

# OIL AND GAS OPERATIONAL SAFETY

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



# Valuable skills, valuable training

RRC deliver real value in health, safety 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 80 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 face-to-face 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 80 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.

- Face-to-face – London, Dubai, Bahrain (coming soon Sudan & Saudi Arabia)
- Face-to-face – in-company, at a location of your choice
- e-Learning
- Distance learning

## Expert support

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

Our team of over thirty 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](http://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.

### UK 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 in health and safety 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



# Course dates and fees

International Technical Certificate in Oil & Gas Operational Safety												
<b>Face-to-Face</b>	<b>Dates</b>	<table border="1"> <thead> <tr> <th>Course</th> <th>Exam</th> </tr> </thead> <tbody> <tr> <td>26-30 Mar 12</td> <td>2 Apr 12</td> </tr> <tr> <td>2-6 Jul 12</td> <td>9 Jul 12</td> </tr> <tr> <td>10-14 Sep 12</td> <td>17 Sep 12</td> </tr> <tr> <td>10-14 Dec 12</td> <td>17 Dec 12</td> </tr> </tbody> </table>	Course	Exam	26-30 Mar 12	2 Apr 12	2-6 Jul 12	9 Jul 12	10-14 Sep 12	17 Sep 12	10-14 Dec 12	17 Dec 12
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Call for future dates												
<b>Duration Excluding Assessment</b>	Full Course 5 days											
<b>Distance and e-Learning</b>	<b>Dates</b>	Start at any time										
	<b>Duration Excluding Assessment</b>	Full Course 54 hours										
	<b>Exam Dates</b>	2 Apr 12 13 Jun 12 5 Sep 12 5 Dec 12										
<b>Entry Requirements</b>	Those undertaking this certificate should have a good understanding of safety issues which can be from experience or from having studied one of NEBOSH's Certificate-level qualifications.											
<b>Exam/ Assessment</b>	<b>Requirement</b>	The course is assessed by a 2 hour examination										
	<b>Dates</b>	RRC arrange exams in March, June, September and December each year										
	<b>UK Venues</b>	London – all dates (Alternative UK venues available, please call for details)										
	<b>Worldwide Venues</b>	All arrangements made by RRC Bahrain and Dubai – RRC Middle East British Council offices and other exam centres worldwide										
<b>Course Fees</b>	<b>Face-to-Face Course Fee including exam</b>	£985 + VAT + £60 NEBOSH Fee (£1,242).										
	<b>Distance/e-Learning</b>	Full Course £595 + VAT + £60 NEBOSH Fee (£774) With Printed Materials Add £89										
	<b>Exam fees</b>	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.										

# Studying with RRC – Face-to-face

## Face-to-face

Led by RRC's expert tutors, our face-to-face 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 – MANAMA

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.

### UNITED ARAB EMIRATES – 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, AIEEMA, Cert Ed (PCET), MIFL
- Hasan Al Aradi, MIOSH, MSc MRST
- Allan Ferguson, BA(Hons), DipNEBOSH, GradIOSH, MIIRSM, MBIFM
- Dr Richard Griffiths, PhD, MSc, MEd, Cert Ed, GRSC, CMIOSH, MIIRSM, FRSH, FRIPH
- Roger Passey, CMIOSH, MIIRSM



“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 by Face-to-Face

# Studying with RRC – Flexible 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.

- **Distance Learning** – printed study materials with tutor support
- **e-Learning** – interactive online learning with tutor support

We know that studying at a distance can be challenging, but we work hard to make it as easy as possible. Our courses are carefully structured to allow you to complete short sections at a time and monitor your own progress. They contain lots of helpful features to make studying more effective and you also have access to a whole panel of expert tutors who can provide additional guidance and support as and when you need it.

RRC has a team of dedicated Training Advisors based in London who will help you choose the right method of learning for you and your needs.



