Certificate in Offshore Logistics and Materials Management

GExperts Learning Academy | C-X18 | C | 8-16 weeks

Course overview

8-16 weeks C programme focused on Certificate in Offshore Logistics and Materials Management, using energy-sector cases and applied decisions.

Designed for: Graduates, technicians and professionals

Learning outcomes

- Explain core principles and terminology for Certificate in Offshore Logistics and Materials Management.
- Interpret an applied case using evidence and stated assumptions.
- Identify risks, safeguards, role boundaries and escalation points.
- Prepare a clear recommendation for a multidisciplinary audience.

Course guide

Work through each module objective, lesson and teaching note, complete the applied activity and assessment, then use the separate Academy practice page for practice questions and answer feedback.

Separate practice questions:
https://www.globalexpertsconsultoria.com/training/academy/courses/questions/?course=C-X18

Academic and certification status

Draft learning resource for study and review. It does not confer accreditation, external certification, a regulated qualification, professional licence, safety-critical competence or site authorisation. Confirm approvals, current laws, standards, approved procedures and awarding-body requirements before delivery.

Module 1: Offshore supply base operations

Learning objectives

- Explain offshore supply base operations, interpret a case, select appropriate controls and justify a documented decision.

Lessons

1. Purpose and key terms of Offshore supply base operations
2. Systems and operating context
3. Evidence, assumptions and decision gates
4. Hazards, safeguards and escalation
5. Applied case: Certificate in Offshore Logistics and Materials Management

Detailed teaching notes

Teaching notes

Core explanation. A supply base connects procurement, warehousing, vessel movements and offshore demand. Explain receiving, inspection, storage, picking, packing, manifesting and dispatch. Errors at these interfaces can delay work or create safety risks offshore.

Decision logic. Plan around vessel capacity, weather, priorities and return logistics. Maintain segregation, traceability and quality holds. A fast dispatch is unsuccessful if cargo is wrong or unusable. Use synthetic manifests and no actual customs declarations.

Worked example. A spare is dispatched urgently but lacks the required preservation and identification.

Facilitator prompts. Ask learners to distinguish verified facts from assumptions, identify who has decision authority, name stop-work triggers and state what evidence could change their recommendation. Compare technical, HSE, commercial and community perspectives.

Activity. Trace the spare from purchase request to offshore receipt and identify control points.

Model answer guide. Include identity, condition, documentation, packing, manifest and receiving confirmation.

Assessment evidence. Score accuracy (30%), use of evidence (20%), safeguards (20%), analysis (20%) and communication (10%).

Applied activity

Trace the spare from purchase request to offshore receipt and identify control points.

Assessment

Formative: 10-question practice quiz with answer feedback

Summative: Applied decision brief or practical case assessed against the rubric; proposed pass mark 70%, subject to academic approval.

Practice

Use the separate Academy practice questions and answer key page for this module.

Module 2: Marine aviation and offshore logistics

Learning objectives

- Explain marine aviation and offshore logistics, interpret a case, select appropriate controls and justify a documented decision.

Lessons

1. Purpose and key terms of Marine aviation and offshore logistics
2. Systems and operating context
3. Evidence, assumptions and decision gates
4. Hazards, safeguards and escalation
5. Applied case: Certificate in Offshore Logistics and Materials Management

Detailed teaching notes

Teaching notes

Core explanation. Marine and aviation logistics move people and materials through different capacity, weather and regulatory constraints. Explain planning, manifests, interfaces and contingency arrangements. Passenger and cargo operations require appropriate specialist authorisation.

Decision logic. Evaluate reliability and total service needs, not only transport price. Emergency arrangements, dangerous goods and communications affect planning. Do not infer STCW, aviation or offshore survival certification from this course. Real limits and booking approvals remain with authorised operators.

Worked example. A fictional weather delay blocks a planned crew change and critical spare delivery.

