



# Information for Prospective Members

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The International Well Control Forum is a legally constituted non-profit making organisation whose articles of association are bound by the laws of the Netherlands. The Forum is registered at The Dutch Chamber of Commerce in The Hague, The Netherlands, Reg. No. 41157732.

**IWCF is an ISO: 9001/2008 Accredited Organisation**

## **HISTORICAL BACKGROUND**

### **Introduction**

The search for common standards in well control training and certification in Europe began in 1982 with the formation of a European Union Directorate committee representing National Energy Ministries, Industry Trade Associations, and Trade Unions. Their recommendations, which were published in 1984, included the introduction of a standard training syllabus and certification programme for drilling personnel.

### **European Well Control Forum Working Party**

The report prompted the agencies involved in well control certification programmes across Europe to consider the development of a common programme for operators and contractors. In 1989 a working party was formed with oil industry nominees from seven European countries actively involved in exploration and production activities. The initial objective of this working party was to devise an assessment and examination programme to measure well control skills and knowledge, which could be adopted by the industry in Europe to meet their existing voluntary or statutory certification requirements.

### **European Well Control Forum**

During these reviews and discussions, the industry indicated a strong desire to take an active part in the management of the Forum and the development of the Assessment and Certification programmes. On 1<sup>st</sup> December 1992 the EWCF was officially registered as a non-profit organisation at The Dutch Chamber of Commerce in The Hague, The Netherlands.

### **International Well Control Forum**

As a result of international growth in the programme the Board of Directors agreed in September 1994 to rename the organisation 'International Well Control Forum' - to better reflect the geographical scope of the programme.

## **FORUM ORGANISATION AND STRUCTURE**

### **Associate Membership**

Associate membership of the Forum is open to any company in the oil industry with an interest in the continuing development of well control skills and knowledge.

Associate membership of the Forum gives automatic membership to the National or Regional Branch in the country from which the individual registration is made.

Associate membership is a pre-requisite for applications for Accredited Centre status

National branches have been established in the following countries: -

Denmark  
France  
Germany  
Italy  
Norway  
Netherlands  
United Kingdom

Regional branches are currently being established in the following areas: -

Europe (Established February 2001).  
Africa  
Middle East (Established December 2000).  
Russia (Established September 2001)  
Australasia  
North America  
Latin America

Associate members pay an annual membership fee of £200.00 plus £100.00 joining fee (plus VAT where appropriate) to assist in maintaining the management structure, secretariat and membership services.

There are currently over 170 associate members and 5 honorary members in over 60 countries.

### **National Representation**

Members are encouraged to join a National or Regional Branch in order that a wider group of industry technicians and trainers is involved in the development and maintenance of the programmes. This includes the review of syllabuses, assessment methods, question banks and the translation of question papers to national languages and units.

## **International Board of Directors**

The seven National Branches and the seven Regional Branches elect two representatives (one voting/one non-voting) to serve on the IWCF Board of Directors for a period of three years.

IWCF Board members elect one of their number to be Chairman for a period of three years. Other Board members are elected as directors with specific responsibilities.

A permanent Chief Executive is responsible to the Board for day-to-day administration of the programme, and liaison with Board and Executive Committee Members, National Branches, Associate Members and Assessment Centres. The Secretariat is based at Montrose in the United Kingdom.

## **PROGRAMME DEVELOPMENT**

### **Rotary Drilling Well Control**

On 1 January 1993, the Forum introduced a Surface BOP Stack Assessment and Certification programme for Drillers and Drilling Supervisors.

On 1 April 1994, the certification need of personnel employed on floating drilling units was recognised with the introduction of a Combined Surface/Subsea BOP Stack Assessment and Certification programme for Drillers and Drilling Supervisors.

Following a detailed survey with IWCF member companies work has started on the development of an add-on module in Workover Well Control for the Rotary Drilling Well Control programme, and this programme is expected to launch in 2008.

### **Rotary Drilling Introductory Well Control**

On 1 January 2010, the Introductory Level Rotary Drilling Well Control programme became available and has been developed to meet the needs of the drilling contracting industry in developing Roughnecks, Derrickmen and Assistant Drillers.

### **Well Intervention Pressure Control**

Following the results of a survey among members and other interested industry organisations during 1995/96 the Forum, with the assistance of ICoTA representatives, developed a certification programme covering live Well Intervention activities using Coiled Tubing, Snubbing or Wireline equipment.

The programme was launched on the 1<sup>st</sup> April 1998.

