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PROEM

The establishment of the Nigerian Content Development and Monitoring Board (NCDMB) in 2010 by the Nigerian Oil and Gas Industry Content Development Act, 2010 (the 'Act') was an initiative designed to drive local content development in Nigeria by the imposition of standards on capacity building, technology transfer and training in the Oil and Gas Industry.

The overall objective of the following ministerial regulations is to provide pragmatic strategies for the implementation and enforcement of the respective enabling sections of the Act.

Regulation for Training in the Nigerian Oil and Gas Industry 2021

This Regulation provides for minimum standards, facilities, personnel and technology for training in the Oil and Gas Industry and modalities for involving Operators as Partners in Training and Development.

**THE NIGERIAN OIL AND GAS INDUSTRY CONTENT DEVELOPMENT
ACT (2010 No. 2)**

**REGULATION FOR TRAINING IN THE NIGERIAN OIL AND GAS
INDUSTRY, 2021**



ARRANGEMENT OF REGULATIONS

Regulation :

1. Purpose of the Regulations.
2. Scope of the Regulations.
3. Minimum Standards for Trainings.
4. Minimum Standards for Facilities, Equipment and Technology.
5. Minimum Qualifications for Training Candidates.
6. Minimum Standards for Training Providers.
7. Verification Process.
8. Training Plan.
9. Training for Entry Level Intermediate and Top Level Employment Positions.
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Certifications for Competency Based Disciplines.

S. I. No. 29 of 2021

**THE NIGERIAN OIL AND GAS INDUSTRY CONTENT DEVELOPMENT
ACT (2010 No. 2)**

**REGULATION FOR TRAINING IN THE NIGERIAN OIL AND GAS
INDUSTRY, 2021**

[26th Day of February, 2021]

Commence-
ment.

In exercise of the power conferred on the Minister of State for Petroleum Resources by Section 40 of the Nigerian Oil and Gas Industry Content Development Act (the "Act"), these Regulations are made this 26th Day of February, 2021.

WHEREAS

1. These Regulations are issued to—

Purpose of
the
Regulation.

(a) Prescribe minimum standards, facilities and technology for the training and development of personnel in the oil and gas industry ;

(b) Achieve definite outcomes regarding the skill, experience and exposure of personnel in the oil and gas industry ;

(c) Establish a common framework and specify the modalities for involving operators as partners in the training and capacity development of personnel ;

(d) Establish a framework for monitoring the implementation of the prescribed minimum standards for training in the oil and gas industry ;

(e) Increase participation and improve levels of employability in the oil and gas industry by developing and building in-country capacity through competency, creativity and innovation-driven education and skills development.

2. This Regulation shall apply to all Operators and service providers in the Nigerian oil and gas industry.

Scope of the
Regulation.

3.—(1) All training programs shall be designed to increase in-country capacity and value addition in the relevant fields of expertise and skills and/or competencies required in the oil and gas industry and shall be in line with the Human Capital Development (HCD) Guidelines, the philosophy of the Act and global best practices in the oil and gas industry.

Minimum
Standards
for Training.

(2) The minimum standards for any training program by an Operator shall be in line with the HCD Guidelines and approved Training Plan.

(3) Training programs for all competency-based disciplines and skills shall provide trainees with the relevant internationally recognised certifications upon completion as indicated in Schedule 2 of these Regulations.

(4) All training programs by an Operator shall be conducted by accredited training providers as recognised by the Board. Nothing in this section shall serve as a bar against an Operator undertaking its training activities through an internationally recognised training or academic institution approved by the Board in the approved Training Plan.

(5) Failure to fulfil the requirements of this Regulation 3 shall attract the necessary sanctions as contained under these Regulations.

4.—(1) Facilities and equipment for training programs shall be approved by the Board as suitable for training and learning purposes with adequate security, availability and easy access to electronic information and adequate communication services for participants; and shall be adequate to accommodate the numbers and training activities of participants.

Minimum
Standards
for
Facilities,
Equipment
and
Technology
Required for
Trainings.

(2) The Board may issue guidelines, from time to time, for the continuous improvement of training facilities. Such guidelines shall make provision for health and safety policies, maintenance schedules, technical and suitability features of the facilities, learning resources and such other considerations as are necessary for the effective and adequate functioning of the facilities.

