



Leading the Evolution of Oil & Gas Competency

eLearning Portfolio



EUROPE'S LEADING
PROVIDER OF LEARNING,
TRAINING AND COMPETENCY
FOR THE OIL & GAS INDUSTRY.



“ THE MINTRA MECHANICAL ISOLATIONS COURSE WAS THE BEST AND MOST UP TO DATE COURSE ON THE MARKET. ”

Safe System of Work

Authorised Gas Tester: (LEVEL 3)	MUK-105
Authorised Gas Tester: (LEVEL 1,2,3) NON-OPITO	MUK-017
Authorised Gas Tester: (LEVEL 1,2,3) OPITO APPROVED	MUK-016
Confined Space Entry	MUK-001
Control of Work Awareness	MUK-024
Control of Work Performing Authority: OPITO APPROVED	MUK-023
Electrical Safety Rules	MUK-020
Mechanical Isolations	MUK-014
Principles of Risk Management	MUK-106
Risk Assessment	MUK-026
Risk Assessment (International)	MUK-055
Shift Handovers	MUK-107
Toolbox Talks	MUK-108
Work Permit Awareness	MUK-109

Safety Awareness Range

Abrasive Wheels	MUK-018
Accident/Incident Investigation	MUK-110
Asbestos Awareness	MUK-022
Introduction to ATEX	MUK-066
Banksman/Slinger	MUK-111
Benzene Awareness	MUK-029
Chemical Awareness	MUK-112
Control of Substances Hazardous to Health (CoSHH)	MUK-004
Working with Hazardous Substances (CoSHH International)	MUK-113
Dropped Objects	MUK-031
DSE and Ergonomics	MUK-099
Fire Awareness	MUK-005
Fire Warden Awareness	MUK-114
Hand and Body Injury Prevention	MUK-115
Hand Arm Vibration Awareness	MUK-007
Handling and Storage of Hazardous Substances	MUK-116
Hazard Identification	MUK-021
Helicopter Landing Officer (HLO)	MUK-117
Human Factors	MUK-030
Hydrates Awareness	MUK-025
Hydrogen Sulphide Awareness	MUK-003
International Safe Port Security	MUK-118
Introduction to Safety Data Sheets	MUK-119
Lifting and Rigging	MUK-120
Lifting Operations and Lifting Equipment Regulations (LOLER)	MUK-012
Major Accident Hazards	MUK-121
Manual Handling	MUK-006
Manual Handling (International)	MUK-054



“ IT WAS GOOD TO SPEAK TO A COMPANY THAT FOCUSED ON WHAT WE WANTED AS AGAINST WHAT YOU COULD PROVIDE. ”

Safety Awareness Range - continued

Mercury Awareness	MUK-033
Nitrogen Awareness	MUK-032
Noise Awareness	MUK-009
NORM Awareness	MUK-027
Personal Protective Equipment	MUK-015
Provision and Use of Work Equipment Regulations (PUWER)	MUK-011
Respiratory Protection	MUK-122
Safe Cargo Handling	MUK-013
Safe Handling of Radioactive Materials	MUK-123
Safe Scaffolding Operations	MUK-124
Safe Scaffolding Operations over Sea	MUK-125
Safe Use of Lifting Appliances	MUK-126
Safe Use of Portable Hand Tools	MUK-127
Safe Use of Rigging Equipment	MUK-128
Safe Welding Operations	MUK-129
Security Awareness	MUK-130
Slips, Trips and Falls	MUK-008
Storage and Handling of Explosives	MUK-131
Transportation of Dangerous Goods by Air	MUK-132
Transportation of Dangerous Goods by Sea	MUK-133
Use and Storage of Pressurised Cylinders	MUK-134
VHF Radio Operator	MUK-135
Working at Height	MUK-010
Working on Electrical Equipment	MUK-136

Environmental Management Modules

Atmospheric Emissions	MUK-071
Chemical Use and Discharge	MUK-072
Environmental Awareness	MUK-002
Environmental Awareness (Onshore and Offshore)	MUK-102
Environmental Awareness (International)	MUK-137
Environmental Impact Assessment (EIA)	MUK-139
Environmental Awareness - (Full course) <small>Project-specific Environmental Awareness - West of Shetland</small>	MUK-075
Section 1: Well Suspension and West of Shetland - Intro to Operations	MUK-076
Section 2: Physical Presence	MUK-077
Section 3: Drilling Discharges	MUK-078
Section 4: Atmospheric Emissions	MUK-079
Section 5: Noise Generation	MUK-080
Section 6: Chemical Use and Discharge	MUK-081
Section 7: Waste Management	MUK-082
Section 8: Oily Discharges	MUK-083
Section 9: Oil Spills	MUK-084
Introduction to Environmental Management	MUK-138
Oily Discharges	MUK-074
Spill Prevention and Response	MUK-073
Waste Management	MUK-070



“VERY CLEAR AND WELL SET OUT COMPUTER COURSE, WELL-PRESENTED AND EASY TO USE.”

