



**COMPREHENSIVE STABILITY TRAINING
ACCREDITATION PROGRAMME
AND
BALLAST CONTROL OPERATOR
CERTIFICATION PROGRAMME**

Operated by the
International Association of Drilling Contractors
In conjunction with
The Nautical Institute



The Nautical Institute

**APPLICATION FOR ACCREDITATION
FORM BCS-02**

PART 1 – BUSINESS INFORMATION, FACILITIES & EQUIPMENT

PART 2 – CURRICULUM SUMMARY AND OUTLINE

PART 3 – ADMINISTRATION AND PERSONNEL

INSTRUCTIONS

To facilitate processing of an accreditation application, this form must be used by the applicant to describe the structure, format, and administration of its ballast control and stability training facilities and course(s) offered. Please follow the instructions provided for each section. All responses (except signatures) should be printed or typed.

All items in this document must be completed unless indicated otherwise. If an item is not applicable, it should be marked N/A. This document may be disassembled and portions copied as needed to allow the applicant to provide all requested information. When returning this document to IADC, please securely affix and identify attachments.

For the most expedient results, this form should be submitted in English. However, manuals and other course materials must be provided in the language in which the course will be delivered.

PART 1 – BUSINESS INFORMATION	
Training Provider (Name of business or institution)	
Parent organization (if different from Training Provider)	
Street address (Location of Training Provider’s administrative offices)	
City	State/Province
Country	ZIP/Postal Code
Administrator or responsible person	Title
Telephone	Fax
E-mail address	Website
TYPE OF PROGRAM Operator or drilling contractor in-house program Commercial training organization Educational institution _____ <i style="margin-left: 400px;">Specify school, college, or university</i> Nonprofit training organization Other _____	
The applicant certifies that the information contained herein is accurate and releases the officers and agents of IADC and the Nautical Institute from liability as a consequence of this accreditation application and/or site visits of the program.	
Authorized signature	Date

PART 1 – BUSINESS INFORMATION

IADC accreditation history New application for Ballast Control/Stability Accreditation
 Renewal of previously accredited program

Has this Training Provider previously offered Ballast Control & Stability training? Yes No
If yes, list date when training was first offered. Also list any dates when training was suspended or discontinued.

In the space below, list government agencies or industry groups that have previously approved or recognized the ballast control and/or stability training course(s) offered by this training provider.
Please attach copies of certificates of approval or letters of recognition.

Total number of Ballast Control and Stability students trained in previous calendar year:

Total number of Ballast Control and Stability students forecast for current calendar year:

Does this applicant provide or intend to provide Ballast Control and Stability training for employees of other businesses?

Yes No

Does this applicant provide or intend to provide Ballast Control and Stability control training away from its primary site?

Yes No

In the past five years, has this applicant operated under name(s) different from that entered in Part 1?

Yes No

If yes, please list other names used for the previous five years. Give approximate dates.

PART 1B – SIMULATION EQUIPMENT

SECTION A – FULL MOTION SIMULATORS

Use this section to list all full-motion mechanical or electric simulators used in ballast control and stability training by the Training Provider. Copy this form as needed for additional simulators.

Simulator manufacturer and model number

Date built

Description of simulator

Provide a general description of this simulator's primary specifications, features and capabilities. Also describe primary exercises performed by this simulator during ballast control/stability instruction.

List any modifications or upgrades that have been made to this simulator

Provide approximate dates, name of company or firm that performed modification or upgrade, and description of work performed.

PART 1B – SIMULATION EQUIPMENT

SECTION B – OTHER SIMULATION EQUIPMENT

Use this section to any other equipment used to provide simulation in ballast control and stability instruction. This may include full-size equipment simulators without motion capability, Computer Based Training systems or other devices. Copy this form as needed for each piece of additional equipment.

Simulator manufacturer and model number (as applicable)

Date built/Version Number

Description of simulator

Provide a general description of this simulator's primary specifications, features and capabilities. Also describe primary exercises performed by this simulator during ballast control/stability instruction.

List any modifications or upgrades that have been made to this simulator

Provide approximate dates, name of company or firm that performed modification or upgrade, and description of work performed.

