



NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD (NCDMB)

GUIDELINE FOR NIGERIAN CONTENT TRAINERS REGISTRATION CERTIFICATE

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Reason for Issue:		Drive standardized training services and globally competitive Human Capital Development in the Nigerian Oil and Gas Industry and its Linkage Sectors.					
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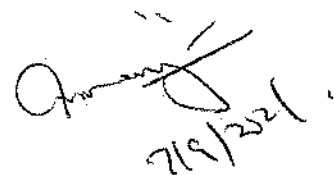

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1.0 Introduction

Training and Human Capital Development is invaluable in the Nigerian Oil and Gas Industry in view of the in-country capacity gaps in terms of local skilled manpower, availability of standardized training facilities, and the need to make service delivery in the Nigerian Oil and Gas Industry competitive and sustainable in line with globally competitive best practices. The constantly changing services requirements in the Oil and Gas Industry and its linkage sectors, driven by consistent technological changes and smart innovations, has created the need for strategic and sustainable in-country capacity development and standardization. In consideration of the Nigerian Content Development and Monitoring Board's (NCDMB) commitment towards competitive and sustainable service delivery, it is necessary to categorize training providers and standardize training services in the Nigerian Oil and Gas Industry. This is expected to drive sustainable investment in training facilities and services, optimal utilization of local capacities and capabilities, maximization of opportunities and value addition, and retention of industry spends.

Sections 2, 4, 5, 10, 28, 29, 30, 37 and 70 of the Nigerian Oil and Gas Industry Content Development (NOGICD) Act of 2010 have empowered NCDMB to develop viable and robust strategies, frameworks, initiatives, and guidelines to drive and further the attainment of sustainable development and utilization of Nigerian capacities and capabilities, goods and services, and optimal value creation in the Oil and Gas Industry. Accordingly, this Guideline is consistent with the objectives and aspirations of the NOGICD Act. The ultimate intent of this Guideline is to drive standardized, competitive, and sustainable training services, and globally competitive human capital development in the Nigerian Oil and Gas Industry and its Linkage Sectors.

In exercising the powers conferred on it by the NOGICD Act of 2010, the Board issues the following Guideline for the implementation of the Nigerian Content Trainers Registration Certificate (NCTRC) in the Nigerian Oil and Gas Industry and its Linkage Sectors.

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2.0 Definitions

S/N	Acronyms/Terminologies	Description
1.	AMM	Assets Management and Maintenance
2.	CAC	Corporate Affairs Commission
3.	CBD	Capacity Building Division
4.	DM	Deputy Manager
5.	DPR	Department of Petroleum Resources
6.	DPRS	Director Planning Research and Statistics
7.	EOG	Entrepreneurship, Soft/Essential Skills and Oil and Gas Business
8.	EQA	Engineering and Quality Assurance/Quality Control
9.	FDC	Facilities Design and Construction
10.	GM	General Manager
11.	HCD	Human Capital Development
12.	HSE	Health, Safety and Environment
13.	ICT	Information and Communication Technology
14.	Intermediate Training Contracts	Contracts with value ranging from \$501,000 - \$1,000,000 or the Naira equivalent
15.	ISO 9001:2015	Requirements for quality management system
16.	ISO 10015:2019	Quality management – Guidelines for competency management and people development
17.	ISO 29992:2018	Assessment of learning outcomes excluding direct evaluation of programmes of instruction or evaluation of learning service providers. It also excludes the technology requirements for the delivery of assessments
18.	ISO 29993:2017	Specifies requirements for learning services outside formal education, including all types of life-long learning (e.g., vocational training)
19.	ISO 29994:2021	Education and learning services – Requirements for distance learning services not specified in ISO 29993.

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S/N	Acronyms/Terminologies	Description
20.	Major Training Contracts	Contracts with value exceeding \$2,000,000 or the Naira equivalent
21.	Mgr.	Manager
22.	Minor Training Contracts	Contracts with value below \$100,000 or the Naira equivalent
23.	MNL	Maritime, Nautical Studies and Offshore Logistics
24.	NCCC	Nigerian Content Compliance Certificate
25.	NCDMB	Nigerian Content Development and Monitoring Board (The Board)
26.	NCHCD	Nigerian Content Human Capital Development
27.	NCTRC	Nigerian Content Trainer Registration Certificate
28.	NOGIC JQS	Nigerian Oil and Gas Industry Content Joint Qualification System
29.	NOGICD Act	Nigerian Oil and Gas Industry Content Development Act of 2010
30.	OGTAN	Oil and Gas Trainers Association of Nigeria
31.	Operator	NNPC, its subsidiaries and Joint Venture partners and any Nigerian, foreign or international oil and gas company operating in the Nigerian Oil and Gas Industry under any petroleum arrangement
32.	PAG	Petroleum and Geosciences
33.	PBT	Project-Based Training
34.	DPP	Drilling, Production Operations and Oil and Gas Processing
35.	PMC	Project Management and Cost Control
36.	SCM	Supply Chain Management
37.	Semi-Major Training Contracts	Contracts with value ranging from \$1,001,000 - \$2,000,000 or the Naira equivalent

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S/N	Acronyms/Terminologies	Description
38.	Semi-Minor Training Contracts	Contracts with value ranging from \$100,000 – \$500,000 or the Naira equivalent

3.0 Application

In line with Sections 4, 5, 6, 10, and 70 of the NOGICD Act of 2010, this Guideline shall apply to training institutions, companies, operators, project promoters, contractors, sub-contractors, alliance partners and all stakeholders in the Nigerian Oil and Gas Industry.

4.0 Objectives

The key objectives of this Guideline are as follows:

- i. Drive standardized training services and globally competitive human capital development in the Nigerian Oil and Gas Industry and its Linkage Sectors.
- ii. Regulate training service delivery and ensure professional and quality human capital development in the Nigerian Oil and Gas Industry and its Linkage Sectors, in line with global best practices.
- iii. Drive and enhance the employability and competitiveness of Nigerians in the Oil and Gas Industry and its Linkage Sectors.
- iv. Maximize the utilization of the capacities and capabilities of local training companies/service providers in the Nigerian Oil and Gas Industry and its Linkage Sectors.
- v. Attract investments and support the development of world-class and globally competitive training facilities and educational institutions in-country.
- vi. Encourage competitive training specialization and service delivery in the Nigerian Oil and Gas Industry and its Linkage Sectors.
- vii. Drive local participation, retention of Industry spends, and sustainable value creation in the Nigerian Oil and Gas Industry and its Linkage Sectors.
- viii. Further the attainment of the objectives and aspirations of the NOGICD Act of 2010, and the Board's 10-Year Strategic Road Map.

