



Drilling Industry Training

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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NOTICE

The information contained in this document was current at the time of publication. However, the elements of IADC's Drilling Industry Training Accreditation System as described herein are subject to change at any time. To determine if this document or any other program document contains the latest revisions, contact IADC at the address above or check the IADC website at <http://iadc.org>.

If substantive changes in policy or procedures occur before the next edition of this document is issued, institutions affiliated with IADC's Drilling Industry Training Accreditation System will be notified through special bulletins. Bulletins are also archived on the IADC website.

Institutions that are currently accredited or those with accreditation pending will automatically be provided with any revised editions of this document.

Additional copies of this document and other program documents can be ordered from IADC at the address above. Drilling Industry Training Accreditation System documents are also available in electronic format at IADC's website.

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1 Introduction

1.1 How IADC Can Help

IADC's Drilling Industry Training (DIT) Accreditation ensures customer-designed courses follow industry-recommended criteria regarding components such as student assessment, facilities, faculty, quality control procedures, and overall course management. While course content is not vetted, IADC's accreditation focuses on course design components and quality control processes and procedures. Courses must reflect alignment of course title, description, and performance objectives. Accreditation is achieved only after an extensive review of a provider's course against specified accreditation requirements.

IADC and its members recognized an industry need to bring together a group of subject matter experts (SMEs) to review course applications in order to ensure that program requirements meet the needs and expectations of the industry.

1.2 Objectives

IADC offers a variety of accreditation opportunities for training institutions, providers, and program offerings. The purpose of the Drilling Industry Training (DIT) Accreditation System is to:

- Provide a means of industry review and recognition for providers that do not otherwise qualify for one of the association's specialized accreditation programs (e.g., RigPass, WellSharp, etc.).
- Ensure that similar courses conducted by different accredited establishments for the same purpose meet the same minimum standards.
- Ensure that when distance-learning or other techniques are used as a means of preparation or delivery, the programs are properly harmonized with the course objectives.
- Ensure that when courses cover the activities of several different disciplines, persons with the required amount of expertise are brought in to the training programs, e.g., health and safety inspectors, government surveyors, chemists, lawyers, or medical practitioners.
- Ensure that specialized courses focus on transfer of practical knowledge and that the participant is not exploited for the purpose of a sales opportunity.

1.3 Types of Accreditation Available

The following types of accreditation are available:

1. Individual course offerings – instructor-led classroom or laboratory/workshop courses.
2. Electronic course offerings – computer-based training or distance-learning products.

1.4 Eligibility

IADC's DIT accreditation is open to all companies operating in the oil and gas drilling industry.

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Courses that may be accredited under this program are those that are custom-designed by the applicant using appropriate curriculum design elements, and for which another IADC accreditation program does not exist. Courses that meet any of the following conditions are **ineligible** for accreditation under the DIT program:

- Course whose title, course description, or content suggests compliance with another industry organization's specific training standard.
- Course whose title, course description, or content suggests compliance with a company's internal policies or requirements that do not meet general, baseline industry safety, operational, or equipment standards.
- Course whose title indicates or implies that completion of the course will lead to competence.
- Course whose title indicates or implies that completion of the course will lead to a license, industry certification, or diploma.
- Course whose length is excessive (greater than 160 hours); suggesting the course is a comprehensive, self-contained training program comprising multiple courses of study.
- Course that serves as a marketing tool for a specific product or service.
- Other course that the DIT Advisory Panel deems inappropriate for IADC accreditation.

2 Accreditation Criteria

2.1 Course Design and Delivery

The course to be accredited must meet all of the following requirements:

2.1.1 Course Title

The course title must properly reflect the course content without including any of the words or phrases that limit eligibility or lead to misrepresentation of the course content.

