



**UK National Standard  
for Marine Oil Spill Response Providers**

# UK National Standard for Marine Oil Spill Response Providers

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### 1. Introduction and application

The Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998 (SI 1988 No.1056) (as amended) state that UK ports, harbours and oil-handling facilities must submit oil spill contingency plans (OSCP) to the Maritime and Coastguard Agency (MCA), or, for responsible persons for offshore installations, Oil Pollution Emergency Plans (OPEPs) to the Department for Business, Energy and Industrial Strategy (BEIS), for approval.

As part of the approvals process for category A&B ports, harbours and oil handling facilities, the MCA require contingency plans to detail the contract they hold with *accredited* third-party Tier 2 Marine Pollution Response Service Providers (hereafter referred to as “provider”).

BEIS similarly require responsible persons to detail in OPEPs any arrangements in place with a specialist oil spill response contractor.

This document outlines the MCA and BEIS agreed minimum Standard for marine oil spill response providers. The UK Standard must be applied by MCA or BEIS approved accreditation bodies in their accreditation of providers. In their approval of OSCPs and OPEPs, the MCA and BEIS will only recognise providers accredited under approved schemes which apply the UK Standard.

Nothing in this document supersedes or replaces requirements contained in MCA’s OPRC Guidance for Ports or BEIS Guidance Notes for Preparing OPEPs. Contractors named within OPEPs must meet the OPEP’s requirements.

This Standard’s accreditation process will review the OPEP requirements placed upon providers where over and above the minimum standard described in this document.

#### 1.1. Structure of the Standard

The Standard is in two parts: -

- 1) Foundation Requirements. This is applicable to all providers. Providers must detail their overall capability in a Capability Statement and ensure this statement is supported by good management practice, training and staff development processes and reliable contractual arrangements.
- 2) Response Capability. Providers must provide details on their response capability for each category of response they propose to provide:
  1. **Dispersant Application** - marine and / or air deployed;
  2. **Dispersant Application** – offshore oil and gas activities;
  3. **Sheltered/Enclosed Waters** – Ports, harbours, enclosed lochs etc.;
  4. **Coastal and Large Estuary** – Exposed shorelines, large estuaries etc.;
  5. **Offshore waters** – all unsheltered waters;



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6. **Offshore Oil and Gas Activities (including pipelines)** - locations arising from releases of oil to sea during offshore oil and gas activities; and
7. **Shoreline Clean Up** – applicable to inter-tidal zones and includes all shoreline types

Providers may wish to meet the standard in either a single category or multiple categories. Capability may be owned or contracted, both of which are subject to meeting both the foundation requirements and, if applicable, the category specific capability requirements.

### 1.2. Capability Assessments

Providers must be able to demonstrate that their capability is commensurate with the specific risks and scenarios detailed in each of their clients' OSCP/OPEPs and that their capability is commensurate with any Service Level Agreement between provider and client.

The Standard also requires providers to produce their own overarching risk assessment, demonstrating how they can meet their obligations, if they have multiple clients, when faced with two call outs simultaneously. Geographic threat should also be considered, for instance, if a provider holds contracts with several clients concentrated in a geographic area. It should be borne in mind that in this scenario a relatively small spill could impact a wide area. In this scenario more than two clients may expect a response. Providers must demonstrate that they have considered this and have taken steps to both establish contingency plans and manage client expectations. This could be, for example:

- A procedure for resource allocation e.g. a first come first serve system whereby every client has access to a percentage of what is available at the time they call. This procedure and the likely availability of resources in a multiple call out scenario should be made clear to all current and prospective clients;
- Memorandums of Agreement with other response providers to provide mutual assistance;
- A procedure for scaling up capability e.g. by pulling non-specialist staff from other parts of the business; and
- A procedure for requesting assistance from the MCA. It should be noted that this assistance will be chargeable to the requesting organisation. If costs are being passed on to a client, i.e. a port or polluter, this should be made clear to them.

Where there have been significant changes between review periods (the three years between accreditation and re-accreditation) the two-simultaneous callout risk mitigation plan and, if required, the Capability Statement, will need to be amended and resubmitted to the accreditation body. For example, should the provider increase or decrease their number of clients or wish to be considered for additional response categories, or, the level of service request for a provider's clients changes significantly, for example if the size of ship a port accepts increases.

Maintaining and renewing accredited status will depend on a provider being able to demonstrate how they can meet their contractual obligations. This will be assessed during accreditation renewal and spot audits by the accreditation body.



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### 1.3. Capability Statement and Capability Matrix

The provider must produce a Capability Statement, detailing equipment and preparedness and/or contracted capability, summarised as a Capability Matrix, specifying their capability to deal with different oil types, oil quantities and waste.

A provider's Capability Statement and Capability Matrix must be available to likely clients or ad-hoc service requestors. This will facilitate the ad hoc recruitment of marine oil spill responders in the event of an incident by ensuring the limits of the responder's capability are fully understood by the client.

The accreditation bodies require a common format Capability Matrix (Appendix 4) to be completed by the providers for consistency and comparison purposes.

### 1.4. Accreditation

Accrediting bodies who intend for their schemes to be recognised by the MCA and / or BEIS must apply the framework described above and meet the requirements as outlined in Appendix 1.

- Accreditation will run for a three-year period, with a grace period of 3 months for re-accreditation.
- At least once every three years the accreditation body, or qualified observer (e.g. MCA Counter Pollution and Salvage Officer) will observe an actual spill response or practical exercise deployment reflecting the provider's Capability Statement. The exercise or actual spill response will not necessarily have to demonstrate every aspect of a provider's capability; this may not be practical or appropriate where a provider is accredited in more than one category. Instead, the exercise or actual spill response should demonstrate that the provider can apply the equipment, techniques and strategies appropriate to the scenario in question, that personnel have the required level of knowledge, skill and professionalism and finally that the deployment is managed through effective command and control structures, good communication and demonstration of good health and safety practices.
- If the observed exercise is being conducted on behalf of a port as a Tier 2 Mobilisation Exercise, additional minimum requirements should be met. Please refer to Appendix 6

### 1.5. Annual Return

The provider is to submit an annual return to the accreditation body detailing if there have been any changes to the capability of the provider.