Process Operations Range

Blinding, Gas Venting and Pressure Relief	MUK-140
Fire and Safety Systems	MUK-141
Introduction to Flare Systems	MUK-142
Floating, Production, Storage and Offloading (FPSOs)	MUK-085
Gas Compression	MUK-086
Gas Detection and Measurement	MUK-143
Gas Treatment	MUK-087
Glycol Regeneration	MUK-144
Natural Gas Liquids and Liquefied Natural Gas	MUK-089
Oil and Gas Extraction	MUK-090
Oil and Gas Metering, Sampling and Pigging	MUK-088
Piping and Instrument Diagrams (P&IDs)	MUK-091
Process Operations	MUK-145
Process Safety	MUK-146
Produced Water	MUK-092
Separation	MUK-093
Water Injection	MUK-094

Technical Familiarisation Range

Compressed Air	MUK-064
Diesel Lubricants	MUK-147
Disconnecting Flowlines	MUK-148
Safe Use of Grinding Equipment	MUK-149
Heating, Ventilation and Air-Conditioning (HVAC) Systems	MUK-065
Introduction to Distillation	MUK-059
Introduction to Drains	MUK-150
Introduction to Fuel Systems	MUK-067
Introduction to Furnace Operations	MUK-058
Introduction to Gas Turbines	MUK-068
Introduction to Hydraulics	MUK-151
Introduction to Oil and Gas	MUK-028
Introduction to Seals	MUK-053
Introduction to Tank Storage and Ullage	MUK-060
Introduction to Valves	MUK-057
Lubrication Systems	MUK-152
Potable Water	MUK-069
Pressure Relief Systems	MUK-153
Safe Crane Operations	MUK-154
Seawater and Firewater	MUK-061
Seawater Systems	MUK-155



“VERY GOOD COURSE
HIGHLY RECOMMENDED
INFORMATIVE AND VERY
INTERACTIVE.”

Asset Integrity Range

Corrosion Awareness	MUK-034
Flanges and Gaskets	MUK-156
Managing Hydrocarbon Releases	MUK-157
Mechanical Joint Integrity	MUK-036
Pressure and Leak Testing	MUK-019
Small Bore Tubing Systems	MUK-035
Surface Preparation Maintenance	MUK-158

Oil and Gas Processing Systems

Oil and Gas Processing (Full Course)	MUK-037
Module 1: An Introduction to Oil Treatment	MUK-038
Module 2: An Introduction to Gas Compression and Hydrate Prevention	MUK-039
Module 3: An Introduction to Utility Systems	MUK-040

Hydrocarbon Processing Equipment

Hydrocarbon Processing Equipment (Full Course)	MUK-048
Section 1: Compressor Systems	MUK-049
Section 2: Safety and Control Systems	MUK-050
Section 3: Prime Movers	MUK-051
Section 4: Ancillary Systems	MUK-052

Hydrocarbon Processing Equipment

Power Generation Systems (Full Course)	MUK-041
Section 1: Introduction to Electricity	MUK-042
Section 2: Power System Design	MUK-043
Section 3: Power Generation Capacity	MUK-044
Section 4: Power Generation Control	MUK-045
Section 5: Safety in Design	MUK-046
Section 6: Power System Operation	MUK-047

Soft Skills Modules

Absence Management	MUK-098
Discipline and Grievance	MUK-097
Introduction to First Aid	MUK-159
Management of Change	MUK-160
Managing Poor Performance	MUK-096
Presentation Skills	MUK-095
Psychosocial Working Environment	MUK-161



“THE COURSE WAS VERY INFORMATIVE AND WILL PROVE A TO BE A VALUABLE TOOL IN AN EMPLOYEE’S TOOLBOX.”