## RRC's Exam Service

RRC's flexible learning courses give you flexibility as to when and where you sit your exam. RRC take all of the hassle out of arranging the exam, we manage the whole process for you and have upfront fees including all the costs. You have two options:

- Sit at an RRC exam centre in London, Birmingham, Glasgow, Dubai or Bahrain for our standard fee.
- Let RRC arrange for you to sit at one of the many British Council offices throughout the world, or an alternative UK exam centre, just call us for a quote or look on our website, [www.rrc.co.uk](http://www.rrc.co.uk).

If you cannot find a suitable centre, just ask us and we will work hard to find you one; this is all part of our customer service.

Alternatively, you can make your own arrangements through NEBOSH approved centres that offer exam services to external candidates. If you choose this option, you will need to contact NEBOSH to find out which centres offer this service and then contact the centre directly.

## 30-Day Money-Back Guarantee



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

# Studying with RRC – Distance and e-Learning

All our courses are designed and developed by a combination of RRC's expert tutors and educationalists, ensuring that they are not only technically correct, but also designed to help you to learn as effectively as possible.

## Distance Learning

RRC's distance learning courses have been carefully developed by technical and educational experts in order to provide you with the best possible chance of achieving your NEBOSH qualification.

Your distance learning course includes

- RRC's full colour course materials, including all of the relevant information presented in an attractive reader-friendly textbook.
- Access to RRC's panel of expert tutors as often as you need them.
- Exam Skills activities to help you prepare for your exam.
- A mock exam, with personalised feedback from a tutor.
- Optional online resources and links to useful websites.
- Optional online forums where you can collaborate with fellow students sharing experiences and discussing relevant topics.

## Highest quality course materials

The materials are clear, easy to read and concise – allowing you to get full value out of every minute you spend studying. Throughout the material, key definitions are explained in easy to spot coloured boxes and important topics are highlighted and considered in particular depth. Revision questions, summaries and key information boxes are used to break the text up and ensure that you can focus on exactly what you need to know.



## Tutor support

The most important ingredient of your course; access to RRC's tutor team as and when you need it. They are there to make sure your learning runs as smoothly as possible, marking your assignments and answering any queries you may have.

## e-Learning

RRC are the world's leading expert providers of NEBOSH e-learning. Our easy-to-use system is available 24/7 from anywhere in the world and provides a learning environment that gives you everything you need to successfully pass your exams. All you need is your PC and an Internet connection and off you go.

Our e-learning courses are user-friendly and easy to follow. You work through the course one topic at a time and complete regular quizzes and exam skills activities to check your progress.

- Video clips from tutors to explain important topics
- Interactive activities and animations
- A mock exam with personalised feedback from a tutor.

THIS IS SUPPORTED BY:

- Telephone and e-mail access to RRC's panel of expert tutors.
- Additional online resources and links to other useful websites.
- Forums where you can collaborate with your fellow students, sharing experiences and discussing relevant topics.
- A full downloadable set of high quality colour course materials (so you can study offline if you need to).



## Interactive animations

Animations are used at key areas throughout our e-learning courses to bring them to life, illustrating key topics and reinforcing the learning process, making you an active participant.

# RRC International Exam Centres

## British Council International Exam Centres

Afghanistan	Colombia	Indonesia	Malta	Portugal	Tanzania
Albania	Croatia	Iraq	Mauritius	Qatar	Thailand
Argentina	Cuba	Ireland	Mexico	Romania	Trinidad and Tobago
Armenia	Cyprus	Israel	Montenegro	Russia	Tunisia
Australia	Czech Republic	Italy	Morocco	Saudi Arabia	Turkey
Austria	Denmark	Jamaica	Mozambique	Senegal	Uganda
Azerbaijan	Egypt	Japan	Namibia	Serbia	Ukraine
Bahrain	Eritrea	Jordan	Nepal	Sierra Leone	United Arab Emirates
Bangladesh	Estonia	Kazakhstan	Netherlands	Singapore	United States
Belgium	Ethiopia	Kenya	New Zealand	Slovakia	Uzbekistan
Bosnia	Finland	Korea	Nigeria	Slovenia	Vanuatu
Botswana	France	Kuwait	Norway	South Africa	Vatican City State
Brazil	Georgia	Latvia	Oman	Spain	Venezuela
Bulgaria	Germany	Lebanon	Pakistan	Sri Lanka	Vietnam
Burma	Ghana	Libya	Palestinian Territories	Sudan	Yemen
Cameroon	Greece	Lithuania	Panama	Sweden	Zambia
Canada	Hong Kong	Macedonia	Philippines	Switzerland	Zimbabwe
Chile	Hungary	Malawi	Poland	Syria	
China	India	Malaysia		Taipei	