### 1.6. Complaints

Complaints regarding the accreditation process, which have not been resolved via the accrediting bodies own complaints procedure, should be made in writing to the MCA Counter Pollution and Salvage Branch at:



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Bay 2/2  
Spring Place  
105 Commercial Road  
Southampton  
SO15 1EG

Or by email at: [ukresponderstandard@mcga.gov.uk](mailto:ukresponderstandard@mcga.gov.uk)

The MCA will follow its corporate complaints handling procedure when complaints are received. See <https://www.gov.uk/government/organisations/maritime-and-coastguard-agency/about/complaints-procedure>

## 2. Requirements

This section lists the foundation requirements for providers.

### 2.1. Foundation requirements

This section is applicable to all providers. Providers must detail their overall capability in a Capability Statement and ensure this statement is supported by good management practice, training and staff development processes and reliable contractual arrangements. It is an opportunity for providers to give an overview of their capability. Certain required details are only applicable to specific response categories.

#### 2.1.1. Capability Statement.

This should detail, as a minimum:

- a. The category(s) of service provision(s). Please also include any other specialist types of marine response capability e.g. fire boom for in-situ burning, subsea dispersant injection;
- b. The number of persons available. This must include as a minimum:

Role title	Description
Technical Advisor	Person present in response room assisting the client in planning and coordinating the response. Will also liaise with and direct responders on scene
Response Manager/On Scene Commander	Person responsible for overseeing on site operations, including conducting dynamic risk assessments and ensuring health and safety requirements are observed and maintained
Supervisors/Team Leaders	Those in charge of small teams during operations



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Marine/Shoreline Operators	Those tasked with deploying equipment
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- c. The amount and type of containment, recovery, storage and waste handling capability; and
- d. Any response times specified under contract or internal policy, e.g. call out time, mobilisation times, activation of subcontractors etc.

### 2.1.1.1. Aerial dispersant category

- a. The location, amount and type of dispersant stock available;
- b. The number of aerial platforms, air frame details and routine operational base location of all aircraft available for dispersant application and their location(s);
- c. Certification for each aircraft available and aircraft details specified for aerial dispersant application;
- d. The dispersant load capacity and flight range of each spraying aircraft;
- e. The system for dispersant delivery, including the range, swath and rate of delivery as well as the droplet size. The spraying altitude should also be detailed;
- f. Standard operating procedures for conducting aerial spraying operations; and
- g. The method(s) for detecting and monitoring dispersant application effectiveness.

### 2.1.1.2. Sheltered, coastal or offshore waters

- a. Appropriate certification/coding for any vessels, owned or under contract, so that they are permitted to operate in UK waters within safe manning regulations, or, for vessels of opportunity, an established procedure for ensuring that appropriate certification/coding is in place;
- b. The number of vessel mounted dispersant application systems;
- c. Standard operating procedures describing the operational methods for coordinating at sea dispersant operations;
- d. The amount of containment boom available and its grade e.g. sheltered water, coastal or offshore;
- e. The number of oil recovery skimmers including oil grade i.e. light / heavy / vicious;
- f. The total storage capability defining oil type;
- g. Oil type capability for each of the following: containment, recovery and storage as classified by ITOPF; and
- h. Where any of the above is sub-contracted to meet the Capability Statement, details of the provider should be given.

### 2.1.1.3. Offshore oil and gas activities

- a. A description of the inventory of oil spill response resources (including dispersants and aerial surveillance/dispersant application resources) available for use to implement the oil spill response strategies as detailed in clients OPEPs.



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### 2.1.1.4. Shoreline clean up

- a. Any limitations on the types of shorelines the provider can respond to;
- b. The quantity of shore-sealing boom the provider has access to;
- c. Access to light craft to deploy shore sealing boom;
- d. The ability to lead SCAT assessments and/ or beach surveys as per UK guidelines;
- e. The ability to procure the necessary equipment at short notice and scale up as required, this would include PPE, pressure washers, temporary storage, manual cleaning equipment (e.g. shovels), transport and low pressure flushing equipment; and
- f. Any specialised beach cleaning equipment or logistical capability e.g. ATV's, drones, aerostats, wildlife equipment, vacuum systems and command posts.

### 2.1.2. Capability Matrix

- a. Complete a Capability Matrix, summarising the Capability Statement. See Appendix 4 for the approved matrix.

### 2.1.3. Alerting, activating and mobilisation to scene

- a. Access to the personnel, equipment and logistics to deliver the services as described in the Capability Statement. This must include dedicated logistics staff, sufficient warehouse lifting equipment, 24hr haulage arrangements and business continuity arrangements;
- b. A duty roster system to ensure sufficient numbers of response staff are available at all times, i.e. 24/7, 365;
- c. A call out procedure for clients, available 24/7, 365;
- d. A duty manager system to enable the coordination of a call out, 24/7, 365; and
- e. Ability to mobilise to every client's location within the timeframes stipulated in their OPRC Plans/OPEPs. For ports and harbours this is six hours, or as agreed by the MCA.

### 2.1.4. Personnel

- a. That there is a programme of selection, initial training, and continuous improvement for:
  - Technical Advisor,
  - Response Manager,
  - Supervisors/Team Leaders/Beachmasters,
  - Marine Operators,
  - Others as relevant to the Capability Statement;
- b. That there is the ability to coach on-site hired vessel crews should additional contracted vessels be required, in the safe operation of the oil spill equipment, including risk assessments;



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- c. A programme of training and exercises in place, to meet the Capability Statement and that lessons and learning processes are working effectively; and
- d. Training records to provide evidence that every trained responder listed on the Capability Statement is trained to a relevant accredited training standard e.g. MCA 4P/5P.

