(COMPANY NAME)

# STANDARD OF COMPETENCE

(DATE OF ISSUE)

## OILFIELD TRANSPORTATION AND

**SPECIALIZED TRUCKING**

**TANDEM/BED TRUCK OPERATOR Knowledge & Skills Assessment guidelines**

(COMPANY NAME)

Occupation: Oilfield Transportation & Specialized Trucking:

 **TANDEM/BED TRUCK OPERATOR**

Date of approval: (Insert Date Company approved document)

Approved by: (Insert name(s) of company officials who approved the document)

Document Name: Tandem/Bed Truck Operator Knowledge & Skills Assessment Verification

Date printed last: (Insert date here)

### I. Introduction:

Although “Training” programs impart knowledge that personnel can use in the industry, they generally do not provide for demonstration that a personnel is able to carry over the knowledge received or can carry out the tasks learned to safely and efficiently complete their job tasks at the well site. Both knowledge and skill are required to perform an activity successfully. Competency, on the other hand, is the demonstration that an individual has the knowledge and skills needed for specific tasks and can correctly apply that knowledge and skills to perform the task.

This document is a guideline companies can use to develop a competency program to measure the employee’s knowledge and skills learned that carryover to their work performance. Users are encouraged to utilize these guidelines as a means to develop assessments for verifying the skills and abilities of Tandem/Bed Truck Operators within their company.

**II. IADC ACCREDITATION:**

1. Individual companies may submit their Tandem/Bed Truck Operator competency training program to IADC’s for accreditation consideration through the IADC Drilling Industry Training (DIT) program.
2. Companies or training providers who offer IADC DIT accredited courses may issue IADC DIT certificates of completion to students who have successfully completed the accredited courses.

### III. Scope:

This KSA verification document covers Tandem/Bed Truck operators.

### IV. Components of Competency

There are four major components of competency:

1. **Knowledge**: understanding acquired through learning. This refers to a body of information relevant to job performance.
2. **Skill**: the capabilities acquired through practice. It can be a verbal skill such as giving or receiving instruction, or a physical skill such as attaching a sling to a load.
3. **Personal attributes**: inherent characteristics which are brought to the job, representing the essential foundation upon which knowledge and skill can be developed.
4. **Behavior**: the observable demonstration of some skill, knowledge and personal attributes. It is an essentially definitive expression of a competency in that it is a set of actions that, presumably, can be observed, taught, learned, and measured.

### V. TRAINING:

The employer is to determine the types of training and training providers to be utilized to provide the Tandem/Bed Truck Operator basic knowledge of their duties, requirements and performance. All training should be documented and maintained in the employee’s “Training/Competency” folder. It should be readily available for the “Assessor or Qualified Person” for the evaluation process.

1. **Training Syllabus**

(Insert here or attach at the end of document)

**VI.** job description:

### A. Job Summary

Operates a specially constructed oilfield Tandem/Bed truck which may be used to lift and/or position materials used in oilfield applications, by performing the duties listed below. Work schedule varies.

### B. Work Conditions

Exposure to various forms of weather, work, and road conditions for the entire work day. Short and long distance travel, in accordance with Federal Motor Carrier Safety Regulations (FMCSR), is required and may require overnight stays. May be required to work days, evenings, holidays and/or weekends.

### C. Requirements

1. Certifications and Licenses
	1. Operators who drive a tractor-trailer unit on a federal or state highway must have a valid Class “A” commercial driver’s license (CDL) that meets federal and state laws;
	2. Operators who operate only tractor units on a federal or state highway must have, at a minimum, a valid Class “B” commercial driver’s license (CDL) that meets federal and state laws;
	3. Must be able to obtain and maintain a FMCSR medical card;
	4. Hazmat Certification as required (if applicable)
2. Has completed KSA requirements as laid out in the IADC Tandem/Bed Truck Operator Knowledge and Skills Assessment Guidelines program.
3. Supervise assigned swampers. (if applicable)
4. Required to wear personal protective equipment (PPE) when required.
5. Dependable and reports for work “fit for duty”.
6. Follow Company Safety Policies and Procedures at all times.
7. Must be able to pass all Company and DOT regulated drug and alcohol testing requirements.
8. Physical Requirements:
	1. Frequently lift or move objects up from 25-50 pounds.
	2. Occasionally lift and/or move up to 100 pounds
	3. Sitting for extended periods of time;
	4. Have adequate neck and back flexibility to observe the loading area behind the truck while seated in the cab;
	5. Frequently using hands and fingers to feel or operate objects, tools, or controls
	6. Frequently reaching with hands and arms;
	7. Occasionally climb, balance, stoop, kneel, crouch, crawl and walk;

