

IADC RIGPASS

RigPass®
HANDBOOK FOR ACCREDITATION

This document supersedes all program bulletins and other versions of this document issued prior to the date below.

DOCUMENT DIT-01
Revision 5
11 March 2014

© 2011 IADC All Rights Reserved

RIGPASS ACCREDITATION SYSTEM

SCO-01: HANDBOOK for ACCREDITATION

SECTION 1 — OVERVIEW

The International Association of Drilling Contractors (IADC) accredits active service contractor orientation programs designed for new employees or employees that are new to a specific operation or area. The function of the IADC *HSE RigPass*® Accreditation for Service Contractor Orientation programs is to provide a central review mechanism and information clearinghouse through which it can be ascertained that an orientation subscribes to core elements of a field employee orientation as identified by the industry.

The purpose of the accreditation system is to:

- Identify core elements for drilling and service contractor field employee orientation, and
- Provide a means of recognizing continuing adherence to the core elements for service contractor field employee orientation programs through existing and innovative training techniques.

SECTION 2 — ELIGIBILITY AND GENERAL RULES

IADC accreditation is open to drilling, well servicing, and ancillary service contractors, commercial interests, educational institutions and agencies. To be accredited by IADC, a provider of the service contractor orientation program (Program) must meet the following general requirements:

- Submit evidence of adherence to the core elements as specified in the accreditation criteria (see Section 3);
- Provide accurate and timely information for application and site visit processes;
- Comply with all provisions contained herein regarding accreditation criteria on an ongoing basis;
- Report training records and program changes to IADC in a timely manner;
- Respond promptly to any corrective actions issued following a site visit; and
- Provide applicable fees in a prompt and timely manner.

SECTION 3 — ACCREDITATION CRITERIA

All Programs seeking IADC HSE RigPass accreditation must be found to be in compliance with all accreditation criteria defined below.

3.1 Curriculum and Delivery of Training

Any Program seeking accreditation must conform to the standard curriculum outline of the IADC *HSE RigPass* Service Contractor Orientation Program. Certain sections of the outline are generic and applicable to nearly all drilling rig operations, while other sections are oriented toward specific situations such as offshore or land operations. The sections of the outline applicable to the service contractor's operations for which the orientation is conducted, considered core content, will be regarded as the minimum level of instruction that should be provided to an employee before the orientation is complete.

Those Programs incorporating the additional topics uniquely relevant to offshore operations may qualify for the "Offshore Endorsement". Similarly programs incorporating the sections for onshore operation may qualify for the "Land Endorsement."

Each course must consist of the core topics plus a minimum of one endorsement, either offshore or land. Both endorsements may be provided during the same course as long as adequate time is allocated to address all topics.

The minimum time for instruction must be 8 hours. The core content must be delivered in no less than 6 hours, with sufficient additional hours allocated for either the offshore or land endorsement modules to complete the 8 hours.

The Program may deliver instruction via lecture, discussion, audio visual, one-on-one personal instruction, electronic or other means. Evidence of appropriate resources to support the chosen means of delivery must be provided.

3.2 Training Facility

The HSE RigPass program has been designed for multiple forms of delivery, whether classroom, worksite, point of hire, point of transit, or electronic. Suitable facilities and equipment must be available to accommodate the chosen location and means of delivery.

3.3 Instructor/Facilitator Qualifications

The HSE RigPass orientation must be taught by an IADC-approved instructor or facilitator. Instructor/facilitator qualifications include:

- Industry experience (HSE or petroleum);
- Relevant teaching experience/educational background; and
- Training or on-the-job instructional experience.

A minimum of 2 years experience in any one of the categories is required, with preferred qualifications including HSE or petroleum experience and either teaching or training experience. Evidence of satisfying these requirements must be provided at the time of application.

