



OIL AND GAS OPERATIONAL SAFETY

An excellent foundation, allowing those working within the oil and gas industries to manage operational risks effectively

Now available
NEBOSH Endorsed
Textbook



Valuable skills, valuable training

RRC deliver real value in health, safety, quality and environmental training. Over a million students all over the world have enjoyed success with RRC and continue to do so. So what makes us different?

Why study with RRC?

- With over 85 years' experience in designing and delivering training courses, we have built up a wealth of expertise that our competitors just can't match.
- We develop and deliver NEBOSH, IOSH, CIEH, IEMA, IOA, ConstructionSkills and CQI courses, as well as numerous short online and face-to-face courses.
- We offer classroom training as well as other, more flexible study methods such as e-learning, distance learning and blended learning.
- We develop bespoke training for corporate clients and courses in multiple languages.
- We offer exam venues in over 114 countries all over the world.
- Our courses are developed by expert tutors and educational editors. Our materials are the best available, and are even used by many other training providers.
- We are ISO 9001 certified, accredited by the Open and Distance Learning Quality Council, and a member of the European Association for Distance Learning and the British Institute for Learning and Development, giving you further assurance of the quality of our courses.

Whether it is an accredited course or a bespoke programme designed to meet the specific needs of you or your business, RRC can develop and deliver it how, where and when it suits you.

Choice of how you study

Choose the study method that best suits you.

- Classroom – London, Dubai, Bahrain
- In-company, at a location of your choice
- Distance/e-learning

Expert support

We provide unlimited expert tutor support, right up until the date of your exam.

Our team of over forty experienced tutors deliver our courses, support our students and help to develop and maintain our materials. They are all fully qualified and are an effective mix of academics, practitioners, consultants and NEBOSH examiners.

Quality up-to-date study materials

RRC's courses are developed by a dedicated in-house team working to exacting standards. Only the very best subject experts are commissioned as writers. Unlike most textbooks, RRC's materials are updated constantly, with updates sent out quarterly and free guides to new legislation published regularly on our website, www.rrc.co.uk. RRC's learning materials are so well respected that they are used by many colleges and institutes, both in the UK and internationally.

Full exam arrangement service

We have a team who work hard to make all your exam arrangements for you, wherever you are in the world.

RRC EXAM CENTRES

RRC run exam centres in London, Dubai & Bahrain.

WORLDWIDE EXAM CENTRES

Last year RRC arranged and ran exams in 80 countries using British Councils and other networks of exam centres.

Value for money



There are no hidden costs with RRC. We will tell you what the course and the exams cost and exactly what you get for your money. There are no unpleasant surprises when you come to sit your exam.

Our pricing is designed to provide value for money.

For our distance and e-learning customers, we also offer a 30-Day Money Back Guarantee so you can buy with confidence. If the course is not for you, simply return the course and get your money back.



About the Course

The National Examination Board in Occupational Safety and Health (NEBOSH) has a reputation that is second to none for the provision of academically rigorous training. NEBOSH offer a wide range of professional qualifications which are recognised all over the world.

NEBOSH International Technical Certificate in Oil and Gas Operational Safety

The Oil and Gas Certificate provides an excellent foundation, allowing those within the oil and gas industries to manage oil and gas operational risks effectively.

UNIT IOG1: MANAGEMENT OF INTERNATIONAL OIL & GAS OPERATIONAL SAFETY

1 Health, Safety and Environmental Management in Context

- Learning from Incidents
- Hazards Inherent in Oil and Gas
- Risk Management Techniques Used in the Oil and Gas Industries
- An Organisation's Documented Evidence

2 Hydrocarbon Process Safety 1

- Contractor Management
- Process Safety Management (PSM)
- Role and Purpose of a Permit-to-Work System
- Key Principles of Safe Shift Handover
- Plant Operations and Maintenance
- Start Up and Shut Down

3 Hydrocarbon Process Safety 2

- Failure Modes
- Other Types of Failures
- Safety Critical Equipment Controls
- Safe Containment of Hydrocarbons
- Fire Hazards, Risks and Controls
- Furnace and Boiler Operations

4 Fire Protection and Emergency Response

- Fire and Explosion in the Oil and Gas Industries
- Emergency Response

5 Logistics and Transport Operations

- Marine Transport
- Land Transport

"I want to thank RRC for the...course material that is on the online library...I find the new course notes really easy to read and straight to the point. I think they will really boost our chances to pass the exams. Thank you!"