### 2.1.5. Equipment readiness

- a. Have in place a suitable storage location for the equipment that provides for security, ease of access and protection of the equipment; and
- b. Have in place a preventative planned maintenance programme to ensure the legal, safe and reliable operation of the equipment specified in the Capability Statement.

### 2.1.6. Operations

- a. Managers and supervisors are to have a thorough understanding of relevant oil spill response strategies, including the advantages, disadvantages and risks of each response strategy;
- b. Supervisors and operators are to have thorough understanding of the tactical operations of the response capabilities described in the capability statement;
- c. Have in place risk assessments for all response activities covered in the Capability Statement;
- d. Have in place an operational process of safety management e.g. toolbox talks, time outs;
- e. Have in place a set of standard operating procedures, relevant to the Capability Statement, that emphasise safe operations;
- f. Demonstrate a thorough understanding of the UK's National Contingency Plan: A strategic overview for responses to marine pollution from shipping and offshore installations (NCP) and of relevant response agencies;
- g. Demonstrate the ability to integrate into co-ordinated response structures;
- h. Demonstrate procedures for resource management e.g. record keeping, equipment usage; and
- i. Have in place a response management procedure in place that produces an Incident Action Plan for on water and/or shoreline operations. See Appendix 5 for minimum content.

### 2.1.7. Audit

- a. Have in place a process of internal audit / review that provides internal management and accreditor assurance their Capability Statement is being met;
- b. Where sub-contracted services are utilised to meet the Capability Statement, have in place a programme to provide assurance of service delivery to internal management and accreditor; and
- c. Ensure that post incident and exercise reports are conducted, with evidence that learning points are shared and acted upon appropriately. These should be submitted as annual returns to the accreditation body.



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For clarity, the above foundation requirements apply to directly operated and sub-contracted services.

### 2.2. Category specific minimum capability requirements.

Listed below are the minimum qualifying capability requirements for each response category.

#### 2.2.1. Dispersant application

Waters other than Offshore oil and gas activities:

Vessel mounted	Aerial
<p>Dispersant application</p> <p>Minimum equipment/capability</p> <ul style="list-style-type: none"> <li>✓ Two sets of recognised vessel mounted dispersant spraying systems to apply 10m<sup>3</sup> of dispersant by each vessel per day, i.e. 20m<sup>3</sup> / day</li> <li>✓ Means to deliver the equipment and personnel from storage depot to port of embarkation, mobilising at depot within 2 hrs notice of request</li> <li>✓ Means to re-supply each dispersant spraying operation at a rate of 10m<sup>3</sup> of dispersant per day, per vessel</li> <li>✓ Immediate access to               <ul style="list-style-type: none"> <li>▪ Communications, e.g. radios, telephones.</li> <li>▪ Safety equipment, e.g. gas detection, lifejackets</li> </ul> </li> <li>✓ Dispersant effectiveness monitoring procedure</li> <li>✓ Marine Responders, Supervisors and Response Managers, required to work on water, have basic seamanship skills</li> </ul>	<p>Dispersant application</p> <p>Applicable to daylight operations only.</p> <p>Minimum equipment/capability:</p> <ul style="list-style-type: none"> <li>✓ Dispersant spraying system</li> <li>✓ Dispersant spraying aircraft</li> <li>✓ Dispersant control and oil spotting aircraft i.e. spotter plane</li> <li>✓ Suitable airside facility to operate from</li> <li>✓ Capability to deploy and apply test spray (wheels up) within 2 hrs of alert.</li> <li>✓ Means to apply 10m<sup>3</sup> of dispersant per day</li> <li>✓ Means to re-supply a dispersant spraying operation at a rate of 10m<sup>3</sup> of dispersant / day (day = 12hrs) for 10 days</li> <li>✓ Dispersant effectiveness monitoring procedure</li> </ul>

#### Dispersant application – Offshore oil and gas

Vessel mounted	Aerial



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<p align="center">Dispersion application</p> <p>Minimum equipment/capability:</p> <ul style="list-style-type: none"> <li>✓ Access to an appropriate number of vessels capable of dispersion application in accordance with:             <ul style="list-style-type: none"> <li>i. the potential areas of operation detailed in all clients OPEPs; and</li> <li>ii. the vessel mounted dispersion application strategy detailed in all clients OPEPs</li> </ul> </li> <li>✓ Access to spray equipment for each vessel capable of the application of dispersion at a rate commensurate with any client's dispersion application programme</li> <li>✓ Means to re-supply each dispersion spraying operation at a rate commensurate with dispersion application programme</li> <li>✓ Immediate access to             <ul style="list-style-type: none"> <li>▪ Communications, e.g. radios, telephones.</li> <li>▪ Safety equipment, e.g. gas detection, lifejackets</li> </ul> </li> <li>✓ Dispersion effectiveness monitoring procedure</li> <li>✓ Marine Responders, Supervisors and Response Managers, required to work on water to have basic seamanship skills</li> </ul>	<p align="center">Dispersion application</p> <p>Minimum equipment/capability:</p> <ul style="list-style-type: none"> <li>✓ Access to aircraft with test and large-scale dispersion application capability</li> <li>✓ Access to dispersion control and oil spotting aircraft i.e. spotter plane</li> <li>✓ Access to suitable operational airbase facilities to accommodate and resupply dispersion application aircraft</li> <li>✓ Capability to apply a dispersion test spray within 6 hours from time of mobilisation request.</li> <li>✓ Capability to commence large scale dispersion application programme within 18 hours from time of mobilisation request</li> <li>✓ Capability to re-supply dispersion spraying operation at a rate commensurate with the dispersion application programme</li> <li>✓ Dispersion effectiveness monitoring procedure</li> </ul>
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**2.2.2. Sheltered/Enclosed Waters**

Definition: - would include protected ports and harbours, inland waterways, canals, small lakes, unexposed protected shorelines, sheltered parts of larger estuaries.