3.4 Student Assessment

Completion of the HSE RigPass orientation must be documented for each attendee either through one or both of the following:

1) a dated checklist in which key elements are initialed by both the employee and the person administering each point of the orientation; or
2) a knowledge or skills test administered by the Program. When the test option is chosen, the Program

must provide for a retest in the event a student fails the initial test.

Record of each student's assessment must be retained.

3.5 Card of Completion

The Program will issue an HSE RigPass card to each student successfully completing the course. The Program may not issue a Card of Completion until the employee/student has completed all elements of the orientation. *Only training providers that have been awarded either full or conditional accreditation may issue these cards*. Issuance of the Card of Completion may be authorized only by the approved instructor delivering the orientation or the Program's responsible corporate official.

When issuing HSE RigPass cards, a training provider may choose from either (or both) of two options.

1) The program may purchase pre-numbered cards (in sheets of 10 cards) from IADC. Refer to Form SCO-02 for current fees. Cards are available in English and Spanish.
2) The program may purchase unique certificate/card numbers from IADC and use these numbers on certificates and/or cards it produces. To exercise this option, the provider's card design must be approved in advance by the HSE RigPass Review Panel. Numbers may be purchased in any quantity.

To be valid, a completion card must contain the following:

1) Employee name;
2) *HSE RigPass* card number;
3) Date of completion;
4) Location of instruction;
5) Signature of instructor or authorized person issuing the card;
6) Program identification number as assigned by IADC;
7) Notation for Offshore or Land Endorsement (as applicable); and
8) Bar code.

Other data may be added to the HSE RigPass card if needed to satisfy the requirements of the employer or other institution.

Failure to issue an approved HSE RigPass cards or failure to report properly completed training records to IADC will be grounds for corrective actions against an accredited institution.

3.6 Records and Administration

Each accredited program is responsible for maintaining administrative processes that assure successful implementation of the orientation. They are also responsible for continued adherence to the accreditation criteria and retaining records to document those processes. These should include, but are not limited to, student registration and identity checks, instructor selection, retention of training and other records, and processes to achieve timely reporting of training records to IADC.

A copy of the IADC HSE RigPass Quality Statement & Comment Policy must be given to each student taking the course. The Policy statement should be distributed at the beginning of each course.

In addition, any changes to an accredited program that alters the dynamics of the program as it appears on the application and as approved by IADC must be submitted for review. Written notification of program changes should be submitted to the IADC Accreditation and Certification Department as soon as possible after the program change is implemented. Changes that must be reported to IADC include, but are not limited to, changes in instructors, course content, training location, and means of training delivery.

Required Records

At a minimum the Program must maintain course registration records, student training and assessment records, copy of Card of Completion, and class rosters. These records must be readily available to the IADC site visitor at the time of the site visit.

Records Retention

Required records should be retained for a minimum of five (5) years.

Reporting to IADC

Information concerning the issuance of *HSE RigPass* cards must be provided to IADC for inclusion in the IADC accreditation database. These records must be reported to IADC within 90 days of course completion training. Records are to be provided on the spreadsheet provided by IADC at the time cards or numbers were purchased. Records should be provided in the format specified by IADC, with the spreadsheet template not altered in any way.

Other reporting requirements include reporting of program changes made since the last accreditation renewal/review.

Lost Card

If a card is lost or destroyed, the Program that issued it may issue a replacement card. The Program should report both the number of the original card and the number of the replacement card to IADC so that this information can be entered in the ACD database. The original card database record will then be marked as VOID.

For an accredited provider asked to issue a lost card for which the company did not conduct the original training, the provider should first verify the training record through IADC at records@iadc.org before issuing a new card. Upon verification of training and card owner, a new card may be issued.

3.7 Quality Control

An accredited Program should have in place quality control processes to assure integrity of the Program and strict adherence to the accreditation criteria. At a minimum, the following processes should be implemented:

- Verification of student identity and control of any records retained during this process to assure those records remain strictly confidential;
- Monitoring of IADC program updates and assuring updates are implemented;
- Security of tests, answer sheets, and required records; and
- Responding to non-conformities identified during site visits and assuring corrective and preventive measures are fully implemented in a timely manner.