Lawrence Sama
NEBOSH International Certificate

Textbook

The Management of International Oil and Gas Health and Safety: A Guide to the NEBOSH International Technical Certificate in Oil and Gas Operational Safety
First Edition (June 2012)

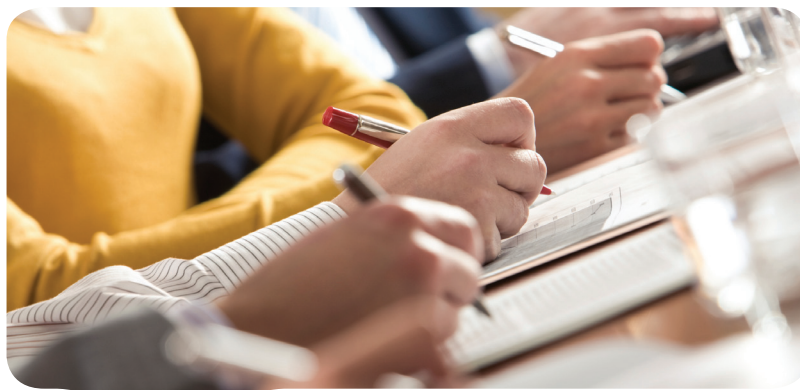
This RRC textbook has been endorsed by NEBOSH as offering high quality support for the delivery of NEBOSH qualifications, so you can trust that they will provide you with everything you'll need.

It follows the structure and content of the NEBOSH syllabus and incorporates full colour photos and diagrams to bring the subject to life.

This edition also incorporates:

- Key Information boxes which present an overview of the important facts, ideas and principles of each section.
- Jargon Buster boxes giving descriptions or definitions of words or phrases that may be unfamiliar.
- More... boxes containing sources of further information.
- Hints and Tips boxes containing simple ideas that can help you as you work through the book.
- Revision Questions at the end of each main section to test your knowledge as you progress.
- Practice exam questions with step-by-step guidance on how to answer them.

GBP 89 + Carriage



NEBOSH International Technical Certificate in Oil and Gas Operational Safety

Course Dates and Fees

International Technical Certificate in Oil & Gas Operational Safety			
Classroom	Dates	Course	Exam
		9-13 Sep 13	16 Sep 13
		4-8 Nov 13	11 Nov 13
		10-14 Mar 14	17 Mar 14
		7-11 Jul 14	14 Jul 14
		22-26 Sep 14	29 Sep 14
		10-14 Nov 14	17 Nov 14
	Duration Excluding Assessment	Full Course 5 days	
Distance and e-Learning	Dates	Start at any time	
	Duration Excluding Assessment	Full Course 54 hours	
	Exam Dates	4 Dec 13 5 Mar 14 4 Jun 14 3 Sep 14 3 Dec 14	
Entry Requirements	NEBOSH highly recommend that those undertaking this certificate should hold the NEBOSH International Certificate or equivalent as it doesn't provide knowledge of general health and safety uses. NEBOSH Examiner's also assume that students will have a wider understanding of the oil and gas industry, gained from working in the industry itself.		
Exam/ Assessment	Requirement	The course is assessed by a 2 hour examination	
	Dates	RRC arrange exams in March, June, September and December each year	
	UK Venues	London – all dates (Alternative UK venues available, please call for details)	
	Worldwide Venues	All arrangements made by RRC Bahrain and Dubai – RRC Middle East British Council offices and other exam centres worldwide	
Course Fees	Face-to-Face Course Fee including exam	£985 + VAT + £63 NEBOSH Fee (£1,245)	
	Distance/e-Learning	Full Course £495 + VAT + £63 NEBOSH Fee (£657) With Printed Materials Add £89	
	Exam fees	From £50 – RRC can arrange for you to take the exam in most countries in the world (via the British Council network) or other non-RRC Centres. For more information and details of fees, please contact RRC.	
Textbook	The Management of International Oil and Gas Health and Safety	GBP 89 + Carriage	
Revision Notes	Printed	£17.50	
	e-mail	£12.50 + VAT (£15)	

Studying with RRC – Classroom

NEBOSH Oil & Gas Certificate

Led by RRC's expert tutors, our courses always receive excellent feedback, and we are proud of the consistently high results achieved by our students. We monitor every aspect of our service from the tutor to the catering and work hard to ensure the highest standards are maintained.

