



DRILLING INDUSTRY TRAINING ACCREDITATION SYSTEM

Form DIT-01 OVERVIEW AND ACCREDITATION PROCEDURES

SECTION 1 — INTRODUCTION & PURPOSE

IADC offers a variety of accreditation opportunities for training institutions, providers and program offerings. The purpose of the Drilling Industry Training Accreditation System is to:

1. Provide a means of industry review and recognition for providers or training products that do not otherwise qualify for one of the association's specialized accreditation programs (i.e., Rig Pass, WellCAP, etc.).
2. Ensure that similar courses conducted by different accredited establishments for the same purpose meet the same minimum standards.
3. Ensure that when distance-learning or other techniques are used as a means of preparation or delivery, the programs are properly harmonized with the course objectives.
4. Ensure that when courses cover the activities of several different disciplines, persons with the required amount of expertise are brought in to the training programs, e.g. health and safety inspectors, government surveyors, chemists, lawyers or medical practitioners.
5. Ensure that specialized courses or products focus on transfer of practical knowledge and that the participant is not exploited for the purpose of sales opportunity.

SECTION 2 — TYPES OF ACCREDITATION AVAILABLE

1. Individual course offerings – instructor-led classroom or laboratory/workshop courses
2. Electronic course offerings – computer based training or distance learning products
3. Industry Training Centers – accredited providers that offer at least five accredited courses from a centrally-managed facility. (This accreditation is given automatically after five courses have been accredited by IADC through this accreditation system. No additional fee will be assessed for the Industry Training Center designation.)

SECTION 3 — ELIGIBILITY

IADC accreditation is open to drilling, well servicing, and ancillary service contractors, commercial interests or educational institutions and agencies. To be accredited by IADC, an eligible company or organization (Program) must:

- Provide accurate and timely information for initial application and annual renewals;
- Submit evidence of adherence to the core elements as specified in the accreditation criteria;
- Comply with all provisions contained herein regarding site visits and audits by IADC representatives, operator representatives, or third party representatives; and

- Provide applicable fees in a prompt and timely manner.

SECTION 4 — ACCREDITATION CRITERIA

The course or product to be accredited must meet the following minimum requirements.

1. **Course or Product Name** – The course or product to be accredited must be named and a brief description given that will provide sufficient information to understand the basic focus of the course.
2. **Target Audience** – The target audience and level of complexity must be specified for the course or product.
3. **Course Content** – Course or product objectives for each session or module must be defined and a syllabus or outline provided that demonstrates compatibility with the target audience and course level specified.
4. **Method(s) of Delivery** – The method(s) of delivery and length of course must be specified and consistently maintained for all course offerings for all delivery locations.
5. **Instructor's Manual** – The course or product must have an accompanying instructor's manual, including student handouts and exercises.
6. **Instructor and Facilitator Qualifications** – Minimum standards must be defined for instructors of the course or facilitators of the course or training product.
7. **Student Assessment** – The process by which students' performance will be assessed must be described, if applicable to the course structure. This process should include delineation of Student Learning Objectives (i.e., what the student should be able to do or demonstrate on completion of the training), method of assessment, who will assess, and what records will be retained to document the assessment.
8. **Certificates of Completion** – Participants in the course or product must be issued an IADC Certificate of Completion.
9. **General Administration** – General procedures must be specified for the administration of the accredited program. The procedures should include listing of records to be kept, records security measures taken, student assessment procedures, certificate issuance procedures, reporting of training records to IADC, and other procedures as needed.
10. **Quality Assurance** – A process for routine review of the course content and delivery system should be in place. This process should include procedures for updating the content or delivery system as needed.

As a general rule applicants will be expected to adequately describe the course or product and demonstrate how they intend to conduct the training. In so doing they must supply the course structure, the scheme of work, lesson plans, exercises, examinations and other relevant teaching materials (including instructor's manual, student handouts and classroom visual aids). The well designed course must be delivered by competent instructor(s) or facilitator(s) and supported by good administration and record keeping.

IADC recognizes that, in most cases, training organizations hold copyright of their training materials and prefer to retain control of all manuals on site. IADC supports this approach but requires at least one master copy to be kept by the training provider, which can be audited at any time.