Other processes should be developed as needed to help assure adherence to accreditation criteria.

SECTION 4 — FEES

All fees for the accreditation program shall be published in the Schedule of Fees (SCO-02). The fee schedule may be amended from time to time, with notification given to accredited training providers prior to the effective date of the revised fee schedule. The Schedule of Fees is also published on the IADC website.

A. IADC shall charge reasonable fees for processing of applications for accreditation. In addition to the application fee, each accredited Program (whether full or conditional accreditation status) shall be charged a reasonable annual fee. **Revocation of accreditation shall be automatic if a Program is 120 days in arrears in payment of fees**. Accreditation shall be automatically restored upon payment of all amounts in arrears. In addition, any institution presented with a final notice of balance due shall be given an additional 30 days to make payment.

B. Routine site visits by IADC staff or their representative will not require additional fees, except that such fees may be imposed when necessary for the economic security of IADC. If additional or supplemental site visits are required prior to determination of accreditation status, or interim or follow-up visits are required after accreditation, supplemental fees may be required, when justified, in the opinion of IADC.

SECTION 5 — ACCREDITATION PERIOD

Accreditation shall be granted for a period of three years. Program renewal will be required to continue operation after the 3-year accreditation period has ended.

SECTION 6 — STATUS OF ACCREDITED PROGRAMS

Accreditation status will fall into one of five categories.

Pending — An application is in Pending status until such time as the application is complete, all program information and materials are reviewed, and a decision to accredit is made. IADC will hold an incomplete application in Pending status three months. If the Program does not provide a complete application within this timeframe, the application process will be terminated and the application fee forfeited.

Full — Accreditation is granted without conditions. The orientation may be delivered and Cards of Completion issued.

Conditional — Accreditation is granted but specific conditions exist to which the Program must respond. A timeframe for submitting an acceptable response will be set. The orientation may be delivered and Cards of Completion issued.

Deferred — Accreditation is withheld pending documentation or demonstration that the Program has met specific stated requirements.

Rejected — The Program fails to meet Accreditation requirements, and must resubmit a completely new application to be considered for Accreditation.

The Panel, at its option and based on the circumstances of each case, shall decide whether an initial site visit is needed before granting Accreditation to a Program.

SECTION 7 — ACCREDITATION PROCEDURES

Each program seeking to participate in the HSE RigPass program will undergo the same process for accreditation. The process is described in the following subsections.

7.1 Application

Each Program must submit an Application for Accreditation with that will include all necessary supporting documentation to provide evidence that all accreditation criteria are met. The applicant must submit:

1. A completed Program application form (SCO-03), supplying the following information:

   a. Name and address of the Program, and any satellite locations where instruction will be conducted (all training locations must be pre-approved);
   b. Administrator or primary contact person of Program; and
   c. Name of Instructor(s) and/or facilitator(s) who will deliver the orientation. The application should describe the potential instructor/facilitator's employment history and other qualifications. (See Section 3.3 – Instructor Qualifications)

2. A copy of the Program's orientation outline or curriculum, describing the following:

   a. Overall topics of instruction and method of instruction*
      i. Organization of activities and types of presentation
      ii. Approximate time allocated to instruction and where utilized (i.e., office, work site, etc.)
   b. Description and examples of training materials and instructional equipment used (handouts, textbooks, audiovisual aids, etc.)*†
   c. Description and examples of procedures used to certify that instruction has occurred or to evaluate students' understanding of the content presented. *

   *For expedient processing, these items should be documented on the *HSE RigPass Program Self-Certification Worksheet*.

   †The HSE RigPass program permits e-learning delivery of content. For questions regarding completion of an application for an e-learning delivery format, contact ACD staff at rigpass@iadc.org.