2.1.2 Course Category

Course category should reflect the primary focus of course content, and may not exactly match or reflect the course title. Course must be categorized into one of the following categories:

1. Ballast Control and Stability
2. Cementing
3. Confined Space
4. Crane/Lifting Operations
5. Drilling Equipment
6. Drilling Operations
7. Electrical Maintenance
8. Emergency Management
9. Geosciences
10. Health, Safety, & Environment
11. Hydrogen Sulfide (H₂S)
12. Marine Equipment & Maintenance
13. Marine Operations
14. Mechanical Maintenance
15. Miscellaneous Training
16. Mud Handling
17. Personal Development
18. Pipeline Operations
19. Production Operations
20. Project Management
21. Regulatory/Compliance
22. Risk Management Intervention
23. Slickline & Wire Logging
24. Stuck Pipe
25. Subsea Equipment & Maintenance
26. Train the Trainer
27. Transportation
28. Well Control
29. Well Services / Completions

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2.1.3 Course Description

A brief description must state the purpose, scope, and focus of the course in sufficient detail.

2.1.4 Target Audience

Recommended attendees and course level must be specified for the course.

2.1.5 Course Objectives

The course objectives should communicate a summary or overview of what the participants will understand and be able to demonstrate at the end of the course. Each session or module must be defined and a syllabus or outline provided that lists specific learning objectives that are compatible with the target audience and course level specified.

Note: Currently, IADC does not review or accredit the course content, but will review course objectives to evaluate degree to which the content is aligned with learning objectives, target audience, and course level specified.

2.1.6 Method(s) of Delivery

The length of course and method(s) of delivery must be specified and consistently maintained for each course offering, regardless of course delivery location.

If 100% of the course content is delivered using an e-Learning methodology, additional requirements apply. See DIT-01E for details of e-Learning delivery requirements.

2.1.7 Resources and Procedures to Support Course and Program

Facilities and equipment must be appropriate for the defined learning objectives and available for course delivery and assessment.

- Describe resources available for the execution of this course. This might include assessment process (i.e., training standards (if externally set by regulatory requirement or other means), physical resources (i.e., training facilities, training materials, simulators, employee records, etc.), personnel (assessors, instructors, etc.), and support systems.
- Appropriate safety procedures and personal protective equipment must be used during delivery and assessment (if applicable). An equipment maintenance plan should be in place that will verify proper working condition of equipment prior to use.

2.1.8 Instructor's Manual

The course must have an accompanying instructor's manual and other training resources such as student handouts, exercises, and other reference materials used during delivery of the course. These resources should be readily available at each training location and consistently used during delivery of each course offering. The instructor's manual may be a copy of the student's manual utilized by the instructor during the course.

These materials may be requested as part of the application review process, and will be reviewed during the audit process.

IADC recognizes that, in most cases, training organizations hold copyright of their training materials and prefer to retain control of all manuals on site. IADC supports this approach but

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requires at least one master copy to be kept by the training provider, which can be requested for review at any time by IADC staff.

2.1.9 Instructor and Facilitator Qualifications

Minimum qualifications must be defined for instructors or facilitators of the course who will be authorized to deliver the course. All course offerings must be delivered only by persons who meet the qualifications as presented in the application.

2.2 Student Assessment

All courses, regardless of training level, must have an assessment. The process by which students' performance in the course will be assessed must be described. The method(s) of assessment and the minimum passing grade should be appropriate for the course content, target audience, course level, and student learning objectives (i.e., what the student should be able to do or demonstrate upon completion of the training). The process should also identify when assessments will take place, who will perform assessments, and what records will be retained to document the assessment.

2.3 Certificates of Completion

Participants in the course must be issued an IADC Certificate of Completion upon completion of the course and passing all required assessments for the course.

All individual certificates will bear a unique identification number. An accredited training provider may purchase physical certificates from IADC or certificate numbers that are to be printed on a digital certificate template provided by IADC. Use of digital certificate templates must be approved in advance of use by IADC.

Record of course completion and certificate issued must be reported to IADC within 30 days of course completion. The training provider will be required to report details of its certificate issuance (student name, course title, training location, date of course completion, etc., for each student trained).

2.4 Administration and Process Control

General procedures must be specified for the administration of the accredited program and delivery of the course. The procedures should include the following, at a minimum:

- A listing of records to be kept
- Measures taken to secure records to include storage, access, retrieval, and disposal
- Retention policy of a minimum of five (5) years
- Student assessment procedures
- Certificate issuance procedures
- Uploading of training records to IADC

2.5 Site Visits & Audits

A site visit/audit of the course(s) must be completed before Full Accreditation can be awarded. Routine audits will be performed at least once during the 5-year accreditation period. Other periodic audits may be conducted as deemed necessary by IADC to assure continued conformance to DIT program requirements.

