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COURSE BROCHURE

Oil and Gas Operations Concepts for Support Staff Training Course

8 – 12 November 2027
London

Oil and Gas Operations Concepts for Support Staff Training Course

Ref: 1643_60209 **Date:** 8 – 12 November 2027 **Location:** London **Fees:** 5900 GBP

Oil and Gas Operations Concepts for Support Staff is a 1-week training course for finance, procurement, human resources and IT staff moving into operational roles, and each participant builds an operations orientation logbook for their own site. As operators merge support and field functions and digitise control rooms, more office-based staff now sit inside production decisions. Jupiter Prime Training delivers these oil and gas operations concepts for support staff.

Why Oil and Gas Operations Concepts for Support Staff Matters Now

Two shifts drive this subject today. Operators are moving planners, analysts and administrators into asset teams, where they must read a daily production report or a maintenance backlog from the first week. At the same time, remote control rooms and digital reporting put more operational information in front of people who have never stood beside a separator. Staff who grasp how wells, facilities and safety controls fit together raise sound questions; others slow decisions. The course follows the permit to work PTW system and the process safety barrier model, described in general terms.

Who Gains Most from Oil and Gas Operations Concepts for Support Staff

- Finance and cost staff who now track lifting costs, deferment and operating budgets for an asset
- Procurement and materials staff who supply spares and chemicals to production sites
- Human resources and training staff who plan rotations, competence records and site onboarding
- IT and data staff who support control room systems and production reporting tools

Support departments that are being merged into an asset organisation gain most when several members attend at once.

Oil and Gas Operations Concepts for Support Staff Capabilities

Participants follow a barrel from the wellhead to the export meter.

- Sketch a simple process flow from well to export for one site — onboarding and site visits
- Interpret a daily production report and its deferment entries — morning call contributions
- Explain how separation, treatment and storage protect product quality — commercial and custody transfer staff
- Apply permit to work and isolation basics when visiting site — HSE and area authorities
- Read a maintenance work order and backlog chart — planning and materials support
- Build an operations orientation logbook for one asset — line supervisors and new colleagues

Key Oil and Gas Operations Concepts for Support Staff Terms

- Wellhead and Christmas Tree — the valve assembly on top of a well that controls flow and allows safe access.
- Three-Phase Separator — a vessel that splits well fluids into oil, gas and produced water by gravity and retention time.
- Deferment — production lost against plan because of trips, maintenance or constraints, reported daily with its cause.
- Custody Transfer Meter — the metering point where ownership of oil or gas passes and volumes become billable.
- Permit to Work — a written control authorising hazardous work, stating isolations, gas tests and responsible persons.
- Computerised Maintenance Management System CMMS — software holding equipment records, work orders and maintenance history for a site.

Oil and Gas Operations Concepts for Support Staff Day by Day

Day 1: How a Producing Asset Is Organised

- Asset Organisation Chart — Roles of Production, Maintenance and Engineering
- Onshore and Offshore Site Layouts — Access, Logistics and Rotation Patterns
- Reservoir to Export Overview — Where Support Functions Touch the Flow
- Control Room and Field Operator Roles — Lines of Communication
- Shift Handover and Morning Call — Information Support Staff Receive

Day 2: Wells and Surface Facilities

- Wellhead, Christmas Tree and Chokes — Controlling Well Flow Rates
- Natural Flow and Artificial Lift Methods — Why Wells Need Energy
- Flowlines, Manifolds and Test Separators — Measuring Individual Well Output
- Well Integrity Checks and Annulus Monitoring — Keeping Wells Safe to Operate
- Well Intervention Requests — Effect on Budgets, Crews and Deferment

Day 3: Separation, Storage and Export

- Three-Phase Separation and Dehydration — Meeting Crude Quality Specifications
- Gas Compression, Dew Point Control and Flaring — Gas Disposal Choices
- Produced Water Treatment and Injection — Environmental Limits on Discharge
- Tank Farms and Stock Accounting — Inventory and Shipment Planning
- Custody Transfer Metering and Pipeline Export — Volumes That Become Revenue

Day 4: Reporting, Maintenance and Safety Routines

- Daily Production Report and Allocation — Reading Rates, Losses and Causes
- Preventive and Corrective Maintenance in the CMMS — Backlog and Spares Demand
- Permit to Work, Isolation and Gas Testing — Authorising Hazardous Tasks
- Process Safety Barriers and Alarm Response — Preventing Major Accident Events
- Toolbox Talks and Incident Reporting — Building a Reporting Culture

Day 5: Practising the Operations Orientation Logbook

- Site Process Flow Sketch Exercise — Wells to Export Meter
- Daily Report Interpretation Drill — Gas Plant and Oil Field Cases
- Maintenance Backlog Review — Prioritising Spares and Contractor Support
- Permit Walk-Through Simulation — Visitor and Support Staff Responsibilities
- Operations Orientation Logbook — Flow Sketch, Contacts, Reports and Controls

Applying Oil and Gas Operations Concepts for Support Staff After the Course

- Join one morning call each week and log the deferment causes discussed against the process flow sketch.
- Walk one maintenance work order from request to close-out with the site planner.

Oil and Gas Operations Concepts for Support Staff Questions FAQ

What are Oil and Gas Operations Concepts for Support Staff and why do they matter now?

They are the ideas behind wells, facilities, reporting and safety routines, explained for non-operations staff joining asset teams.

Which roles gain most from Oil and Gas Operations Concepts for Support Staff?

Finance, procurement, human resources, IT and administrative staff moving into asset or site roles gain most.

How does Oil and Gas Operations Concepts for Support Staff differ from a production operations course for operators?

It explains operations for people who support them rather than run them. It builds vocabulary and report-reading skills, not equipment handling.

What do you bring back from Oil and Gas Operations Concepts for Support Staff?

You bring back an operations orientation logbook for your own asset, with a flow sketch, report notes, contacts and site controls.

Oil and Gas Operations Concepts for Support Staff: The Way Forward

The operations orientation logbook gives a newly placed support colleague a single reference for their asset. Its first use is preparing to contribute at the morning call. Line supervisors use it to onboard the next transfer from a support department. After the first site visit, revisit which facility constraints most affect the costs, spares or people the participant handles.