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5.0 Areas of Training Specialization for the Issuance of NCTRC

For the purposes of standardization, consistency, flexibility, and sustainable improvement in the quality of training services in the Oil and Gas Industry, courses covered in this Guideline and the Board's Human Capital Development Programme, shall be grouped under the following areas of specialization.

- i. Health, Safety and Environment (HSE)
- ii. Engineering and Quality Assurance/Quality Control (EQA)
- iii. Petroleum and Geosciences (PAG)
- iv. Drilling, Production Operations and Oil and Gas Processing (DPP)
- v. Facilities Design and Construction (FDC)
- vi. Project Management and Cost Control (PMC)
- vii. Supply Chain Management (SCM)
- viii. Assets Management and Maintenance (AMM)
- ix. Information and Communication Technology (ICT)
- x. Entrepreneurship, Soft/Essential Skills and Oil and Gas Business (EOG)
- xi. Maritime, Nautical Studies and Offshore Logistics (MNL)

Consequently, there are Eleven (11) areas of training specialization under which the Nigerian Content Trainer Registration Certificate (NCTRC) shall be issued. The application, processing, and issuance of the NCTRC shall apply to only one area of specialization at a time, i.e., one application will only lead to one categorisation. Companies interested in categorisation in other areas must submit another application for such areas of specialization in line with the principle of professionalism and globally competitive best practices.

6.0 Nigerian Content Trainer Categories

Nigerian Content training companies/service providers shall be categorized into one of five categories namely A, B, C, D and E under each area of specialization, based on total points scored and the criteria and requirements contained in Tables 6.1 and 6.2 in this Guideline. For example, a trainer in Project Management and Cost Control specialization shall be categorized as either PMC-A, PMC-B, PMC-C, PMC-D, or PMC-E. The points required for each category are as shown in table 6.1 below:


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Table 6.1 – Score Required for NCTC Categories


Category	% Score
A	90-100
B	75-89%
C	65-74%
D	50-64%
E	40-49%

Table 6.2: Nigerian Content Trainer Evaluation Matrix

The points required for the **categorisation** of training companies/service providers shall be derived from the criteria set in the matrix specific to the area of specialization/type of NCTRC applied for by the training companies/service providers. The matrices 6.2.1 to 6.2.11 in this section shall be utilized for the evaluation of NCTRC applications.

Matrix 6.2.1: Health, Safety and Environment (HSE)

S/N	Criteria	Mark Per Criteria	Total Mark
A.	A. TRAINING INSTRUCTORS - 20 Marks		
i.	Full-time experienced and certified training instructors	2 marks per instructor	10
ii.	Part-time experienced and certified training instructors	1 mark per instructor	5
iii.	Full-time experienced but uncertified training instructors	1 mark per instructor	5
B.	B. TRAINING FACILITIES - 40 Marks		


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i.	i. Owned standard, equipped and conducive classroom for learning	5 marks per classroom	15
ii.	Leased standard, equipped and conducive classroom for learning	2 marks per classroom	6
iii.	Owned standard pool, firefighting, and related facilities for HSE training	8 marks	8
iv.	Software licenses	3 marks per license	6
v.	Simulator	5 marks	5
C	ACCREDITATION/CERTIFICATION - 25 Marks		
i.	Evidence of accreditation of training facility by National and International professional/certifying body/bodies	5 marks	5
ii.	Evidence of membership of recognized National and International professional/certifying body/bodies	5 marks	5
iii.	ISO 9001:2015, ISO 29993:2017 and any one of ISO 29992:2018, ISO 10015:2019 and ISO 29994:2021	5 marks per ISO	15
D	PREVIOUS TRAINING EXPERIENCE - 15 Marks		
i.	Evidence of experience with certification of job completion by client(s), including classroom, practical, and hands-on/on-the-job training	3 marks per experience	15
	Total Marks		100

Matrix 6.2.2: Engineering and Quality Assurance/Quality Control (EQA)

S/N	Criteria	Mark Per Criteria	Total Mark
A.	A. TRAINING INSTRUCTORS - 20 Marks		
i.	Full-time experienced and certified training instructors	2 marks per instructor	10

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ii.	Part-time experienced and certified training instructors	1 mark per instructor	5
iii.	Full-time experienced but uncertified training Instructors	1 mark per instructor	5
B.	B. TRAINING FACILITIES - 40 Marks		
i.	Owned standard, equipped and conducive classroom for learning	5 marks per classroom	15
ii.	Leased standard, equipped and conducive classroom for learning	2 marks per classroom	6
iii.	Owned standard, equipped laboratory/workshop	6 marks	6
iv.	Software licenses	4 marks per license	8
v.	Simulator	5 marks	5
C	ACCREDITATION/CERTIFICATION - 25 Marks		
i.	Evidence of accreditation of training facility by National and International professional/certifying body/bodies	5 marks	5
ii.	Evidence of membership of recognized National/International professional/certifying body/bodies	5 marks	5
iii.	ISO 9001:2015, ISO 29993:2017 and any one of ISO 29992:2018, ISO 10015:2019 and ISO 29994:2021	5 marks per ISO	15
D	PREVIOUS TRAINING EXPERIENCE - 15 Marks		
i	Evidence of experience with certification of job completion by client(s), including classroom, practical, and hands-on/on-the-job training	3 marks per experience	15
	Total Marks		100

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Matrix 6.2.3: Petroleum and Geosciences (PAG)

S/N	Criteria	Mark Per Criteria	Total Mark
A.	A. TRAINING INSTRUCTORS - 20 Marks		
i.	Full-time experienced and/or certified training instructors	3 marks per instructor	15
ii.	Part-time experienced and/or certified training instructors	1 mark per instructor	5
B.	B. TRAINING FACILITIES - 40 Marks		
i.	Owned standard, equipped and conducive classroom for learning	5 marks per classroom	15
ii.	Leased standard, equipped and conducive classroom for learning	2 marks per classroom	6
iii.	Owned standard and equipped laboratory	6 marks	6
iv.	Software licenses	4 marks per license	8
v.	Simulator	5 marks	5
C	ACCREDITATION/CERTIFICATION - 25 Marks		
i.	Evidence of accreditation of training facility by National and International professional/certifying body/bodies	5 marks	5
ii.	Evidence of membership of recognized National and International professional/certifying body/bodies	5 marks	5
iii.	ISO 9001:2015, ISO 29993:2017 and any one of ISO 29992:2018, ISO 10015:2019, and ISO 29994:2021	5 marks per ISO	15
D	PREVIOUS TRAINING EXPERIENCE - 15 Marks		
i	Evidence of experience with certification of job completion by client(s), including classroom, practical, and hands-on/on-the-job training	3 marks per experience	15
	Total Marks		100