Drilling Technology

Chemicals in Drilling and Wells	MUK-162
Coiled Tubing Operations	MUK-163
Well Completion and Pressure Control	MUK-164
Downhole Mechanisms	MUK-165
Drilling Safety	MUK-166
Introduction to Drilling Technology	MUK-167
Introduction to Well Integrity	MUK-062
Principles of Well Integrity	MUK-168
Principles of Well Control	MUK-169
Snubbing	MUK-170
Well Production Technology	MUK-063
Wireline Operations	MUK-171
Explosives	MUK-172

IOSH Range

IOSH Managing Safely	MUK-173
IOSH Managing Safely for International Use	MUK-174
IOSH Managing Safely Refresher	MUK-175

Norwegian Continental Shelf Courses



ABB - HSE Induction	PRO-101
ABB - HSE Induction Course	PRO-102
An Introduction to Gas Metering	VTK-001
Basic Enterprise Risk Management (Norwegian only)	PRO-019
Basic Environment for the Petroleum Industry	PRO-007
Basic EX	APP-001
Basic Fall Protection Training	LBO-001
Basic HACCP for the Food Industry	PRO-014
Basic HSE-Management	PRO-015
Basic Introduction to Oil and Gas Production	TS-002
Basic Introduction to Oil and Gas Production	TS-002EN
Basic Risk - and Vulnerability Analysis in Power Supply	PRO-017
Basic Risk Analysis	PRO-016
Basic Risk Analysis with workshop	PRO-008
Basic Rope Access - (Class A - Level 1)	LBO-009
Bridge & Overhead Cranes (Module 2.7 & 3.7)	LBO-006
Bridge & Overhead Cranes complete (Module 2.7, 3.7 & 4.7)	LBO-005
Byggherreforskriften - English version	HOC-004
Certificate Issuer (Authorised Gas inspector)	TS-001
Compliance and Leadership	MTP-030
Dangerous Goods - (for Helideck Personnel)	MTP-026
Dealing with Crisis - (the Psychology of Stress, Accidents & Disasters)	PET-001
Downhole Mechanisms and Operational Practice	MTP-014
Drill Through Equipment	MAE-008
Drilling Calculations	MAE-009
Dropped Objects - Prevention	DOM-001
ECDIS	NMA-008
Effective Project Start-Up	HOC-002
Emergency Management (Basic Course)	OLF-OER109 (NM)
Emergency Management (Basic Course)	OLF-OER109 (PE)
Emergency Management (Refresher Course)	OLF-OER109 - REP (NM)
Emergency Management (Refresher Course)	OLF-OER109 - REP (PE)
Emergency Response Management 2	PRO-005
Emergency Response Management 3	PRO-025
Emergency Response Management in Power Supply	PRO-022
Emergency Site Controller Course	OLF-OER108 (NM)
Enterprise Risk Management	PRO-020
Explosives	AKSO-005
Fire Prevention during Hot Work	MTP-016
Fire Prevention during Hot Work - Recertification	MTP-023
Fire Team - Basic course	OLF-OFI100 (NM)
Fire Team - Basic course	OLF-OFI100 (NO)
Fire Team - Basic course	OLF-OFI100 (SO)
Fire Team - Refresher course	OLF-OFI100-REP (NM)
Fire Team - Refresher course	OLF-OFI100-REP (NO)
Fire Team - Refresher course	OLF-OFI100-REP (SO)
First Aid - Basic course	OLF-OFA101 (NM)