3. A signed copy of the IADC orientation Accreditation/Audit Policy Agreement. The agreement requires a Program to continually conform to all accreditation requirements and to allow a site visit/audit by IADC staff or a designated representative of IADC upon request. The agreement also requires a Program to notify IADC whenever it has been independently audited by a customer, prospective customer or other third party.

An Application for Accreditation does not guarantee Accreditation will be granted. Additional application materials may be needed if the Program is also seeking approval to participate in one of the IADC-operator initiatives.

7.2 Application Review

The complete application containing the above materials will be examined by IADC staff prior to forwarding them to the HSE RigPass Review Panel (Panel) for a decision on accreditation.

An application for accreditation that has been determined to be incomplete will be held no more than three

months awaiting the applicant's submission of additional materials to complete the application. After three months, the applicant will be notified of failure to complete the application process. The application fee will be forfeited. To resume the accreditation process, the applicant must submit a new application for accreditation and application fee.

IADC staff may make a recommendation on action to be taken when forwarding the application with supporting material to the Panel, or may forward the application without comment.

Review Panel

An HSE Review Panel will consist of three members with experience in the petroleum industry and expertise in designing, conducting, administering, or monitoring employee orientation and safety programs. The Panel will be made up of members from the following areas: 1) operator company; 2) drilling contractor company; and 3) commercial or institutional training provider. The Panel may appoint IADC staff or an alternate if a Panel member is unavailable at the time of the Panel's meeting. (Advance notification must be given to IADC before an alternate may participate in Panel decisions.)

The Panel will meet quarterly or as often as necessary to review applications. Five or more applications must be ready for review by Panel in order to call a meeting of the Panel.

Each member of the panel will serve a 3-year term. Terms will be staggered so that a new member replaces an outgoing member of the Panel each year.

Additional Panels may be created if required.

The responsibilities of the Panel are as follows:

1. To regularly review and take appropriate action toward all applications received for accreditation.

   a. The time between the receipt of a complete application and approval (full, conditional), provisional, deferral or rejection should not exceed 90 days.

   b. Conditional approval will be accompanied by a written summary of discrepancies or other issues that must be addressed within a given time frame to qualify for full accreditation.

   c. Deferred decisions will be accompanied by a written summary of discrepancies or other issues that must be addressed to be reconsidered for full or conditional accreditation.

   d. Rejected applications will be accompanied by a written summary of discrepancies that require correction before an application will be reconsidered.

2. To periodically review, as required, the core elements of the IADC *HSE RigPass* Orientation Curriculum Guidelines, Accreditation Criteria and Procedures, and other program items, and recommend appropriate revisions to the IADC HSE Committee.

3. To oversee any disciplinary actions against accredited Programs. (See Section 10 – Complaints Against Accredited Programs)

7.3 Decision to Accredit

Accreditation may be granted or withheld by IADC. The decision to accredit will be made by an HSE RigPass Review Panel, and must be granted by a majority vote of the Panel.

The Panel will review each application and may:

1. Approve the application for accreditation as presented, awarding the Program Full accreditation valid for a period of 3 years, contingent on timely payment of annual fees and continued adherence to accreditation requirements (including records reporting);

2. Approve the application for accreditation with modifications requested by the Panel, awarding the Program Conditional accreditation valid for a period of 3 years, contingent on timely payment of annual fees and continued adherence to accreditation requirements (including records reporting);

3. Defer a decision until additional information or materials has been requested from the applicant and the Panel has had opportunity to review the new information or materials; or

4. Reject the application on the basis that the applicant failed to show evidence of eligibility or conformance with program criteria or submitted false or misleading information.

Any Program, once accredited, shall be evaluated as often as deemed necessary by IADC via site visits, document review, or other means initiated by IADC staff or the Review Panel.
Requests for instructor approval are submitted to the Panel either via electronic ballot or as part of an accreditation application package. Each instructor application is reviewed and decided on a case by case basis. The Panel has seven (7) calendar days to cast a vote once submitted to IADC, logged by coordinator and emailed to Panel (for electronic ballot only).