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Matrix 6.2.4: Drilling, Production Operations and Oil and Gas Processing (DPP)

S/N	Criteria	Mark Per Criteria	Total Mark
A.	A. TRAINING INSTRUCTORS - 20 Marks		
i.	Full-time experienced and certified training instructors	2 marks per instructor	10
ii.	Part-time experienced and certified training instructors	1 mark per instructor	5
iii.	Full-time experienced but uncertified training instructors	1 mark per instructor	5
B.	B. TRAINING FACILITIES - 40 Marks		
i.	Owned standard, equipped and conducive classroom for learning	5 marks per classroom	15
ii.	Leased standard, equipped and conducive classroom for learning	2 marks per classroom	6
iii.	Owned standard and equipped laboratory	6 marks	6
iv.	Software licenses	4 marks per license	8
v.	Simulator	5 marks	5
C	ACCREDITATION/CERTIFICATION - 25 Marks		
i.	Evidence of accreditation of training facility by National and International professional/certifying body/bodies	5 marks	5
ii.	Evidence of membership of recognized National/International professional/certifying body/bodies	5 marks	5
iii.	ISO 9001:2015, ISO 29993:2017 and any one of ISO 29992:2018, ISO 10015:2019, and ISO 29994:2021	5 marks per ISO	15
D	PREVIOUS TRAINING EXPERIENCE - 15 Marks		

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i	Evidence of experience with certification of job completion by client(s), including classroom, practical, and hands-on/on-the-job training	3 marks per experience	15
Total Marks			100

Matrix 6.2.5: Facilities Design and Construction (FDC)

S/N	Criteria	Mark Per Criteria	Total Mark
A.	A. TRAINING INSTRUCTORS - 20 Marks		
i.	Full-time experienced and certified training instructors	2 marks per instructor	10
ii.	Part-time experienced and certified training instructors	1 mark per instructor	5
iii.	Full-time experienced but uncertified training instructors	1 mark per instructor	5
B.	B. TRAINING FACILITIES - 40 Marks		
i.	Owned standard, equipped and conducive classroom for learning	5 marks per classroom	15
ii.	Leased standard, equipped and conducive classroom for learning	2 marks per classroom	6
iii.	Owned standard and equipped laboratory	6 marks	6
iv.	Software licenses	4 marks per license	8
v.	Simulator	5 marks	5
C	ACCREDITATION/CERTIFICATION - 25 Marks		
i.	Evidence of accreditation of training facility by National and International professional/certifying body/bodies	5 marks	5
ii.	Evidence of membership of recognized National/International professional/certifying body/bodies	5 marks	5

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iii.	ISO 9001:2015, ISO 29993:2017 and any one of ISO 29992:2018, ISO 10015:2019, and ISO 29994:2021	5 marks per ISO	15
D	PREVIOUS TRAINING EXPERIENCE - 15 Marks		
i	Evidence of experience with certification of job completion by client(s), including classroom, practical, and hands-on/on-the-job training	3 marks per experience	15
	Total Marks		100

Matrix 6.2.6: Project Management and Cost Control (PMC)

S/N	Criteria	Mark Per Criteria	Total Mark
A.	A. TRAINING INSTRUCTORS - 20 Marks		
i.	Full-time experienced and certified training instructors	2 marks per instructor	10
ii.	Part-time experienced and certified training instructors	1 mark per instructor	5
iii.	Full-time experienced but uncertified training Instructors	1 mark per instructor	5
B.	B. TRAINING FACILITIES - 35 Marks		
i.	Owned standard, equipped and conducive classroom for learning	5 marks per classroom	15
ii.	Leased standard, equipped and conducive classroom for learning	2 marks per classroom	6
iii.	Software licenses	5 marks per license	10
iv.	E-learning platform	4 marks	4
C	ACCREDITATION/CERTIFICATION - 30 Marks		
i.	Evidence of accreditation of training facility by National and International professional/certifying body/bodies	10 marks	10

ii	Evidence of membership of recognized National/International professional/certifying body/bodies	5 marks	5
iii.	ISO 9001:2015, ISO 29993:2017 and any one of ISO 29992:2018, ISO 10015:2019, and ISO 29994:2021	5 marks per ISO	15
D	PREVIOUS TRAINING EXPERIENCE - 15 Marks		
i	Evidence of experience with certification of job completion by client(s), including classroom, practical, and hands-on/on-the-job training	3 marks per experience	15
	Total Marks		100

Matrix 6.2.7: Supply Chain Management (SCM)

S/N	Criteria	Mark Per Criteria	Total Mark
A.	A. TRAINING INSTRUCTORS - 20 Marks		
i.	Full-time experienced and certified training instructors	2 marks per instructor	10
ii.	Part-time experienced and certified training instructors	1 mark per instructor	5
iii.	Full-time experienced but uncertified training instructors	1 mark per instructor	5
B.	B. TRAINING FACILITIES - 35 Marks		
i.	Owned standard, equipped and conducive classroom for learning	5 marks per classroom	15
ii.	Leased standard, equipped and conducive classroom for learning	2 marks	6
iii.	Software licenses	5 marks per license	10
iv.	E-learning platform	4 marks	4
C	ACCREDITATION/CERTIFICATION - 30 Marks		

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i.	Evidence of accreditation of training facility by National and International professional/certifying body/bodies	10 marks	10
ii.	Evidence of membership of National/International professional/certifying body/bodies	5 marks	5
iii.	ISO 9001:2015, ISO 29993:2017 and any one of ISO 29992:2018, ISO 10015:2019 and ISO 29994:2021	5 marks per ISO	15
D	PREVIOUS TRAINING EXPERIENCE - 15 Marks		
i	Evidence of experience with certification of job completion by client(s), including classroom, practical, and hands-on/on-the-job training	3 marks per experience	15
	Total Marks		100

Matrix 6.2.8: Asset Management and Maintenance (AMM)

S/N	Criteria	Mark Per Criteria	Total Mark
A.	A. TRAINING INSTRUCTORS - 20 Marks		
i.	Full-time experienced and certified training instructors	2 marks per instructor	10
ii.	Part-time experienced and certified training instructors	1 mark per instructor	5
iii.	Full-time experienced but uncertified training instructors	1 mark per instructor	5
B.	B. TRAINING FACILITIES - 35 Marks		
i.	Owned standard, equipped and conducive classroom for learning	5 marks per classroom	15
ii.	Leased standard, equipped and conducive classroom for learning	2 marks per classroom	6
iii.	Software licenses	5 marks per license	10
iv.	E-learning platform	4 marks	4

