



HSE Rig Pass Program

SafeGulf Supplemental Site Visit Checklist & Report

(Form SCO-61sg)

This form is to be used to verify the accredited program has implemented additional requirements of the SafeGulf program and is continuing, on an ongoing basis to conform to these requirements.

Part 1. INSTRUCTIONS FOR USE

The primary purpose of this report is to document the observations made during a Site Visit that are to be reported to International Association of Drilling Contractors – Accreditation & Certification Department. This report also provides the applicant or Accredited program with feedback on the program’s current operations and provides guidance regarding program requirements that will be examined in follow-up visits.

Procedures for completing this form are the same as for completing SCO-61 HSE Rig Pass Site Visit Report Form. Upon completion of this form, the Site Visitor should append this report form to SCO-61 Form completed for the same organization. Any findings, noteworthy efforts or opportunities for improvement identified during this portion of the audit should be incorporated into the “Concluding Comments” section of SCO-61.

Should Corrective Action(s) be assigned, those issues should be documents following the same procedures as Corrective Action for the core Rig Pass program.

Submit the report and Corrective Actions to IADC upon completion of the site visit. This report will be received by ACD as an official report of the site visit findings only if Part 3 is completed, signed and dated by the site visitor.

Part 2 – Business Information

General Site Visit Information	
1.	Date of Visit:
2.	Purpose of Visit: <input type="checkbox"/> Initial Site Visit <input type="checkbox"/> Follow-up Visit <input type="checkbox"/> Visit Made at Program Request <input type="checkbox"/> Complaint Investigation <input type="checkbox"/> Other _____
3.	Name of Site Visitor(s) and Affiliation (or Employer):
Site Visit Location	
1.	Company/Institution Visited:
2.	Name and Telephone Number of Primary Contact for Site Visit:
3.	Primary Location or Address of Site Visit: <i>(Location(s) should be the same as those identified in SCO-61 report for the same date.)</i>

Part 3 – Program Review

1.0 COURSE CONTENT		
<i>Person(s) Interviewed (Name and Title):</i>		
<i>Requirement</i>	<i>Observation or Evidence of Satisfying Requirement</i>	<i>Corrective Action</i>
<p>1.1 Course Syllabus includes all topics specified by SafeGulf</p> <p><u>Additional SafeGulf topics:</u></p> <ul style="list-style-type: none"> • Marine Debris • Alternate Cutting Tools • Hazardous Materials Awareness 		

2.0 STUDENT TRAINING PROCESS

Person(s) Interviewed (Name and Title):

<i>Requirement</i>	<i>Observation or Evidence of Satisfying Requirement</i>	<i>Corrective Action</i>
<p>2.1 Student assessment by written test and have written procedure defining assessment process, retesting, records retention, cheating and test out option.</p>		
<p>2.2 Test Out option</p> <p>100-question test</p> <p>90% passing score</p> <p>Any individual failing test must take the orientation</p>		
<p>2.3 Testing</p> <p>100 questions each test</p> <p>Maintain a pool of 300 questions</p> <p>Secure tests and answer keys</p> <p>Grade each test and retain test score in each student's record</p> <p>Passing score 80%</p> <p>Review all missed questions with student who pass test</p> <p>Assure test or answer sheet has the following:</p> <ul style="list-style-type: none"> Test number Program name Student name Unique ID Test score Instructor name Date of completion 		

3.0 PHOTO CARD OF COMPLETION

Person(s) Interviewed (Name and Title):

Requirement	Observation or Evidence of Satisfying Requirement	Corrective Action
3.1 Check student's identity at time of course registration		
3.2 Issue completion card that contains: SafeGulf logo Student photo Barcode (with IADC Rig Pass number)		
3.3 Assure photo meets the following: Student's head centered within frame, head shot only from top of hair to bottom of chin. Full face view, eyes open and natural expression No hats, caps or sunglasses permitted Blue background Photo clearly focused and cropped to 300x300 pixels Photo file in .jpg format Lighting sufficient to allow all details of face to be clearly discernible – no distracting shadows on the background permitted Do not retouch or enhance photo Inform student that he/she must update photo whenever their appearance changes		

4.0 FACILITY		
<i>Person(s) Interviewed:</i>		
<i>Requirement</i>	<i>Observation or Evidence of Satisfying Requirement</i>	<i>Corrective Action</i>
4.1 Provide an environment conducive to learning and provides space adequate to conduct instruction, demonstration and hands-on interaction		

5.0 ADDITIONAL ADMINISTRATIVE REQUIREMENTS		
<i>Person(s) Interviewed:</i>		
<i>Requirement</i>	<i>Observation or Evidence of Satisfying Requirement</i>	<i>Corrective Action</i>
5.1 Have written class registration procedure		
5.2 Verify each student's identity during registration or at beginning of course		
5.3 Retain record of each class that includes attendee's name, identifying number, date of training, and course name and number		
5.4 Provide training and materials in working language of class attendees		
5.5 Obtain permission for each student to have his/her student training record be uploaded to the SafeGulf database		
5.6 Grant the Accrediting Organization permission to upload student training records to the SafeGulf database		

CONCLUDING COMMENTS

List any other observations or comments which may be relevant to the accreditation status of this program. Include any noteworthy efforts, recommendations or suggestions for improvement.