** SafeGulf Program Agreement**

 (Form SCO-03sg)

You indicated your intent to operate the HSE Rig Pass accreditation program in accordance with the SafeGulf requirements. You should be aware that the following additional requirements have been imposed by the SafeGulf Advisory Board:

**Additional Course Content Required—**The following additional content must be incorporated into to the current HSE Rig Pass syllabus to satisfy the SafeGulf requirements.

**SEMS Awareness Module:**

1. Safety and Environmental Management System (SEMS)

Learning Objective: Tell what SEMS is

Topics:

* + Tell what SEMS is
	+ Know that SEMS applies to offshore oil and gas activities regulated by BSEE
	+ Know why SEMS implemented
1. SEMS Requirements

Learning Objective: Be aware of the regulatory requirements for SEMS

Topics:

* + List and describe the 13 Elements of the SEMS
	+ Explain who has responsibilities for SEMS
		- Know that operators must evaluate contractor approach to safety, environmental protection, personnel knowledge and skills
	+ Know that lessee/operator and contractor must agree on safety approach before work starts
1. How does SEMS affect the Employee?

Learning Objective: Know what SEMS requires of the employee and be prepared to answer questions if asked by a representative of the lessee or governmental agency

Topics:

* + - Work within requirements of the lessee/operator’s SEMS
		- Understand that each lessee/operator’s SEMS may be different
		- Know that you must understand and participate in the JSA process
		- Demonstrate knowledge and skills required to perform the job
		- Answer questions about SEMS If asked by a representative of the lessee or governmental agency
		- Know you will undergo operator-specific SEMS training

**Additional Course Delivery Time—**Additional course delivery time of not less than 20 minutes must be added to the minimum course time to accommodate the additional course content specified in the SEMS Awareness module.

**Student Testing Process—**Student assessment by written test is required. In meeting this requirement each accredited training organization must have a written Student Assessment Policy and Procedures that governs student assessment processes (including review of missed questions), retesting, records retention, cheating, and the test out option. Specifically the accredited training organization must:

* Provide “test out” option to individuals requesting it—Pre-requisites must be met; the test must contain 100 questions. A 90% score is required to pass the test. An individual failing the test must take the orientation.
* Administer 100-question tests (at a minimum).
* Maintain a pool of 300 test questions from which each test is taken.
* Grade each test and retain the test score in each student’s record—Passing score on the test is 70%.
* Secure test questions, tests, and test answer keys.
* Review all missed questions with student who passes the test.
* Assure test or answer sheet has the following written on it: test number, program name, student name, unique ID, test score, Instructor name and date of completion.

**Photo Card of Completion—**A Card of Completion containing a photo of the student must be issued to each student completing the course. The card design must contain the SafeGulf logo, student photo, and barcode, and must meet the following specific requirements.

* Assure that the photo taken meets all of the following: 1. Subject of photo should be student’s head centered within frame, head shot only from top of hair to bottom of chin, full face view and eyes open, natural expression; 2. no hats, caps or sunglasses permitted; 3. blue background used for photo; 4. photo clearly focused and cropped to 300x300 pixels; 5. photo file in .jpg format; 6. Lighting sufficient to allow all details of face to be clearly discernible, no distracting shadows on the back or background permitted; 7. do not retouch or enhance photo.

The accredited training organization must inform each student that he/she must update the photo card whenever the cardholder’s appearance changes.

**Facility****—**The accredited training organization shall provide a facility that provides an environment conducive to learning, and provide space adequate to conduct instruction, demonstration and hands-on interaction.

**Additional Administrative Requirements—**The accredited training organization shall:

* Have written class registration procedure;
* Retain class records that include attendee’s name, identifying number, date of training, and course name and number;
* Require that each student show valid identification at beginning of the course and test;
* Have a process in place to verify Social Security Number or assure that the employer has verified the Social Security Number;
* Provide training and materials in working language of class attendees; safeguard training materials until ready to issue for use.
* Maintain records of training, accreditation, and testing for 5 (five) years.
* Obtain permission for each student to have his/her student training record be uploaded to the SafeGulf database; and
* Grant the Accrediting Organization permission to upload student training records to the SafeGulf database.

Furthermore, you should be aware that IADC will monitor, on a periodic basis, your company’s conduct of the HSE Rig Pass program to ensure your compliance with both the HSE Rig Pass and SafeGulf requirements.

By signing this agreement, you:

* Acknowledge that you are aware of the SafeGulf additional requirements for operation;
* Agree to adhere to each of these additional requirements;
* Grant IADC permission to upload your company’s training records to the SafeGulf student records databases managed by PEC and ISNetworld; and
* Agree to supply IADC appropriate evidence of compliance with the SafeGulf program whenever requested by IADC.

**Attach 2 version of your assessment and any checklist if used.**

 Click here to enter a date.

Signature of Authorizing Official Date

Click here to enter text. Click here to enter text.

Print Name Company Name