

IADC Competence Assurance Accreditation Program

Form CAA-01 Overview & Accreditation Procedures

SCOPE

IADC accreditation for Competence Assurance Programs is a voluntary system open to all companies operating in the oil & gas drilling industry.

DEFINITIONS

Competence: An individual's ability to function within the scope of his/her work responsibilities.

Competence Assurance Program: A structured & documented method of assessing the competence of company personnel.

INTRODUCTION

IADC has developed a system of accrediting companies' Competence Assurance Programs to assure these programs meet accepted practices to develop and ensure the skills of their personnel.

CRITERIA

The accreditation focuses on the following required criteria:

- 1.0 Training Policy and Procedures document** – a directive that shows management commitment and support providing a published Training Policy and an overview of the implementation and management process and procedures. This can be an element of the company's Management System and/or a stand alone Training Policy and Procedures Document. This document should also include the company's Training Objectives, including total commitment to a training process that ensures demonstrated knowledge, skills and competencies.

This Training Policy and Procedures document should provide details in each of the following topics as a minimum:

- Purpose – A statement defining why this program exists and what it should do,
- Scope – A statement defining those entities (including competence) covered by these policies and procedures,
- Responsibility – A statement defining the roles and responsibilities at all levels within the organization in managing and/or participating in this process, and
- Procedure – A particular method or instruction that, when followed, will ensure compliance with the policy.

Some additional sections that may be included if considered appropriate would be:

- Reference Documentation, and
- Definitions.

- 2.0 Resources to support the competence assessment process:**

Physical Resources

- Training facilities & materials
- Simulators
- Equipment
- Third party training providers

Personnel

- Instructors
- Assessors
- Managers
- Coaches
- Mentors
- Other

Support Systems

3.0 Define Competencies - formal procedures that have been put in place to identify and approve listed job-related competences.

- Process of defining competencies
- Method of approving competencies
- Process for reviewing and revising competencies

4.0 Assessment System – a means to assess and deem employees competent for the job.

- Formal procedures have been put in place for assessment of employees in Job Positions included in the program.
- Method of identifying assessors is in place.
- Methods for assessment will be defined to include, but not limited to:
 - Observation – Direct observation of the person carrying out a task
 - Simulation – Where direct observation is not possible, then a simulation of the task can be carried out and competence recorded accordingly
 - Questioning – By asking questions, the assessor can determine an employee's knowledge and experience of a task or operation
 - Records – It may be the case that records exist that would prove that this task was competently carried out in the past (e.g., any certificates or licenses required (as applicable)).

5.0 Identification of Job Positions for which competencies are defined.

- List of Job Positions to be included in the Competence Assessment Accreditation program
- Provide a brief description of each position
- List of job-related competencies for each of these positions (IADC's Knowledge, Skills and Abilities may be used as minimum competencies for specific positions. Go to <http://www.iadc.org/committees/Training> for a listing of rig positions and their minimum competencies as defined by IADC's Training Committee.)

6.0 Assessment Tracking – a means of tracking and reporting individual performance in completion of required competence task list.

7.0 Quality Assurance – a formal means of self-directed auditing to verify compliance with the published policies and procedures; include reporting requirements and procedures for responding to identified discrepancies. At a minimum the Quality Assurance process should include the following elements.

- Audits are planned and conducted.
- Discrepancies are noted for corrective action.
- Corrective action is completed.
- Preventive Action is defined.
- Records and reports are filed.

ACCREDITATION PROCESS

To initiate the accreditation process, an organization must submit a completed application (Form CAA-03 Application for Accreditation) with the appropriate fee (see Form CAA-02 Schedule of Fees) to IADC. Copies of the application and other relevant documents are available from the IADC web site or directly from IADC.

The submitted application will be reviewed by IADC staff to ensure that all required materials are present. Any deficiencies will be noted and the applicant will be provided an opportunity to correct them.

IADC will schedule an on-site audit of the organization's competence assurance system. The audit team will consist of one or more persons selected from IADC staff, IADC consultants, industry representatives, or subject matter experts.

The audit team will use a systematic approach to verify that the program meets established criteria by reviewing program documentation, procedures, and resources. The audit team will issue a report noting its findings and any recommendations to the IADC Competence Assurance Review Panel. The panel will be balloted as to whether to award accreditation based on the recommendations of the audit team. They can decide to award one of the following:

- Full Accreditation – all criteria for accreditation and training may commence.
- Conditional Accreditation - subject to compliance with recommended improvements
- Rejection of application for reasons to be cited. (A rejected application may be resubmitted once significant improvements to the program have been made.)

Upon approval of accreditation, the organization will be issued a Certificate of Accreditation by IADC. The organization will also be authorized to reference IADC accreditation in its literature and other materials.

Each accredited company will be subject to annual renewal process (including renewal fees) and an annual external audit of the program.

Accredited programs will be notified by IADC of any program changes as changes are made to the program. Accredited programs are expected to implement program changes within a reasonable period of time after of notification of the program change.

COSTS

Applicants will be subject to an initial application fee and periodic renewal fees as listed in the Schedule of Fees (Form CAA-02). In addition, the applicant will pay for travel, lodging, meal and other related expenses for on-site auditors.

ACCREDITATION PERIOD

The Competence Assurance Accreditation period will be five (5) years.