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C	ACCREDITATION/CERTIFICATION - 30 Marks		
i.	Evidence of accreditation of training facility by National and International professional/certifying body/bodies	10 marks	10
ii.	Evidence of membership of recognized National/International professional/certifying body/bodies	5 marks	5
iii.	ISO 9001:2015, ISO 29993:2017 and any one of ISO 29992:2018, ISO 10015:2019 and ISO 29994:2021	5 marks per ISO	15
D	PREVIOUS TRAINING EXPERIENCE - 15 Marks		
i.	Evidence of experience with certification of job completion by client(s), including classroom, practical, and hands-on/on-the-job training	3 marks per experience	15
	Total Marks		100

Matrix 6.2.9: Information and Communication Technology (ICT)

S/N	Criteria	Mark Per Criteria	Total Mark
A.	A. TRAINING INSTRUCTORS - 20 Marks		
i.	Full-time experienced and certified training instructors	2 marks per instructor	10
ii.	Part-time experienced and certified training instructors	1 mark per instructor	5
iii.	Full-time experienced but uncertified training instructors	1 mark per instructor	5
B.	B. TRAINING FACILITIES - 40 Marks		
i.	Owned standard, equipped and conducive classroom for learning	5 marks per classroom	15
ii.	Leased standard, equipped and conducive classroom for learning	2 marks per classroom	6

iii.	Software licenses	3 marks per license	15
iv.	E-learning platform	4 marks	4
C	ACCREDITATION/CERTIFICATION - 25 Marks		
i.	Evidence of accreditation of training facility by National and International professional/certifying body/bodies	5 marks	5
ii.	Evidence of membership of recognized National/International professional/certifying body/bodies	5 marks	5
iii.	ISO 9001:2015, ISO 29993:2017 and any one of ISO 29992:2018, ISO 10015:2019 and ISO 29994:2021	5 marks per ISO	15
D	PREVIOUS TRAINING EXPERIENCE - 15 Marks		
i.	Evidence of experience with certification of job completion by client(s), including classroom, practical, and hands-on/on-the-job training	3 marks per experience	15
Total Marks			100

Matrix 6.2.10: Entrepreneurship, Soft/Essential Skills and Oil and Gas .
Business (EOG)

S/N	Criteria	Mark Per Criteria	Total Mark
A.	A. TRAINING INSTRUCTORS - 20 Marks		
i.	Full-time experienced and certified training instructors	2 marks per instructor	10
ii.	Part-time experienced and certified training instructors	1 mark per instructor	5
iii.	Full-time experienced but uncertified training instructors	1 mark per instructor	5
B.	B. TRAINING FACILITIES - 25 Marks		

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i.	Owned standard, equipped and conducive classroom for learning	5 marks per classroom	15
ii.	Leased standard, equipped and conducive classroom for learning	2 marks per classroom	6
iii.	Software licenses and/or E-learning/Learning Management System Platform	4 marks	4
C	ACCREDITATION/CERTIFICATION - 40 Marks		
i.	Evidence of accreditation of training facility by National and International professional/certifying body/bodies	10 marks	10
ii.	Evidence of membership of recognized National/International recognized certifying body/bodies	5 marks per membership	15
iii.	ISO 9001:2015, ISO 29993:2017 and any one of ISO 29992:2018, ISO 10015:2019 and ISO 29994:2021	5 marks per ISO	15
D	PREVIOUS TRAINING EXPERIENCE - 15 Marks		
i.	Evidence of experience with certification of job completion by client(s), including classroom, practical, and hands-on/on-the-job training	3 marks per experience	15
Total Marks			100

Matrix 6.2.11: Maritime, Nautical Studies and Offshore Logistics (MNL)

S/N	Criteria	Mark Per Criteria	Total Mark
A.	A. TRAINING INSTRUCTORS - 20 Marks		
i.	Full-time experienced and certified training instructors	2 marks per instructor	10
ii.	Part-time experienced and certified training instructors	1 mark per instructor	5
iii.	Full-time experienced but uncertified training instructors	1 mark per instructor	5
B.	B. TRAINING FACILITIES - 40 Marks		

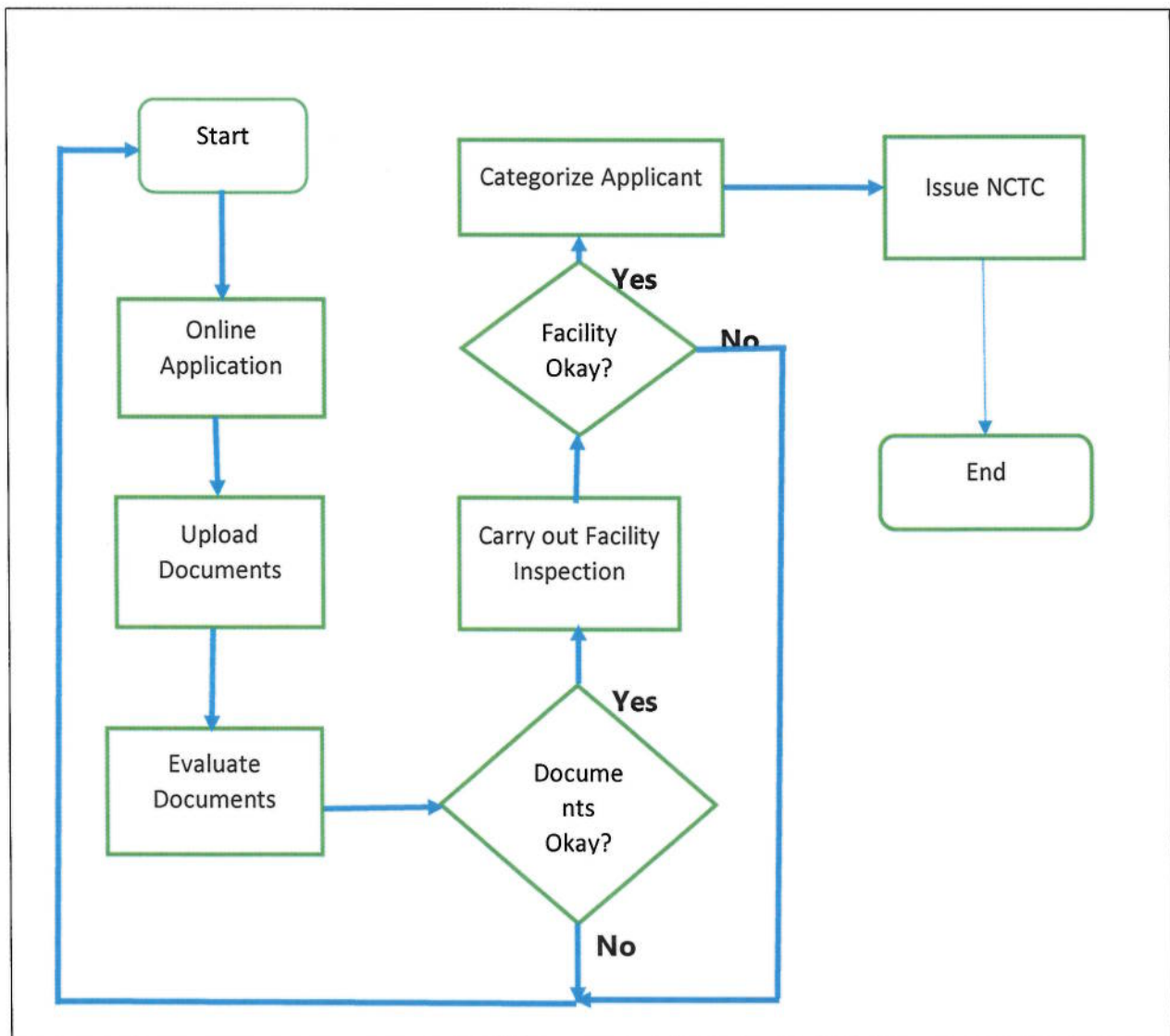
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i.	Owned standard, equipped and conducive classroom for learning	5 marks per classroom	15
ii.	Leased standard, equipped and conducive classroom for learning	2 marks per classroom	6
iii.	Owned standard and equipped laboratory/workshop and/or vessel for training	8 marks	8
iv.	Software licenses	3 marks per license	6
v.	Simulator	5 marks	5
C	ACCREDITATION/CERTIFICATION - 25 Marks		
i.	Evidence of accreditation of training facility by National and International professional/certifying body/bodies	5 marks	5
ii.	Evidence of membership of recognized National/International professional/certifying body/bodies	5 marks	5
iii.	ISO 9001:2015, ISO 29993:2017 and any one of ISO 29992:2018, ISO 10015:2019 and ISO 29994:2021	5 marks per ISO	15
D	PREVIOUS TRAINING EXPERIENCE - 15 Marks		
i.	Evidence of experience with certification of job completion by client(s), including classroom, practical, and hands-on/on-the-job training	3 marks per experience	15
Total Marks			100