### D. PriMARY Duties & Responsibilities

1. Drives truck to and from job site.
2. Knowledge of the operating capacity of their assigned vehicle.
3. General knowledge of oilfield equipment weights.
4. Maintain all log data daily according to company, state, and federal regulations.
5. Perform daily Pre-Trip and Post Trip inspections and required reports on truck, trailer and all operating equipment.
6. Complete “Work Tickets” daily or as needed.
	1. Ensure all customer / well names, job site and other required information is acquired and entered on company paperwork.
7. Maintains contact with dispatcher to receive pick-up and delivery instructions.
	1. Communicate fully and effectively, in English, with dispatchers and other drivers as needed.
8.
9. Perform routine inspection and preventive maintenance on winch and lifting hardware and refer defects or repairs to supervisor.
10. Maneuver their truck into loading and unloading position.
11. Perform all duties in conformance with appropriate safety and security standards.
12. Follows permit restrictions and all directions from the Truck Pusher.
13. Directs or performs the loading and unloading of truck (trailer)
14. Reporting any accidents and injuries as they happen as quickly as possible to their immediate supervisor.
15. Complying with all customer policies while on the job.

### E. Knowledge, Skills, & Abilities

1. Ability to communicate, understand and follow oral or written instructions, in English.
2. Ability to read and interpret maps to determine routes.
3. Ability to perform heavy manual tasks under varying weather conditions.
4. Knowledge of instructions, warnings and other verbal communication on the jobsite where construction and heavy equipment noises are present.
5. Knowledge of hoisting and truck movement hand signals.
6. Knowledge of disassembling, moving and assembling oil and gas drilling rigs and other oil field equipment as required.
7. Knowledge of Tandem/Bed Truck lifting capacities.
8. Knowledge of proper rigging and weight limitations of bridles and chains.
9. Knowledge through experience, training, or both to be able to determine whether the cargo to be transported has been properly located, distributed and secured in or on the motor vehicle.
10. Knowledge of Tandem/Bed Truck operations and lifting hardware.
11. Knowledge of oil rig equipment weights, strengths and safe distribution of the equipment when lifting.
12. Knowledge of operation and inspection of various Tandem/Bed trucks.

**VI. GLOSSARY:**

**Ability**: capacity or power, a natural aptitude to do something successfully or well.

**Activity**: a task or segment of work to be done.

**Assessor**: a person who through special training, knowledge and experience in the job position (tasks) to be evaluated to be able to assess the employee’s competency.

**Commercial Driver’s License (CDL)**: Any driver transporting persons or property in either interstate or intrastate commerce and must follow the regulations outlined in 49CFR383.

* Class A Driver’s License: Any combination of vehicles with a GVWR of 26,001 or more pounds provided the GVWR of the vehicle(s) being towed is in excess of 10,000 pounds.
* Class B Driver’s License: Any single vehicle with a GVWR of 26,001 or more pounds, or any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR.
* CDL “N” Endorsement: Tank vehicles designed to transport liquid or gaseous materials with a rated capacity of 1,000 gallons or more that are permanently or temporarily mounted to the chassis of the vehicle.
* CDL “H” (HazMat) Endorsement: Any vehicle transporting hazardous material, in any amount, requiring the display of placards as outlined in 49CFR172, Subpart F.
* CDL “X” Endorsement: Combines the “N” and “H” endorsements for a single endorsement allowing operation of tank vehicles transporting liquid or gaseous hazardous material.

**Bridle:** See Slings

**Company**: a number of persons united or incorporated for joint action, especially for business

**Concurrent or Simultaneous Operations**: existing or in operation at the same time or together

**Driver**: For the purposes of this document: a Tandem/Bed truck operator who holds a Class A or B Commercial Driver’s License (CDL).