Facilitator prompts. Ask learners to distinguish verified facts from assumptions, identify who has decision authority, name stop-work triggers and state what evidence could change their recommendation. Compare technical, HSE, commercial and community perspectives.

Activity. Develop a contingency plan that protects personnel welfare and operating limits.

Model answer guide. Include accommodation, revised schedules, priority cargo, communications and approved alternatives.

Assessment evidence. Score accuracy (30%), use of evidence (20%), safeguards (20%), analysis (20%) and communication (10%).

Applied activity

Develop a contingency plan that protects personnel welfare and operating limits.

Assessment

Formative: 10-question practice quiz with answer feedback

Summative: Applied decision brief or practical case assessed against the rubric; proposed pass mark 70%, subject to academic approval.

Practice

Use the separate Academy practice questions and answer key page for this module.

Module 3: Warehouse and inventory control

Learning objectives

- Explain warehouse and inventory control, interpret a case, select appropriate controls and justify a documented decision.

Lessons

1. Purpose and key terms of Warehouse and inventory control
2. Systems and operating context
3. Evidence, assumptions and decision gates
4. Hazards, safeguards and escalation
5. Applied case: Certificate in Offshore Logistics and Materials Management

Detailed teaching notes

Teaching notes

Core explanation. Inventory control balances service availability, cost, condition and obsolescence. Explain stock codes, locations, cycle counts, reorder logic and preservation. Recorded quantity may differ from usable quantity when items are damaged or uncertified.

Decision logic. Use demand and lead-time assumptions transparently. Distinguish safety stock from unplanned surplus. Critical spares require failure-consequence review, not just demand averages. Investigate count differences rather than silently adjusting the system.

Worked example. Average demand is 2 items/week and replenishment takes 3 weeks; basic lead-time demand is 6 items before safety stock.

Facilitator prompts. Ask learners to distinguish verified facts from assumptions, identify who has decision authority, name stop-work triggers and state what evidence could change their recommendation. Compare technical, HSE, commercial and community perspectives.

Activity. Calculate the same quantity at 5-week lead time and discuss uncertainty.

Model answer guide. Ten items before safety stock; variability and criticality influence any additional holding.

Assessment evidence. Score accuracy (30%), use of evidence (20%), safeguards (20%), analysis (20%) and communication (10%).

Applied activity

Calculate the same quantity at 5-week lead time and discuss uncertainty.

Assessment

Formative: 10-question practice quiz with answer feedback

Summative: Applied decision brief or practical case assessed against the rubric; proposed pass mark 70%, subject to academic approval.

Practice

Use the separate Academy practice questions and answer key page for this module.

Module 4: Materials planning and traceability

Learning objectives

- Explain materials planning and traceability, interpret a case, select appropriate controls and justify a documented decision.

Lessons

1. Purpose and key terms of Materials planning and traceability
2. Systems and operating context
3. Evidence, assumptions and decision gates
4. Hazards, safeguards and escalation
5. Applied case: Certificate in Offshore Logistics and Materials Management

Detailed teaching notes

Teaching notes

Core explanation. Materials planning translates maintenance and project demand into quantities, specifications, lead times and required dates. Traceability connects an item to its identity, certification, condition and location. Criticality affects stocking strategy.

Decision logic. Separate interchangeable consumables from controlled or serialised equipment. Forecast uncertainty and long lead times require explicit decisions. Expediting without specification control can deliver the wrong item faster. Maintain quarantine for discrepancies until authorised disposition.

Worked example. A connector arrives on time but its material certificate cannot be matched to the item.

Facilitator prompts. Ask learners to distinguish verified facts from assumptions, identify who has decision authority, name stop-work triggers and state what evidence could change their recommendation. Compare technical, HSE, commercial and community perspectives.

Activity. Create a receiving discrepancy record and revised material plan.

Model answer guide. Hold the item from use pending verified identification and approved disposition; track schedule consequences.

Assessment evidence. Score accuracy (30%), use of evidence (20%), safeguards (20%), analysis (20%) and communication (10%).