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7.0 Nigerian Content Trainer Registration Certificate Application Process

Fig. 7.1 NCTC Application Flowchart



Training companies shall apply for the Nigerian Content Trainer Registration Certificate (NCTC) through the Nigerian Oil and Gas Industry Content Joint Qualification System (NOGIC JQS) portal at **www.nogicjqs.gov.ng** and ensure that all information and documents uploaded are valid, accurate, authentic, and not misleading.

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The Board shall carry out mandatory facility inspection and document verification exercise within Fifteen (15) working days upon receipt of the application. The inspection is intended to ascertain the existence of the training facility and authenticity of the documents and information uploaded on the NOGIC JQS portal. Accordingly, training companies/applicants shall provide original copies of all documents and information uploaded on the NOGIC JQS portal for sighting and authentication during the inspection and verification exercise. If satisfied with the facility and the documents uploaded and sighted, the Board shall process the application and issue the Nigerian Content Trainer Registration Certificate (NCTRC) within Fifteen (15) working days. The total number of days required for the processing and issuance of NCTRC, from the date of receipt of the application, shall not exceed Thirty (30) working days.

The Board shall reject any application that fails to meet the requirements for the processing and issuance of the NCTRC and notify the applicant the reason(s) for the rejection through the portal. Such applicants shall be required to re-apply and provide all the required documentations.

8.0 Mandatory Documents Required for the Processing and Issuance of NCTRC

The mandatory documents required for the processing and issuance of NCTRC shall include:

- i. CAC (Form CO2 and CO7).
- ii. Evidence of Nigerian equity with at least 51%.
- iii. DPR certificate for the provision of training services.
- iv. Valid Tax payment certificate.

9.0 Application and Implication of NCTRC Categories in the Award of Training Contracts in the Nigerian Oil and Gas Industry

Nigerian Content Trainer Registration Certificate (NCTRC) shall be a mandatory requirement for the award of training contracts in the Nigerian Oil and Gas Industry.



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Table 9.1 Details in the award of training contracts

NCTRC Category	Contract Description	Contract Value	Consideration in Contract Award
A	Major Training Contracts	>\$2,000,000	Category A, B, C, D & E Contracts
B	Semi-Major Training Contracts	\$1,001,000 - \$2,000,000	Category B & C Contracts
C	Intermediate Training Contract	\$501,000 - \$1,000,000	Category C & D Contracts
D	Semi-Minor Training Contract	\$100,000 - \$500,000	Category D & E Contracts
E	Minor Training Contract	Below \$100,000	Category E Contract

1. Holders of Category A NCTRC in each area of the training specialization contained in this Guideline, shall be given consideration in the award of Major Training Contracts within the area of the training specialization, in the Nigerian Oil and Gas Industry. **Major Training Contracts are contracts with value exceeding \$2,000,000 or the Naira equivalent.** Holders of Category A NCTRC with established capacities and capabilities in each area of the training specialization contained in this Guideline, shall be given consideration in the award of contracts for categories B, C, D and E, within the area of the training specialization, in the Nigerian Oil and Gas Industry.
2. Holders of Category B NCTRC in each area of the training specialization contained in this Guideline, shall be given consideration in the award of Semi-Major Training Contracts within the area of the training specialization, in the Nigerian Oil and Gas Industry. **Semi-Major Training Contracts are contracts with value from \$1,001,000 – \$2,000,000 or the Naira equivalent.**
3. Holders of Category C NCTRC in each area of the training specialization contained in this Guideline, shall be given consideration in the award of Intermediate Training Contracts within the area of the training specialization, in the Nigerian Oil and Gas Industry. **Intermediate Training Contracts are contracts with value from \$501,000 – \$1,000,000 or the Naira equivalent.** Holders of Category B NCTRC

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with established capacities and capabilities in each area of the training specialization contained in this Guideline, shall be given consideration in the award of Intermediate Training Contracts within the area of the training specialization, in the absence of Category C companies, or where the capacities of Category C companies are inadequate or exhausted, or where the training services required cannot be provided by Category C companies.

