

RIG PASS/SAFE GULF Data Processing



- Reporting Process
- Photos
- ACD Reporting

Reporting Process- Student Records



- When Should I Report Student Records?
 - Within 90 Days of Card Issuance
 - Cards are issued upon course completion w/passing grade

Reporting Process- Student Records



–Format for Student Training Records

- Log Sheets
 - Renaming
 - Fields Required
 - Log Data Entry

Formatting Student Training Records



- Renaming Logs
 - File
 - Save As
 - IADCA1014013-14015.xls

Reporting Process- Student Records



- Fields Required (must be completed)
 - Cert #
 - First Name
 - Last Name
 - Birth Date
 - Location
 - Course Type
 - Completion Date

Reporting Process- Student Records



- Miscellaneous Notes
 - All spreadsheets (logs) are password protected
 - To preserve format required for importing
 - To ensure uniformity
 - To prevent unintentional modifications
 - OE (offshore endorsement field)
 - Field is required for importing
 - Completion of field is not a requirement
 - Instructions for OE field has been removed from endorsement instructions

- **General Formatting**

- Photographs should include the individual's head and shoulders (no hats and/or sunglasses)
- Photographs should be taken against a contrasting solid white or off-white background (similar to a passport or driver's license)
- Care should be taken to ensure proper lighting and focus of the subject.
- In general, guidelines suggested in the US Department of State's Guide for Passport & Visa Photography should be followed.

- **Software Formatting**
 - Photos must be in JPG format (.jpg)
 - Example: **IADCA1234567.jpg**

- **Name Formatting**

- Photographs should be **titled to match the**
 - Barcode
 - SafeGulf ID number
 - Example: **IADCA1021234.jpg**

- **Size Formatting**

- Dimensions should be no greater than 640x480 pixels
- File size should be no larger than 100-200 kb.

Compressed (Zipping) Files



- Select desired files (Highlight)
 - Log file & .jpg files
- Right click on selected (Highlighted) files
 - Left click on “Send To”
 - Select “Compressed (zipped) Folder
 - A new zip file will appear in your current directory

Submitting Data To IADC



- **How to submit**

- Begin new e-mail message
- Address to records@iadc.org
- Subject line should reference file name
- Attach compressed (zipped) file
- Type any special instructions
- Include contact information
- Send message

Submitting Data To IADC



- **Where to submit**

- Submit (e-mail) to records@iadc.org

- **Subject line & flagging (e-mail)**

- Example: “R500 - IADC1021234-1022345”

- If to be loaded immediately, flag “High Priority” (!)

- **Messaging (e-mail)**

- Designate files to be loaded

- When employee needs to be on rig, etc.

- Capabilities
 - Accreditation Database
 - Certificates Allocated to Provider
 - Certificates Voided by Provider
 - Certificates Issued by Provider
 - ISNetworld Database
 - Individual names/certificate numbers
 - Range of certificate numbers
 - Range of certificate dates
 - Range of upload dates

- Limitations
 - ISNetworld Database
 - Cannot query by provider name
 - Cannot query by provider identification code