Applied activity

Create a receiving discrepancy record and revised material plan.

Assessment

Formative: 10-question practice quiz with answer feedback

Summative: Applied decision brief or practical case assessed against the rubric; proposed pass mark 70%, subject to academic approval.

Practice

Use the separate Academy practice questions and answer key page for this module.

Module 5: Dangerous goods and marine cargo

Learning objectives

- Explain dangerous goods and marine cargo, interpret a case, select appropriate controls and justify a documented decision.

Lessons

1. Purpose and key terms of Dangerous goods and marine cargo
2. Systems and operating context
3. Evidence, assumptions and decision gates
4. Hazards, safeguards and escalation
5. Applied case: Certificate in Offshore Logistics and Materials Management

Detailed teaching notes

Teaching notes

Core explanation. Dangerous-goods controls depend on substance, quantity, packaging, transport mode and role. Classification, segregation, marking and documentation require current authoritative rules. Awareness is distinct from authorisation to prepare or accept shipments.

Decision logic. Use mock documents and inert training items. Never assign actual classification or pack live dangerous goods from this handout. Damaged or uncertain cargo should be held and escalated. Air, sea and road requirements are not interchangeable.

Worked example. A fictional battery shipment is offered as general cargo without enough product or condition information.

Facilitator prompts. Ask learners to distinguish verified facts from assumptions, identify who has decision authority, name stop-work triggers and state what evidence could change their recommendation. Compare technical, HSE, commercial and community perspectives.

Activity. Identify missing information and route the case for qualified review.

Model answer guide. Hold processing, verify battery details and applicable mode-specific requirements, and document the review.

Assessment evidence. Score accuracy (30%), use of evidence (20%), safeguards (20%), analysis (20%) and communication (10%).

Applied activity

Identify missing information and route the case for qualified review.

Assessment

Formative: 10-question practice quiz with answer feedback

Summative: Applied decision brief or practical case assessed against the rubric; proposed pass mark 70%, subject to academic approval.

Practice

Use the separate Academy practice questions and answer key page for this module.

Module 6: Customs import and export interfaces

Learning objectives

- Explain customs import and export interfaces, interpret a case, select appropriate controls and justify a documented decision.

Lessons

1. Purpose and key terms of Customs import and export interfaces
2. Systems and operating context
3. Evidence, assumptions and decision gates
4. Hazards, safeguards and escalation
5. Applied case: Certificate in Offshore Logistics and Materials Management

Detailed teaching notes

Teaching notes

Core explanation. Cross-border movements require accurate identity, classification, value, origin and supporting documents under applicable rules. Temporary movements and returns can differ from permanent imports. This lesson teaches document control, not a tariff or legal ruling.

Decision logic. Verify current requirements with authorised customs specialists. Avoid importing foreign exemptions or rates into Namibia. Reconcile purchase, shipping and receiving data and retain audit records. A logistics plan should allow time for lawful clearance.

Worked example. A fictional temporary tool shipment is documented as a permanent sale, creating inconsistent records.

Facilitator prompts. Ask learners to distinguish verified facts from assumptions, identify who has decision authority, name stop-work triggers and state what evidence could change their recommendation. Compare technical, HSE, commercial and community perspectives.

Activity. Audit a fictional document set and list clarification questions.

Model answer guide. Reconcile transaction purpose, item identity, value basis, origin and return plan with qualified review.

Assessment evidence. Score accuracy (30%), use of evidence (20%), safeguards (20%), analysis (20%) and communication (10%).

Applied activity

Audit a fictional document set and list clarification questions.

Assessment

Formative: 10-question practice quiz with answer feedback

Summative: Applied decision brief or practical case assessed against the rubric; proposed pass mark 70%, subject to academic approval.

Practice

Use the separate Academy practice questions and answer key page for this module.

Module 7: Procurement and supplier qualification

Learning objectives

- Explain procurement and supplier qualification, interpret a case, select appropriate controls and justify a documented decision.