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### Minimum Equipment

Must have owned or contracted access to oil spill response equipment and logistics to deal with marine oil spills: -

#### Containment and Recovery

- ✓ Access to light vessels suitable for deployment of sheltered water booms and recovery devices;
- ✓ 200 metres of containment boom suitable for inshore waters;
- ✓ Multi viscosity recovery devices of minimum 10m<sup>3</sup> / hr;
- ✓ Temporary storage capability of oil oily/water recovered on water up to 30m<sup>3</sup>; and
- ✓ Arrangements/procedures for bulk oil removal capability of oil recovered to access point ashore.

### Minimum Staffing

Must have staff or guaranteed contracted access to persons sufficient to deploy the equipment specified, who can assemble at a response staging area within the timeframes specified in every clients OPEP/OSCP Plan. Responders must have the skills and experience to both supervise the deployment and operate the equipment.

Responders, Supervisors and Response Managers required to work on water must have basic seamanship skills.

### 2.2.3. Coastal and Large Estuary

Definition: - would include partially protected ports and harbours, large lakes, lochs, partially exposed shorelines, sheltered coastal zones and large estuaries.

### Minimum Equipment

Must have owned or contracted access to oil spill response equipment and logistics to deal with marine oil spills:

#### Containment and Recovery

- ✓ 200 metres of containment boom suitable for coastal waters
- ✓ Multi viscosity recovery device(s) of minimum 10m<sup>3</sup> / hr relevant to prevailing conditions
- ✓ Temporary storage capability of oil recovered on water up to 30m<sup>3</sup>
- ✓ Access to or procedures for sourcing suitable deploying vessels at short notice

If booming is required as part of a client OSCP/OPEP, the client is required to source work boat vessels suitable for deployment of coastal water booms and recovery devices within OSCP/OPEP defined time limits. This would include the requirement for bulk oil removal capability of oil recovered to access point ashore.



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### Minimum Staffing

Must have staff or guaranteed contracted access to persons sufficient to deploy the equipment specified, who can assemble at a response staging area within the timeframe stipulated in every clients' OPEP/OPRC Plan. Responders must have the skills and experience to both supervise the deployment and operate the equipment.

Marine Responders, Supervisors and Response Managers, required to work on water, must have basic seamanship skills.

### 2.2.4. Offshore Waters

**(not including marine oil spills originating from offshore oil and gas installations)**

Definition: - All other areas than sheltered waters

### Minimum Equipment

Must have owned or contracted access to oil spill response equipment and logistics to deal with marine oil spills: -

#### Containment and Recovery

- ✓ 2 systems of 400 total metres of containment boom suitable for offshore waters
- ✓ Multi viscosity recovery device(s) total minimum capability of 50m<sup>3</sup>/hr relevant to prevailing conditions
- ✓ Temporary storage capability of oil recovered on water up to 50m<sup>3</sup>
- ✓ Bulk oil removal capability of oil recovered from an access point ashore via certified waste disposal service provision
- ✓ Access to or procedures for sourcing suitable deploying vessels at short notice

If booming is required as part of a client OPEP the client is required to source work boat vessels suitable for deployment of offshore water booms and recovery devices within OPEP defined time limits. This would include the requirement for bulk oil removal capability of oil recovered to access point ashore.

Spill surveillance would not necessarily be solely the responsibility of the provider and could be provided by the client – this will depend on the requirements of a client's OSCP or ad-hoc response contract.

### Minimum Staffing

Must have staff or guaranteed contracted access to persons sufficient to deploy the equipment specified, who can assemble at a response staging area within the response time stipulated in every clients' OPEP/OPRC Plan. Responders to have skills and experience to both supervise the deployment and operate the equipment.



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Marine Responders, Supervisors and Response Managers, required to work on water, must have basic seamanship skills.

### 2.2.5. Offshore Oil and Gas installation activities (including pipelines)

Definition: - Marine oil pollution in any location on the UK Continental Shelf arising from releases of oil to sea during offshore oil and gas activities

#### Minimum Equipment

##### Aerial Surveillance – Oil Spill Verification

- ✓ Capability for verification aircraft to be on site within four hours from time of mobilisation request. As a minimum, the following should be available on the verification aircraft:
  1. Marine VHF radio;
  2. Digital still and video capabilities;
  3. Satellite telephone;
  4. Suitable navigation equipment including a Global Positioning System (GPS) to ensure the accurate display of search areas and dispersant spray patterns and to control the activities of other resources during counter-pollution operations; and
  5. Suitably trained and experienced personnel to ensure an adequate, continuous response capability.

##### Aerial Surveillance – Oil Spill Quantification

- ✓ Capability for quantification aircraft to be on site within six hours from time of mobilisation request. As a minimum, the following should be available on the quantification aircraft:
  - a) Marine VHF radio;
  - b) Digital still and video capabilities
  - c) Infrared imaging equipment;
  - d) Ultra violet imaging equipment;
  - e) Satellite telephone;
  - f) Suitable navigation equipment including a Global Positioning System (GPS) to ensure the accurate display of search areas and dispersant spray patterns and to control the activities of other resources during counter-pollution operations; and
  - g) Suitably trained and experienced personnel to ensure an adequate, continuous response capability.

##### Containment and Recovery

- ✓ Access to sufficient oil spill response equipment to implement the oil spill response strategies detailed in clients OPEPs;
- ✓ Capability to transport, deploy to site and operate all oil spill response equipment; and



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- ✓ Measures to maintain all oil spill response equipment in an operable condition.

### Minimum Staffing

Access to persons sufficient to transport, deploy and operate the equipment specified within the timescale stipulated in clients OPEPs/OPRC plans. All responders to be trained and competent in the operation and supervision of the oil spill response equipment that may be mobilised.

