



IADC
WELLCAP PLUS

WellCAP® PLUS
HANDBOOK FOR
ACCREDITATION

This document supersedes all program bulletins and other versions of this document issued prior to the date below.

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INTERNATIONAL ASSOCIATION OF DRILLING CONTRACTORS

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OVERVIEW

This document describes the basic requirements and procedures for well control training providers that wish to participate in the WellCAP Plus program.

WellCAP Plus is intended to supplement the existing WellCAP Supervisor Level program by providing a program designed to promote a discovery process to improve critical thinking and problem-solving skills. It is designed to encourage participation among multiple levels of decision makers including drilling superintendents, operations engineers, rig superintendents, rig managers, and all other qualified individuals who have attended several typical well control supervisory courses and are seeking a unique learning experience to challenge their well control skills to a higher level. (**NOTE:** WellCAP Plus is not intended to replace site-specific training. Site-specific training for all stakeholders is encouraged when the anticipated characteristics and challenges of a particular well (e.g., deepwater, HPHT) warrant additional pre-planning measures and focused mitigation procedures.)

The suggested minimum level for participation is driller or equivalent position.

The minimum course duration is four days, to be structured as described in the following section. Class size is limited to a maximum of 16 persons and a minimum of six persons (as the goal of the program is to promote interactions between teams, there will be no exceptions allowed to the minimum number).

PARTICIPANT REQUIREMENTS

All participants must be able to provide evidence of having previously obtained at least two internationally recognized qualifying supervisory level well control certificates and either:

- a) one of these certificates must be currently valid, or
- b) the participant must be currently involved in relevant operations (i.e. employed as a toolpusher, drilling engineer, drilling superintendent, workover supervisor, etc.)

Participants must take an entrance exam (an approved supervisory level IADC WellCAP exam meeting all existing WellCAP guidelines). Participants failing this exam may participate in the course, but will be given a certificate only if they successfully pass a re-test before the end of the WellCAP Plus course.

Optionally, participants may “pre-qualify” with a supervisory level test (of the same language) taken at up to 90 days in advance. In this case, the test must be administered by an approved WellCAP instructor at a location operated by a WellCAP accredited provider. Alternatively, a student that has completed a WellCAP supervisory course within the prior 90 days (and who meets the other prerequisites) is considered pre-qualified and may also be admitted to a WellCAP Plus course. If either the prequalification test or supervisory course was taken at a different training provider than that giving the WellCAP Plus course, the student is responsible for obtaining documentation from the accredited WellCAP training provider certifying a passing score for that test or course.

Students successfully completing the program will be awarded a WellCAP Plus Certificate at those course type classifications being currently held (e.g., drilling, workover/completion, wireline, etc.). Upon completing the WellCAP Plus course the certification issued will be at the same level and type coverage as the current supervisor certificate; No upgrades to course types (i.e., Drilling, Workover & Completion, etc.) will be allowed. Also, once taken, the WellCAP Plus course cannot be repeated until three years later.

COURSE STRUCTURE

The entrance examination will be conducted on day one of the course.

The remaining portion of the first day will be used to cover the expectations of the course and provide students with the necessary skills (using of a problem solving model) to successfully complete the program. The model will be introduced through a “mini-Exercise.”

In the event that all participants have “pre-qualified” by testing prior to the course, then the first part of day one will consist of defining the expectations of the course and completion of the mini-Exercise as discussed in the aforementioned paragraph. The latter part of day one then can be used to present the initial Exercise and progress to Decision Point 1 or to a logical break point, to allow more time to complete the Exercises to be given over the remainder of the course.

Days two, three, and four will be entirely devoted to well control Exercises, with each day focusing on a different, and progressively more challenging, scenario. Each day, participants will be assigned to three-to five-person teams that will work together on the Exercise for that day. Each Exercise should be based on realistic situation. The Exercises are to be divided into at least two decision points. These decision points should be timed appropriately within the Exercise, such as when an important decision needs to be made to affect a positive outcome to the event. The first decision point, for example, may be limited to information concerning the initial well shut-in and kick details. Each Exercise to be used must be developed with complete and relevant well data. When possible, the introduction of the data for each case should be of a novel and interesting format that attempts to replicate some of the reality associated with the type of event being portrayed.