(3) The facilities and equipment used for a training program shall be subject to prior accreditation and certification by a certifying authority duly recognised by the Board.

(4) Notwithstanding the provisions of these Regulations, facilities and equipment utilised for on-the-job trainings shall be in line with the approved Training Plan.

5.—(1) The minimum qualification for the acceptance of a training candidate in respect of any training program shall be in line with the HCD Guidelines and eligibility criteria contained in the Training Plan prescribed under Regulation 8 below.

Minimum
Qualifications
for Training
Candidates.

(2) The selection and recruitment of trainees for any training program shall be conducted through the Nigerian Content Joint Qualification System Portal, and such trainees shall be pre-registered on the portal prior to such selection.

6.—(1) A training provider shall have the requisite levels of professional qualifications and shall be accredited by the relevant certifying body or authority in line with global best practices.

Minimum
Standards for
Training
Providers.

(2) All training providers shall be registered on the Nigerian Content Joint Qualification System Portal, and be registered members of the Oil and Gas Trainers Association of Nigeria (OGTAN) or such other professional bodies as may be considered by the Board from time to time.

(3) All training providers shall meet and comply with the minimum standards and requirements specified under Regulation 4 of these Regulations.

(4) A training facilitator or instructor shall possess the requisite levels of academic and professional qualifications in line with global best practices in order to function as a Facilitator or Instructor in any Training Program pursuant to these Regulations.

(5) The Board shall, from time to time, and in conjunction with a certifying body or authority, specify the minimum levels of qualifications required of facilitators and instructors in any training program in line with global best practices.

7.—(1) The Board shall maintain routine inspections, assessment and rating of—

Verification
Process.

(a) all training programs, including training facilities, service delivery and performance.

(b) all trainees and training providers towards ensuring compliance with the standards and requirements stipulated under these Regulations and Guidelines issued by the Board and in line with approved Training Plan.

(2) The Board shall verify all information on training provided on the Joint Qualification System by training providers and Operators.

(3) The Board shall establish an appropriate framework and system of supervision and routine audit of certified training providers which issue certificates to trainees.

(4) Training Providers shall be required to comply with the provisions of these Regulations, and failure to do so shall attract the applicable sanctions.

8.—(1) All Operator, alliance partners, project promoter and contractors shall submit a Training Plan within 10 days of the award of a project or contract in the oil and gas industry in line with the prescribed template contained in Schedule 1.

Training
Plan.

(2) The Board may extend the time for submission of a Training Plan, and such extension of time shall not exceed a period of 20 days after the award of a project or contract.

(3) The Training Plan shall contain detailed information on the method and implementation strategies of a training program, and shall include the following—

(a) Approved copy of the Nigerian Content Compliance Certificate (NCCC) of the project/contract ;

(b) Project title and scope ;

(c) Total project man-hours ;

(d) Total project/contract cost in USD ;

(e) Total project/contract duration ;

(f) Training man-hours ;

(g) Training cost in USD ;

(h) Total number of trainees ;

(i) Training disciplines/skill-sets and curriculum/modules ;

(j) Information on relevant software applications to be used for the training ;

(k) Information on the certifications trainees will obtain at the end of the training program, such certification being an internationally recognised certification ;

(l) Training schedule for both classroom and on the job training, stating detailed activities with timelines ;

(m) A shortlist of training providers ;

(n) Criteria for selecting training providers and prospective trainees ;

(o) Information on trainee stipend per month and welfare ; and

(p) Information and strategy on trainees' engagement at completion of training.

(4) Where the information contained in the Training Plan is such that does not provide the Board with the opportunity to make an informed decision of a training program, the Board shall require the Operator to provide such information as is necessary to reach an informed conclusion. The Operator shall submit the additional information within a period not exceeding 5 days.

Training for entry, intermediate and top levels employment positions.

9.—(1) All entry level training programs shall be targeted at basic education, skills and competencies that shall address entry level qualifications and improve employability of Nigerians in the oil and gas industry.

(2) The training programs shall be tailored towards identified needs in the industry and allied sectors, putting into consideration the capacity gaps as reflected in the Joint Qualification System and routine skills gaps audits by the Board and industry stakeholders, and shall lead to the attainment of internationally recognised certifications.