Marine Responders, Supervisors and Response Managers, required to work on water, must have basic seamanship skills.

### 2.2.6. Shoreline clean up

Definition: - All shoreline types

#### Minimum Equipment

The principle prerequisites are the strategic and tactical knowledge required, the levels of supervisions and manpower, the ability to operate a Shoreline Clean-up Techniques (SCAT) programme and to lead a response after developing and following an Incident Action Plan as defined in Appendix 5.

For more information on SCAT, see the UK SCAT Manual:

<https://www.gov.uk/government/publications/shoreline-clean-up-assessment-techniques-scat>

There are no minimum equipment levels specified for Shoreline Clean up, but it should be commensurate with shoreline impact risks highlighted by clients. Contractors should have ready access to necessary clean up equipment:

- ✓ Shore sealing boom and ancillaries;
- ✓ Light craft to deploy shore sealing boom;
- ✓ Shallow draft and/or vacuum skimmer systems, pumps and necessary ancillaries;
- ✓ All-terrain vehicles;
- ✓ PPE;
- ✓ Pressure washers;
- ✓ Pit liners;
- ✓ Shovels;
- ✓ Low pressure flushing systems

This equipment can be owned, hired or purchased at short notice, but access to it and the ability to scale up should be a verifiable.

#### Minimum Staffing



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Contractors must be able to guarantee the availability of a sufficient number of personnel to deploy the equipment specified, who can assemble at a response staging area as defined by any clients OPEP/OPRC Plan. Response personnel must have the skills and experience necessary to lead and supervise response operations and, where specialised techniques employed, to have access to trained operators and responders.

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### Appendix 1a Requirements for accrediting bodies in delivering accreditation to providers

1. Applications by providers for accreditation must include evidence that the provider can fulfil the basic requirements and the requirements of any specific category for which they are seeking accredited status.
2. Before accredited status can be granted, accreditation bodies must audit the base(s) and offices of the prospective providers, confirming that the stated capability of the provider exists.
3. Providers will need to prove their technical expertise, this will be achieved through face to face questioning of response personnel during the audit and a scrutinisation of internal training material and procedural documents.
4. During audits a provider's risk assessments will be compared to their Capability Statement and be subject to independent verification by the accreditation body that this capability or reliable arrangements exist. On re-accreditation providers who are found to not be able to meet their contractual obligations will be given six months to rectify any deficiencies. Failing to rectify any deficiencies will result in the provider being stripped of their accredited status.
5. Upon accredited status being granted to a provider for the first time, a probationary period of six months must be observed. During this time, the accrediting body must observe an actual spill response or attend a practical exercise reflecting the providers' Capability Statement, for their accredited status to be upheld following the end of the probationary period. The exercise or actual spill response will not necessarily have to demonstrate every aspect of a provider's capability; this may not be practical or appropriate where a provider is accredited in more than one category. Instead, the exercise or actual spill response should demonstrate that the provider can apply the equipment, techniques and strategies appropriate to the scenario in question, that personnel have the required level of knowledge, skill and professionalism and finally that the deployment is managed through effective command and control structures, good communication and demonstration of good health and safety practices.
6. For re-accreditation to be issued, the accrediting body must observe an actual spill response or attend a practical exercise, reflecting the provider's Capability Statement within the three-year accreditation period, or three-month grace period.



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### Appendix 1b Requirements for Accreditation bodies

The following is a list of requirements by the MCA and BEIS for a body wishing to provide accreditation services.

1. The accreditation body will submit their proposed scheme of accreditation to the MCA and BEIS for approval. The scheme of accreditation must comply with the framework outlined in the Standard above. Only approved systems will be acceptable.
2. The MCA's and BEIS's approval for accreditation bodies to deliver their proposed scheme will be formalised in a Memorandum of Agreement (MoA). This document will outline the requirements for the accreditation body to deliver accreditation under the UK Standard. It will be in the form of a contract and will be standard for all accreditation bodies wishing to deliver the scheme.
3. The MCA/BEIS require that accreditation will run for a three-year period, with a grace period of three months for re-accreditation.
4. Fees for accreditation charged by the accreditation body are to be agreed with the MCA and BEIS.
5. The accreditation body must hold an approved quality management system e.g. ISO9001 or similar.
6. The auditor(s) chosen to perform the accreditations are to be approved by the MCA and BEIS; auditors' CV's should be submitted as part of submissions for scheme approval. New auditors' CV's should be submitted with annual returns. Auditors should be familiar with the marine oil spill response industry and have experience conducting audits. Follow up telephone interviews may be conducted with auditors to verify levels of knowledge and experience.
7. The accrediting body will report to the MCA and BEIS on all accreditations performed, including requirements fulfilled by the provider to meet the standard. These reports are to be submitted as part of the annual returns.
8. The accreditation body must have in place a complaints procedure.
9. The accreditation body will report on general industry trends, as part of annual returns, pertaining to providers. This could include, but is not limited to:
  - Personnel changes;
  - Incidents involving UK providers; and
  - Organisational development, such as changes in specialisms and capability;



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**Appendix 2 Currently approved accreditation bodies**

**HOLD - bodies need to be selected.**

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### Appendix 3 Question Set for use at review by accreditation bodies

#### Introduction

#### Purpose of the question set

This question set is intended to allow the accreditation bodies to conduct a standardised scored assessment of the oil spill response capability of an oil spill response organisation (OSRO) to meet the MCA Standard. It is based upon the IPIECA OGP assessment criteria.

#### How is the assessment conducted?

It is anticipated that the assessment might be conducted within a maximum of a two-day review period. The process involves a question and answer session dealing with the topics and questions outlined in the assessment model.