SECTION 5 — SCHEDULE OF FEES

Fees to be paid by applicants and accredited programs consist of three components: initial application fees (non-refundable), annual renewal fees and course certificate fees. These are as follows:

Initial Application Fees

First course (classroom, CBT or web-based)	\$1000
Each additional course (classroom, CBT or web-based)	\$500

Annual Renewal Fees

First course (classroom, CBT or web-based)	\$250
Each additional course (classroom, CBT or web-based)	\$125

Course Certificates of Completion \$10/each

In addition, each applicant and accredited program is responsible for reimbursement of expenses associated with the conduct of the initial program/course review and assessment and follow-up site visits for quality assurance. (See Section 6.3 for more information on the assessment and site visit process.) Reimbursable expenses include travel, lodging, and meals for auditors, and other expenses associated with conduct of the on-site assessment.

No additional fees apply for the accreditation of Industry Training Centers.

SECTION 6 — ACCREDITATION PROCEDURES

Information about the Drilling Industry Training Accreditation System may be requested by contacting the Director, Accreditation & Certification Programs (brenda.kelly@iadc.org) or obtained from the IADC website: www.iadc.org/Training/DrillingIndustryTraining. All forms required for submission of an application are available through either of these sources.

IADC suggests a minimum of six weeks be allotted for the accreditation process. Additional time may be required if pre-assessment queries need to be resolved or the availability of reviewers or assessors impede the assessment process.

6.1 Submission of Application

Applicants for Accreditation must submit an Application for Accreditation (Form DIT-03), Accreditation and Audit Policy Agreement (Form DIT-04) and any additional documents needed to support the application. Minimum supporting documentation is one copy of the instructor's manual that includes copies of student handouts and class exercises. (The manual, student handouts, and class exercises will be returned to the applicant at the conclusion of the application process.) These materials may be submitted in one of three ways:

1. E-mail – send to Accreditation Coordinator at accreditation@iadc.org
2. Mail – send materials to IADC Accreditation & Certification Department, 10370 Richmond Ave., Suite 760, Houston, TX 77042
3. Fax – fax to (713) 292-1946, attention Accreditation Coordinator.

The application forms and course materials should be submitted one month, at a minimum, before the site assessment can be scheduled.

The appropriate accreditation fee must also be submitted before the application will proceed to the application review process. (See Section 5 for information on applicable fees.)

6.2 Application Review Process

The application review process begins upon receipt of the Application for Accreditation. All application materials will be examined by a member of IADC staff. IADC staff may request additional materials or clarification of information submitted. After completion of the review, IADC staff may schedule the on-site assessment, forward the application and supporting materials to the Panel with comments, or may forward the application and supporting materials to the Panel without comment.

The application satisfying all accreditation requirements will be submitted to the Drilling Industry Training Review Panel for assessment of the technical merit of the application. Payment of the appropriate accreditation fee must be received before the application is forwarded to the Panel and before the on-site assessment is scheduled.

6.3 On-Site Assessment

An on-site assessment of the course or product must be completed before Full Accreditation can be awarded. This assessment will be conducted by a minimum of one assessor who will examine all aspects of the applicant's course or product and make a recommendation to the Panel as to merits for accreditation.

Assessors

In most cases the assessor(s) may be provided independently by Det Norske Veritas (DNV) under an agreement to provide auditing services to IADC. Additional specialist assessors may be called in when appropriate.

Assessment Process

The assessor(s) will receive the course documentation one-month in advance of the site visit and will then visit the provider on the date agreeable to the assessor(s) and the Program. The assessment will be scheduled when a course is running so that the assessor(s) will have opportunity to talk to students and instructors. The assessor(s) will require evidence of and will verify the following:

1. The purpose of the course;
2. The course objectives are relevant and meet industrial/occupational needs;
3. The overall philosophy of the training strategy;
4. The training manuals, documentation, equipment and where relevant, simulation or hands-on exercises;
5. The methods of delivery;
6. Correct use of equipment;
7. The range and scope of practical exercises and how they are conducted;
8. The course documentation, recordkeeping, conduct and programming of the course and general administrative arrangements;
9. The qualifications, experience and suitability of the training staff;
10. Training location and facilities, including accommodations, lecture rooms, equipment and safety considerations;
11. The examination or other assessment methods to verify the standard of understanding is achieved by the student;
12. A formal student feedback system to record feedback from students concerning the content and conduct of the course;
13. The procedures for issuing course certificates;
14. Methods of dealing with complaints and appeals;

15. A master training manual to be kept up to date by the provider, which is available for audit at any time; and
16. The maintenance arrangement and records for keeping equipment in working order and reliably available (with particular reference to simulators).