7.3 Site Visits and Site Visitors

Accredited Programs shall be routinely visited at least once during the 3-year accreditation period. An initial site visit may precede or follow the decision for initial accreditation.

Site visits shall be conducted by IADC staff or an IADC representative to determine the Program's conformance to the accreditation criteria or to investigate a complaint received against the Program.

A. A site visitor is defined as a person who is a member of IADC staff or who is an otherwise appointed representative or consultant operating on behalf of IADC. In general, a site visitor may be an IADC representative, operator representative, professional auditor, or other third party representative such as a representative of a customer or prospective customer of the accredited Program.

B. An active Accredited Program may be subject to other site visits as deemed necessary by IADC staff or the HSE RigPass Review Panel.

C. IADC will not, except as prescribed in Section 4 above, assess fees for routine site visits. Other site visits may be subject to fees.

IADC staff, acting under guidance of the HSE RigPass Review Panel, shall adopt uniform accreditation processes and shall establish a reporting system that shall be used by any persons conducting a site visit and submitting a report of the site visit to the Panel.

During the site visit the site visitor/auditor may review any of the following: 1. Program documents (application, approved instructors list, etc.), 2. program information; 3. student information and training records; 4. security and integrity of tests (if applicable); 5. administrative processes and records; and 6. any other materials as

needed to help verify conformance to accreditation criteria. IADC records and procedures will also be verified during the audit.

SECTION 8 —ACCREDITATION PRIVILEGES

A Program, once accredited, may use the HSE RigPass accreditation program logo on course materials and for promotion of the course. The Program may not claim IADC accreditation under any other IADC accreditation program unless accreditation has been independently granted under another IADC accreditation program.

If an accredited Program is a member of IADC, the Program may also use the IADC member logo on course materials and for course promotion. The IADC member logo should not be used on any completion card or certificate.

The Program MAY NOT use the official IADC logo or infringe on any registered trademarks at any time, regardless of intended use.
Other program logos may be used on the completion card only when the program is operated in conjunction with the HSE RigPass program, under the umbrella of the IADC HSE RigPass program. For further guidance in use of other logos on the completion card or on course or promotional materials consult Accreditation and Certification Department staff (Staff).

The Program may request reports of training and other Program records from IADC staff at any time.

SECTION 9 — REVOKING ACCREDITATION

An accredited training provider may withdraw from the HSE RigPass program at any time, upon written notification to IADC Accreditation and Certification Department. Upon voluntary withdrawal by the Program, the Program will surrender any unissued HSE RigPass cards and pay any outstanding fee balances due.

Accreditation may be withdrawn by IADC from any previously accredited Program at any time for due cause. Reasons for withdrawal of accreditation shall include, but are not limited to, the following.

- Program has made significant changes in the nature, structure, location or operation of an accredited Program that, in the opinion of IADC, significantly undermines the quality of the program.
- Program refuses to submit to a site visit or fails to satisfactorily address any Corrective Actions issued by IADC.
- Program fails to pay appropriate fees in a timely manner.
- Other causes as determined by IADC staff or the Panel.

IADC, at the time of withdrawing a Program's accreditation, will promptly remove the Program's name from the IADC HSE RigPass website.

SECTION 10 — HEARINGS AND APPEALS

Before rendering any decision to withhold or revoke accreditation, the Panel shall notify the Program in writing of the proposed decision of the Panel and the factual findings and reasons supporting the proposed decision.