Norwegian Continental Shelf Courses

First Aid - Basic course	OLF-OFA101 (NO)
First Aid - Basic course	OLF-OFA101 (SO)
First Aid - Refresher course	OLF-OFA101-REP (NM)
First Aid - Refresher course	OLF-OFA101-REP (NO)
Fittings and Small Bore Tubing Systems OLF Guideline 120	OLF-120 (BE)
Fittings and Small Bore Tubing Systems OLF Guideline 120	OLF-120 (KR)
Fittings and Small Bore Tubing Systems OLF Guideline 120	OLF-120 (TS)
Flange work OLF Guideline 118	OLF-118 (BE)
Flange work OLF Guideline 118	OLF-118 (HY)
Flange work OLF Guideline 118	OLF-118 (IK)
Flange work OLF Guideline 118	OLF-118 (TS)
Flange work OLF Guideline 118 - Recertification	OLF-118-REP (HY)
Flange work OLF Guideline 118 - Recertification	OLF-118-REP (KN)
Flanges and gaskets - Interactive Introductory Course	MTP-001
Forklift course (Module 1.1, 2.2 and 3.2)	LBO-008
Forklift course complete (Module 1.1, 2.2, 3.2 and 4.2)	LBO-007
FSE First Aid	TOS-005
FSE High Voltage - Industry	MTP-020
FSE High voltage - Offshore	MTP-018
FSE High Voltage - Supply Installations	MTP-022
FSE High Voltage Industry - English version	APP-003
FSE High Voltage Industry - Polish version	APP-004
FSE High Voltage Offshore - English version	APP-005
FSE High Voltage Offshore - Polish version	APP-006
FSE Low Voltage - Industry	MTP-019
FSE Low Voltage - Offshore	MTP-017
FSE Low Voltage - Supply Installations	MTP-021
FSE Low Voltage Industry - English version	APP-007
FSE Low Voltage Industry - Polish version	APP-008
FSE Low Voltage Offshore - English version	APP-009
FSE Low Voltage Offshore - Polish version	APP-010
FSE Offshore - Low and High Voltage	MTP-028
G11 - Use of lifting gear	LBO-002
Gas Tester - English version	TS-005
Gas Tester - Norwegian version	TS-003
Geology Rocks! Geology for non-geologists	SIM-001
Get Started with Office 2010	DP-1970
Get Upstream! with OilSim - Introduction to the Oil and Gas Industry	SIM-002
GSK - Basic Safety and Emergency Course	OLF-GSK (NM)
GSK - Basic Safety and Emergency Course	OLF-GSK (NO)
GSK - Basic Safety and Emergency Course	OLF-GSK (SO)
GSK - Basic Safety and Emergency Course - Refresher course	OLF-GSK-REP (NM)
GSK - Basic Safety and Emergency Course - Refresher course	OLF-GSK-REP (NO)
GSK - Basic Safety and Emergency Course - Refresher course	OLF-GSK-REP (SO)
Helicopter Landing Officer	MTP-031
High Pressure Washer	SCT-001
HLO - Basic course	OLF-OSC1141 (NM)



Norwegian Continental Shelf Courses

HLO - Basic course	OLF-OSC1141 (NO)
HLO - Refresher course	OLF-OSC1141-REP (NM)
HLO - Refresher course	OLF-OSC1141-REP (NO)
Hose assembly	KRM-1607
Hose assembly - Rubber Hydraulic	FCT-002
Hose Assembly – Safe Appliances	TES-001
Hoses, Pipes and Fittings	KRM-1606
HSE - Basic course	NI-001
HSE Chemical Course	MTP-004
HSE Chemicals - Awareness	MTP-029
HSE for Managers	NI-005
HSE for Managers	NI-005_ENG
HSE for Managers	PRO-010
HSE for Managers (corporate version)	PRO-003
HSE for New Employees	PRO-006
HSE for Oil Industry Contractors	MTP-006
HSE for Safety Delegates (40 hours)	PRO-009
HSE Waste Management	MTP-002
Hydraulics I - Basic	KRM-1601
Hydraulics II - Advanced	KRM-1602
Hydraulics III - Proportional Hydraulics	KRM-1603
Hydraulics IV - Troubleshooting, Operation and Maintenance	OLF-120 (KR)
I Could Have Saved A Life	DVD-001
Internet Explorer 7 / MS Outlook 2003 - Grunnleggende	DP-1870
Introduction to Commissioning	MAE-002
Introduction to Completion and Well Maintenance	MAE-004
Introduction to Drilling Technology	MAE-001
Introduction to Drilling Technology	SDRL-001
Introduction to Ergonomics	MTP-015
Introduction to Explosion Protection	APP-002
Introduction to General Platform Operations	MAE-003
Introduction to Petroleum Geology	MAE-005
Investigation of Undesired Events	PRO-002
Investigation of Undesired Events with Workshop	PRO-004
Iron/Chiksan Course for Mechanics and Operators	FCT-001
Isolation, Gas Freeing, Leak Search (Part 2 Authorised Gas Tester)	TS-004
IWCF Certification Course - Rotary Drilling	MAE-006
IWCF Certification Course - Well Intervention Pressure Control	MAE-007
Keep Safe!	NI-003
Life Saving First Aid Course	MTP-024
Lifeboat Coxswain Conventional Lifeboat - Basic Course	OLF-OSE135 (NM)
Lifeboat Coxswain Conventional Lifeboat - Basic Course	OLF-OSE135 (NO)
Lifeboat Coxswain Conventional Lifeboat - Basic Course	OLF-OSE135 (SO)
Lifeboat Coxswain Conventional Lifeboat - Refresher Course	OLF-OSE135-REP (NM)
Lifeboat Coxswain Conventional Lifeboat - Refresher Course	OLF-OSE135-REP (NO)
Lifeboat Coxswain Conventional Lifeboat - Refresher Course	OLF-OSE135-REP (SO)
Lifeboat Coxswain Free-Fall Lifeboat - Refresher Course	OLF-OSE129-REP (NO)