**Emergency**: sudden state of danger requiring immediate action.

**Employee/Personnel**: a person engaged in an occupation.

**Employer**: a person or business that employs one or more people, especially for wages or salary.

**ERP**: Emergency Response Plan

**Fit For Duty**: is the physical and mental health status in which an employee is rested, in good health, and not under the influence of drugs or alcohol such that their performance of essential job duties is in an effective manner and protects the health and safety of oneself, others, and property.

**GPS**: Global Positioning System

**Haul Truck**: Utilizes trailer to move loads from one locations to the next.

**Hazard**: a condition that presents a source of danger or has the potential to create an unwanted and unintended effect on people’s safety or health, on property, or the environment.

**Knowledge**: the state of knowing through the practical or theoretical understanding by being acquainted with the facts, truth or principles of a subject. It is also defined as knowing both what to do as well as how to do it.

**Lifting Hardware**: the use of mechanical load-positioning equipment and associated gear to move, place, or secure a load including plant, equipment, or members of a building or structure and to ensure the stability of those members.

**Load Securement Equipment**: Any device specifically manufactured to attach or secure cargo to a vehicle or trailer such as: synthetic webbing, chain, wire rope, manila rope, synthetic rope, steel strapping, clamps and latches, blocking, front-end structure, grab hooks, binders, shackles, Tandem/Beds, stake pockets, D-rings, pocket, webbing ratchet, bracing, or friction mat.

**Near Miss**: an unplanned event that did not result in injury, illness or damage, but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality or damage.

**Operator**: For the purposes of this document, a Tandem/Bed Truck driver who holds a Class A or B Commercial Driver’s License (CDL).

**Pole Truck**: a winch truck equipped with a pole or a pair of poles and hoisting equipment for use in lifting heavy machinery.

**Project**: A collaborative enterprise, frequently involving research or design that is carefully planned to achieve a particular result.

**Qualified Person**: a person who, by possession of a recognized degree, certificate, or profession standing, or who by knowledge, training, or experience, has successfully demonstrated the ability to solve or resolve problems relating to the subject matter, the work, or the subject.

**Rig-up Truck**: Is anything other than a haul truck or a Tandem/Bed Truck.

**Risk**: determined by combining the probability that an event/incident will happen and the amount of damage (harm, impact, severity of consequence) that can be caused when something of value is exposed to a hazard.

**Risk Assessment**: a structured method for identifying and evaluating risks.

**Site**: the work location.

**Skill**: having the ability to perform the activity correctly, relative to technique and expertise. Skills often require practice, measurement and feedback to develop into ability.

**Slings**: an assembly fabricated from steel chain, wire rope, metal mesh, and natural or synthetic fibers which connects the load to the lifting device. A sling is sometimes called a bridle.

**Supervisor**: For the purposes of this document supervision can be shared between two levels of management:

* The employer’s representative with immediate site responsibilities; and
* The person they are responsible to report to within the organization (e.g. Site Supervisor, Project Foreman, Superintendent, and Project Manager).

**Swamper**: a truck driver’s assistant who attaches or detaches lifting equipment and who has been instructed in the proper selection of slings and the slinging of loads, and who understands the capabilities of the lifting equipment with which he is working.

**Tandem/Bed Truck:** truck used on location to set in and out loads in preparation for transport.

**Task**: a segment of work to be done.

**Truck Pusher/Trucking Supervisor:** Supervisor on location who’s primary duty is the coordination of the trucking operations during a rig moving.

**Winch/Haul:** a truck with one or more winches used in lifting, lowering or recovery of loads.

**WLL (Working Load Limit)**: is the maximum load which the product is authorized to support in general service when the pull is applied in-line (unless otherwise noted by manufacturer) with respect to the centerline of the product.

**VII. Training Requirements**

The employee should receive SafeLand Orientation or equivalent and complete a company sponsored training program prior to beginning the Tandem/Bed Truck Operator assessment. The recommended job specific training can be found in the “Job Competencies” column in the Tandem/Bed Truck Operator Competency Criteria checklist below.