The Panel shall also indicate in such notice that all reports, documents and records considered by the Panel in reaching its proposed decision and factual findings will be promptly made available or supplied to the Program or its representative upon receipt of a written request from the Program. Such notice shall be sent to the Program by registered or certified mail. Within 30 days after receipt of such notice, the Program may offer written evidence or argument tending to refute or overcome the factual findings and proposed decision of the Panel and, in addition, or in the alternative, may apply in writing for an oral hearing. The Panel shall hold such hearing at its next scheduled meeting after receipt of such request. The Program shall be given an opportunity at such hearing to present evidence or argument tending to refute or overcome the factual findings and proposed decision of the Panel and may be represented by counsel. Within 30 days after its meeting, the Panel shall render its decision after considering all the facts and matters before it, and shall send a copy of its final decision to the Program by registered or certified mail. In the event of the failure of the Program to make timely submission of evidence or argument, the decision of the Panel shall be final.

In the event the decision of the Panel is to withhold or revoke accreditation, the Program shall, upon written request to the President of IADC within thirty (30) days after receipt of the decision of the Panel, be entitled to an appeal to the IADC Appeals Panel. The hearing, notice and decision requirements provided for by this action for an appeal to the Panel shall be equally applicable to an appeal to the Appeals Panel, provided that an appeal to the decision of the Panel shall be a prerequisite to an appeal to the Appeals Panel.

In the event that final decision of the Appeals Panel withholds or revokes accreditation, the Program shall, be entitled to have the matter submitted anew for decision in accordance with the Commercial Arbitration Rules of the American Arbitration Association. To exercise this option, the Program must make this request in writing to the President of IADC within thirty (30) days after receipt of the Appeals Panel's decision. The decision rendered by the arbitrator shall be final and binding except that any court having jurisdiction thereof may set aside such decision when bias, fraud or misconduct of the arbitrator is established.

SECTION 11 — COMPLAINTS AGAINST ACCREDITED PROGRAMS

To be considered by the Panel, a complaint about the operation of an accredited Program must:

1) be written and signed;
2) identify the individual, group or legal entity represented by the complainant;
3) present substantial evidence that the subject Program is not in compliance with one or more of the criteria in use at the time referred to in the complaint;
4) demonstrate, when reasonably possible, that serious effort has been made to pursue all review procedures provided within the institution in which the Program is located; and
5) grant permission to send the complaint, in its entirety, to the Program.

Receipt of a complaint meeting these requirements will be acknowledged by Panel or Staff and sent to the Program for comment. Both complaint and comment are placed on the Panel agenda for its next scheduled meeting. The Panel may reach a decision at that meeting wherein the matter is resolved and so inform the Program. The Panel may vote to pursue the matter further, either by further correspondence with the Program or by means of a special site visit to provide additional information on which to reach a decision on the accreditation status of the Program. The Program will be given the opportunity to comment on any additional information provided to the Panel by means of a special site visit. The Panel will communicate the disposition of the complaint, in writing, to the complainant and the Program.

SECTION 12 – CONFORMANCE WITH OTHER STANDARDS

The HSE RigPass program may satisfy the requirements of other industry or governmental standards. In the event the HSE RigPass orientation is conducted in a way to satisfy both HSE RigPass and other standards, the accredited training provider must operate the program in conformance with both programs' standards. IADC may, in certain cases, assist with the verification of conformance to both standards.

SECTION 13 – REVISION OF PROGRAM REQUIREMENTS

Accreditation criteria are established by IADC members acting through the HSE Committee. Before adopting any new standard or requirement for accreditation, or changes therein, IADC shall publish in one or more of its official publications the text of any proposed new or changed standard or requirement. In addition, proposed changes will be communicated to all accredited training providers. Any interested person can submit to IADC written comments, data, views, and arguments in opposition or support of such proposals within thirty (30) days from the publication of the notice. IADC shall consider all such written submissions before adopting the new or changed standard or requirements.

HSE RigPass procedures and program documents are subject to revision at any time. Accredited training providers and other interested parties are encouraged to review the list of online documents at *http://www.iadc.org/rigpasshse/index.htm* to ensure they are using the most current version.