Each of the questions is graded:

- 1= Meets the Standard – although recommendations can still be issued
- 2= Work needed to meet the Standard (up to one year to rectify, as determined by the accreditor).
- 3= Essential work required to meet Standard urgently – time period to be set by the accreditor depending on the deficiency
- N/A = Where an item is not applicable or not a required capability under contractual or OPEP commitments

Success or failure is not determined by a total score – the numbered grades are merely a key to enable a simple evaluation. The response provider must meet the requirements for each category of accreditation they are applying for or being re-accredited for, or agree to rectify any deficiency within a time period determined by the accreditor, or, lose their accredited status.

#### Questions Set

#### Requisite capability

The provider has a level of capability commensurate to the potential threat posed by their contractual obligations

Item	Score	Comment
Does the provider's observed capability align with their written capability statement?		
Does the provider have in place the means to fulfil each of their client's expectations as documented in each OPEP / OSCP? A random 5% sample of OPEP/OSCP's should be selected for review		
For a provider with multiple OPEP / OSCP and client requirements (perhaps across a geographical reach), are		



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means in place to respond to two incidents at the same time?		
Has the provider given sufficient consideration to a multiple call out scenario and are there procedures in place to manage these scenarios e.g. have arrangements e.g. procedures for resource allocation, MOA's with other responders?		
Does the provider have the draft template contracts in place to respond to third parties (non-contracted) at short notice?		

### Alerting, activating and mobilisation to scene

The provider has the procedures and resources in place to enable rapid mobilisation to the scene of an incident.

Item	Score	Comment
Does the provider have access to the personnel, equipment and logistics to deliver the services as described in the Capability Statement? This must include dedicated logistics staff, sufficient warehouse lifting equipment, 24hr haulage arrangements and business continuity arrangements		
Does the provider have in place a duty roster system to ensure sufficient numbers of response staff are available at all times, 24/7, 365?		
Does the provider have in place a call out procedure for clients, available 24/7, 265?		
Does the provider have in place a duty manager system to enable the coordination of a call out, 24/7, 265?		
Does the provider have the ability to mobilise to every client's location within the timeframes stipulated in their OSCP /OPEP's? For ports and harbours this is six hours, or as agreed by the MCA. This should be assessed as part of the review of 5% of a provider's client's OSCP and/or OPEPS		

### Safety

Ensuring a safe and secure work environment at the depot and at the work site (worksites questions are specifically asked under the "Exercise" section).

Item	Score	Comment
The OSRO can demonstrate an effective safety management policy and safe system of work. This must include a method to track lessons learnt from incidents, and near misses from its own operations		
The OSRO should demonstrate how it monitors key safety learnings from other's responses		
The OSRO has a Permit to Work system to control its operations		
The OSRO can demonstrate that it uses a system of risk assessments to adequately assess the safety risk of its operations		



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The OSRO provides response personnel with appropriate PPE and working gear		
The OSRO can demonstrate a programme of safety training for its personnel.		
The OSRO can demonstrate that it maintains a safe, clean and tidy work place		
The OSRO can demonstrate that has gas monitoring and site entry protocols for operating in hazardous environments		
The OSRO can demonstrate that it stores materials, chemicals and equipment in a safe and secure manner		
The OSRO can demonstrate that it maintains safety equipment in accordance with required standards. e.g. <ul style="list-style-type: none"> <li>• Forklifts</li> <li>• Lifting equipment</li> <li>• Life jackets</li> <li>• Vehicles</li> <li>• Fire extinguishers</li> <li>• Cranes</li> </ul>		

### Training and competency

The provision of the necessary skills to personnel to permit safe, competent and effective response delivery. The OSRO can demonstrate the existence and use of a safety training plan for response staff covering safety aspects of oil industry and spill response operations.

Item	Score	Comment
The OSRO can demonstrate the existence and use of a competency based training system for the positions required in the standard		
The OSRO can demonstrate an effective system of competence assessment and record		
The OSRO can demonstrate the existence and use of a basic responder induction training plan for new staff		
The OSRO can demonstrate a system to ensure that basic vocational and statutory training requirements are maintained in place at appropriate levels, e.g.: Hazwoper HI-JET Sea survival Fork lift driving Lifting and slinging HIAB operations Off-road defensive driving Banksman courses		
The OSRO can demonstrate the existence and use of training standards for staff to fulfil response roles, e.g.: <ul style="list-style-type: none"> <li>• Technical Advisor,</li> <li>• Response Manager,</li> <li>• Supervisors/Team Leaders/Beachmasters,</li> <li>• Marine Operators,</li> </ul>		



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<ul style="list-style-type: none"> <li>Others as relevant to the Capability Statement</li> </ul>		
The OSRO can demonstrate the existence and use of an agreed training plan for all response staff in oil spill response technical subjects		
The OSRO can demonstrate the existence and use of an annual exercise planner to ensure all staff are kept current in their response skills		
The OSRO can demonstrate the existence and use of a training planner for training contractor and subcontractor personnel if utilised		
The OSRO can demonstrate the existence of training records for contractors and subcontractors		
Responders have the knowledge (i.e. of response techniques, equipment maintenance and deployment etc.), skills and qualifications appropriate to their role (Technical Advisor, On-Scene Commander etc.) and appropriate to the categories of response the provider is being accredited for. This will be achieved via conversation/questioning of a random selection of a sample of personnel for each role		

### Practical Exercising

The provider is to demonstrate ability to perform response operations safely and effectively.

Item	Score	Comment
The OSRO demonstrates an effective briefing process prior to response operations including risk identification and mitigation measures.		
The OSRO demonstrates the ability to correctly manage the working site, e.g. zoning, decontamination, medical posts, command post, communications		
The OSRO demonstrates the correct selection of equipment for the scenario type and environmental conditions		
The OSRO staff use the equipment safely and effectively		
The OSRO demonstrates an effective process of supervision control over the operation		
The OSRO demonstrates an ability to debrief after the event and to capture lessons learnt		

### Equipment

The provision of suitable, maintained oil spill response equipment capable of delivering all the required response strategies. The OSRO response equipment is fit for purpose to meet its operational requirements in terms of operating environment, oil type, response strategy and equipment quantity.