Audits will be conducted by a minimum of one auditor who will examine all aspects of the applicant's course and make a recommendation as to merits for accreditation.

For each course being audited, the auditor(s) may require evidence of and will verify the following:

1. The purpose of the course
2. The course/learning objectives (their relevancy and appropriateness)
3. The overall philosophy of the training strategy
4. The training manual(s), documentation, equipment and, where relevant, simulation or hands-on exercises.
5. The methods of delivery
6. Correct use of equipment
7. The range and scope of practical exercises and how they are conducted
8. The course documentation, recordkeeping, conduct, and programming of the course and general administrative arrangements
9. The qualifications, experience, and suitability of the training staff
10. Training location and facilities, including accommodations, lecture rooms, equipment, and safety considerations
11. The assessment methods used to verify the learning objectives have been met by the student
12. A formal student feedback system to record feedback from students concerning the content and conduct of the course
13. The procedures for issuing course certificates
14. Methods of dealing with complaints and appeals
15. A master training manual to be kept up to date by the provider, which is available for audit at any time
16. The maintenance arrangement and records for keeping equipment in working order and reliably available (with particular reference to simulators)

IADC will develop and publish checklists and other instruments to be used by auditor(s) to evaluate submissions for accreditation under this program. These checklists can be found on the website: www.iadc.org/Training/DrillingIndustryTraining

2.6 Quality Assurance

An accredited training provider shall have in place a process for routinely reviewing the course content and course delivery system. This process should include assignment of responsibility for review and procedures for reviewing and updating the content or delivery system as needed, and reporting of program modifications (Form DIT-03M) to IADC.

- A. Describe the process used to audit or verify, report, and respond to discrepancies or otherwise determine compliance with the Training Course and Procedures. Identify the person(s) responsible for Quality Assurance, qualifications of that person(s) and the frequency of internal audits.
- B. Explain how findings from audits, surveys, and feedback are used to improve the Training Course and Procedures. How often are findings reviewed? Who is responsible and how are changes implemented and communicated?

2.7 Schedule of Fees

Fees to be paid by applicants and accredited programs consist of the following: initial application fee, annual fee, certificates of completion fees, course/accreditation modification fee, audit fees and expenses associated with the audit. The amount of fees are published in DIT-06 Schedule of Fees.

Initial application and renewal application fees must be paid at the time of application submittal. Review process will not commence until the application or renewal fee is paid. Failure to provide payment within 30 days will result in cancellation of invoice and application. Applications will be processed in the order that both application and payment is received.

Annual fees will be billed and should be paid by the anniversary date of the program. Invoices not paid by the provider will result in suspension of program until fees are paid.

All renewal applications should be submitted to program coordinator with a minimum of 45 days prior to the expiration date.

Program modifications may require a technical review and a fee will be charged as described in the schedule of fees form. Changes/Modifications done during the renewal period will only require the renewal fee.

2.8 Accreditation Procedures

Information about the Drilling Industry Training Accreditation System may be requested by contacting the Accreditation & Credentialing Division (dit@iadc.org) or obtained from the IADC website: www.iadc.org/Training/DrillingIndustryTraining. All forms required for submission of an application are available through either of these sources. If IADC contacts the Primary Contact regarding a program- or instructor-related question/issue and does not receive a timely response after three attempts, IADC will initiate the program-closure process. A “timely” response is defined as within 2 weeks.

2.8.1 Submission of Application

Applicants for Accreditation must submit an Application for Accreditation (Form DIT-03) and a copy of the syllabus or outline. Submission of application and documentation in English is

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required. The instructor's and student's manuals, handouts and class exercises can be requested from the provider and must be available at time of application.

2.8.2 Application Review Process

The application review process begins upon receipt of the Application for Accreditation and payment of applicable fees. All application materials will be internally reviewed by a member of the IADC staff. IADC staff may request additional materials or clarification of information submitted. After completion of the internal review, applications that satisfy all accreditation requirements will be submitted to either Drilling Industry Training Technical review, Subject Matter Expert (SME), or Panel for assessment of the technical merit of the application. Outcome of this review will be communicated to provider and revisions requested, if any are needed.