Our classroom environment provides an interactive and disciplined place for you to learn. The numbers on our courses are limited so you will receive personal attention, and be encouraged to share professional experiences with fellow classmates.

First class support materials make private study easy, and you have the back-up of an expert tutorial panel on hand to help with that last-minute revision before the exam.

Venues

UK – LONDON

RRC's main training centre is in Wimbledon, world famous for tennis. Wimbledon is 15 minutes by train from central London and less than an hour away from London's Heathrow and Gatwick Airports. There is a wide choice of self-catering apartments, hotels and guest houses within a short distance of our RRC Training centre.

BAHRAIN

RRC Middle East's training centre is situated in the Diplomatic Area of the Kingdom of Bahrain's capital city. The airport is just half an hour away with a wide range of hotels and apartments just 5 minutes away from the training centre.

DUBAI

RRC Middle East's training centre is situated in Oud Metha in Dubai. The airport is just 15 minutes away with a wide range of hotels and apartments just 5 minutes away from the training venue.

IN-COMPANY

If you have a group that needs training, why not let RRC come to you? RRC trainers travel the world, delivering high quality training when and wherever it suits our clients. You just provide the training venue and we do the rest.

RRC NEBOSH INTERNATIONAL TUTOR TEAM

- Dr David Towlson, BSc (Hons), PhD, CMIOSH, AIEMA, Cert Ed (PCET), MifL
- Dr Richard Griffiths, PhD, MSc(Env Man), MEd, Cert Ed, GRSC(1st), CMIOSH, AIEMA, FIIRSM, FRSPH
- Hasan Al Aradi, MIOSH, MSc MRST
- Roger Passey, CMIOSH, MIIRSM
- Alan Springhall, MSc, DipNeboosh GradIOSH
- John Reynolds



"Last December I was grateful to meet you and attend one of your courses. Today I obtained my NEBOSH Certificate and passed with distinction, so please allow me to thank you very much for your efforts to help me and the others prepare well. Your advice, your stories at the beginning of every topic we discussed, and your valued comments were invaluable when I sat the exam. My biggest fear was that I wouldn't pass due to my modest practical experience, but this wasn't a problem at all because of the advice and experience you passed on."

Elkhatim A. E. Saad
NEBOSH International Certificate (Classroom)

Studying with RRC – Distance/e-Learning

Flexible Learning Solutions

We take learning seriously at RRC and have thought long and hard about how people learn best. This has been translated into the flexible learning solutions we offer. We also have dedicated Customer Advisors based in London who will help you choose the right style of learning for you and your needs.

Our home-study courses incorporate:

- Flexibility – enrol at any time and work at your own pace to meet your chosen exam dates.
- Unlimited tutor support – access to expert tutors who will answer queries and provide personalised feedback.
- Bite-sized approach – course topics presented in manageable sections.
- Clear, easy to use course materials – designed specifically for self-managed study, closely following the structure of the syllabus.
- Mock assessments – to test your progress, help you prepare for the final assessment and allow your tutor to provide feedback on how you are doing.
- Exam venues available throughout the UK and worldwide.

RRC's Exam Service

RRC's courses give you flexibility as to when and where you sit your exam.

RRC take all the hassle out of arranging the exam. We manage the whole process for you and our upfront fees include all the costs, guaranteeing no nasty surprises when you are ready to take your exam. With RRC's managed NEBOSH Diploma exam, you have two options:

- Sit at an RRC exam centre in London, Birmingham, Chorley, Newcastle, Glasgow, Bahrain or Dubai, for our standard fee.
- Let RRC arrange for you to sit at an alternative UK centre or one of the many British Council offices throughout the world. Just call us for a quote or look on our website.

If you cannot find a suitable centre, let us know and we will work hard to find one for you – this is all part of our customer service.

30-Day Money-Back Guarantee



If within 30 days of receiving your e-Learning login you decide it is not for you, simply return everything to us and receive a full refund of the course fees.