Lessons

1. Purpose and key terms of Procurement and supplier qualification
2. Systems and operating context
3. Evidence, assumptions and decision gates
4. Hazards, safeguards and escalation
5. Applied case: Certificate in Offshore Logistics and Materials Management

Detailed teaching notes

Teaching notes

Core explanation. Procurement translates a defined need into sourcing, evaluation, award and contract management. Separate mandatory eligibility, technical acceptance and commercial comparison. Clear specifications and evaluation criteria should exist before bids are opened.

Decision logic. Manage conflicts, confidentiality and fair treatment. Lowest price may not be lowest evaluated cost if quality, delivery and lifecycle support differ. Document decisions and follow delegated authority; this classroom exercise awards no real contracts.

Worked example. A low bid excludes offshore mobilisation while another includes it.

Facilitator prompts. Ask learners to distinguish verified facts from assumptions, identify who has decision authority, name stop-work triggers and state what evidence could change their recommendation. Compare technical, HSE, commercial and community perspectives.

Activity. Normalise three fictional bids and prepare an evaluation recommendation.

Model answer guide. Compare like-for-like scope, clarify exclusions and include risk with an auditable decision basis.

Assessment evidence. Score accuracy (30%), use of evidence (20%), safeguards (20%), analysis (20%) and communication (10%).

Applied activity

Normalise three fictional bids and prepare an evaluation recommendation.

Assessment

Formative: 10-question practice quiz with answer feedback

Summative: Applied decision brief or practical case assessed against the rubric; proposed pass mark 70%, subject to academic approval.

Practice

Use the separate Academy practice questions and answer key page for this module.

Module 8: Contract and vendor performance

Learning objectives

- Explain contract and vendor performance, interpret a case, select appropriate controls and justify a documented decision.

Lessons

1. Purpose and key terms of Contract and vendor performance
2. Systems and operating context
3. Evidence, assumptions and decision gates
4. Hazards, safeguards and escalation
5. Applied case: Certificate in Offshore Logistics and Materials Management

Detailed teaching notes

Teaching notes

Core explanation. Vendor management checks delivery against agreed scope, quality, schedule, HSE and commercial terms. Define measurable acceptance criteria and evidence. Relationship quality helps but does not replace objective verification.

Decision logic. Use proportionate reviews, corrective actions and escalation. Indicators can conflict: on-time delivery of defective items is poor performance. Changes require controlled agreement. Preserve records needed for payment, warranty and learning.

Worked example. A supplier meets delivery dates but repeatedly submits incomplete quality dossiers.

Facilitator prompts. Ask learners to distinguish verified facts from assumptions, identify who has decision authority, name stop-work triggers and state what evidence could change their recommendation. Compare technical, HSE, commercial and community perspectives.

Activity. Develop a balanced performance scorecard and corrective-action request.

Model answer guide. Include first-time quality, documentation, delivery and action effectiveness with accountable dates.

Assessment evidence. Score accuracy (30%), use of evidence (20%), safeguards (20%), analysis (20%) and communication (10%).

Applied activity

Develop a balanced performance scorecard and corrective-action request.

Assessment

Formative: 10-question practice quiz with answer feedback

Summative: Applied decision brief or practical case assessed against the rubric; proposed pass mark 70%, subject to academic approval.

Practice

Use the separate Academy practice questions and answer key page for this module.

Module 9: Industrial data architecture and governance

Learning objectives

- Explain industrial data architecture and governance, interpret a case, select appropriate controls and justify a documented decision.

Lessons

1. Purpose and key terms of Industrial data architecture and governance
2. Systems and operating context
3. Evidence, assumptions and decision gates
4. Hazards, safeguards and escalation
5. Applied case: Certificate in Offshore Logistics and Materials Management

Detailed teaching notes

Teaching notes

Core explanation. Industrial data flows from sensors through historians and integration platforms to analysis and decisions. Define asset identity, units, timestamps, quality status and ownership. A large dataset is not necessarily fit for purpose.