IADC will develop and publish checklists and other instruments to be used by assessor(s) to evaluate submissions for accreditation under this program.

Assessor Report and Recommendation

The assessor(s) will issue a report of the findings and observations from the site visit. Included in the assessor's report will be a recommendation on awarding accreditation. The assessor(s) may recommend:

1. The application be forwarded to the Panel for a decision, with Full Accreditation recommended;
2. The application be forwarded to the Panel for a decision, with Conditional Accreditation recommended (The recommendation for Conditional Accreditation will be accompanied with a list of minor revisions that the applicant needs to make.);
3. The application not be forwarded to the Panel for a decision until such time that the applicant has made major revisions to the course design or application materials to address major accreditation program deficiencies.

A written summary of the on-site assessment findings will be provided to IADC and the applicant. If discrepancies or other issues are identified, the applicant will be given a time frame within which to address those issues.

6.4 Decision to Accredit

The Panel reviews the Application for Accreditation, all supporting documents and the Assessor(s) report and recommendations before making the decision to accredit. The Panel may:

1. Award **Full Accreditation**, approving the application for accreditation as presented contingent on annual renewal and reporting;
2. Award **Conditional Accreditation**, pending conduct of an on-site course assessment or resolution of minor deficiencies – Full Accreditation will be awarded after successful resolution of any issues identified during the on-site assessment.
3. Grant **Provisional Accreditation** based on request for additional information or modifications to the course suggested by the Panel;
4. **Defer a decision** until additional information or materials has been requested and reviewed by the Panel – The applicant will be provided a written summary of discrepancies or other issues that must be addressed before the application can be reconsidered for accreditation; or
5. **Deny accreditation** on the basis that the applicant failed to show evidence of eligibility or submitted false or misleading information – The applicant will be provided a written summary of discrepancies that prompted the decision. Correction of those discrepancies must be made before an application will be reconsidered.

Panel members will be appointed by IADC. All Panel members will have experience and expertise in designing, conducting, administering, or monitoring drilling industry employee training. Panel members will also be subject matter experts and appointed to a Panel based on the subject matter of the course being considered for accreditation.

The Panel may appoint IADC staff or an alternate if a Panel member will be unavailable at the time of a Panel review and balloting. Designation of an alternate must have prior approval of IADC. Advance notification must be given to IADC before an alternate may participate in Panel balloting.

Approval for accreditation must be granted by a majority vote of the Panel.

Because of the nature of this accreditation system, multiple Panels may be formed by IADC to give the Panel the ability to adequately focus on and address the technical merits of each application.

The responsibilities of the Panel are as follows:

- To regularly review and take appropriate action toward all applications received for accreditation.
- To periodically review, as required, the core elements of the IADC Drilling Industry Training Accreditation System, Accreditation Criteria and Procedures, and other program items, and recommend appropriate revisions.
- To oversee any disciplinary actions against accredited institutions. (See Section 10 – Complaints Against Accredited Programs)

The time between the receipt of an application and the decision on accreditation should not exceed 90 days.

SECTION 7 — RECOGNITION AND CERTIFICATION

Upon awarding accreditation, IADC will issue a Certificate of Accreditation to the provider with authorization to add the IADC logo and the words “Accredited by IADC” to its course literature. IADC will publish details of the accreditation in its monthly newsletter, web site and other publications as appropriate.

