

# Rig Pass Cards Order Processing



# Rig Pass Cards Order Processing



- . **Schedule of Fees**
- . **Ready to Order**
- . **Shipment & Packing List**
- . **Terms & Billing**
- . **Card Design**
- . **Contact Information**

Rig Pass Cards  
Order Processing



# Schedule of Fees

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Designed by John Weaver De



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# Training, HSE Rig Pass

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## IADC HSE RIG PASS Program



Service  
Contractor  
Safety  
HSE  
Orientation



The HSE *RIG PASS* accreditation system was designed to meet two requirements:

- To identify core elements of training programs for new rig employees, and
- To provide a means of recognizing programs that adhere to those elements

Completion of a *HSE RIG PASS* accredited program confirms that personnel have met basic requirements defined by safety and training professionals in the drilling industry, irrespective of the rigs location.

Operators and contractors may be confident in the knowledge that every program is subject to review and evaluation by independent parties. Site visits and maintenance of an audit history are key parts of the *HSE RIG PASS* system.

*HSE RIG PASS* accreditation is open to all drilling and ancillary service contractors, commercial providers or educational institutions and agencies.


<a href="#">Accredited <i>HSE RIG PASS</i> Programs</a>	<a href="#">Programs with Accreditation Pending</a>
<a href="#">Online Forms &amp; Documents</a>	<a href="#">To Request an Application or More Information...</a>

# SCO-7 Schedule of Fees


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■ [RIGPASS - IADC Service Contractor Orientation Accreditation Program Forms List](#)



This is a list of forms used in the RIGPASS Program with their latest revision dates. Forms with dates hyperlinked may be downloaded from the web in PDF format. Please note that some forms are reserved for the internal use of IADC.

- [Procedures and Reference Documents](#)
- [Application Documents](#)
- [Program Administration](#)





















### Procedures and Reference Documents

FORM ID	TITLE	CURRENT REVISION
900-1	ACCREDITATION PROCEDURES	0708-15
900-2	PROJECT OVERVIEW/RESUMÉ (FORM)	040403
900-6	EMPLOYEE ORIENTATION CHECKLIST	040701
900-8	SAMPLE ORIENTATION TEST AND ANSWER SHEET	040508
900-7	SCHEDULE OF FEES	070804
900-18	RIGPASS SECTOR PANEL MEMORANDUM	070115

### Application Documents

# Sheet of 10 Cards

Black Pantone 186 Pantone 347

 <p>Global Leadership for the Drilling Industry</p>	<p>RII PANS ISE Orientation</p> <p>Name: _____ ID Number: _____ Completion Date: _____ Location: _____ IADC Program Number: _____ Provider: _____ Authorized Signature: _____ Offshore Endorsement if Box is Checked: <input type="checkbox"/></p> 	 <p>Global Leadership for the Drilling Industry</p>	<p>RII PANS ISE Orientation</p> <p>Name: _____ ID Number: _____ Completion Date: _____ Location: _____ IADC Program Number: _____ Provider: _____ Authorized Signature: _____ Offshore Endorsement if Box is Checked: <input type="checkbox"/></p> 
 <p>Global Leadership for the Drilling Industry</p>	<p>RII PANS ISE Orientation</p> <p>Name: _____ ID Number: _____ Completion Date: _____ Location: _____ IADC Program Number: _____ Provider: _____ Authorized Signature: _____ Offshore Endorsement if Box is Checked: <input type="checkbox"/></p> 	 <p>Global Leadership for the Drilling Industry</p>	<p>RII PANS ISE Orientation</p> <p>Name: _____ ID Number: _____ Completion Date: _____ Location: _____ IADC Program Number: _____ Provider: _____ Authorized Signature: _____ Offshore Endorsement if Box is Checked: <input type="checkbox"/></p> 
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# Numbers Only

Must be approved by the Rig Pass  
Review Panel

Rig Pass Cards  
Order Processing



**Ready to  
Order**

# Include Details



- Program Number
- Provider Name
- Quantity
- Card Type:
  - English
  - Spanish
  - Numbers only

# Include Details



- Shipping Address or Special Shipping Instructions
- Billing Address if different than Shipping
- Purchase Order if required

E-mail Order to:

[rigpass@iadc.org](mailto:rigpass@iadc.org) or directly to the  
Accreditation Coordinator

Rig Pass Cards  
Order Processing



**Shipments &  
Packing List**

# Prompt Response

For Shipping Purposes, cut off is 3:00 p.m.