Distance/e-Learning

At RRC we offer a flexible learning approach to suit your learning style. Our Distance/e-Learning courses are hosted on our unique online environment – the e-Zone. This easy-to-use system provides an effective learning environment that gives you everything you need to successfully pass your chosen course. To access the e-Zone, all you need is an internet connection and off you go.

Studying through the e-Zone also offers:

- Global availability – 24/7 access from anywhere in the world via an internet connection, with no software to install.
- A complete electronic copy of RRC's highly respected course materials, downloadable directly from the e-Zone. Provided in PDF format, these resources are easily transferable to a range of portable devices for studying where ever you are.
- Live updates – we regularly review our course content against current best practice and legislation, and your online resources are updated free of charge throughout your studies.
- Full access to the e-Zone library, which contains additional useful resources.
- Enhanced assessment practice, including automated multiple-choice questions to test your learning as you study and a tracking system to monitor your progress and coursework results.
- Learning community – benefit from the knowledge, experiences and encouragement of fellow students.

If you prefer to study offline, you can also purchase a printed copy of RRC's highly respected, full colour course material.

All RRC resources follow the same structure and contain everything you need to be successful in the NEBOSH assessment. By combining online and offline study, you'll have the flexibility you need to fit your study around other commitments and complete your course at a pace that suits you.



RRC Reference Materials

RRC's Step Notes

These concise reference guides can be used as a tool by health and safety officers or as a study-aid by students on NEBOSH and MSc courses. They are written specifically to focus on key points, relevant statutes and case law.

Supplied as either printed A5 booklets (convenient for you to carry around) or as electronic PDF files (which you can view on-screen and print, if desired).

Titles Available		
	Printed	Electronic
Health & Safety Law	£15	£12 + VAT (£14.40)
Occupational Health and Hygiene	£15	£12 + VAT (£14.40)
Environmental	£15	£12 + VAT (£14.40)
Quality Management	£15	£12 + VAT (£14.40)
Business Communications	£10	£8 + VAT (£9.60)

RRC Law Guides

These provide a detailed guide to legislation and case law relevant to those studying NEBOSH or similar courses and practitioners as a reference tool in their day-to-day roles.

Supplied as printed A4 booklets. (Note: these are included free of charge with relevant RRC courses.)

Titles Available	
	Printed
RRC Health & Safety Law & Case Law Guide	£35
RRC Environmental Law & Case Law Guide	£35

RRC ISO 14001 Reference Guides

These guides are designed to assist organisations in the achievement, development and maintenance of ISO 14001 - the international standard for environmental management.

They are available as either printed booklets or electronic PDF files (multiple user licenses are also available – please call +44 (0)208 944 3100 for details).

Titles Available		
	Printed	Electronic
Executive Briefing on ISO 14001	£6	£4.80 + VAT (£5.76)
Introduction to ISO 14001	£6	£4.80 + VAT (£5.76)
Environmental Issues for Senior Managers	£15	£12 + VAT (£14.40)
ISO 14001 Environmental Awareness	£15	£12 + VAT (£14.40)

RRC Qualifications and Awards

Health and Safety

IOSH

- IOSH Directing Safely
- IOSH Managing Safely
- IOSH Supervising Safely
- IOSH Working Safely

NVQ

- NVQ Level 3 Certificate in Occupational Health and Safety
- NVQ Level 5 Diploma in Occupational Health and Safety

NEBOSH AWARDS

- NEBOSH Award in Health and Safety at Work
- NEBOSH Award in Health, Safety & Environment for the Process Industries

NEBOSH CERTIFICATES

- NEBOSH International General Certificate in Occupational Health & Safety
- NEBOSH International Certificate in Fire Safety & Risk Management
- NEBOSH International Certificate in Construction Health & Safety
- NEBOSH National General Certificate in Occupational Health & Safety
- NEBOSH National Certificate in Fire Safety & Risk Management
- NEBOSH National Certificate in Construction Health & Safety
- NEBOSH International Technical Certificate in Oil and Gas Operational Safety
- NEBOSH Certificate in the Management of Health and Well-being at Work

NEBOSH DIPLOMAS

- NEBOSH National Diploma in Occupational Health & Safety
- NEBOSH International Diploma in Occupational Health & Safety

