



## SafeLandUSA Program Agreement (Form SCO-03sl)

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

**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, 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.
- Have a minimum of 4 tests – 2 tests/ class to be used with each test having 100 questions.
- 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.
- Print only exact number of tests and answer keys for students present.
- Provide oral testing of any student who cannot read— OPTIONAL.
- Verify that all tests are removed from classroom after the test.
- Review all missed questions with student who pass 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

- Check the student’s identification before taking photo for photo Card of Completion. ‘Valid’ identification is any one of the following: 1. state-issued identification card; 2. a valid federal identification card; 3. identification credentials as required to verify identity for an I-9 form; or 4. a valid passport that contains a current photograph.
- Issue Card of Completion containing a photo of the student (The card design must contain the SafeLandUSA logo, student photo, and barcode.)
- 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 taken with digital camera with review feature and operated at the highest resolution setting; 5. photo clearly focused and cropped to 300x300 pixels; 6. photo file in .jpg format; 7. Lighting sufficient to allow all details of face to be clearly discernible, no distracting shadows on the back or background permitted; 8. do not retouch or enhance photo.
- Inform each student that he/she must update photo 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. In addition, the facility must:

- Be quiet, clean, temperature controlled, and well lit; and
- Provide seating, break area, and restrooms.

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

- Have written class registration procedure;
- Provide training for class registration personnel;

- Maintain a sign-in sheet/log for each class/day that includes 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;
- Secure student records, including identity, test, and other records;
- Have process in place for students to provide feedback on quality and the value of the orientation;
- 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 SafeLandUSA database; and
- Grant the Accrediting Organization permission to upload student training records to the SafeLandUSA 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 SafeLandUSA requirements.

By signing this agreement, you:

- Acknowledge that you are aware of the SafeLandUSA 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 SafeLandUSA student records databases managed by PEC and ISNetwork; and
- Agree to supply IADC appropriate evidence of compliance with the SafeLandUSA program whenever requested by IADC.

---

Signature of Authorizing Official

Date

---

Print Name

---

Company Name