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Item	Score	Comment
The OSRO pollution response equipment is maintained in good condition under the control of a functioning and managed planned maintenance system		
Equipment maintenance is recorded, and records are available.		
Equipment defects and failures are recorded and monitored.		
Equipment lifting gear is inspected and coded.		
Equipment hydraulic hoses [age and condition] are subject to a management plan		
Response equipment is stored under suitable conditions.		
Dispersant stocks are properly stored and are subject to a management plan testing and replacement		
Tier 1 response equipment is stored in a 'response' ready mode. [Systemized and Ready to Go]		
Tier 2/3 response equipment is stored in a 'mobilization' ready mode. (Pre-packaged and documented]		

### Personnel

The timely provision of sufficient, experienced, trained and motivated personnel to deliver the required response output.

Item	Score	Comment
The OSRO can demonstrate it has guaranteed access to a trained team of responders or contractors to provide services as described in the capability statement		
The OSRO can demonstrate that there are sufficient trained personnel to meet the capability statement at all level of the response that they are likely to be engaged		
The OSRO can demonstrate that there is a duty roster system to ensure as per capability statement		
There is evidence of a Duty Manager system to provide response mobilisation.		
There is evidence of welfare, health, and medical programmes to meet response needs as per the capability statement		

### Infrastructure

The acquisition, development, management of all fixed, permanent buildings and structures, land, utilities and facility management services in support of oil spill response capabilities.

Item	Score	Comment
The OSRO has suitable and sufficient operational bases and office facilities to deliver its services as per the capability statement		



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The OSRO has suitable and sufficient office and operational communications systems to deliver its response services		
The OSRO has suitable and sufficient warehousing and equipment storage facilities to deliver its response services.		
The OSRO has suitable fire and security arrangements to protect facilities and assets.		
The OSRO has access to suitable and sufficient responder work areas and changing facilities.		
The OSRO has access to suitable workshop facilities to maintain equipment.		
The OSRO has suitable and sufficient mobile communications capacity to manage a response in the field.		
The OSRO has access to suitable and sufficient lifting and materials handling equipment to deliver its services.		
The OSRO has access to suitable mobilisation links [road, sea and air] to deliver its services.		
The OSRO has a functioning Emergency Operations Centre to manage mobilization of resources to a spill.		

### Strategies

The following are only applicable if required in the capability statement or by contractual and requirements within an OPEP

Item	Score	Comment
Aerial surveillance		
<b>The OSRO can demonstrate effective access arrangements to satellite imagery.</b>		
<b>The OSRO can demonstrate effective access to trained aerial observers</b>		
<b>The OSRO can demonstrate effective access to aerial surveillance assets</b>		
Aerial dispersants		
<b>The OSRO can demonstrate effective access to an effective aerial dispersant capability.</b>		
<b>The OSRO can demonstrate access to suitable and sufficient dispersants stocks.</b>		
<b>The OSRO can demonstrate access to dispersant effectiveness monitoring technology.</b>		
Vessel dispersants		
<b>The OSRO can demonstrate effective access to an effective vessel dispersant capability</b>		
<b>The OSRO can demonstrate access to suitable and sufficient dispersants stocks.</b>		
<b>The OSRO can demonstrate access to dispersant effectiveness monitoring technology.</b>		
Containment and recovery		
<b>The OSRO can demonstrate effective access to an effective containment and recovery capability.</b>		
<b>The OSRO can demonstrate access to suitable and sufficient recovered oil storage capacity.</b>		
<b>The OSRO can demonstrate access to suitable and sufficient oil transfer equipment.</b>		



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In-situ burning		
<b>The OSRO can demonstrate access to a suitable and sufficient in-situ burning capability [where relevant and appropriate).</b>		
Shoreline protection and clean-up capability		
<b>The OSRO can demonstrate access to a suitable and sufficient shoreline protection and clean-up capability.</b>		
<b>The OSRO can demonstrate the ability to perform SCAT assessments</b>		
Wildlife response		
<b>The OSRO can demonstrate access to a suitable and sufficient wildlife response capability.</b>		

### Information

Item	Score	Comment
<b>The OSRO can demonstrate that it has an effective mobilization procedure to activate a response.</b>		
<b>The OSRO can demonstrate an efficient activation and notification system for response staff.</b>		
<b>The OSRO can demonstrate the existence of an effective Response Management System that is consistent/ compatible with client systems e.g. ICS</b>		
<b>The OSRO has a surface oil spill modelling capability if required</b>		
<b>The OSRO has a subsurface oil spill modelling capability if required</b>		

### Logistics

The planning and conduct of the operational movement of equipment and responders

Item	N/A	1-10
<b>The OSRO has an equipment deployment system to permit operations to meet their OPEP or contractual requirements</b>		
<b>The OSRO has access to suitable and sufficient transport arrangements to deploy response personnel to site.</b>		
<b>The OSRO has access to suitable e and sufficient transport arrangements to provide equipment logistics capability.</b>		
<b>The OSRO has response equipment packaged in a manner to facilitate ease of transportation.</b>		
<b>The OSRO has a system of equipment packing lists, manifests and other supporting logistics documentation to permit rapid deployment of equipment to site.</b>		
<b>The OSRO has identified suitable and sufficient response vessels to permit the deployment of marine response equipment unless provided by client</b>		
<b>The OSRO has identified suitable and sufficient freight handling capabilities to deploy equipment to meet its contractual or OPEP commitments</b>		



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## Appendix 4: Capability Matrix

### MCA Responder Standards Capability Matrix

#### Section 1 Essential detail

#### Category

Please state the categories that do not apply and add any specialist category e.g. aerial surveillance/verification, ISB, subsea dispersant injection, modelling.