CIEH

- CIEH Level 2 Award in Principles of Manual Handling
- CIEH Level 2 Award in Principles of COSHH
- CIEH Level 2 Award in Principles of Risk Assessment
- CIEH Level 1 Award in Health and Safety in the Workplace
- CIEH Level 2 Award in Health and Safety in the Workplace
- CIEH Level 1 Award in Food Safety Awareness in Catering
- CIEH Level 2 Award in Food Safety in Catering

INSTITUTE OF ACOUSTICS

- IOA Certificate in Workplace Noise Assessment

CITB CONSTRUCTIONSKILLS SITE SAFETY PLUS

- Health and Safety Awareness
- The Site Supervisors' Safety Training Scheme
- The Site Management Safety Training Scheme
- The Site Management Safety Training Scheme Refresher Course

ENVIRONMENTAL

IEMA

- IEMA Introduction to Environmental Management Systems
- IEMA Foundation Certificate in Environmental Management
- IEMA Associate Certificate in Environmental Management
- IEMA Lead Environmental Auditor

NEBOSH

- NEBOSH Certificate in Environmental Management
- NEBOSH Diploma in Environmental Management

QUALITY

- CQI Certificate in Quality Management

TRAINING SKILLS

- CIEH Level 3 Award in Training Skills and Practice (TSP)



RRC Online and In-Company Courses

RRC's Online Courses

A new exciting range of short online courses from RRC designed to help organisations and individuals develop essential health, safety and environmental skills as and when required, in a way which fits in with you and your life.

These short courses combine the benefits of an interactive classroom situation with the flexibility and accessibility of online study. They are loaded with videos and interactive animations that make learning fun and relevant.

Across the range, the key information is broken down into bite-sized chunks and interspersed with activities designed to reinforce understanding for maximum results. Throughout, the focus is on applying your knowledge to real-life situations so you can be sure to see the results reflected in your daily work.

All courses include a free downloadable workbook containing all the topics covered, which works well as a handy reference guide and provides a refresher if you want to remind yourself of what you've learned. Courses also include a final assessment with an RRC certificate for those who pass.

RRC Online Courses

- Work at Height
- Risk Assessment
- Electrical Safety
- Health and Safety Induction (For Workers)
- Health and Safety Essential (For Supervisors)
- Transport Safety
- Accident Investigation
- Display Screen Equipment (DSE)
- Manual Handling
- Health and Safety Roles and Responsibilities
- Work Equipment safety
- Chemical Safety
- Noise Awareness
- Radiation
- Construction Safety
- Developing a Positive Safety Culture

In-company Short Courses

HEALTH AND SAFETY MANAGEMENT

- Achieving Behavioural Change
- Basics of Health and Safety Management
- Business Contingency Planning (Basic Awareness)
- Developing a Positive Health and Safety Culture
- Emergency Planning
- Essentials of HSE for Office Managers
- General Workplace Health, Safety and Welfare Issues
- Introduction to Human Behaviour in Industrial Safety
- Introduction to Measuring Health and Safety Performance
- Introduction to OHSAS 18001
- Managing External Contractors
- Principles of Health and Safety Law
- Worker Health and Safety Consultation

In-company Short Courses (Continued)

RISK ASSESSMENT

- Basic Workplace Risk Assessment
- Safe Systems of Work and Permits to Work
- Accident and Incident Investigation and Reporting
- Introduction to Failure Tracing Methods

FIRE

- Basic Principles of Fire & Explosion (DSEAR)
- The Essentials of Fire Risk Assessment
- Fire Safety Awareness
- Fire Safety for Fire Marshals/Fire Wardens

TOPIC-SPECIFIC

- Asbestos Awareness
- Duty to Manage Asbestos in Non-Domestic Premises
- Basic Control of Ergonomic Factors
- Basics of Identification, Assessment & Control of Ionising Radiation Health Risks
- Basics of Identification, Assessment & Control of Noise Health Risks
- Basics of Identification, Assessment & Control of Non-Ionising Radiation Health Risks
- Basics of Identification, Assessment & Control of the Thermal Environment
- Basics of Identification, Assessment & Control of Vibration Health Risks
- Carriage of Dangerous Goods
- The Construction (Design and Management) Regulations
- Construction Health and Safety Basics
- DSE Training for Assessors
- Identification, Assessment and Control of Biological Health Risks
- Introduction to Electrical Safety
- Introduction to Environmental Pollution & Waste Management
- Introduction to Machinery Safety
- Introduction to Management of Confined Spaces
- Introduction to Mechanical Handling Equipment
- Introduction to Safe Storage, Handling & Transport of Dangerous Substances
- Introduction to Working at Height
- Managing Occupational Road Risk
- Manual Handling Operations
- Stress Management in the Workplace
- Stress, Substance Misuse & Violence in the Workplace
- Work Equipment – Introduction to Selection, Use, Maintenance & Testing
- Work at Height
- Vibration