To avoid a potential problem of an applicant advertising courses as accredited before they have been officially accredited, IADC has devised the following practical solution. When the provider sends in the course documentation and instructor qualifications, provided they are of an acceptable standard, they will be given conditional approval pending the formal visit. If the accreditation is successful, the provider will receive the official Certificate of Accreditation. If the applicant is unsuccessful at receiving accreditation, the students of any course conducted prematurely may be asked to attend an independent personal assessment from an approved individual. Where an accreditation is unsuccessful the provider will be told the reasons and invited to re-submit its application. IADC aims to be supportive and to provide constructive guidance throughout this period.

SECTION 8 — ACCREDITATION PERIOD

All accredited courses or products retain accreditation for five years, conditional upon continued adherence to the accreditation criteria and all program requirements specified here.

SECTION 9 — CERTIFICATES OF COMPLETION AND RECORDS REPORTING

Accredited training providers will be authorized to issue Certificates of Completion to students successfully completing the training. All individual certificates will bear unique identification numbers and may be obtained from IADC. The training provider will be required to report details of its certificate issuance (student name, course name, location, date, etc. for each student trained). The format of the training records will be specified by IADC.

The training provider may request approval from IADC for a custom designed Certificate of Completion that the program may issue. The applicant may contact IADC for details on this process.

Alternately, IADC may issue the Certificate of Completion to candidates who have completed an approved training programme. Evidence of successful completion of training must be submitted to IADC before IADC would issue a certificate. Evidence may include experience and testimonial evidence as well as evidence of satisfactory attendance at an accredited course. IADC staff will validate the data from authenticated sources before issuing a certificate.

SECTION 10 — IADC QUALITY STANDARDS AND AUDIT PROCEDURE

Applicants for this program shall agree to be subject to on-site assessment by IADC at the time of initial application, and other site visits at any time during the duration of their accreditation. Applicants are responsible for all costs associated with program audits, including assessor fees, travel, lodging and other expenses.

- All active Accredited Programs shall be subject to evaluation by at least one site visitor during the five-year accreditation period.
- 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. He/she may also be a representative of a customer or prospective customer of the firm operating the accredited Program, or other person designated or acting as a consultant for a customer or prospective customer of the firm operating the accredited Program.
- Active Accredited Programs and those on provisional or probationary status may be subject to other site visits as deemed necessary by IADC staff or the Drilling Industry Training Accreditation Review Panel.

SECTION 11 — COMPLAINTS AGAINST ACCREDITED PROGRAMS

From time to time a complaint may be received by IADC against an accredited program. Every complaint received by IADC will be taken seriously and will be investigated to determine the merit of the complaint. 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 effect 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 the above requirements will be acknowledged by Panel or Staff and sent to the Program for comment. Both complaint and comments 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 — HEARINGS AND APPEALS

Before rendering any decision to 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 indicate in such notice that all reports, documents and records considered by the Panel in reaching its proposed decision. Such notice shall be sent to the Program by registered or certified mail. Factual findings will be promptly made available or supplied to the Program or its representative upon receipt of a written request. 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 after the hearing is to 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 is to revoke 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 13 — REVOKING ACCREDITATION

In the event that accreditation is revoked, the Program impacted must: 1. cease use of IADC logo and other reference to IADC accreditation for this Program, 2. cease issuing Certificates of Completion, 3. submit to IADC within 30 days all records for completed training previously not submitted, and 4. return to IADC all unused Certificates of Completion.

SECTION 14 — CONCLUSION

The value of accreditation should be seen as a shared partnership between the provider and IADC based upon agreed standards and specified trainee knowledge and performance.

NOTICE

The information contained in this document was current at the time of publication. However, the elements of IADC's Drilling Industry Training Accreditation System as described herein are subject to change at any time. To determine if this document or any other program document contains the latest revisions, contact IADC at the address below or check the IADC web site at <http://iadc.org>.

If substantive changes in policy or procedures occur before the next edition of this document is issued, institutions affiliated with IADC's Drilling Industry Training Accreditation System will be notified through special bulletins. Bulletins are also archived on the IADC web site.

Institutions that are currently accredited or those with accreditation pending will automatically be provided with any revised editions of this document.

Additional copies of this document and other program documents can be ordered from IADC at the address below. Drilling Industry Training Accreditation System documents are also available in electronic format at IADC's web site.

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