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# *ATM Safety & Environment*

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**nebosh**

Accredited centre

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**NEBOSH International Technical Certificate**  
in  
**Oil and Gas Operational Safety**  
by  
**Distance Learning**

**ATM Safety & Environment  
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[www.atmsafety.org.uk](http://www.atmsafety.org.uk)**

# NEBOSH International Technical Certificate in Oil and Gas Operational Safety

The NEBOSH International Technical Certificate in Oil and Gas Operational Safety syllabus is designed for managers, supervisors and employees, who have day to day responsibility for managing workplace health and safety responsibilities in the oil and gas industries, both onshore and offshore throughout the world. It also highlights the importance of process safety management. .

## Entry Qualifications

No formal qualifications are required but candidates must have a reasonable standard of written English. Students should already have an underpinning knowledge of safety issues. The qualification builds on an understanding already gained by a qualification such as the NEBOSH National or International General Certificate.

## Course Content

The syllabus focuses on hydrocarbon process safety and is intended to enable candidates to apply and implement effective process safety management across all areas of their operation. Key topics covered include:

- Health safety and environmental management in context
- Hydrocarbon process safety
- Fire protection and emergency response
- Logistics and transport operations

## Distance learning programme

ATM Safety & Environment runs a distance learning programme. Course materials consist of printed study notes and coursework which students are encouraged to complete and submit to ATM for marking by post or email. The coursework does not count towards the award.

## Assessment

There is one 2 hour written paper (IOG1).

| Examination Dates          | Closing date for requesting an examination |
|----------------------------|--|
| Wednesday 5 September 2018 | 15 July 2018                               |
| Wednesday 5 December 2018  | 15 October 2018                            |
| Wednesday 6 March 2019     | 15 January 2019                            |
| Wednesday 5 June 2019      | 15 April 2019                              |

## Fees

The course fee is £300 (VAT is applicable if resident in the UK). The course fee includes support for a period of 12 months, so candidates have the choice of four exam sittings. Students who do not obtain the award during the 12 month learning contract period with ATM but at a later date wish to complete will be provided with an additional 12 months support and updated course materials, where appropriate, subject to paying 50% of the course fee current at that time. Students who sit examinations during their enrolment/study period but who are referred in one or more units may re-sit the examination with ATM at one of the next two sittings (from the date when they were referred) subject to payment of a re-sit fee and the appropriate exam registration fee.

Students who wish their certificates to be sent by courier rather than Royal Mail signed for (or International signed for) pay £25 towards the cost of the courier fee.

For exam venues and fees, see page 2.

## In-company or group courses

Group courses by distance learning with tutorial support can be arranged on request for Certificate qualifications. Candidates would be expected to study the material and complete the coursework provided prior to attendance at the tutorials, which are designed primarily to provide a revision programme and instruction in examination technique. Tutorial programmes can be tailored to local requirements. A local examination sitting can be arranged at anytime of the year for these courses. Please enquire for a quotation.

## Examination Venues and Fees

### UK Candidates

ATM Safety & Environment hold their examinations for the EC and E.Dip in North Gloucestershire, with easy access by rail from London Paddington to Moreton-in-Marsh or by road from the Midlands, South West and Home Counties.

Other venues may be arranged, please contact us to discuss.

Exam fees for candidates sitting at our venue in the UK are given below:

| NEBOSH Qualification                        | Examination registration fees | Venue fee            |
|---|-------------------------------|----------------------|
| Oil & Gas Certificate<br>(Chipping Campden) | £65                           | Included in exam fee |

### Candidates outside the UK

NEBOSH allow their examinations to be taken through the British Council (available in most countries). Countries where the British Council do not run exams include Ireland, Australia, New Zealand, USA, Canada and Scandinavian countries. In Ireland, arrangements can be made for NEBOSH exams to be held in Dublin at a local Business School. In other countries such as Australia, New Zealand, USA and Canada arrangements can be made for exams to be taken at local Universities. Candidates are responsible for paying venue invigilation fees locally. For advice or contact details for exam venues, please contact us.

Exam fees for candidates sitting at venues outside the UK are given below:

| NEBOSH Qualification                  | Examination registration fees | Venue fee                               |
|---------------------------------------|-------------------------------|---|
| Oil & Gas Certificate<br>(Outside UK) | £160*                         | Payable locally<br>(eg British Council) |

\*Excluding venue invigilation fee, payable locally to British Council or alternative institution.

## Enrolment

Please complete the application form on the next page and return to ATM Safety & Environment.

### **DISCOUNTS**

Discount will be considered for multiple enrolments where course materials are dispatched as one consignment. Please ask for a quotation.

### **PAYMENT**

The application form should be returned with a cheque made payable to ATM Safety & Environment or sent with an official purchase order.

Payments may also be made by electronic transfer. Please contact us for bank details.

Payments can be made by most debit/credit cards on line ([www.atmsafety.uk.org](http://www.atmsafety.uk.org)).

Payment by instalment may be acceptable. Please contact us to discuss.

### **VALUE ADDED TAX (VAT)**

VAT is charged at the rate prevailing on all courses purchased in the UK. EU customers do not pay VAT if the course is purchased for business use. Overseas students outside of the EU do not pay VAT. VAT is not charged on NEBOSH examination fees.

### **CANCELLATIONS**

No cancellations will be accepted or refunds given once an order has been placed.

### **NEBOSH FEES**

The examination fees quoted in this leaflet are valid to March 2019. We reserve the right to increase exam registration fees in line with any increase imposed by NEBOSH after that date.