How to Enrol

To apply for an RRC course, please complete the Application Form and Pre-Course Questionnaire that follow this page and return them to RRC:

POST

RRC

27-37 St George's Road, London SW19 4DS, United Kingdom

EMAIL

info@rrc.co.uk

ONLINE

www.rrc.co.uk

TELEPHONE

+44 (0)20 8944 3108

FAX

+44 (0)20 8944 7099

Delivery

UK

Your course materials will be with you no later than 10 working days from the receipt of your application. Delivery is by courier and can be either to your home or work address. As a signature will be required for all deliveries, please supply an address that will be occupied during office hours (Monday – Friday, 8am to 6pm).

OVERSEAS

Materials are sent by courier and delivery times are dependent on your location. Please contact RRC for more information.

Carriage

Carriage is chargeable on the despatch of course materials outside the United Kingdom – Please call for a quote.

Methods of Payment

All payments to be made in GBP (pounds sterling). You can use any of the following methods of payment:

- 1 Payment in full by cheque or banker's draft made payable to RRC.
- 2 Payment in full by charging your MasterCard/Switch/Visa/Solo/Connect Card/American Express.
- 3 Payment by instalments (for more information see <http://www.rrc.co.uk/instalment.aspx> or call for our RRC Instalment Plan Leaflet).
- 4 Invoice: UK registered companies only. Please attach to your application form an official purchase order/letter confirming your employer's authorisation. Terms of payment are 30 days from invoice date.
- 5 Customers outside the UK must remit the full fee, including postage and packing, in GBP (pounds sterling), payable in London. All bank charges, including any payable by the receiving bank, must be paid by the customer.

Terms and Conditions

Learning Agreement

The Learning Agreement sets out your entitlements and obligations as a student of RRC and constitutes the terms and conditions of your enrolment. If you do not wish to be bound by these terms, you can cancel your course within the timescales detailed below and receive a refund/credit of the fees less any expenses incurred by RRC.

Cancellations

We are confident that you will be delighted with your studies but, should you feel less than satisfied, you can cancel under the following terms within your Enrolment Period (defined as the period to your nominated exam date or 18 months from enrolment date for units/subjects where the nominated examination date is not determined).

Classroom Courses

CANCELLATION MORE THAN 30 DAYS BEFORE THE COURSE START DATE
A refund of the full course fee is obtainable for cancellations received more than 30 days before the scheduled course start date.

CANCELLATIONS BETWEEN 15 AND 30 DAYS BEFORE THE COURSE START DATE
A refund of 70% of the course fee is obtainable for cancellations received between 15 and 30 days before the scheduled course start date.

Distance & e-Learning Courses

CANCELLATION WITHIN 30 DAYS

A refund of the full course fee is obtainable for cancellations received within 30 days following the acceptance of your application. Subject to the return, in good condition, of any printed materials supplied and the receipt of a written confirmation that any electronic copies of the materials have been destroyed within the 30-day period.

CANCELLATION AFTER 30 DAYS BUT WITHIN 45 DAYS

A 60% refund of the course fees is obtainable for cancellations received at any time within 45 days following the acceptance of your application. Subject to the return, in good condition, of any printed materials supplied and the receipt of a written confirmation that any electronic copies of the materials have been destroyed within the 45-day period.

CANCELLATION OVER 45 DAYS AND WITHIN THE ENROLMENT PERIOD

A 90% refund is available for any Units/Subjects for which study has not commenced. Study is deemed to have commenced from the date the student requests the materials.

Where a student has commenced a Unit and wishes to cancel, they may be entitled to a refund of any exam fees paid to RRC provided the cancellation is received before the student has been registered with the examining body.