**VIII. TANDEM/BED TRUCK OPERATOR ASSESSMENT**

**COMPETENCY LEVEL – TANDEM/BED TRUCK OPERATOR**

(Insert company policy/procedures/instructions to follow in order to properly complete the evaluation form below.)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Tandem/Bed Truck Operator Requirements** |  |  |  |  |  |  |  |
| * 1. Demonstrates understanding of the job requirements of a Tandem/Bed Truck Operator.
 |  |  |  |  |  |  |  |
| * 1. Meets the physical requirements to work as a Tandem/Bed Truck Operator.
 |  |  |  |  |  |  |  |
| * 1. Explains what PPE is required and is worn correctly.
 |  |  |  |  |  |  |  |
| * 1. Demonstrates the ability to follow and understand verbal instructions, in English.
 |  |  |  |  |  |  |  |
| * 1. Demonstrates knowledge of trucks and equipment utilized on the job.
 |  |  |  |  |  |  |  |
| * 1. Demonstrates knowledge of applicable state and federal regulations, standards and procedures.
 |  |  |  |  |  |  |  |
| * 1. Demonstrates knowledge of hazards and safety precautions common to oilfield rig moving and service operations.
 |  |  |  |  |  |  |  |
| * 1. Demonstrates the ability to identify Winches and its/their function.
 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. **Demonstrates the use of the different methods of communication and their suitability:**
 |  |  |  |  |  |  |  |
| * 1. Able to operate various electronic communications such as: Two-way radio, GPS, in-vehicle monitoring system or other communication devices.
 |  |  |  |  |  |  |  |
| * 1. Demonstrates the ability to perform and comply with hand signals for lifting/lowering a load.
 |  |  |  |  |  |  |  |
| * 1. Demonstrates the ability to perform truck movement hand signals.
 |  |  |  |  |  |  |  |
| * 1. Demonstrates the ability to perform and comply with non-routine and emergency communication procedures:
* Broken / interrupted communications
* Emergency stop
* Tandem Lifts
 |  |  |  |  |  |  |  |
| * 1. Explains how to report defective safety devices and other equipment.
 |  |  |  |  |  |  |  |
| 1. Demonstrates hand signals for hoisting equipment.
* Number 1 Winch
* Number 2 Winch
* Number 3 Winch
 |  |  |  |  |  |  |  |
| 1. Explains the procedure for reporting accidents, injuries or near misses (based on company policy)
 |  |  |  |  |  |  |  |
| 1. Maintains neat and professional appearance
 |  |  |  |  |  |  |  |
| **3. Duties and Responsibilities** |  |  |  |  |  |  |  |
| * 1. Demonstrates the ability to correctly identify the appropriate rigging for the lift.
 |  |  |  |  |  |  |  |
| * 1. Demonstrates the process of inspecting slings, hooks and hoisting cable before each use.
 |  |  |  |  |  |  |  |
| * 1. Demonstrates the process to identify and remove from service, defective equipment or defective hoisting points on loads.
 |  |  |  |  |  |  |  |
| * 1. Demonstrates how to properly attach lifting hardware, lift, and move drilling rig equipment and parts.
 |  |  |  |  |  |  |  |
| * 1. Properly maintains tools and reports defective or lost tools to his/her immediate supervisor.
 |  |  |  |  |  |  |  |
| * 1. Properly instructs swamper on attaching chains and cables to loads for lifting the loads.
 |  |  |  |  |  |  |  |
| * 1. Properly instructs swamper in securing the load by chaining or fastening down the load as per company policies, federal or state rules and regulations.
 |  |  |  |  |  |  |  |
| * 1. Demonstrates proper inspection of vehicle assigned and provides instruction to swamper on the inspection and maintenance of vehicle assigned.
 |  |  |  |  |  |  |  |
| * 1. Demonstrate proper inspection of winch and controls prior to use per company procedures.
 |  |  |  |  |  |  |  |
| **4. Demonstrates ability to control / and/or eliminate hazards on a rig move and/or reduce risks by:** |  |  |  |  |  |  |  |
| * 1. Demonstrates the ability to control an area and position personnel where lifting operations are being carried out:
* Barriers
* Policing