4. Holders of Category D NCTRC in each area of the training specialization contained in this Guideline, shall be given consideration in the award of Semi-Minor Training Contracts within the area of the training specialization, in the Nigerian Oil and Gas Industry. **Semi-Minor Training Contracts are contracts with value from \$100,000 – \$500,000 or the Naira equivalent.** Holders of Category C NCTRC with established capacities and capabilities in each area of the training specialization contained in this Guideline, shall be given consideration in the award of Minor Training Contracts within the area of the training specialization, in the absence of Category D companies, or where the capacities of Category D companies are inadequate or exhausted, or where the training services required cannot be provided by Category D companies.
5. Holders of Category E NCTRC in each area of the training specialization contained in this Guideline, shall be given consideration in the award of Minor Training Contracts within the area of the training specialization, in the Nigerian Oil and Gas Industry. **Minor Training Contracts are contracts with value below \$100,000 or the Naira equivalent.** Holders of Category D NCTRC with established capacities and capabilities in the area of the training specialization contained in this Guideline, shall be given consideration in the award of Minor Training Contracts within the area of the training specialization, in the Nigerian Oil and Gas Industry, in the absence of Category E companies, or where the capacities of Category E companies are inadequate or exhausted, or where the training services required cannot be provided by Category E companies.

10.0 Validity Period for Approved NCTRC

The validity period for all approved NCTCs shall be two years. Expired and invalid NCTRC shall not be recognized or given consideration for the award of contracts in the Nigerian Oil and Gas Industry and by the Board.



11.0 Implementation Framework

The implementation and enforcement of this Guideline shall be the sole responsibility of the Board in line with the provisions of the NOGICD Act of 2010. The following information shall be strictly adhered to in ensuring the effective implementation and enforcement of this Guideline:

- i. The Guideline shall take effect from the date of approval by the Board.
- ii. The Guideline shall be reviewed by the Board every four (4) years or as the need arises.
- iii. Capacity Building Division (CBD) of the Board shall be responsible for the full implementation of this Guideline and the administration of all the processes for the issuance of the Nigerian Content Trainer Registration Certificate (NCTRC) as contained in this Guideline.
- iv. The Board may collaborate with OGTAN in areas related to the effective administration of this Guideline where the need arises.
- v. NCTRC shall be issued based on the training courses/disciplines under the area of the training specialization contained in this Guideline, and the capacities and capabilities of training companies/applicants.
- vi. Provision of valid and relevant NCTRC (i.e., in relation to the area of training specialization) is a mandatory requirement for the award of training contracts in the Nigerian Oil and Gas Industry.
- vii. Training companies with irrelevant NCTRC (i.e., in relation to the area of training specialization), expired and invalid NCTRC or without NCTRC shall be disqualified from the award of training contracts in the Nigerian Oil and Gas Industry.
- viii. NCTRC issued to training companies by the Board cannot be used by their subsidiaries, other Nigerian training companies or local and foreign training partners.
- ix. Training companies and their subsidiaries or local and foreign partners cannot apply for or obtain NCTRC as separate companies using the same facilities and/or documentations.
- x. The authenticity, validity, and relevance (i.e., in relation to the area of training specialization) of every NCTRC shall be verified and ascertained by the



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operator/project promoter, contractor and the Board in the award of training contracts in the Nigerian Oil and Gas Industry.

- xi. The Board shall carry out facility inspection and verification exercise as part of the mandatory requirements for the processing and issuance of NCTRC.
- xii. All training companies in the Nigerian Oil and Gas Industry shall register on the NOGICD JQS portal and shall ensure that their information on the portal is valid, accurate, authentic, not misleading, and up to date before application, and processing and issuance of NCTRCs by the Board.
- xiii. Training companies/applicants shall be responsible for any misleading or manipulated information provided or uploaded on the NOGIC JQS portal, and at the facility inspection and verification exercise, whether intentional or unintentional.
- xiv. The Board shall promptly notify applicants of their disqualification and denial of the NCTRC if it establishes cases of forgery, alteration, manipulation or misrepresentation of documents/information or false claim of facility ownership, co-ownership of facility, % Nigerian equity ownership, partnership, and agreements. In appropriate circumstances, such forgeries, alterations, manipulations, or misrepresentations shall be referred to relevant law enforcement agents for prompt prosecution.
- xv. Training companies wishing to be re-categorized or having evidence of the requirements to be re-categorized to higher categories after been categorized and issued NCTRC by the Board, can apply for consideration before the expiration of the NCTRC.
- xvi. All processed NCTRCs shall be approved by the General Managing Capacity Building Division (CBD) and the Executive Secretary (ES) of the Board before issuance.
- xvii. All NCTRCs approved and issued by the Board shall be compiled and published monthly on the NOGIC JQS portal for referencing and authentication by operators/project promoters, contractors, training companies and stakeholders in the Oil and Gas Industry and its Linkage Sectors.
- xviii. All NCTRCs approved and issued by the Board shall be subject to renewal by the Board as the validity expires.
- xix. The Board shall ensure full implementation and enforcement of this Guideline in line with the provisions and aspirations of the NOGICD Act of 2010.



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12.0 Consequences of Non-Compliance with this Guideline

Operators/project promoters, contractors, alliance partners, service providers, training institutions and companies, and all stakeholders in the Nigerian Oil and Gas Industry are required to strictly comply with this Guideline.

12.1 Consequences of Non-Compliance by Operators/Project Promoters

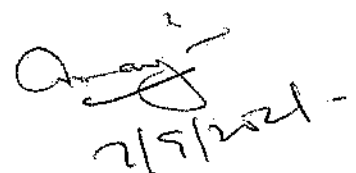
This shall apply to the operators/project promoters. The consequences of non-compliance with the provisions and aspirations of this Guideline, after notification by the Board and failure to comply within Twenty (20) working days, shall include the following:

- i. Refusal of the Board to issue Certificate of Authorization to the operator/project promoter.
- ii. Refusal of the Board to participate in the operator's/project promoter's Tenders or issue Nigerian Content Compliance Certificate (NCCC).
- iii. Refusal of approval of documents relating to the operator/project promoter by the Board until the operator/project promoter fully complies with the provisions of this Guideline, and remedial actions and commitments approved by the Board.
- iv. Initiation of penal sanctions as provided in section 68 of the NOGICD Act of 2010.
- v. Invoking of administrative sanctions in line with section 70 (i) and (p) of the NOGICD Act of 2010.
- vi. Any other penalties including imposition of Capacity Development Initiative (CDI) as may be determined and deemed appropriate by the Board, in line with the provisions and aspirations of the NOGICD Act of 2010.

12.2 Consequences of Non-Compliance by Contractors and Training Companies

This shall apply to contractors and training companies. The consequences of non-compliance with the provisions and aspirations of this Guideline, after notification by the Board and failure to comply within Twenty (20) working days, shall include the following:

- i. Rejection of application for NCTRC.
- ii. Refusal to process, approve and issue NCTRC.
- iii. Withdrawal of NCTRC where already approved or issued.
- iv. Denial of renewal and issuance of NCTRC for a period to be determined by the Board.



