

International Well Control Forum

Quality Assured Training Course Accreditation Programme

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Quality Assured Training Course Programme

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Quality Assured Training Course Programme

Introduction

The IWCF Quality Assured Training Course Programme (QATC) has been designed to provide a quality management system for well control training courses that have been developed to prepare students for IWCF Certification programmes.

Application for accreditation under the QATC programme is restricted to training providers with current IWCF certification programme accreditation status. The programme is optional for these providers.

The guidelines contained in this document have been developed to provide a consistent and professional approach to the accreditation and audit of appropriate 'Well Control' training courses.

IWCF will require that an applicant clearly identifies the curriculum, key learning objectives and teaching methodology that will be used in each training course submitted for accreditation under the QATC programme. To facilitate this, IWCF has identified a set of core evaluation criteria (hereafter referred to as 'Criteria' – see part 2) against which all applications will be measured.

It will be the applicant's responsibility to provide evidence, through the submission of appropriate supporting documentation, that their training course(s) meet the core evaluation criteria of the IWCF Training Course Quality Assurance Programme.

PROGRAMME OBJECTIVES

The objectives of the IWCF Quality Assured Training Courses Programme are as follows: -

1. To ensure that well control training courses are developed and presented consistently so that they: -
 - Teach fundamental well control principles.
 - Emphasise fundamental well control practices and procedures.
 - Meet stated learning objectives.

2. To provide a formal system of accreditation, which recognizes the following: -
 - Course curriculum and objectives.
 - Teaching Resources.
 - Instructor Technical qualifications and experience.
 - Instructor Training qualifications and experience.
 - Instructor Simulator qualifications and experience.
 - Simulation resources and specification.

 - Training programme.
 - Teaching methodology and plan.
 - Teaching material.
 - Student ratio Instructor/Assessor.
 - Student learning and exercise material.
 - Student knowledge assessment.
 - Student simulator instruction.
 - Student simulator assessment.

Part.1 ACCREDITED COURSES

1. Applicants

- 1.1. The programme is open to training providers that are current IWCF accredited certification centres.
- 1.2. The application must include one or more well control training courses designed by the training provider to meet the learning needs of students preparing for an IWCF certification programme.
- 1.3. Applicant training providers having more than one primary centre must submit separate course applications for these locations.
- 1.4. The training courses conducted by an applicant training provider at an alternate temporary location will be treated as part of the primary centre, and will not be subject to additional application requirements.

2. Standards

The well control training course(s) and facilities submitted for accreditation will be evaluated against 'Criteria' determined by the IWCF.

- 2.1. The IWCF International Board of Directors will establish the 'Criteria' for the Quality Assurance programme. In doing so, the process will be governed by the following general principles: -
 - 2.1.1. Well control training courses must be conducted by instructors with appropriate technical knowledge, who are suitably qualified and experienced in teaching well control training programmes.
 - 2.1.2. The IWCF Certification Programme syllabuses will provide the minimum content and standard for the core curriculum of a well control training course.
- 2.2. The IWCF International Board of Directors will periodically review the 'Criteria' and revise them as circumstances dictate to ensure that they are reasonable and in the best interests of the industry and employees.

3. Accredited Courses

- 3.1. IWCF will accredit well control training courses that prepare personnel for the following IWCF certification programmes: -
 - 3.1.1. Rotary Drilling Well Control for Surface BOP Stack Operations.
 - 3.1.2. Rotary Drilling Well Control for Combined Surface and Subsea BOP Stack Operations.
 - 3.1.3. Well Intervention Pressure Control training courses covering Wireline, Coiled Tubing and Snubbing Operations, or a combination of these subjects.
- 3.2. A separate application must be submitted for each course type to be accredited.
- 3.3. Applications for additional courses may be submitted at any time.

Part.2 CORE EVALUATION CRITERIA

4. Student Numbers

- 4.1. It is recommended that students who have not previously completed a full course should complete a full course of training.
- 4.2. The minimum duration of a training course including the IWCF Practical Assessment exercise, but excluding the IWCF Written Test(s), will be: -
 - 4.2.1. Full course – 32 hours.
 - 4.2.2. Refresher course – 18 hours.
- 4.3. Course teaching time (including classroom and simulator exercises) will not exceed 9 hours per day.
- 4.4. The maximum class size approved for each course submitted will depend on the number of well control simulators, the number of instructors, classroom space, course length, course content, etc. The applicant must demonstrate effective utilisation of each of these elements: -
 - 4.4.1. Ten (10) participants is the maximum number that may attend a Rotary Drilling Well Control course taught by one instructor with one simulator, and minimum course duration of 32 hours.
 - 4.4.2. Fifteen (15) participants is the maximum number that may attend a Well Intervention Pressure Control course taught by one instructor.