(3) All candidates shall be eligible for these training programs provided they are in compliance with the minimum standards as prescribed under these Regulations and HCD Guidelines issued by the Board.

(4) Provision shall be made for training of personnel for intermediary and top levels positions as may be required and such trainings shall be tailored to equip such trainees with the necessary skills and competencies required to take up such intermediary and top levels employment positions.

Responsibilities of the Operators.

10.—(1) Operators shall submit to the Board a report of compliance with the Training Plan at every 6 months' interval.

(2) The compliance report shall include—

(a) employment and training activities for the reporting period ;

(b) number of trainees employed as personnel during the reporting period and their job descriptions including—

(i) their place of residence at the time of employment, and

(ii) their employment status.

(3) The Board may request any further information as it considers necessary for the purpose of implementing these provisions.

11.—(1) Any Operator or Training Provider who contravenes any of the provisions of these Regulations, is in breach thereof and is liable to such fines, sanctions or penalties hereunder, including any fines, sanctions or penalties determined under the Nigerian Oil and Gas Industry Enforcement and Compliance Regulation 2021 or as may be determined by the Board from time to time. Sanctions.

(2) The enforcement of this Regulation shall be without prejudice to the provision of Section 68 of the Act.

(3) The Board may issue a warning notice to an Operator or Training Provider requesting that such non-complying Operator or Training Provider rectify any violation of the provisions of these Regulations. The warning notice shall indicate the corrective measures to be taken and stipulate a timeline within which to comply.

(4) Where an Operator or Training Provider fails to rectify its violation of a provision of these Regulations in the manner specified above, the Board shall impose any of the administrative sanctions stipulated hereunder—

(i) Refusal or withdrawal of other privileges, support and/or approvals required from the Board until compliance is achieved.

(ii) Disqualification from participation in projects or other specified activities in the oil and gas industry for specified periods as determined by the Board.

(iii) Notification by the Board to other ministries, departments and agencies on the non-compliance of the Operator or Training Provider with Nigerian content obligations, including a request for the withdrawal of any special privileges or other fiscal incentives, where applicable.

12. In this Regulation—

“Board” means the Nigerian Content Development and Monitoring Board established by the Act, or any of its employees ;

“Facilities” shall include physical and virtual infrastructure, equipment, tools and materials utilised for a training activity in both classroom and on-the-job trainings that meet global standards and best practices in the oil and gas industry ;

“HCD Guidelines” means the Human Capital Development Guidelines issued by the Board from time to time ;

“Operator(s)” means the Nigeria National Petroleum Company (NNPC), its subsidiaries and joint venture partners, any Nigerian, foreign or international oil and gas company operating in the oil and gas industry under any petroleum arrangement.

“Participant” means the trainee and trainer in any training program commenced under these Regulations, including employees or other staff of an Operator and the facilitator or staff of an accredited certification-services provider ;

Interpretation.

"Personnel" means Nigerian graduates, non-graduates, secondary school leavers and artisans ;

"Trainee" means any personnel that undergoes training by either the Board or an Operator under any training program, plan, arrangement or scheme ;

"Training Plan" means the Nigerian Content Training Plan of an operator as approved by the Board ;

"Training Programs" shall include classroom and on-the-job training as may be required by the oil and gas industry ;

"Training Provider" shall include an instructor, facilitator, trainer or any other individual or entity responsible for providing training in line with the Act and these Regulations.

Citation.

13. This Regulation may be cited as the Nigerian Oil and Gas Training Regulations, 2021.

SCHEDULE 1

NIGERIAN CONTENT TRAINING IMPLEMENTATION PLAN TEMPLATE

1.0. SUMMARY

Provide detailed description of the project and scope of work

1.1. OBJECTIVES

This Training Implementation Plan spells out the content and methodology for implementing the Nigerian Content HCD program in line with the NOGICD Act (2010) and NCDMB HCD Implementation Guidelines (2014). It is aimed at addressing entry level qualifications and improving level of employability into the industry. All trainings in this program shall be tailored to meet identified needs and ultimately lead to industry recognized or approved certification, based on industry/project specifications.