Examinations Only

A refund of the exam fee is obtainable for cancellations received up to the date RRC register the examination with the examining body.

Revision and Reference Guides

PRINTED MATERIALS – RETURNED WITHIN 14 DAYS

A refund of the full fee (excluding postage and packing) is obtainable for returns received in good condition within 14 days following the despatch of the goods.

E-MAIL – RETURNS WITHIN 7 DAYS

A refund of the full fee is obtainable for returns received up to 7 days following RRC e-mailing the goods or access password, subject to a written confirmation that all copies have been destroyed.

Enrolment Form

Important Information

Please complete all sections of this application form in full. Failure to do so may result in delays in processing your enrolment

If you have studied with RRC before please enter your RRC Student Number here _____

Step 1 – Personal details and delivery information	
Name & Address of Applicant	Delivery Address
Full Name	Contact Name
Address	Company Name
	Address
Post Code	Post Code
Country	Country
Daytime Tel. No	Contact Tel. No
Evening Tel. No	Please note: Your package will need to be signed for on delivery. RRC are unable to deliver to PO Box addresses.
E-mail	

Step 2 – Sponsoring organisation and invoice address	
Sponsoring Organisation	Invoice Address
Company Name	Company Name
Contact Name	Department
Position	Contact Name
Address	Address
Post Code	Post Code
Country	Country
Tel. No	Tel. No
E-mail	E-mail

Step 3 – Course selection			
Course Required	Method of Study (tick one)	Venue (tick one)	Course Start Date (DD/MM/YYYY)
NEBOSH International Oil & Gas Certificate – Complete Course	<input type="checkbox"/> Distance Learning	<input type="checkbox"/> London	
	<input type="checkbox"/> e-Learning	<input type="checkbox"/> Dubai	
	<input type="checkbox"/> Classroom		
	<input type="checkbox"/> Textbook		
	<input type="checkbox"/> Revision Guide		

Enrolment Form

Step 4 – Information required for exam entry

Venue where you wish to sit your exam:

Intended Exam Date		Please Tick	Information required for exam entry
Month	Year		
March	20		Date of birth DD / MM / YYYY
June	20		Gender Male/Female*
September	20		
December	20		Name to appear on Certificate (BLOCK CAPITALS)
Not sitting exam with RRC			Country of Residence

* Delete as Applicable

Step 5 – Additional information

How did you hear about RRC?

What are your reasons for enrolling on this course?

Enrolment Form

Step 6 – Fees	
Course and Exam	Fee including VAT
Course Fee	
Exam – RRC Centre (Distance and e-Learning only)	
Overseas/Non-RRC Exam Centre charge (Call for a quote)	
Textbook - The Management of International Oil and Gas Health and Safety	
Revision Guide	
Overseas Courier payable on distance learning courses and printed materials (call for a quote if outside the UK)	
Total Fees Payable	

NOTES

All services are delivered in the UK and overseas customers are therefore required to pay VAT.

Step 9 – Method of Payment
<input type="checkbox"/> I enclose my fees in full. Please make cheque/banker's draft payable to RRC
<input type="checkbox"/> Please debit my MasterCard/Switch/Visa/Solo/Connect Card/American Express (Delete as appropriate) (Note RRC cannot accept Visa Electron Cards) Card No. _____ with the full fee. Card Expiry Date _____ 3 Digit Security Code _____ Cardholder's Name _____ Cardholder's Signature _____ (Switch and Solo only) Issue No _____ Valid From Date _____
<input type="checkbox"/> I wish to pay by instalments. Please see www.rrc.co.uk for the instalment application form.
<input type="checkbox"/> Please invoice my employer (UK Registered Companies Only). Please attach Official Purchase Order/Letter of Authorisation

Step 10 – Acceptance of terms and conditions
I wish to enrol as a participant for the above programme and I agree to pay the fees as stated and to be bound by the terms and conditions set out in the accompanying RRC literature.
Signed _____ Date _____

Thank you for choosing RRC

Please return your completed application form to:

RRC 27 – 37 St George's Road, London SW19 4DS, United Kingdom

Tel: +44 (0)20 8944 3100

Fax: +44 (0)20 8944 7099

info@rrc.co.uk

www.rrc.co.uk

Skype ID rrctraining