### **DISPATCH OF CERTIFICATES AND PARCHMENTS**

Certificates are sent on completion on the whole qualification by Royal Mail tracked service in the UK and Royal Mail International SignedFor service to addresses outside the UK. For candidates requiring their certificates sending by courier on completion of the course, rather than Royal Mail International SignedFor, there will be an additional fee.

### **INFORMATION**

For further information please contact:

ATM Safety & Environment  
Berrington Lodge  
Hoo Lane  
Chipping Campden  
GL55 6AZ  
United Kingdom

Tel: +44 (0)1386 840198

Email: [info@atmsafety.co.uk](mailto:info@atmsafety.co.uk)

## Application Form

Title (Mr/Mrs/Miss/Dr etc.).....Family name: .....Forename(s).....  
 (please note your names will appear on certificates in the order: given or first name(s) followed by family name)

Date of birth ----/----/----- Male  Female  Nationality.....

Address for sending course materials  
 .....

Telephone No.....E-mail address.....

Employer (optional)..... Job Title (optional).....

PIN/Student number for any previous NEBOSH qualifications .....

Academic qualifications.....

|   |         |
|---|---------|
| <b>NEBOSH International Technical Certificate in Oil and Gas Operational Safety</b> | V and £ |
|---|---------|

|   |  |
|---|--|
| I wish to study for the Certificate by Distance Learning<br><i>Cost £300* If you are resident in the UK you must add VAT at 20%</i> |  |
|---|--|

|  |  |
|--|--|
| <b>*Fees do not include exam registration fees</b> |  |
|--|--|

|   |         |
|---|---------|
| <b>NEBOSH fees can be included or excluded and paid at a later date</b> | V and £ |
|---|---------|

|   |  |
|---|--|
| I wish to pay for the exam registration fees with the course fee                                    |  |
| 1. I will be taking the examination in the UK and enclose £65 <input type="checkbox"/>              |  |
| 2. I will be taking the examination overseas and enclose £165 <sup>+</sup> <input type="checkbox"/> |  |
| 3. I wish to pay the courier fee for certificate dispatch £25 <input type="checkbox"/>              |  |
| <sup>+</sup> <b>Excludes venue invigilation fees</b>  |  |

|                             |  |
|-----------------------------|--|
| <b>Total fee to be paid</b> |  |
|-----------------------------|--|

I have read and accept ATM Safety & Environment's terms and conditions

Signature of applicant.....Date.....

**Note:** No cancellations will be accepted or refunds given once an order has been placed.

**Method of Payment**

Cheque  Debit/Credit Card  Electronic Transfer  Purchase Order  Amount £

**Payment by Card** (if payment by card is intended, please post or fax this form, alternatively, card details can be provided by telephone)

Name on Card..... Card No.....

Start Date: ..... Expiry Date: ..... Security Number (3 digits on back).....

(If payment by card is intended, please post or fax this form. Alternatively, card details can be provided by telephone)

Please return to: ATM Safety & Environment, Berrington Lodge, Hoo Lane  
 Chipping Campden, Gloucestershire GL55 6AZ, UK  
**Tel: +44(0)1386 840198 Email:info@atmsafety.co.uk**

## ATM Safety & Environment

### Terms and conditions

These terms and conditions relate to the provision of NEBOSH<sup>1</sup> training courses.

1. All students are required to complete a company application form to provide personal identifiers such as current address, contact telephone number, e-mail address, date of birth and nationality. This information is held on computer and may be passed on to an awarding body<sup>2</sup> for the purposes of student registration. This information is not given to any other parties or to other students without prior consent.
2. Students are required to contact ATM when and if their contact details change.
3. On receipt of a completed application form ATM will send an invoice for the course fee. This invoice must be paid before any course materials are sent out or tutorials arranged, unless a company purchase order<sup>3</sup> has been received and accepted by ATM as confirmation of funding. In the latter case ATM will enrol students before payment is received.
4. Training course materials provided remain the copyright of ATM Safety & Environment and must not be reproduced or passed to any third party for reproduction in whole or in part.
5. Once an order has been placed, no cancellations will be accepted or refunds given. However, a company may put another employee on to a course if the original candidate is unable to take up their place prior to commencement of the course programme.
6. The learning contract for NEBOSH Certificate courses and all NVQs is valid for 12 months i.e. students must complete the award within one year of starting the course. For NEBOSH Diploma courses the learning contract runs for 2 years i.e. students must complete the award within 2 years of starting the first unit.
7. Students who do not obtain all or specific units of an award during their initial learning contract with ATM, but at a later date wish to complete, will be provided with a new learning contract for a one year period subject to paying 50% of the current course fee for the outstanding units.
8. Students who sit examinations within their learning contract but who are referred in one or more units may re-sit the examination with ATM at one of the next two sittings (from the date when they were referred) subject to payment of the current re-sit fee and the exam registration fee.
9. Students who register as external candidates will receive no tutor support for any unit and will not receive feedback on practical submissions. All such students should refer to their course provider.
10. All examinations run by ATM will be conducted according to examination board requirements.
11. Learning materials and Certificates or Parchments for UK addresses will be dispatched by Royal Mail Recorded delivery or similar signed for service. Learning materials for overseas addresses will be dispatched by courier; Certificates or Parchments will be dispatched by Royal Mail International Signed for or a similar signed for service. Candidates wishing their Certificates or Parchments to be dispatched by courier will be required to pay the difference in cost for the service.
12. By accepting these terms and conditions, you accept the NEBOSH terms and conditions which can be viewed at <http://www.nebosh.org.uk>.

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<sup>1</sup> National Examination Board in Occupational Health and Safety

<sup>2</sup> National Examination Board in Occupational Health and Safety

<sup>3</sup> Enhanced learning claim forms are also accepted