2.0. NIGERIAN CONTENT COMPLIANCE

Sections 10(b), 28 (1), and 30 of the Act require that Operators give first consideration to Nigerians with respect to employment and training in their projects. The Operator shall, based on skills analysis performed for the project, identify skill gaps, and indicate how they intend to close the gap in the Nigerian Content Plan for each project. This Training Plan is developed in accordance with the approved Nigerian Content Plan.

2.1. PROGRAM KICK-OFF AND DURATION

[Provide training duration, start and end dates]

2.2. Total Project Duration – Provide the duration of project.

2.3. TOTAL PROJECT COST

[Provide current cost (USD) of approved project in words and figure]

2.4. TOTAL TRAINING BUDGET

[Provide training cost, calculated based on Project Category Matrix for Determination of Training Manhours and Training Fund in HCD Guideline 2014 (Attachment 12.0)].

2.5. TOTAL TRAINING MAN-HOURS

[Provide training man-hours, calculated based on Project Category Matrix for Determination of Training Man-hours and Training Fund in HCD Guideline 2014 (Attachment 12.0)]

2.6. NUMBER OF CANDIDATES

[State the number of trainees (vocational and professional) required based on the allocated man-hours and the training cost]

2.7. RELEVANT DISCIPLINE

[State the relevant discipline/skills in which trainees shall be trained based on the scope of the project]

2.8. TRAINEES WELFARE

[Provide monthly allowances that shall be paid to trainees, in words and figures to cover cost of transportation to and from training/work place and other personal expenses. The minimum shall be as prescribed in the NCDMB HCD Guidelines]

Trainees shall be served lunch meals at the training/work place or paid allowances in lieu of lunch meals, which shall also be stated above.

Trainees shall also be given access to medical facilities of contractor/training provider during the training period.

2.9. TRAINING PROVIDER/LOCATION

[Provide detailed information including name and addresses of a minimum of 3 OGTAN-registered training providers per subject area/course.

Training plan should indicate that final selection of the training company would be based on NCDMB's assessment and recommendation of their facilities. The training plan should also provide details of all training locations].

2.10. TRAINEES CERTIFICATION

[Provide detailed information on internationally-recognised certifications to be obtained by trainees based on their assigned disciplines in line with global best practices].

3.0. TRAINING PROGRAM FORMAT

The overall management responsibility for the development and the implementation of the training program lies with a dedicated training coordinator. The training program will be based specifically on classroom and on-the-job training. Formal classroom sessions and practical workshops will be combined with on-the-job training, to provide the best combination of applied and competency-driven learning while carrying out duties.

3.1. SCOPE OF THE PROGRAM

The program comprises of two basic phases i.e. on-the-job and classroom trainings. The training will cover technical, non-technical, HSE, soft skills, Nigerian Content and entrepreneurial skill development courses. The scope will be project driven and as designed by the supervisors/trainer(s).

3.1.1. TRAINING CURRICULUM

[Provide a detailed breakdown of training curriculum]

3.2. CLASSROOM TRAININGS

Classroom trainings will be designed to address technical competencies and soft skills relevant to the trainees. A sample of the content of the program is listed below. Typically all identified trainees will participate in workshops and seminars in the following specialized areas as it applies to their assigned disciplines and functions.

3.2.1. WORKSHOPS, SEMINARS AND LUNCH AND LEARN SESSIONS

A series of special, sometimes discipline specific, workshops will be organized for trainees. *[Please provide topics]*

3.2.2. TECHNICAL TRAININGS

All trainees will undergo identified approved relevant training; both technical and software trainings. *[Please provide information]*

3.2.3. NON-TECHNICAL TRAINING

All trainees will also undergo soft skills training in various areas of personal effectiveness and leadership appropriate to their allocated disciplines. *[Please provide information]*

3.2.4. ENTREPRENEURIAL SKILLS TRAINING

The trainees will get the opportunity to gain knowledge on entrepreneurial skills and Nigerian Content. *[Please provide information]*

3.2.5. HSE TRAININGS

All trainees shall undergo safety induction as well as appropriate HSE trainings. Trainees assigned to go on site visits offshore will undergo the Helicopter Underwater Escape Training (HUET). Other relevant HSE trainings for on and off site/shore will be administered as and when deemed appropriate.