* During pre-job safety meeting, warn other personnel- of the hazards of hoisted loads as well as trucks and loads moving about the location.
* Maintain communication with other personnel- to identify ongoing hazards.
 |  |  |  |  |  |  |  |
| * 1. Identifies and explains the hazards associated with a rig move and simultaneous operations.
 |  |  |  |  |  |  |  |
| * 1. Demonstrates the ability to identify pinch points, body position, or line-of-fire around moving equipment and as the job tasks evolve.
 |  |  |  |  |  |  |  |
| * 1. Explains and demonstrates how to control hazards when loads are being hoisted.
 |  |  |  |  |  |  |  |
| * 1. Explains and demonstrates how to control hazards when loads are being landed.
 |  |  |  |  |  |  |  |
| * 1. Explains and demonstrates how to control hazards when working at heights.
 |  |  |  |  |  |  |  |
| * 1. Demonstrates ability to conduct a Job Safety Analysis (JSA).
 |  |  |  |  |  |  |  |
| * 1. Explains the company’s Stop Work Authority Program.
 |  |  |  |  |  |  |  |
| * 1. Explain the procedures and the importance of reporting all unsafe lifting conditions.
 |  |  |  |  |  |  |  |
|  j. Explains the effect of environmental conditions.* Wind speed
* Snow
* Rain
* Fog
* Lightning
* Blowing dust
 |  |  |  |  |  |  |  |
| 1. **Coordinate and Control of Winched Loads**
 |  |  |  |  |  |  |  |
| * 1. Selects the appropriate hoisting equipment:
* Ensures all hoisting and handling equipment is in good condition.
 |  |  |  |  |  |  |  |
| * 1. Explains and demonstrates the ability to carry out the pre-hoist inspection of loads including proper placement of pins.
 |  |  |  |  |  |  |  |
| * 1. Demonstrates proper use of winches when handling a load.
 |  |  |  |  |  |  |  |
| 1. **Load Handling and Positioning:**
 |  |  |  |  |  |  |  |
| * 1. Explains how to ensure that the load(s) is positioned properly on the trailer.
 |  |  |  |  |  |  |  |
| * 1. Explains and demonstrates how to inspect securement equipment.
 |  |  |  |  |  |  |  |
| * 1. Demonstrates proper inspection of loads to ensure there are no loose miscellaneous items or material.
 |  |  |  |  |  |  |  |
| * 1. Demonstrates proper truck/trailer placement for loading/unloading.
 |  |  |  |  |  |  |  |
| * 1. Demonstrates the ability to correctly and safely unchain/unstrap loads.
 |  |  |  |  |  |  |  |
| 1. **Lifting Hardware**
 |  |  |  |  |  |  |  |
| * 1. Demonstrates knowledge in ensuring that lifting gear is certified to requirements.
 |  |  |  |  |  |  |  |
| * 1. Demonstrates knowledge of unauthorized modifications of lifting hardware
 |  |  |  |  |  |  |  |
| * 1. Demonstrates proper application, use and inspection of all lifting hardware. ( hook types if applicable.)
 |  |  |  |  |  |  |  |
| * 1. Explains why the hook should not be inserted into one of the chain links
 |  |  |  |  |  |  |  |
| * 1. Explains the correct use of synthetic slings:
* Have no knots
* Have no cuts
* Not be dragged across floor (ground)
* Never be pulled from under the loads.
* No splices
* No repair
* No over stretching
 |  |  |  |  |  |  |  |
| * 1. Demonstrates proper application, use and inspection of ratchet binders (lever binders).
 |  |  |  |  |  |  |  |
| * 1. Explains the importance of choosing a ratchet binder over a lever binder.
 |  |  |  |  |  |  |  |
| * 1. Demonstrates the ability to correctly store, maintain, and secure lifting hardware
 |  |  |  |  |  |  |  |

|  |
| --- |
| **Comments:** |

**The signatures below indicate that the employee has been informed of his/her evaluation and, if needed, any remedial action required.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Supervisor Signature:** |  | **Employee Signature:** |  |

**Knowledge of the equipment and materials with which we work is one of the most important factors in accident prevention. Each piece of equipment and material has been designed and developed to service a specific purpose. Recognizing its capabilities and limitations not only improves efficiency but also eliminates hazards.**