## **QUALITY ASSURANCE**

IWCF designated the year 2000 as its Quality Assurance year. This involved a three-pronged approach to demonstrating 'quality assured' programmes.

- IWCF obtained accreditation under the ISO: 9001/1994 Quality Assurance programme.
- IWCF has developed an application programme to electronically generate 'randomly unique' written test papers for all certification programmes. The introduction of English language test materials based on this programme commenced in February 2000, and it has been translated in to 15 other languages since. The programme was redeveloped for internet based operations during 2004/2005.
- IWCF has carried out 13 major revisions to its Rotary Drilling Well Control Practical Assessment methodology during the last ten years. The current edition of the Practical Assessment methodology was introduced on 1<sup>st</sup> January 2007.
- IWCF reviews the Practical Assessment and Written Test programme content on a continuing basis, using the experience and knowledge of its accredited centres and the feedback received from over 105,000 candidates who have completed IWCF certification programmes since 1<sup>st</sup> January 1993 in 67 countries.
- In January 2003 IWCF obtained accreditation for the ISO: 9001/2000 Quality Assurance programme.
- IWCF launched a 'Quality Assured Training Course Programme' for accredited IWCF Centres in October 2007. This programme is not compulsory.

## **GEOGRAPHICAL SCOPE OF PROGRAMMES**

There are currently over 220 locations in over 60 countries accredited for the Rotary Drilling Well Control certification programme. These include Oil Company and Drilling Contractor 'in-house' training schools, commercial training schools and universities and academic institutions.

There are currently 170 locations in over 50 countries accredited for the Well Intervention Pressure Control certification programme. These include Oil Company and Drilling Contractor 'in-house' training schools, commercial training schools and universities and academic institutions.

The IWCF International Secretariat based in Montrose, United Kingdom manages the day-to-day running of the programme including the accreditation/auditing of schools, assessors and invigilators, and the appointment and management of National Administration Units, Administration Agencies, and the preparation and supply of test material.

## **INTRODUCTORY ROTARY DRILLING WELL CONTROL**

### **Qualification Programme**

- The IWCF requires that a candidate complete a suitable training programme prior to sitting the Introductory Level certification programme. Candidates for the programme are also required to be familiar with the certification syllabus.
- Successful candidates receive a certificate that is valid for six years from the date of successful completion of the programme.
- There is no period of grace when a certificate expires, and the certificate is not renewable.
- Candidates who pass at least one of the written test papers at their first sitting will be able to re-sit the failed section, this must be achieved within two calendar months of the initial test date, otherwise they must sit the complete programme again.
- Candidates are allowed a maximum of two re-sit sessions during the two-month re-sit period.
- Re-sits of written test papers may be conducted at any IWCF accredited centre.
- Candidates who fail the programme after the maximum number of re-sits must re-register as new candidates if they wish to re-attempt the programme. Candidates may not re-register until at least 30 days after the date of the last failed re-sit test session.
- The IWCF does not recognise certificates issued by other certification agencies. Individuals who intend to work in a country, or for an Operator or Contractor, where an IWCF or IAWC certificate is the required standard, will have to obtain their certification by completing the appropriate programme.

### **Test Methodology**

The Certification Standards are based on a detailed analysis of the pressure control knowledge that persons require to perform their jobs safely. The standards have been devised so that the measurement of knowledge can be assessed systematically.

The IWCF has decided for the time being that due to the level of knowledge and experience of the candidates that this programme is intended for, prevents the inclusion of a realistic practical assessment exercise in this programme.

The method of testing the performance of the individual has been divided into the following sections:

- Written testing of Equipment knowledge
- Written testing of Principles and Procedures knowledge.

### **Test Programme**

The programmes comprise separate sets of tests for Surface BOP stack and Combine Surface and Subsea BOP Stack. The accredited centre must nominate the programme and level at which each candidate is to be certified.

Only one type of assessment is allowed for each candidate at a certification session.

To obtain a certificate, candidates must achieve a minimum mark of 70% in each section of the test programme.

### **Equipment Section**

Each candidate is required to complete a written test paper that includes multiple choice problem questions, the identification of equipment components and operating procedures; using diagrams and schematics.

All candidates are allowed one hour to complete this section.

### **Principles and Procedures Section**

Each candidate is required to complete a written test paper comprising multiple choice problems and Kill Sheet calculations. All candidates are allowed 1-½ hours to complete this section.