3.3. ON-THE-JOB TRAINING

Trainees will carry out daily activities on the job in their assigned disciplines, with directives from their assigned supervisors. The training will be geared towards improving their competencies for certification by professional bodies.

3.3.1. SITE VISITS

Site visits may be considered in the course of the training if approved and where practicable.

4.0. ENTRY PROCESS INTO THE TRAINING PROGRAMME

4.1. RECRUITMENT PROCEDURE

The Operator or contractor shall obtain nomination for candidates from the NCDMB database through the client. These candidates shall go through the normal recruitment procedures of the contractor. Candidates who succeed in the recruitment exercise shall be offered a place in the training scheme based on identified disciplines and number of spaces allocated per discipline.

4.2. ELIGIBILITY CRITERIA

[Please provide details of entry requirements for trainees based on contractor's selection or hiring criteria]

5.0. RESPONSIBILITIES

5.1. PROJECT MANAGEMENT TEAM

- Perform oversight functions on the training activities.

THE TRAINING COORDINATOR

- Be responsible for the implementation of the training program in its entirety.
- Develop a calendar for the workshops and courses.
- Liaise with the trainees' supervisors to facilitate monthly workshops/learning sessions.
- Recommend appropriate external courses and workshops that meet with the training needs of the trainees.
- Monitor the progress of the trainees.
- Prepare scheduled reports on the trainees' development.

THE SUPERVISOR/MENTOR

- Supervise/coach the assigned trainee on a daily basis.
- Provide the trainee with regular constructive performance feedback.
- Score the trainee objectively in the fortnightly report.
- Develop and administer a competency-based 1-hour lecture once a month.
- Generate competency lists for trainees assigned to unit.

THE TRAINER(S)

- Administer formal technical and non-technical training (mainly classroom), based on approved training plan.
- Test trainees to ensure comprehension of training.
- Monitor progress of trainees during training and provide feedback on performance of trainees.

THE TRAINEES

- Initiate the competency reporting process and complete report on a fortnightly basis.
- Be involved in self-development efforts.
- Be willing to attend workshops and seminars as at when due.
- Be of good conduct and exemplary behaviour.
- Adhere to Ethics Policy and Code of Conduct of NCDMB and company.
- Will face Operator's/NCDMB disciplinary measures in the event of misconduct.

SCHEDULE 2

A NON-EXHAUSTIVE LIST OF INDUSTRY/INTERNATIONALLY RECOGNISED CERTIFICATIONS FOR COMPETENCY BASED DISCIPLINES		
S/N	Competency Based Disciplines/ Skill-Sets	Examples of Industry/ Internationally Recognized Certifications
1.	Planning and Document Control Mgt.	ILM, UK
2.	HSE	NEBOSH International; HUET; BOSIET
3.	Drafting/Design Engineering	Autodesk Certified Specialist (Basic)
4.	Civil/Structural	Bentley Certified STAADPRO Specialist
5.	Electrical Engineering	SKM Power Tools Certified Specialist
6.	Instrumentation and Automation Control	ISA
7.	Mechanical Design	PVELITE
8.	Piping Engineering	AVEVA Certified PDMS Specialist Basic
9.	Process Engineering	ASPEN Certified Specialist
10.	Well Engineering	Certificate of Completion
11.	Installation and Commissioning Engineering	API Certified
12.	Welding and Fabrication Engineering	IIW
13.	Marine Engineering (Cadet)	Diploma
14.	Nautical Science (Cadet)	Diploma
15.	Offshore Service Technician	Certificate of Completion
16.	Sub Sea Engineering (ROV)	IMCA ; STCW
17.	Corrosion Control	NACE
18.	Information Tech.	CCNA, A+, MCSE, MIS, JAVA
19.	Procurement and Supply Chain Management	CIPS
20.	Project Management	PRINCE 2 & PMP
21.	Instrumentation Technicians	ISA ; OPITO
22.	Deck and Engine Cadet	STCW
23.	Foreman	STCW
24.	QA/QC	ASNT
25.	Crane Operation	IADC
26.	Rigging	LEEA
27.	Welding	IIW
28.	Scaffolding	IADC, CISRS

MADE this 26th day of February, 2021.

TIM. PRE SYLVA

Minister of State for Petroleum Resources