



03 JUNE 2026

BULLETIN CAA-26-01

This bulletin is issued to all companies that are Competence Assurance accredited.

Competence Assurance New Program Requirements

This Bulletin, CAA-26-01, outlines specific steps and timelines for incorporating the new Competence Assurance Program requirements to currently accredited companies.

New and Updated Course Requirements

The new and updated Competence Assurance requirements were approved by IADC's HSET Committee to be incorporated into the existing program requirements to enhance the accreditation based on industry best practices.

All new requirements are included in the new revision of the Competence handbook, CAA-01 Second Edition Revision 4. New and/or updated requirements that must be incorporated into the program are found in the following sections, indicated with **blue** text:

1. Management Commitment (Section 2.3.2)
2. Program Administration Procedures (Section 2.3.4)
3. Policies and Procedures (Section 2.5.1)
4. Assessors and Verifiers (Section 2.5.2)
5. Assessment Materials and Documentation (Evidence) (Section 2.5.4)
6. Assessment Tracking (Section 2.5.5)
7. Development Plan (Section 2.5.7)
8. Candidate Reassessment (Section 2.5.8)
9. Assessment Verification (Section 2.5.9)
10. Certificate Issuance (Section 2.6.2)
11. Management of Change (Section 4.4.1)

New Attestation and Agreement Requirements

In order to strengthen the overall integrity and quality of the accreditation, the Competence Assurance Attestation and Agreement (CAA-04) has been revised to include a new section that outlines sanctions policy (CAA-04, Section 11E).

New Certificate of Completion Requirements

After careful consideration, IADC has approved the inclusion of Certificates of Completion within the Competence Assurance Accreditation.

Beginning **30 January 2027**, training providers will be required to issue an IADC Certificate of Completion to each employee who successfully completes their employer's accredited Competence Program. The certificates will be valid for a period of 3 years.

The price per certificate will be \$15 USD for IADC members and \$20 USD for non-members. Further details regarding the purchasing procedures will be communicated prior to implementation.

Transition Timeline:

Current accredited providers must incorporate the new requirements into their Competence Assurance Program to retain accreditation. The Steps for Programs Incorporating New Requirements are as follows:

- The responsible corporate official, identified in the application and is responsible for the competence program, should execute a new Attestation and Agreement (CAA-04) and submit with all current contact information by **03 August 2026**.
- Companies are to complete a new program application CAA-03 and submit with any new or revised policy or procedures to IADC by **01 March 2027**.
- All new requirements must be incorporated into the Competence Assurance Program by **01 June 2027**.
- Currently accredited programs will NOT be audited to the new requirements until **01 June 2027**.

Please email the new application and supporting materials to competence@iadc.org

Attachments

- CAA-01 Accreditation Handbook
- CAA-03 Accreditation Application
- CAA-04 Attestation and Agreement