button to create an individual portal Account
- Log in to the individual portal account created, using personal account login credentials
- Upload all personal information on the following work-spaces
  - ❖ Basic data (Upload of personal passport inclusive -jpeg format)
  - ❖ Education profile (Upload of Education Qualification Certificates inclusive -jpeg format)
  - ❖ Certification (Upload of industry of education Qualification Certificate Inclusive- jpeg format)
  - ❖ Update of Job Experience
  - ❖ Update of Skills Profile
  - ❖ Update training undertaken every year

## 6.2 SERVICE COMPANY REGISTRATION

- a. Service Companies shall send an email to the NOGIC JQS support via [support@nogicjqs.com](mailto:support@nogicjqs.com) stating the following;
  - ❖ Company Name
  - ❖ Company Corporate email address (e.g. info@....., admin@.....)
  - ❖ Company office address
  - ❖ Company contact telephone number
  - ❖ RC Number
- b. Companies shall attach soft copies of the following document to [support@nogicjqs.com](mailto:support@nogicjqs.com)
  - ❖ Valid DPR permit
  - ❖ Certificate of incorporation (CAC)
  - ❖ CAC Forms CO2 and CO7
  - ❖ Letter of intent addressed to the Executive Secretary

## 6.3 OPERATORS REGISTRATION

- a) Operators shall send an email to the NOGIC JQS support via [support@nogicjqs.com](mailto:support@nogicjqs.com) stating the following;
  - ❖ Company Name
  - ❖ Company Corporate email address (e.g. info@....., admin@.....)
  - ❖ Company office address
  - ❖ Company contact telephone number
  - ❖ RC Number
- b) Operators shall attach soft copies of the following document to [support@nogicjqs.com](mailto:support@nogicjqs.com)
  - ❖ Joint Venture Agreement or Evidence of operating license
  - ❖ CAC Certificate of incorporation
  - ❖ Forms CO 2 and CO7
  - ❖ Letter of intent addressed to the Executive Secretary

## 6.4 NCDMB STAFF REGISTRATION

- a) Staff of the Board are to be authorized by management of their Directorates/Divisions/Departments (DDD) to use the respective NOGIC JQS Modules for their operations. Head of Departments (HODs) are also required to nominate staff and super admin users who will be utilizing the JQS to handle the core processes of the respective DDDs.
- b) The JQS Platform is built such that, user access is properly defined by granting permissions to each staff/user to carry out designated roles/tasks. JQS administrators are responsible for creating staff user profiles for nominated NCDMB users on the portal.

**For further enquiries and information, contact JQS support on [support@nogicjqs.com](mailto:support@nogicjqs.com), and / or +234(0) 7000062362**

## **7. ACCOUNTS, PASSWORD & SECURITY**

The Portal usage has a registration procedure. For individuals, an individual user is required to SIGN UP and enter personal basic details. The user will be prompted to provide a User Name and a Password and required to change password at first Login. For corporate organizations, a central registration process requires the creation of portal accounts for Company users by the Board's User Administration. Upon the creation of portal accounts, the Board sends account credentials (Username & Default Password) to the respective companies and the user therefore has the responsibility for maintaining the confidentiality of the password and the integrity of the account as well as all activities that occur under the account. It is also the User's responsibility to notify the Board of any unauthorized use of its account or any other breach of security as soon as it is noticed. The Board will not be liable for any loss that may be incurred as a result of someone else using your password or account, either with or without your knowledge. However, you could be held liable and punishable under applicable laws for losses incurred by the Board or another party due to someone else using your account or password.

## **8. INTELLECTUAL PROPERTY**

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## **9. GENERAL DISCLAIMER**

All data, designs, graphics, compilations, magnetic translation, digital conversion, attachments and other matters published in the Portal (herein called Information) are strictly confidential and may be privileged. The Board may change the programs or contents at any time without notice. Mention of stakeholders' products or services is for information purposes only and constitutes neither an endorsement nor a recommendation. Even though the Board may have taken all reasonable steps to cross check the information herein contained, users shall have a duty to verify information provided in the portal from other sources, as the Board shall not be liable for any form of loss or damages from use of or reliance on such information. Non users are not authorized to disclose, copy, circulate or in any other way use information contained in the portal. The Portal cannot be guaranteed to be error free as information provided could be corrupted, lost, delayed, incomplete, modified or amended.

## 10. PRIVACY POLICY

The Board is committed to protecting the privacy of its Portal Users, and preventing unauthorized use of information submitted to it. The Board does not intend to procure any person acting on its behalf to sell, trade, rent and otherwise distribute any submitted information to others. The demographic information submitted to it is used solely for purpose of providing the Users with a more personalized experience. The Board also monitors the User's traffic patterns and site usage to help in developing a Portal that serves the oil and gas industry stakeholder' business needs. The Board may use such submitted information to provide notifications about important functionality changes to our Portal and new services.

## 11. STATUTORY SUBMISSION TO THE BORAD PERIODIC STATUTORY REPORTS

S/N	Section	Description	Period of Report
1	18	Job Forecast	Quarterly
2	22	Contract Award Documents	Per Contact
3	24	Quarterly Procurement Report	Quarterly
4	31	Expatriate Succession Plan	Per Expatriate
5	38	Research & Development Plan	Bi-annually
6	39	R&D Performance Report	Quarterly
7	44	Technology Transfer Plan	Annually
8	46	Technology Transfer Report	Annually
9	49	Insurance Report	Bi- Annually
10	51	Legal Services Report	Bi- Annually
11	52	Financial Services Report	Bi-Annually
12	60	NC Performance Report	Bi-Annually
13	29	Employment & Training Plan	Annually & on contract basis
14	29	Employment & Training Report	Annually
15	7	Nigerian Content Plan	Quarterly
16	17	List of Contracts	Prior to the commencement of any project
17	20	Pre-qualification Documents	During pre-qualification stage
18	21	Contract bidder list	Prior to Issuing an ITT