PART 1B – EQUIPMENT

SECTION C – MISCELLANEOUS EQUIPMENT

Use this section to list miscellaneous training aids or equipment that may be used by the Training provider. Do not list basic equipment such as chalkboards, flip charts, desks, chairs, etc.

Video/Projection Equipment

Provide a description of the type of video or projection equipment used in the instruction and quantity of each.

Interactive learning systems

Check interactive systems that are used by this applicant for ballast control and stability training

Multimedia PC (MPC)

CD-Interactive (CDI)

Laserdisc

Other _____

Description

Other equipment

List other learning aids or equipment used ballast control and training

PART 2 – CURRICULUM SUMMARY AND OUTLINE

INSTRUCTIONS

Complete this page and attach an outline for each course for which accreditation is sought. (Copy this page as necessary for more courses.) A new application for accreditation must include at least one course. Additional courses may be submitted for later approval.

SECTION A – COURSE IDENTIFICATION

List name(s) and number(s), if any, used to identify this course

Course name:

Course number:

SECTION B – COURSE DESCRIPTION

Provide a brief description of course including intended audience and learning objectives:

SECTION C – CERTIFICATE QUALIFICATION

Identify type of Certificate to be issued upon successful completion of this course:

- Class A Certificate – Comprehensive stability instruction utilizing full-motion simulators to replicate extreme wind and sea conditions and emergency situations.
- Class B Certificate -- Comprehensive stability instruction without full-motion simulators.

SECTION D – COURSE DURATION

Indicate scheduled amount of time in hours and minutes.

Total length of course (including testing):

hrs	mins
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Scheduled instruction time per day:

hrs	mins
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SECTION E – COURSE IDENTIFICATION

List name(s) and number(s) used to identify this course

Course name(s):

Course number(s):

SECTION F – COURSE LANGUAGE

Primary language in which this course will be taught

SECTION G – CLASS SIZE

Maximum class size for which course is designed

SECTION H – REQUIRED ATTACHMENTS AND INCLUSIONS

- Attach course outline behind this form.
- Attach at least one example test that is used in this course.
- Include or attach manuals, handouts, or other student materials.

PART 3 – ADMINISTRATION AND PERSONNEL

INSTRUCTIONS

Complete this section to document the training applicant's policies and procedures in administering the operation of its educational facilities. If more space is needed, type or print responses on plain 8-1/2 x 11-inch or A4 paper.

SECTION A – TESTING

How often are tests given during a typical course?

Check all that apply

Daily

After each major topic or unit of instruction

Midway and at the end of the course

At the end of the course

Other _____

Please describe

Who is responsible for scoring tests?

List functions and titles of persons responsible

What is a passing score on tests?

%

What is the applicant's policy regarding missed tests or portions of tests?

What is the applicant's policy regarding resetting of failed tests or portions of tests?

What is the applicant's policy regarding revision and redesign of tests?

Method applicant uses to record and verify ID applicant of trainees prior to testing

Check all that apply

Photo ID such as driver's license, passport, etc.

Trainee photo taken at beginning of course

Other (*Please describe*)

Explain methods applicant uses to ensure security and confidentiality during testing

Explain procedures and methods applicant uses to ensure that tests are not improperly copied or disbursed

SECTION B – COURSE MANAGEMENT

How does the applicant track and record trainee attendance?

What is the applicant's policy regarding missed classes or portions of classes?

How does the applicant maintain student and course records on courses it conducts?

How long does the applicant retain student and course records?

SECTION C – PERSONNEL

How does the applicant monitor the performance and effectiveness of its instructors?
Please include examples of evaluation forms used.

Does the applicant use student evaluations of instructors?

Yes If yes, please enclose a copy of the forms or other instruments used for instructor and class evaluation

No If no, please list method(s) of instructor and class evaluation

PART 3A – INSTRUCTOR QUALIFICATIONS

INSTRUCTIONS

Use this form to detail an instructor's credentials and qualifications. A complete résumé or curriculum vitae (CV) for each instructor should be attached. Complete a copy of this form for each instructor seeking approval.

SECTION A – PERSONAL INFORMATION

Full legal name:

Employer:

Employed since:

Citizenship:

Permanent residence (country):

What types of course(s) will this instructor teach? *Check all that apply*

Class A Certificate – Comprehensive stability instruction utilizing full-motion simulators to replicate extreme wind and sea conditions and emergency situations.