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- v. Disqualification/denial from the award of contracts in the Nigerian Oil and Gas Industry.
- vi. Blacklisting and denial from participating in training services and Nigerian Content Human Capital Development (NCHCD) Training programmes in the Nigerian Oil and Gas Industry and its Linkage Sectors.
- vii. Initiation of penal sanctions as provided in section 68 of the NOGICD Act of 2010.
- viii. Invoking of administrative sanctions in line with section 70(i) and (p) of the NOGICD Act.
- ix. Any other penalties including imposition of Capacity Development Initiative (CDI) as may be determined and deemed appropriate by the Board in line with the provisions and aspirations of the NOGICD Act of 2010.

ANNEXURE: LIST OF TRAINING COURSES UNDER THE AREAS OF TRAINING SPECIALIZATION

Note that the courses/areas of training contained in this annexure/Guideline are not exhaustive. Accordingly, the courses shall be updated constantly.

Matrix 6.2.1: Health, Safety and Environment (HSE)

HSE001 HSE Level 1, 2 and 3 Training & Certification

HSE002 First Aid Treatment

HSE003 Fire Fighting

HSE004 Fire Escape

HSE005 Electrical Safety

HSE006 Heat and Cold Stress Safety

HSE007 NEBOSH Training

HSE008 HIOSH Training

HSE009 Offshore Safety and Survival

HSE010 Helicopter Underwater Escape Training

HSE011 Helideck Training

HSE012 Helicopter Landing Officer

HSE013 Security Awareness Training for Seafarers

HSE014 Travel Safety by Boat


HSE015 Water Security



HSE016 Gas Test/Confined Space
HSE017 Compressed Air Emergency Breathing System
HSE018 Scaffold and Fall Protection Safety
HSE019 Banksman and Slinger
HSE020 Permit to Work
HSE021 Personal Protective Equipment
HSE022 Environmental Management
HSE023 Waste Management
HSE024 Advanced Accident Investigation and Reporting
HSE025 Safety Audit & Site Inspection
HSE026 Gas Explosion and Other Hazards of LNG Facilities
HSE027 Marine Environment Protection
HSE028 Hazardous Waste Management and Pollution
HSE029 Lifting Operations
HSE030 General Security Supervision and Management **etc.**

Matrix 6.2.2: Engineering and Quality Assurance/Quality Control (EQA)

EQA001 Project Engineering
EQA002 Geotechnical Soil Sample Analysis
EQA003 Architectural Design
EQA004 Civil/Structural Engineering
EQA005 Electrical Engineering
EQA006 Mechanical Engineering
EQA007 Electronic Engineering
EQA008 Petroleum Engineering
EQA009 Chemical Engineering
EQA010 Gas Processing Engineering
EQA011 Instrumentation and Control Engineering
EQA012 Instrumentation, Control and Electrical Systems
EQA013 Subsea Engineering
EQA014 Pipeline Engineering
EQA015 Pipeline/Plant Layout Engineering
EQA016 Stress Analysis Engineering
EQA017 Process Engineering


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EQA018 Offshore Pipeline Design and Construction
EQA019 Reliability Engineering
EQA020 Commissioning Engineering
EQA021 Fabrication Engineering
EQA022 Welding Engineering
EQA023 Welding and Fabrication
EQA024 Welding Inspection
EQA025 Pipeline & Construction
EQA026 Pipe Fitting
EQA027 Pipe Welding
EQA028 Machining
EQA029 Piping Inspection
EQA030 Advanced Corrosion Control
EQA031 Coating Inspection
EQA032 Non-Destructive Testing & Inspection
EQA033 Quality Assurance and Quality Control
EQA034 Construction Engineering
EQA035 Marine Engineering & Naval Architecture
EQA036 Pipe Support Design and Arrangement
EQA037 ASME B31.3 Process Piping Design Code
EQA038 ASME B31.4 Pipeline Transportation Systems for Liquid Hydrocarbons & Other Liquids
EQA038 ASME B31.8 Gas Transmission and Distribution Piping Systems
EQA039 Intelligent Pigging & Mechanical Cleaning of Offshore & Onshore Pipelines
EQA040 Multi-Discipline Engineering Design
EQA041 Asset Integrity Management in Oil & Gas Industries
EQA042 Flow Assurance - Managing Flow Dynamics and Production Chemistry
EQA043 Integrity Management of Onshore & Offshore Pipelines **etc.**

Matrix 6.2.3: Petroleum and Geosciences (PAG)

PAG001 Geology
PAG002 Geophysics
PAG003 Petrophysics
PAG004 Reservoir Engineering
PAG005 Advanced Reservoir Engineering

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PAG006 Theoretical Principles of Crude Oil and Reserve Estimation
PAG007 Seismic Acquisition
PAG008 Drilling Technology
PAG009 Petroleum Economics
PAG010 Petroleum Technology
PAG011 Integrated Reservoir Modeling
PAG012 Reservoir Management
PAG013 Gas Reservoir Management
PAG014 Reservoir Characterization
PAG015 Reservoir Simulation Strategy
PAG016 Oil and Gas Reserves Evaluation
PAG017 Petroleum Data Management
PAG018 Theoretical Principles of Crude Oil and Reserve Estimation
PAG019 Subsea Equipment and Technology for Oil & Gas Production
PAG020 Integrated Formation Evaluation in Clastic and Carbonate Reservoirs
PAG021 Uncertainties & Geo-statistics for Subsurface Manager **etc.**

Matrix 6.2.4: Drilling, Production Operations and Oil and Gas Processing (DPP)

POP001 Petroleum Exploration and Production
POP002 Petroleum Production Analysis
POP003 Processing and Separation
POP004 Production Systems
POP005 Production Chemicals
POP006 Petroleum Data Management
POP007 Gas Processing and Production
POP008 Completion and Workover Operations
POP009 Production and Completion
POP010 Refining Process Technology
POP011 Drilling Rig
POP012 Cementing and Pumping Services
POP013 Well Intervention
POP014 Upper Completions
POP015 Downhole Tools Rental & Fishing Services


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POP016 Risers and Tubing Services
POP017 Oil Production & Processing Facilities
POP018 Process Utility System
POP019 Relief & Flare System
POP020 Petroleum Risks and Decision Analysis
POP021 Refinery Process Yield Optimization
POP022 Hydrocarbon Fiscal Flow Metering
POP023 Amine Gas Sweetening & Sulphur Recovery
POP024 Understanding and Preventing Process Equipment Failures
POP025 Safety in Process Equipment Design & Operation **etc.**

Matrix 6.2.5: Facilities Design and Construction (FDC)