# RRC Qualifications and Awards

## Health and Safety

### IOSH

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

### NEBOSH – NATIONAL AWARDS

- NEBOSH National General Certificate in Occupational Health & Safety
- NEBOSH National Certificate in Fire Safety & Risk Management
- NEBOSH National Certificate in Construction Health & Safety
- NEBOSH National Diploma in Occupational Health & Safety
- NEBOSH National Certificate in the Management of Health and Well-being at Work (coming soon)

### NEBOSH – INTERNATIONAL AWARDS

- NEBOSH Award in Health and Safety at Work
- NEBOSH Award in Safety, Health & Environment for the Process Industries
- NEBOSH International Construction Certificate
- NEBOSH International General Certificate
- NEBOSH International Oil & Gas Certificate
- 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

### CONSTRUCTION SKILLS 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

### NEBOSH

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

## Quality

- CQI Certificate in Quality (coming soon)
- CQI Diploma in Quality (coming soon)

## Training Skills

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



# RRC Online and In-Company Courses

## RRC Online

RRC Online is a range of short online courses from RRC designed to help organisations and individuals develop essential health, safety and environmental skills as and when required.

These short courses provide a flexible way to study online and 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.

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.

### COURSES INCLUDE:

- Work at Height
- Risk Assessment
- Electrical Safety
- Health and Safety Induction (For Workers)
- Health and Safety Essentials (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

## RRC In-company Short Courses

RRC's in-company short courses are delivered face-to-face by our expert tutors. You provide the venue and we do the rest. Titles include:

### HEALTH AND SAFETY MANAGEMENT

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

### RISK ASSESSMENT

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

### FIRE

- Fire & Explosion (DSEAR)
- Fire Risk Assessment
- Fire Safety Awareness
- Fire Safety for Fire Marshals/Fire Wardens

### TOPIC-SPECIFIC

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

# How to enrol

To enrol on an RRC course, please complete the Application Form and Pre-Course Questionnaire enclosed in this brochure and return them to RRC:

## POST

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

## E-MAIL

info@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 bankers' draft made payable to RRC Training.
- 2 Payment in full by charging your MasterCard/Switch/Visa/Solo/Connect Card/American Express.
- 3 Payment by instalments: Available to customers resident in the UK (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, before materials are despatched. All bank charges, including any payable by the receiving bank, must be paid by the customer.

# Terms and Conditions

## Learning Agreement

When enrolling on an RRC course you are sent a Learning Agreement. This 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).

### Face-to-Face 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.

**ELECTRONIC MATERIALS – 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.

**PROGRAMMED-TO-PASS – CANCELLATION WITHIN 7 DAYS OF ACCESS**

A refund of fees is obtainable for cancellations received within 7 days following RRC e-mailing the access password, subject to a written confirmation that any downloaded or printed materials have been destroyed.

Outside of the above, full fees are payable on all cancellations or returns.

Any refunds will be processed within 14 days of receiving your returned course materials.

# 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"/> Face-to-Face		

# 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		<b>Date of birth</b> DD / MM / YYYY
June	20		<b>Gender</b> 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)	
Printed Materials (e-Learning courses only)	
Overseas Courier payable on distance learning courses and printed materials (call for a quote if outside the UK)	
<b>Total Fees Payable</b>	

## 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 <b>RRC Training</b>
<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 and attach the completed instalment plan application form (see page 11)
<input type="checkbox"/> Please invoice my employer (UK Registered Companies Only). <b>Please attach Official Purchase Order/Letter of Authorisation</b>

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 Training

### Please return your completed application form to:

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

Tel: +44 (0)20 8944 3108

Fax: +44 (0)20 8944 7099

info@rrc.co.uk

www.rrc.co.uk

Skype ID rrctraining