Class B Certificate -- Comprehensive stability instruction without full-motion simulators.

SECTION B – EXPERIENCE AND QUALIFICATIONS

Check at least two of the following to establish this instructor's credentials

Current Marine License (Master, Mate, BCO, BS or OIM). *Compete Section 1*

Relevant maritime experience or MODU experience. *Complete section 2*

Relevant teaching/presentation experience *Complete section 3*

SECTION 1 – CURRENT MARINE LICENSE (MASTER, MATE, BCO, BS OR OIM)

Provide information below and attach copy of license.

Type of License	Issuing Agency	Expiration Date
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SECTION 2 – RELEVANT MARITIME EXPERIENCE OR MODU EXPERIENCE

Experience listed below should be detailed in attached résumé or CV

Job Title or description of experience	Start Date	End Date
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SECTION 3 – RELEVANT TEACHING/PRESENTATION EXPERIENCE

Experience listed below should be detailed in attached résumé or CV

Job Title or description of experience	Start Date	End Date
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SECTION 4 – PRIOR APPROVAL

Has the individual been previously approved as Ballast Control/Stability instructor by IADC or the Nautical Institute? Yes No

If yes, name of school & date:

Level/Types of courses:

PART 4 – ATTESTATION AND AGREEMENT

In submitting this Application for Accreditation, the training provider agrees to the following conditions:

- 1.** The training provider voluntarily agrees to accept Institute's accreditation standards, to submit the necessary documentation for accreditation and to receive the approval visit, if appropriate, in accordance with the Institute's policy and procedures.
- 2.** The training will be designated "accredited" when the accreditation team has completed its considerations and determined that the training provider meets or exceeds a minimum standard. Subject to a right of appeal, which would be at their own expense, the training providers will abide by the decision of the accreditation team.
- 3.** The Institute will prepare and publish periodically lists of accredited training providers.
- 4.** The Institute and the training provider will follow the procedures and policies developed, periodically reviewed and updated by the Institute regarding the setting of standards, reporting of information, complaints, display of certificates, use of Institute logo, appeals and other matters.
- 5.** The training provider will use all practical means at its disposal continuously to assure that the services it provides fully comply with the applicable accreditation standards at all times.
- 6.** When an accreditation visit to a training provider is required, requested, or otherwise deemed necessary or desirable, the Institute agrees with the training provider the approximate date of the visit. Detailed arrangements for the visit are made through direct contact between IADC, the Nautical Institute and the training provider.
- 7.** The training provider agrees that if a formal complaint is raised concerning their operation under the programme's accreditation procedures, policies or standards, it will promptly comply with any requests for necessary information. The training provider agrees to reimburse the IADC for any related expenses incurred. If the claim was raised by another training provider and is found to be without merit, the latter may be required to reimburse IADC.
- 8.** When reference is made to accreditation, the following may be used:
 - (i)** "IADC Accreditation Pending", in a font and style established by IADC, which may be used by a training provider which has made application for accreditation, until that time it is notified of the accreditation team's decision;
 - (ii)** The term "Accredited by IADC", in a font and style established by IADC, which may be used by a training provider that has been notified that it has received either conditional or full accreditation?
- 9.** The official joint logos of IADC and The Nautical Institute may be used on appropriate materials. IADC will have the right to demand the training provider to withdraw or discontinue use of any material it or the Nautical Institute considers to be incorrect, inappropriate or misleading.
- 10.** IADC and The Nautical Institute recognise that courses and materials are the property of the course providers and that all materials submitted under this programme will be treated as confidential.
- 11.** The training provider agrees not to hold the IADC or the Nautical Institute, its directors, officers, members and employees liable for any loss, damages, costs, or expenses, which they may incur or be re-

quired to pay as a consequence of their actions.

12. The training applicant has entered into this application and agreement voluntarily with the full knowledge and understanding that failure to comply with the aforementioned may result in rejection or revocation of accreditation or other sanctions.

13. This agreement will run from the date below. The agreement may be terminated with 30 days written notice by either IADC or the training provider.

Please read the foregoing statement carefully and complete the following sections.

Name of Training Provider

Signature of the Responsible Person from the Training Provider

Date

Printed or typed name of Responsible Person from the Training Provider

Title of Responsible Person from the Training Provider