Category of Service provision applied for	Yes / No
Aerial dispersant	
Sheltered enclosed waters	
Coastal large Estuary	
Offshore waters	
Shoreline clean up	
Other please enter:-	

#### Numbers of personnel UK based available to response to UK location

Please insert the number of personnel that can be assigned to the roles and that are UK based ready for response on a notification system within 12 hrs to a UK mainland location. If a person can perform more than one role then they can be entered twice. However the total column should reflect the total without double counting. Put contractor's numbers in brackets

	Number of persons competent to perform the roles			Totals
	Manager	Supervisor (beach master)	Operator	
Aerial dispersant				



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Sheltered enclosed waters				
Coastal large Estuary				
Offshore waters				
Shoreline clean up				

**Notification times**

24 /7 capability call out telephone number	
Call failure contingency method	
Planned time of call back from Duty Manager	
Response team planned notification time	
Response team time to equipment depot	

**Response equipment capability (name plate)**

Please enter the name plate capability of the equipment category available in the UK that is available directly or under contract to you, and is available for mobilisation within 24 hrs (i.e. not assigned to a client's location)

	Number	Total length (m)
Shoreline boom (m)		
Inshore boom (m)		
Coastal boom (m)		
Offshore boom (m)		
	Number	M3/day recovery



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Recovery skimmer sheltered use (m3/day)		
Recovery skimmer coastal use (m3/day)		
Recovery skimmer offshore use (m3/day)		
	Units	Total storage m3
Storage capability shoreline		
Storage capability coastal		
Storage capability offshore (e.g. bags, barges)		
Other dedicated storage types e.g. barges / boats.		

**Logistics**

Please list dedicated or contracted logistics capability e.g. lorries, 4x4's command posts, required to mobilise and utilise capability

Item	Description

**Other key assets**

Please list other relevant key assets owned or on contract to you and available within 24 hrs, e.g. aircraft, vessels,

Item	Description



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### Section 2 Specific area capability

Please note that for this Section it is appropriate to attached lists or databases to answer the questions rather than having to complete the form

#### Aerial dispersant

	Details
The location and amount of dispersant stock available and type.	
The number of aerial platforms for dispersant application and their location(s),	
Certification for each aircraft and aircraft details specified for aerial dispersant application,	
The capacity of each aircraft for dispersant,	
The system for dispersant delivery, the rate of delivery and droplet size, as well as spraying altitude,	
Reference standard operating procedures for conducting aerial spraying operations	
The method(s) for detection and monitoring of dispersant application effectiveness.	

#### Sheltered, coastal and offshore waters

	Details
The number of <b>vessel</b> mounted dispersant application systems,	
Reference standard operating procedures describing the operational methods for coordinating at sea dispersant operations,	
Oil type capability for each of the following: containment, recovery and storage as classified by ITOPF, and	
Where any of the above is sub-contracted to meet the Capability Statement, details of the provider should be outlined	



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Appropriate Certification/coding for any vessels, so that they are permitted to operate in UK waters within safe manning regulations,	
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**Shoreline clean up**

General description of capability	
Ability to perform SCAT assessments	
Incident command System operated internally	
Any specialist shoreline response clean-up equipment: - please list or append file:	
Describe procedures to manage volunteers	

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### Appendix 5: Incident Action Plan Template requirements

Applicable only if a provider is required to manage the incident on behalf of the client; in most cases the client will already have a contingency plan in place, detailed in their OPEP/OPRC Plan, which will describe how the provider will integrate into the client's response structure.

The purpose of the Incident Action Plan is to provide the response organisation with a comprehensive documented plan of the work to be done (with supporting information) over an agreed forthcoming operational period. The plan would normally be prepared by the incident management team.

It should be presented in a way that allows easy distribution to the field supervisors for implementation.

#### Content

The plan must contain, but is not limited to, sections covering:

(source: IPIECA-IOGP Incident management system for the oil and gas industry 2014)

- Incident objectives
- Response strategies and tactical work assignments
- Organisation chart
- Waste management plan
- Medical Plan
- Health and Safety Plan
- Communications Plan with incident radio details
- Maps, photographs or other graphics (e.g. oil trajectories)
- Resources

#### Additional content for Shoreline Operations

- Responder of Opportunity Management Plan (RoOMP)

The content of the RoOMP should be consistent with the IPIECA-IOGP document Volunteer Management 2015 or later editions and contain sections on:-

- Selection of tasks for responders of opportunity
- Registration
- Induction and training
- Supervision



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- Operational briefing (which should include decontamination and waste management)
- Resourcing
- Tasking documents (e.g. IAP, SOP's)
- Health, safety and wellbeing
- Liaison

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## **Appendix 6: Tier 2 Mobilisation Exercise Requirements**

Applicable if the exercise being observed by the auditor or other qualified person is a port or harbour Tier 2 Mobilisation exercise. The observer should expect to witness, from the Tier 2 contractor, as a minimum:

- Input by the Tier 2 contractor into the exercise planning document.
- A test of the notification and mobilisation procedures for the Tier 2 contractor;
- Timely mobilisation and arrival at port/ harbour within 6 hours if a real-time test is being conducted, or else pre-mobilisation and exercise time compression;
- Mobilisation of appropriate Tier 2 resources (both in equipment and personnel) commensurate to the exercise scenario as agreed with the port or harbour;
- Participation in a briefing upon arrival, led by the port or harbour, followed by a health and safety / toolbox brief for the Tier 2 contractor, again, led by the port or harbour;
- Provision of response options advice from the Tier 2 contractor to the Port or Harbour Incident Commander and briefing on proposed actions to be taken;
- Tier 2 contractor input / presence in the Incident Management Team, if formed;
- Competent demonstration of Tier 2 equipment deployment and recovery, to the satisfaction of the harbour master/ designated Incident Commander. [Ports are encouraged to validate existing / new booming plans in conjunction with their Tier 2 contractor]; and
- Input by the Tier 2 contractor into the exercise hot wash up and post exercise report.