

DRILLING INDUSTRY TRAINING ACCREDITATION PROCESS

DIT-10

APPLICATION FOR ACCREDITATION

Training Provider submits details on curriculum, equipment, instructors, and procedures to IADC. IADC Staff Performs initial screening for completion of required documents and payments of fees.



TECHNICAL REVIEW

Application is assigned to qualified primary Technical Reviewer. Reviewer gauges application, course details, and other related materials against DIT requirements for specific type and level of instruction. Reviewer may require additional material or seek clarification from Provider prior to making recommendation for approval.



ACCREDITATION DECISION

IADC Staff reviews technical report, makes accreditation decision, and sends an official notice to the Provider.



ACCREDITATION NOT GRANTED

Accreditation may be denied or deferred when there are major deficiencies in Provider application or program. Provider may appeal decision to the Appeals Panel for review or submit a revised application for consideration.



ACCREDITATION

Valid for 5 years, subject to annual review, reporting, continuing conformance with program requirements, and periodic audits



AUDIT

Auditor(s) verifies items on the Provider's submission, observes instruction and testing when possible, and examines overall adherence to requirements and procedures. Auditor sends completed Audit Report to IADC QA/QC Staff.



QUALITY ASSURANCE/QUALITY CONTROL

Audit report reviewed by QA/QC. If all satisfactory, QA/QC recommends Accreditation. If not satisfactory, QA/QC can issue Corrective Action and withhold recommendation until CA is resolved.



CORRECTIVE ACTION (if applicable)

Used when non-conformities are noted. Provider must identify cause and extent of non-conformity, and take steps to rectify. IADC QA/QC will verify response through review of documentation or additional audits.