### **Invigilation**

Independent Invigilators registered and approved by the IWCF conduct the Principles and Procedures and Equipment written test.

### **Question Bank**

International sub-committees are responsible for the development and maintenance of question bank material. Following review and approval by the IWCF Board new questions are processed by the Secretariat for distribution to the administration units.

IWCF continually reviews and updates the question bank in response to candidate and member comments, and technical changes.

### **Accreditation of Certification Centres**

The certification programme is conducted at centres that have been approved and accredited by the IWCF for the purpose of the certification programme. The IWCF does not automatically accredit training programmes or trainers.

The accreditation process involves the submission of details of the facilities and proposed training programmes and a physical audit by National Branch representatives or independent auditors to verify the detail. There is no fee for the accreditation of a Centre.

## **ROTARY DRILLING WELL CONTROL**

### **Testing Methodology**

The Certification Standards are based on a detailed analysis of the well control knowledge that Drillers and Supervisors require, and the practical tasks that they have to master, in order to perform their jobs. The standards have been devised so that the measurement of their skills and knowledge can be assessed systematically.

The method of assessing the performance of an individual, at both Driller and Supervisor level, is divided into the following sections:

- A simulated practical exercise to assess practical skills
- Written test papers on Equipment and Principles & Procedures to assess knowledge based skills.

The certification programme comprises separate levels of tests for Drillers and Supervisors in either Surface Stack operations or Combined Surface/Subsea Stack operations. Only one level of testing is carried out at each session. To obtain a certificate, the candidate must achieve a minimum grade of 70% in each of the three sections of the programme.

### **Practical Assessment**

Each candidate is required to demonstrate his or her practical knowledge during a single well kill assessment exercise conducted on either an electronic simulator or a pressurised training well. For Combined Surface/Subsea candidates the simulation must utilise a Subsea well model and BOP panel.

### **Equipment Knowledge**

The candidate is required to complete a written test paper that includes questions based on equipment diagrams and schematics, API specifications and multiple-choice problems.

### **Principles and Procedures Knowledge**

The candidate is required to complete a written test paper comprising multiple choice and direct answer questions.

### **Invigilation**

An independent Invigilator registered and approved by the IWCF conducts the written test paper sessions.

### **Question Bank**

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IWCF continually reviews and updates the question bank in response to candidate and member comments, and technical changes.

### **Accreditation of Certification Centres**

The assessment programme is conducted at centres that have been approved and accredited by the IWCF. The IWCF does not automatically accredit training programmes or trainers.

The accreditation process involves the submission of details of the facilities and proposed practical assessors, based on prescribed criteria. Satisfactory written applications are then subject to a physical audit.

## **WELL INTERVENTION PRESSURE CONTROL**

### **Testing Methodology**

The Certification Standards are based on a detailed analysis of the pressure control knowledge required by service equipment operators and supervisory personnel in order to perform their jobs. The standards have been devised so that the measurement of their knowledge can be assessed systematically.

The method of assessing the knowledge of an individual is by written examination. The following certification options are provided: -

- Coiled Tubing Operations.
- Wireline Operations.
- Snubbing Operations.

Candidates may combine two or more of the above options in a Combined Operations certification programme. To obtain a combined certificate candidates must pass each of the operations test papers that they sit.

The certification programme comprises separate levels of tests for Service Equipment Operators (Level.1) and Well Intervention Supervisors (Level.2).

### **Equipment Knowledge**

Candidates for each of the options must complete a compulsory paper on Completion Equipment followed by specific Equipment paper(s) on their relevant discipline(s). The papers include questions based on equipment diagrams, schematics, specifications, and application practices.

### **Principles and Procedures Knowledge**

Candidates are required to complete a written test paper comprising multiple choice, well calculations, and direct answer questions.

### **Invigilation**

An independent Invigilator registered and approved by the IWCF conducts the written test paper sessions.

### **Question Bank**

International sub-committees are responsible for the development and maintenance of question bank material. Following review and approval by the IWCF Board new questions are processed by the Secretariat for distribution to the administration units.

IWCF continually reviews and updates the question bank in response to candidate and member comments, and technical changes.

### **Accreditation of Certification Centres**

The certification programme is conducted at centres that have been approved and accredited by the IWCF for the purpose of the certification programme. The IWCF does not automatically accredit training programmes or trainers.

The accreditation process involves the submission of details of the facilities and proposed training programmes and a physical audit by National Branch representatives or independent auditors to verify the detail. There is no fee for the accreditation of a Centre.

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