2.8.3 Update to Courses

Modifications require a technical review and a fee will be charged as described in the schedule of fees (Form DIT-06). Changes/Modifications done during the renewal period will only require the renewal fee. For changes or modifications, please refer to the following:

1. Form DIT-03M: must be completed to make any minor program changes (e.g. changes to contact information, languages, or location).
2. Form DIT-03: must be completed in its entirety for any other modification.

2.9 Accreditation & Audit Agreement

An applicant seeking DIT accreditation must sign the DIT Accreditation and Audit Agreement Form (included in DIT-03). In signing, the authorized representative of the program agrees to certain conditions that include, but are not limited to, the following:

- Accept DIT's accreditation standards and submit necessary information for participation as an accredited training provider in accordance with procedures set forth in this handbook.
- Abide by the decision of the IADC as to the conformance or nonconformance of the training provider with applicable accreditation standards.
- Follow all DIT operating procedures and rules.
- Submit to site visits / audits, as required, requested, or otherwise deemed necessary by IADC.
- Promptly comply with any request of IADC for necessary information if a claim of nonconformance with accreditation procedures or standard is filed against the training provider.
- Indemnify and hold harmless IADC, et al., from all liability, loss, damages, costs, or expenses, including attorney's fees, that may be incurred.

2.10 Decision to Accredit

The Panel or Technical reviewers review the Application for Accreditation, all supporting documents, and the auditor's report and recommendations before making the decision to accredit. The Panel or Technical reviewers will make any one of the following decision:

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1. **Conditional Accreditation**, pending conduct of an on-site course assessment or resolution of minor deficiencies. Full Accreditation will be awarded after successful resolution of any issues identified during the on-site assessment.
2. **Full Accreditation**, approving the application for accreditation as presented contingent on annual renewal and reporting.
3. **Defer a decision** until additional information or materials has been requested and reviewed by the Panel. The applicant will be provided a written summary of discrepancies or other issues that must be addressed before the application can be reconsidered for accreditation.
4. **Deny accreditation** on the basis that the applicant failed to show evidence of eligibility or submitted false or misleading information. The applicant will be provided a written summary of discrepancies that prompted the decision. Correction of those discrepancies must be made before an application will be reconsidered.

Panel members or Technical Reviewers will be appointed by IADC. All Panel members or technical reviewers will have experience and expertise in designing, conducting, administering, or monitoring drilling industry employee training.

Approval for accreditation must be granted by a majority vote of the Panel or based on the recommendation of the Technical Reviewer.

The time between the receipt of an application and the decision on accreditation should not exceed 90 days.

Promptly and thoroughly respond to all findings noted by the technical review or panel within 60 days from date notified of findings. Failure to do so may result in application rejection. Resubmittal will be required with new application fee.

2.11 Program Promotion

Any training provider accredited under the DIT program receives certain privileges of accreditation, including the right to promote its accreditation and the use of the DIT name and logo in the promotion of the accredited course(s). All accredited training providers are charged with appropriately representing its accreditation to its trainees and its customers, and shall have processes in place to assure that all representatives of the organization (e.g., Administrative and marketing staff) appropriately represent the DIT (Drilling Industry Training) program. Failure to do so will result in revocation of accreditation.

2.11.1 Logo Usage

The official DIT program logo and the Logo Usage Policy are sent to each provider at time of accreditation. The following link will give you the latest information on IADC's website.
<http://www.iadc.org/logo-usage-guidelines>

2.11.2 Promotional Materials

The following wording must be reflected in all technical and promotional program material, including but not limited to, course catalogues, websites, and brochures.

“Course content not vetted by IADC as part of DIT accreditation.”

2.12 Accreditation Period

DIT accreditation shall be granted for a period of 5 years. All courses accredited for a company will retain the same accreditation period, regardless of the time at which a course may be added to the accreditation.

In order to continue accreditation upon the program expiration date, accredited providers must meet the following requirements:

- Pay program annual fees on or before their due date.
- Be in good standing with program invoices and student records. (IADC's payment terms are net 30 days.)
- Successfully complete a program audit