

HOUSTON CONTROLS <i>Instrument, Electrical, Analytical Specialists</i>	Houston Controls, Inc Safety Management System		Doc No:	COMPETENCY
			Initial Issue Date:	3/07/2008
			Revision Date:	3/16/2011
			Revision No.:	1
JOB COMPETENCY			Next Revision Date:	3/16/2012
Preparation: Safety Mgr	Authority: Dennis Johnston	Issuing Dept: Safety	Page:	Page 1 of 3

Purpose

The purpose of this program is to establish general job competency requirements.

Scope

This procedure applies to all HOUSTON CONTROLS, INC operations.

Responsibilities

HOUSTON CONTROLS, INC Safety Manager

- Identifies, updates and monitors minimum qualification requirements, job titles and training documentation
- Supplies training reports to clients and HOUSTON CONTROLS, INC management.

Site Manager and Supervisors

- Shall ensure all employees assigned to their project meet job competency requirements and complete training identified in the training matrix.
- Shall ensure that any work that may endanger an employee must be completed by an employee who is competent to do the work.
- Shall ensure all employees have sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

Employees

- Attend and follow requirements of safety and health management training.

General

Competence is a combination of knowledge, understanding and skill, and the appropriate level of competence cannot be acquired simply by attending a training session. The understanding and skill are acquired by experience. For individuals involved in exposure to HSE hazards and risks experience and training are essential. The following components are to be considered for each worksite's delivery team for competency assurance:

Experience	Level of Knowledge	Capability to Perform
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At HOUSTON CONTROLS, INC our view of competency assurance involves the continuous assessment of training and development needs against a person's responsibilities, abilities and critical activities. This process enables the continuous improvement loop that feeds back into training and development activities that ensure competency assurance is an ongoing career cycle process.

1. Job Description Identified → Candidate Selection and Hiring Process (Reference and Background Check, Drug Screen, Physical Assessment) → Person Assessed and Hired for Open Position
2. Experience, Qualifications Assessed for Initial Training ↔ Initial Induction Training Completion

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3. Further Training Required? If no → Ready for Work → On the Job Training → Competency Continually Assessed
4. Annual Performance Appraisal → Ready to Promote? → Employee Promoted → Further Training Required?

Competency is verified before employees are permitted to perform tasks independently. A competent person (supervisor, lead hand, instructor, etc.) must verify that an employee is competent to perform their roles and responsibilities before being allowed to work independently. If there is a site Short Service Employee (SSE) program established the new or transferred employee will fall under the SSE requirements as well.

Identification of Documentation

Documentation is obtained from employees to demonstrate they meet the qualifications of their job. Based on the job description requirements documentation may include educational, certifications, licenses, prior acceptable training course completion, etc. Documentation is reviewed and confirmed as actual during the employee hiring process.

Identification of Positions

An organizational chart and list of job titles has been established by HOUSTON CONTROLS, INC. Based on the positions and their exposure to risk their required training is entered into each worksite's training matrix. Job descriptions are prepared for each job title.

Identification of Qualifications

Minimum qualification requirements for each job title have been established by HOUSTON CONTROLS, INC. Qualifications may include a combination of education, certifications and work experience. Safety training completion for the indicated job title is required before full qualifications are met to allow an employee to begin work.

Identification of Training and Competency Needs

Employees (new or transferred) are provided job specific training related to their roles and responsibilities and trained on the tasks they perform on a regular basis. Training is identified in our training matrix which specifies safety and health training needs by job title. Our training matrix is updated based on changing risks.

Training Records

All training records are maintained on site either by the HOUSTON CONTROLS, INC Safety Manager or senior representative of management or their designee.

Delivery of Induction, Transfer & Refresher Training

Employees receive initial induction training. No work by any employee is allowed to begin until the orientation is completed.

Training requirements are tracked by the HOUSTON CONTROLS, INC Safety Manager and formal training sessions are conducted either on or off site by the Safety Manager or competent/qualified instructor for the required subject matter.

Supervisor Safety Management Training

Supervisors and managers receive annual, documented safety management system training.

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HOUSTON CONTROLS, INC Training Matrix

Additional training for identified hazards must be completed prior to employee exposure based upon a hazard assessment. Sample shown as each site must develop its own training matrix.

	LOCATION	FREQUENCY	Admin	Management	Craft
Bloodborne Pathogens	All	A	PRN	X	X
Confined Spaces	All	I		X	X
Defensive Driver Awareness Driving Safety	All	I	X	X	X
Electrical Safety - Unqualified	All	I		X	X
Emergency Response Plan	All	I	X	X	X
Fall Protection	All	I		X	X
Fire Extinguishers	All	A	X	X	X
First Aid/CPR	PRN	2	PRN	PRN	PRN
H2S	All	I		X	X
Hand and Power Tools	All	I		X	X
HAZCOM	All	I	X	X	X
Hearing Conservation	All	A	X	X	X
Isolation of Energy LOTO	All	I		X	X
JHA	All	I	X	X	X
Ladder Safety	All	I		X	X
Personal Protective Equipment	All	I		X	X
Rigging Awareness	All	I		X	X
Scaffolding	All	I		X	X
Site Specific HSE Plan	All	I	X	X	X
Supervisor Safety Training	All	PRN	PRN	X	PRN

PRN = As Required

Frequency: I = Initial A = Annual 2 = 2 Years 3 = 3 years

Training Documentation

All training must be documented with: date; employee name, employee signature; instructor name; instructor signature and title of course.

Each new employee shall receive an orientation prior to beginning any work.