FDC001 Pipeline/Plant Layout Design and Construction
FDC002 Onshore Pipeline Facilities Design, Construction and Operations
FDC003 Construction Management
FDC004 Facilities Design Fundamentals
FDC005 Principles of Construction
FDC006 Storage Tank Design, Construction & Maintenance
FDC007 Fundamentals of Deep-water Riser Engineering
FDC008 HVAC Design, Operation, and Maintenance
FDC009 Mobile Lifting Equipment Operation and Maintenance **etc.**

Matrix 6.2.6: Project Management and Cost Control (PMC)

PMC001 Contract Management
PMC002 Cost Control and Management
PMC003 Document Control
PMC004 Project Communication Management
PMC005 Project Cost Management
PMC006 Project Human Resources Management
PMC007 Project Integration Management
PMC008 Project Management Framework
PMC009 Project Quality Management
PMC010 Project Procurement Management
PMC011 Project Risk Management


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PMC012 Project Scope Management
PMC013 Project Stakeholders Management
PMC014 Project Time Management
PMC015 Oil and Gas Project Management
PMC016 Project Planning
PMC017 Planning and Cost Estimation
PMC018 Document Control
PMC019 Advance Project Risk Management
PMC020 Project Commissioning - A Practical Approach
PMC021 Project Performance Measurement and Management
PMC021 Project Analysis - Tools & Techniques for Managing Risk & Uncertainty
PMC022 Project Management – Primavera P3 & P6 and Prince2 **etc.**

Matrix 6.2.7: Supply Chain Management (SCM)

SCM001 Inventory Management
SCM002 Procurement and Supply Chain Management
SCM003 Purchasing and Contracts
SCM004 Inventory Analytics
SCM005 Logistics and Distribution Management
SCM006 Production Management and Material Requirements Planning
SCM007 Inventory Planning and Stock Control
SCM008 Warehousing, Stores and Stock Control Management
SCM009 Materials and Supply Chain Management
SCM010 Managing and Improving Warehouse Operations
SCM011 Negotiation Strategies for Better Purchasing Value
SCM012 Supply Chain Risk Management
SCM013 Warehouse Management System and Safety
SCM014 Material Management in Oil and Gas Industry
SCM015 Warehouse Logistics and Distribution Management
SCM016 Production and Material Management
SCM017 Demand Planning and Forecasting
SCM018 Supply Chain Operations in the Oil & Gas Industry
SCM019 Risk Management in the Supply Chain for the Oil and Gas Industry **etc.**

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Matrix 6.2.8: Asset Management and Maintenance (AMM)

AMM001 Engineering Asset Management
AMM002 Infrastructure Asset Management
AMM003 Digital Asset Management
AMM004 ICT Asset Management
AMM005 Fixed Asset Management
AMM006 Financial Asset Management
AMM007 Enterprise Asset Management
AMM008 Public Asset Management
AMM009 Maintenance Management
AMM010 Calibration and Maintenance of Process Equipment
AMM011 Mechanical Maintenance
AMM012 Oil and Gas Facilities Maintenance
AMM013 Rig Crane Repair
AMM014 Maintenance Planning and Work Control
AMM015 Implementing Effective Preventive & Predictive Maintenance Programs
AMM016 Maintenance Audit and Site Inspection
AMM017 Material Handling Equipment
AMM018 Tank Farm Operations and Performance
AMM019 Understanding LNG Terminals & Terminal Operations
AMM020 Building Preventive Maintenance
AMM021 Rotating Equipment (Pumps, Compressors and Electric Motors & Drivers, etc)
AMM022 Principle of Operation & Maintenance of Turbines **etc.**

Matrix 6.2.9: Information and Communication Technology (ICT)

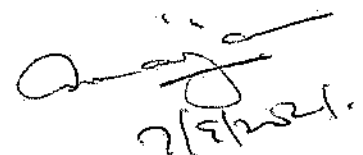
ICT001 Computer Appreciation
ICT002 Essentials/Soft Skills
ICT003 Microsoft Excel
ICT004 Microsoft Word
ICT005 Microsoft PowerPoint
ICT006 Microsoft Access
ICT007 Computer Aided Design Software (AutoCAD etc.)
ICT008 System Development
ICT009 Big Data
ICT010 Internet of Things
ICT011 Data Science/Analytics

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ICT012 Networking
ICT013 Artificial Intelligence
ICT014 Mechatronics
ICT015 Database Management
ICT016 AVEVA PDMS (Plant Design and Management System)
ICT017 PV Elite Pressure Vessel
ICT018 Aspen HYSYS
ICT019 STAAD Pro
ICT020 SKM Electrical Power Design
ICT021 IN-TOOLS (Instrumentation, Controls & Automation)
ICT022 SPSS (Statistical Package for Social Sciences)
ICT023 3D Laser Scanning and Reverse Engineering
ICT024 MATLAB Modeling
ICT025 Simulink Modeling
EOG026 Website Design & Hosting etc.

Matrix 6.2.10: Entrepreneurship, Soft/Essential Skills and Oil and Gas Business (EOG)

EOG001 Petroleum Business
EOG002 Oil and Gas Marketing
EOG003 Soft/Essential Skills
EOG004 Leadership Skills
EOG005 Business Skills
EOG006 Entrepreneurship Skills
EOG007 SME Development Skills
EOG008 Communication Skills
EOG009 Time Management Skills
EOG010 Emotional Intelligence
EOG011 Critical Thinking
EOG012 Problem Solving
EOG013 Team Work
EOG014 Conflict resolution
EOG015 Negotiation Skills
EOG016 Interpersonal Skills



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EOG017 People Management
EOG018 Social Skills
EOG019 Organizational Skills
EOG020 Adaptability
EOG021 Networking
EOG022 Work Ethic
EOG023 Technical Writing
EOG024 Presentation Skills
EOG025 Customer/Stakeholder Management
EOG026 Decision Making
EOG027 Strategic Planning
EOG028 Managing Multiple Tasks, Priorities & Deadlines
EOG029 Effective Business Management Skills & Techniques
EOG030 Team Building for Productivity
EOG031 Effective Business Management Skills & Techniques
EOG032 Work Ethics and Attitudinal Change for Improved Productivity
EOG033 Technical Report Writing /Presentation
EOG034 Entrepreneurship & Business Start-up
EOG035 Vocational Development **etc.**

Matrix 6.2.11: Maritime, Nautical Studies and Offshore Logistics (MNL)

MSS001 Nautical Science
MSS002 Maritime Studies
MSS003 Cadets/Seafarers Development
MSS004 Remotely Operated Vehicle (ROV)
MSS005 Marine Assurance/Vessel Inspection
MSS006 Vessel Construction
MSS007 Managing Tanker Cargo Operations
MSS008 Oil and Gas Marine Terminals
MSS009 Managing Offshore Field Development & Marine Asset
MSS010 Shallow and Deep Marine Sedimentation **etc.**


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