At each decision point the work teams will gather separately and spend sufficient time (one to two hours) to develop their recommended plan of action and to identify resources required for successful implementation. The teams will re-group and make presentations of their findings and will then be enlightened by the Facilitator as to what actually happened. The teams will be presented a well status update relative to the timetable of the Decision Point just completed for consideration when working the next decision point. A team may have recommended the use of the Driller’s method, for example, at the first decision point but the actual people who lived the event may have done something different causing the situation to worsen and hence decision point two.

There will be no exit exam but students can fail the course by lack of participation or by demonstrating poor team-working skills or attitude issues, as documented by the course Facilitator(s). *Attendance at all course segments is mandatory, and must be documented in the course roster.*

ACCREDITATION ELIGIBILITY

Only training providers that have a current WellCAP accreditation at the supervisory level will be eligible to participate in WellCAP Plus. WellCAP Plus is a voluntary program; there is no requirement for a WellCAP provider to participate.

While WellCAP Supervisory accreditation is a requirement, WellCAP Plus will be considered a specific type of accreditation with unique requirements for application, review, renewal, record keeping and auditing. Providers will be issued a WellCAP Plus Program ID number to be used on all certificates and records.

WellCAP accredited programs can apply for WellCAP Plus accreditation only in those areas currently approved (e.g., Drilling programs can only get WellCAP Plus approved in Drilling; Drilling and Workover & Completions programs can likewise receive similar WellCAP Plus approval for both areas; Well Servicing only programs can only get WellCAP Plus accreditation in Well Servicing, etc.). If a program has stand-alone WellCAP approval for all three categories, then the training institution can receive WellCAP Plus approval for all three stand-alone categories.

APPLICATION PROCESS

The WellCAP Plus accreditation process is to be completed in two steps.

Step 1: The applicant must complete a WellCAP Plus application supplying basic information regarding company details and existing WellCAP accreditation. The application form can be acquired from IADC website or will be provided on request. The completed application must be submitted to IADC along with a non-refundable application fee. Once the application and fee is received, IADC will send a complete submittal package to the applicant. The applicant will also be authorized to nominate students to take part in a WellCAP Plus Facilitator Certification Course if so desired.

Step 2: Once the applicant receives the submittal package, it must be completed in full and returned to IADC for review and processing (see Review Process below). The submittal package sent to the applicant will include a full example Exercise for the applicant's use in developing required Exercises as noted below.

Items that will be required from the applicant include, but are not limited to:

- A. Copy of entrance written examination.
- B. List of certified Facilitator/Instructors (see "Facilitator Requirements" below).
- C. Course or workshop generalized agenda that describes how the applicant plans to handle pre-qualification requirements.
- D. One complete Exercise (to be developed by the applicant and separate from that included in the submittal package) with at least two Decision Points must be submitted. (Decision Points being defined must be clearly within the definition of the Problem Solving Template.)

Note: A minimum of one Exercise **must** be developed by the submitting institution and presented as part of the submittal. This Exercise will become available to other WellCAP Plus providers through a central IADC library once

approved. For course use, two Exercises can be chosen from the IADC Database and can be selected from a list supplied. Should an applicant choose to develop the three Exercises in full, two Exercises can be designated as proprietary by the applicant and they will be returned to the applicant once reviewed and approved for use (*i.e.*, they will not be added to IADC library). In the event an applicant submits for program approval and a sufficient number of Exercises of like type for the program are not contained within the library, the applicant will be required to develop Exercises up to the minimum three required for the course.

- E. Defined Course & Performance objectives.
- F. Complete definition for all scripts, props, delivery methods, materials, handouts, etc. as specified within the Facilitators Guide and Exercise template.
- G. If a school elects to produce its own certificates (using certificate numbers obtained from IADC), the certificate design must be submitted for prior approval.

When applying for accreditation, the training provider MUST submit Exercises that are representative in type for the courses to be taught, e.g., drilling, workover & completion, coiled tubing, snubbing, etc., or a combination thereof.