Norwegian Continental Shelf Courses

Management in a Multi-Cultural Environment	NI-015
Microsoft Access 2010 - Basic course	DP-2061
Microsoft Excel 2003 - Advanced	DP-1514
Microsoft Excel 2003 - Basic Course	DP-1513
Microsoft Excel 2007 - Advanced	DP-1811
Microsoft Excel 2007 - Basic course	DP-1702
Microsoft Excel 2010 - Basic course	DP-2000
Microsoft Internet Explorer 9 and Outlook 2010	DP-2033
Microsoft Lync 2010 - Basic course	DP-2020
Microsoft Outlook 2010 - Basic course	DP-2002
Microsoft PowerPoint 2003 - Advanced	DP-1516
Microsoft PowerPoint 2003 - Basic course	DP-1515
Microsoft PowerPoint 2007 - Advanced	DP-1843
Microsoft PowerPoint 2007 - Basic course	DP-1703
Microsoft PowerPoint 2010 - Basic course	DP-2001
Microsoft Project 2007 - Basic course	DP-1798
Microsoft Word 2003 - Advanced	DP-1512
Microsoft Word 2003 - Basic course	DP-1511
Microsoft Word 2007 - Advanced	DP-1810
Microsoft Word 2007 - Basic course	DP-1701
Microsoft Word 2010 - Basic course	DP-1999
Moments of value	DVD-002
Next of kin - Information - Care	ACO-016
OER109 Basic Emergency	PRO-012-OER109
Management Course	MTP-027
Office Ergonomics	HOC-001
Project Management Essentials	HOC-003
Projects HSE Management	NI-007
REACH - Communication in the Supply Chain	NI-007
REACH – Europe’s New Chemical Regulations	NI-006
REACH - The Registration Process	NI-008
Refresher course - Emergency Response Management 1 (OLF-Authorised)	PRO-021-OER 109-REP
Refresher Course for Riggers	MTP-010
Refresher Course for Slings	MTP-011
Regulatory Training Course	ACO-013
Regulatory Training Course	PRO-001
Regulatory Training Course with workshop	PRO-018
Rigger Training (Module O-2.2 and O-3.2)	LBO-004
Risk - and Vulnerability Analysis in Power Supply in Practice	PRO-013
Risk Assessment of Chemical Health Hazards Using ChemiRisk - English version	PRO-024
Risk Assessment of Chemical Health Hazards Using ChemiRisk - Norwegian version	PRO-023
Safe Use of Chemicals	MTP-900
Safe Use of Offshore Cranes	MTP-009
Safety Data Sheets	NI-019
Safety Delegate - Offshore	KOM-001



Norwegian Continental Shelf Courses

Security in the Supply Chain (OLF 091 etc.)	OLF-091
Skylift Training Class A and B	LBO-003
Small MOB Boat - Basic course	OLF-OSE114 (NM)
Small MOB Boat - Basic course	OLF-OSE114 (NO)
Small MOB Boat - Refresher course	OLF-OSE114-REP (NM)
Small MOB Boat - Refresher course	OLF-OSE114-REP (NO)
Small MOB Boat - Refresher course	OLF-OSE114-REP (SO)
Stuck-pipe Prevention	MAE-010
Subsea Technology Introduction	FMC-001
Substance Abuse in the Workplace	NI-009
Suture - Basic Surgical Skills in Wounds and Cuts	TOS-004
The External Environment	MTP-013
Transportation of Dangerous Goods By Air	MTP-032
Valve Technique – Interactive Introductory course	MTP-005
Valve Technology OLF Guideline 119	OLF-119 (BE)
Valve Technology OLF Guideline 119	OLF-119 (SA)
Windows 7 - Basic course	DP-1889
Work Permit - Extensive	OLF-088/090-F
Work Permit and Safe Job Analysis	OLF-088/090

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Delivering robust effective solutions for the Oil and Gas Industry