Decision logic. Check time synchronisation, missing values, calibration changes and access permissions before analysis. Keep provenance and revision history. Avoid transferring confidential operational data into exercises; all datasets in this package are fictional.

Worked example. A trend combines pressure in bar and kilopascals under one label, producing a false step change.

Facilitator prompts. Ask learners to distinguish verified facts from assumptions, identify who has decision authority, name stop-work triggers and state what evidence could change their recommendation. Compare technical, HSE, commercial and community perspectives.

Activity. Create a data dictionary and quality checks for a fictional dataset.

Model answer guide. Define units, time basis, validity flags, owner and transformations; resolve inconsistent units before interpretation.

Assessment evidence. Score accuracy (30%), use of evidence (20%), safeguards (20%), analysis (20%) and communication (10%).

Applied activity

Create a data dictionary and quality checks for a fictional dataset.

Assessment

Formative: 10-question practice quiz with answer feedback

Summative: Applied decision brief or practical case assessed against the rubric; proposed pass mark 70%, subject to academic approval.

Practice

Use the separate Academy practice questions and answer key page for this module.

Module 10: Certificate in Offshore Logistics and Materials Management: Com

Learning objectives

- Explain certificate in offshore logistics and materials management: competence review, interpret a case, select appropriate controls and justify a documented decision.

Lessons

1. Purpose and key terms of Certificate in Offshore Logistics and Materials Management: Competence Review
2. Systems and operating context
3. Evidence, assumptions and decision gates
4. Hazards, safeguards and escalation
5. Applied case: Certificate in Offshore Logistics and Materials Management

Detailed teaching notes

Teaching notes

Core explanation. Certificate in Offshore Logistics and Materials Management: Competence Review describes a practical part of Certificate in Offshore Logistics and Materials Management. Learners connect the principles to asset performance, people, operational risk, project value and local context.

Decision logic. Review the objective, evidence, limits, interfaces and applicable controls for certificate in offshore logistics and materials management: competence review. Decisions require current information, role-appropriate authority, competent review and documented assumptions.

Worked example. Use an applied Namibia-relevant case in which a team plans certificate in offshore logistics and materials management: competence review while balancing safety, integrity, schedule, cost, environmental protection and local capability.

Facilitator prompts. Ask learners to distinguish verified facts from assumptions, identify who has decision authority, name stop-work triggers and state what evidence could change their recommendation. Compare technical, HSE, commercial and community perspectives.

Activity. Prepare a decision brief for certificate in offshore logistics and materials management: competence review: scope, evidence, assumptions, hazards, safeguards, owner, decision gate and escalation trigger.

Model answer guide. A sound response defines scope; uses current, traceable evidence; applies approved requirements and controls; records assumptions; assigns competent owners; checks interfaces; and communicates a measurable decision with an escalation path.

Assessment evidence. Score accuracy (30%), use of evidence (20%), safeguards (20%), analysis (20%) and communication (10%).

Applied activity

Prepare a decision brief for certificate in offshore logistics and materials management: competence review: scope, evidence, assumptions, hazards, safeguards, owner, decision gate and escalation trigger.

Assessment

Formative: 10-question practice quiz with answer feedback

Summative: Applied decision brief or practical case assessed against the rubric; proposed pass mark 70%, subject to academic approval.

Practice

Use the separate Academy practice questions and answer key page for this module.

Facilitator close-out and resources

Facilitator close-out

Record attendance, assessment evidence, learner support needs, incidents and improvement actions according to approved provider processes. Do not sign learners off for regulated or safety-critical work without the authorised assessment and certification route.

Resources and references

- Supplied GExperts/IUM reference materials; verify reuse rights and currentness.
- Current applicable Namibian legislation, standards and approved site procedures supplied by the provider.
- Case worksheet and instructor slides must be produced and reviewed before course release.