Facilitator Requirements

An applicant for WellCAP Plus accreditation must provide evidence of at least one Facilitator with current certification from an approved IADC Train-the-Trainer Facilitation Certification Course (see separate document describing this course).

A minimum of one certified Facilitator and one approved Well Control Instructor are required at all times while conducting WellCAP Plus training; the WC Instructor may not facilitate more than 25 percent of the training and must always have Facilitator oversight while doing so.

An approved program found not adhering to the above Facilitator requirements will be subject to disciplinary action, including “Probation” or revocation of accreditation, depending on the extent or nature of the infraction(s).

Renewal Requirements

Programs that do not renew their WellCAP Supervisory Level accreditation will not be eligible to renew their WellCAP Plus accreditation. All WellCAP Plus training providers are required to submit one additional “new” Exercise for the public domain every two years to maintain accreditation.

REVIEW PROCESS

All materials and exercises submitted will be thoroughly examined by the WellCAP Review Panel, a group of subject matter experts and well control trainers comprised of operators, drilling contractors, and university faculty. (Members of the Review Panel are nominated by the IADC Well Control Committee.) For more information, see WellCAP Form WCT-1, *Handbook for Accreditation*. IADC will initiate the review process once the submittal is received and forwarded for action by the existing WellCAP Review Panel, which will be responsible for all decisions regarding WellCAP Plus accreditation. The Review Panel will provide a response no later than 120 days following receipt of the submittal. Should further clarification of Exercises or materials contained within the submittal be required, the Review Panel may request personal clarification (via personal appearance or by phone or e-mail).

The Panel will be empowered to award “**Conditional**” WellCAP Plus accreditation based on a positive evaluation of an application submission by a reviewer(s) in the absence of a Field Audit. Under Conditional accreditation, a training provider can begin facilitating courses so a full audit may be completed. **Note:** The training provider can issue course certificates of completion with “Conditional” accreditation while awaiting the audit and full accreditation approval.

Once a Field Audit has taken place and the provider found to be in full compliance, the Review Panel may then grant “**Full**” accreditation.

RECORD KEEPING

Course records must consist of the following for each WellCAP Plus course given:

- Course Attendance Roster
- Copies of previous qualifying certificates
- Participant entrance or a pre-qualification written test (or certification of prior test taken 90 days prior to the course)
- Participant Final Evaluation Form (completed by Facilitator(s))
- Participant Feedback Form

Course and student records must be retained in accordance with standard WellCAP requirements (see Form WCT-1).

CERTIFICATE ISSUANCE

WellCAP Plus certificates will be issued to all successful course participants. Course activity must be reported to IADC in accordance with WellCAP requirements. In addition to data normally provided on a WellCAP certificate, the WellCAP Plus certificate must also include the type of the student’s most recent qualifying certificate.

WellCAP Plus certificates must be obtained from IADC in accordance with WellCAP procedures. As with WellCAP, providers will have an option of printing their own certificates using numbers provided by IADC. In this case, the training provider must receive prior approval from IADC for the certificate design.

COURSE AUDITS

To be eligible for Full Accreditation under WellCAP Plus, the applicant program must undergo a Course Audit performed by an authorized WellCAP Plus Course Auditor. Programs to be audited will be responsible all expenses related to the Course Audit (audit fees, travel expenses, etc.).

When a Course Audit is completed, the Course Auditor(s) will prepare a report to be provided to the WellCAP Review Panel. The Review Panel will use this report to make decisions regarding the award, withholding, or rejection of WellCAP Plus accreditation.

Participant Feedback Form – All schools are to utilize the WellCAP Plus Participant Feedback Form following a WellCAP Plus course. Schools must provide copies of all Participant Feedback Forms to IADC within 30 days of course completion. Based on trends or potential areas of concern identified in the Participant Feedback Forms, the WellCAP Review Panel may choose to conduct an additional Course Audit(s) on specific programs. In such cases, the program to be audited will be accountable for all expenses incurred in the audit as mentioned above.