



TRAINING & COMPETENCY ASSURANCE POLICY

Policy Statement

The Company is committed to ensuring that all employees are competent, trained, and authorised to perform their assigned duties safely, effectively, and in compliance with applicable laws and client requirements.

Training and competency assurance form a fundamental condition of employment and a core element of operational risk management within oil and gas projects.

Scope

This Policy applies to:

- All employees, trainees, and assigned personnel;
- All roles requiring technical competency, site authorisation, or permit-based authority;
- All Company operations conducted on client-controlled sites, including oil and gas projects.

Compliance with this Policy is mandatory.

Training Philosophy

The Company adopts a structured, phased approach to training and competency development, ensuring that no individual is deployed to site or assigned responsibilities beyond their verified level of competence.

Training shall be:

- Role-specific;
- Risk-based;
- Aligned with client competency frameworks;
- Continuously monitored and assessed.

Employment Phases & Competency Framework

Phase 1 – Pre-Employment Training & Institute Assessment

- Mandatory training courses and inductions shall be completed prior to site deployment;
- Institute examinations shall be successfully passed as required;
- No productive site work shall be assigned during this phase;
- Successful completion is a prerequisite for progression.



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Phase 2 – Assisted Role / On-the-Job Training

- Employees shall be deployed in an assisted or supervised capacity;
- Duties shall be performed under direct supervision of an authorised individual;
- On-the-job learning and competency development shall take place;
- This phase shall meet minimum duration and performance requirements in accordance with client standards.

Phase 3 – Fully Authorised Role

- Employees shall be formally assessed and endorsed in accordance with client competency requirements;
- Upon authorisation, full operational responsibilities may be assigned;
- Authorisation shall be role-specific and non-transferable.

Client & Site Requirements

All training and competency activities shall comply with:

- Client competency assurance systems;
- Permit to Work (PTW) requirements where applicable;
- Site-specific rules, assessments, and endorsement processes.

The Company shall not deploy or authorise any employee in violation of client requirements.

Roles & Responsibilities

Management

- Ensure adequate training resources are provided;
- Monitor compliance with competency requirements;
- Prevent unauthorised deployment.

Supervisors

- Verify competency before task assignment;
- Provide coaching and oversight during assisted phases;
- Report competency gaps.

Employees

- Attend mandatory training and assessments;
- Perform duties within authorised limits only;
- Immediately report lack of competence or uncertainty.



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Training Records & Certification

- Training records shall be maintained by the Company;
- Certifications remain the property of the Company during employment;
- Loss, misuse, or falsification of records may result in disciplinary action.

Non-Compliance

Failure to comply with this Policy may result in:

- Removal from site;
- Suspension of duties;
- Disciplinary action in accordance with Company procedures.

Legal & Client Alignment

This Policy is implemented in accordance with:

- Applicable labour and safety laws of the Sultanate of Oman;
- Client competency frameworks and site requirements;
- Industry best practices applicable to oil and gas operations.

Policy Review

This Policy shall be reviewed periodically to ensure continued effectiveness and alignment with contractual and operational requirements.

Approved by:
Managing Director