# Tab 1- Instructions

Microsoft Excel - R 720 - IADCA1023291\_IADCA1023340.xls

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

100%

Arial 12

Using the IADC Electronic Card Log

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	<b>Using the IADC Electronic Card Log</b>																
2																	
3	<b>Instructions:</b>																
4																	
5	Reporting the activity of your IADC-accredited courses on this spreadsheet will help enhance the accuracy and efficiency of IADC's recordkeeping systems. Please review these instructions carefully for the specific programs you are reporting – this will ensure your information is properly imported into IADC's database.																
6																	
7	This spreadsheet includes three parts: these Instructions, the Packing List and the Card Log (please note the tabs at the bottom). It is suggested that you print these Instructions for reference. You may do this by pressing the Print button in the toolbar, or by selecting Print from the drop-down File menu. You may also print The Packing List and Card Log after you have selected the tab for the page you wish to print. The print areas for all pages have already been defined, including footers and margins.																
8																	
9	<b>Packing List:</b>																
10																	
11	The Packing List is a list of items that have been shipped to you, or have been allocated to your program (in the case of numbers only). The data on the Packing List cannot be changed and is provided for your information.																
12																	
13	<b>Card Log:</b>																
14																	
15	This log should be completed with student names, instructor names and other course information to be reported to IADC. It is intended that you should fill out the information for each certificate/card as it is issued. The top portion of the Card Log and the Certificate Numbers in the first column cannot be changed.																
16																	
17	<b>Completing the Card Log:</b>																
18																	
19	1.	Enter the name of the person authorizing the records you are reporting.															
20	2.	Enter all pertinent information for each Certificate/Card listed on the Log. Ensure that names for the students and the Instructors are consistent where repeated (especially Instructor names).															
21																	
22	<b>WELLCAP Programs</b> – Use the Course Codes on Page 2 of these instructions to																

Instructions Packing List CardLog

Page 1

NUM

10:27 AM

# Tab 2 - Packing List

Microsoft Excel - R 720 - IADCA1023291\_IADCA1023340.xls


File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

106%

Arial 10

H22



**INTERNATIONAL ASSOCIATION OF DRILLING CONTRACTORS**  
 10370 Richmond Ave., Suite 760  
 Houston, Tx. 77042  
 +1-713-292-1945 Telephone  
 +1-713-292-1946 Fax

**PACKING LIST**

<b>Shipping</b>	Renata Maxton International Association of Drilling Contractors 10370 Richmond Avenue, Suite 760 Houston, Texas 77042 Telephone: +1-713-292-1945 Telephone Fax: +1-713-292-1946 Fax	<b>Billing</b>	Renata Maxton International Association of Drilling Contractors 10370 Richmond Avenue, Suite 760 Houston, Texas 77042 Telephone: +1-713-292-1945 Telephone Fax: +1-713-292-1946 Fax
-----------------	--	----------------	--

**Accreditation Code:** R###

**Shipping Date:** 28-Aug-2007

**PO Number:** Renata Maxton

**Payment Terms:** Net 30

**Shipping Instructions:** 54401-400-345; UPS

Quantity	Item Description
50 Certificates	HSE RIG PASS Certificates: English, Numbers IADCA1234500 through IADCA1234550

Page 1

Instructions Packing List Card Log

Draw AutoShapes

Ready NUM 10:32 AM

# Tab 3 - Card Log

Microsoft Excel - R 720 - IADCA1023291\_IADCA1023340.xls

File Edit View Insert Format Tools Data Window Help Adobe PDF Type a question for help

100% Arial 8 B I U

Authorizer

## HSE RIG PASS - CARD LOG

School: International Association of Drilling Contractors  
Accreditation Code: R###  
Authorized By:

RigPass Number	First Name	MI	Last Name	BirthDate MM/DD/YYYY	Location (Country Only)	Course Type	Completion Date	OE
IADCA1023291								
IADCA1023292								
IADCA1023293								
IADCA1023294								
IADCA1023295								
IADCA1023296								
IADCA1023297								
IADCA1023298								
IADCA1023299								
IADCA1023300								
IADCA1023301								
IADCA1023302								
IADCA1023303								
IADCA1023304								
IADCA1023305								
IADCA1023306								
IADCA1023307								
IADCA1023308								
IADCA1023309								
IADCA1023310								
IADCA1023311								
IADCA1023312								
IADCA1023313								
IADCA1023314								
IADCA1023315								
IADCA1023316								
IADCA1023317								
IADCA1023318								
IADCA1023319								
IADCA1023320								
IADCA1023321								
IADCA1023322								
IADCA1023323								

Page 1

Instructions Packing List Card Log

Draw AutoShapes

Ready NUM 10:33 AM

Rig Pass Cards  
Order Processing



# Terms & Billing

# Terms & Billing



- Packing list is included with merchandise
- Unless otherwise instructed:
  1. USA orders are shipped UPS, regular
  2. Invoices are mailed
- Terms are Net 30 days

# Card Design



# Card Design



**Rig Pass card designs are reviewed internally by the IADC Accreditation Coordinator before sending to the HSE Rig Pass Review Panel.**

**To be valid, a completion card must contain the following:**

# Card Design

- 1. Employee Name**
- 2. Rig Pass Card Number**
- 3. Date of Completion**
- 4. Location of Instruction**
- 5. Name and signature of instructor or authorized person issuing the card**
- 6. Program ID number as assigned by IADC**
- 7. Notation of Offshore Endorsement, if applicable**

# Card Design

- **Other data may be added if needed to satisfy the requirements of the employer or institution.**
- **Program may not issue a completion card until the employee has completed orientation.**
- **Printed bar code labels must be used and must match the card and employee photograph.**

# Card Design

- **Accreditation Coordinator will:**
  - **test scan the bar code label**
  - **review format**
  - **review data**
  - **submitting the Provider design to the HSE Rig Pass Review Panel**

# Card Design

**For additional design details or submitting a card design, contact the Accreditation Department.**

# Contact Information

Primary Official Responsible for HSE Rig Pass Program

Representative  
Authorized to  
purchase completion  
cards

Representative  
Responsible for  
submitting card  
logs