5. Simulator Training Exercises (Rotary Drilling Well Control)

- 5.1. The applicant training provider must incorporate simulators and/or test wells into its Rotary Drilling Well Control training courses, to train students in the specific job skills related to starting drilling, kick detection, well shut in and well control procedures.
- 5.2. A minimum of one simulated well control training exercise must be provided to give students hands-on experience in implementing and completing the well control technique(s) taught in lecture. The simulator, well facility, etc. being used must be suitable for modelling the type of BOP Stack operation covered by the training course, and provide realistic responses and scenarios that a student would encounter in the field, and meet the IWCF Simulator Specification.
- 5.3. During each training exercise the students must perform those skills appropriate to the level (Driller or Drilling Supervisor) in which they are being trained. A training exercise team will be limited to a maximum of two (2) participants when using a portable well control training simulator and six (6) participants when using a full size rig floor simulator or a live well, dependant on the exercise being conducted.
- 5.4. A simulator may not be operated in the same room where a lecture or other form of lesson is in progress, except where it is being used to supplement the lecture or lesson with a demonstration of a well control procedure.

6. Training Manual

- 6.1. A printed training manual must be provided to each student to use during the course. A printed training manual or an electronic version must be given to the student to keep for future reference.
- 6.2. The training manual must include, but not be limited to, the subject matter described in the appropriate IWCF Certification Syllabus. A copy of the printed training manual(s) to be used must be submitted to IWCF as part of the application.

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7. Curriculum

- 7.1. Information about the training course curriculum and how it is presented must be enclosed with the application. This must include: -
 - 7.1.1. The approximate duration of each course lesson and simulator training exercise.
 - 7.1.2. A breakdown of lesson time (expressed as a percentage); for lectures, simulator exercises, audiovisuals, etc. to ensure that the content of the course curriculum is met.
- 7.2. Non-interactive audio/visual or other "passive" activities should not exceed 10 percent of the total learning time.
- 7.3. The remainder of the course time should be devoted to lecture and discussion (which may be combined with demonstrations using a simulator or other instructional technology).
- 7.4. If special situation training topics (including local regulatory requirements) are addressed during the course, the time spent on these topics must be in addition to the recommended minimum hours of instruction for the core curriculum.

8. Instructor Qualifications

- 8.1. Instructors employed to present IWCF accredited well control training courses must be qualified to teach the subject matter he/she will present.
- 8.2. A detailed application form for each prospective instructor must be included in the training course application. The applicant training provider will also be required to submit the following supporting documents: -
 - 8.2.1. Evidence of relevant operational experience or technical skills.
 - 8.2.2. Evidence of presentation skills (for example; Train the Trainer Programmes¹) and relevant teaching experience.
 - 8.2.3. Copy of a current IWCF well control certificate at the supervisory level in the course type to be taught with minimum scores of Practical Assessment – 90%, Equipment Test – 80%, Principles & Procedures Test – 80%.
- 8.3. Each instructor who will conduct simulator training and/or IWCF Practical Assessment exercises will require to be accredited as an IWCF Assessor.
- 8.4. Applicants will be required to submit IWCF Assessor applications for un-accredited Assessors with their training course application.

9. Student Assessment & Testing

Students will be assessed through the IWCF Certification Programme. A student must score a minimum of seventy percent (70%) on the simulator test and each of the written test papers to successfully complete the training course.

10. Category of Accreditation

Full Accreditation will be granted to any course application that meets the 'Criteria' in a satisfactory manner as witnessed by the documentary evidence submitted to the IWCF.

11. Period of Accreditation

- 11.1. Accreditation will be valid for three years, contingent on continued reporting of course activity. At the end of the three year period the training provider must complete a renewal application process.

¹ Including In-house Training Programmes.

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- 11.2. Accredited training providers will be responsible for submitting a renewal application at least 90 days prior to their expiration date in order to ensure an uninterrupted period of accreditation.

12. Changes in Curriculum and /or Facilities

- 12.1. Accredited training providers must notify IWCF in writing within 30 days of a change, of any change in curriculum, personnel or facilities, made since the initial application or after a course has been accredited.
- 12.2. When employing a new instructor, accredited training providers must submit the formal application for the individual and obtain approval from IWCF prior to the individual commencing teaching an accredited course.

Part.3 GENERAL ADMINISTRATION

13. Class Register

- 13.1. A class register must be completed for each IWCF accredited training course event taught by the accredited training provider. The class register must include: -
- Accredited Course Title.
 - Course start and completion dates.
 - Course Location.
 - Student Names and daily attendance information.
 - Course Instructors.
- 13.2. A student re-sitting failed components of an IWCF Certification Programme must be registered in their original programme, and not in any subsequent programme.

14. Certificates

- 14.1. An IWCF certificate will only be issued to students who successfully complete the IWCF certification programme.
- 14.2. Failure to issue approved IWCF certificates, and failure to issue properly completed or numbered certificates, may be grounds for disciplinary action against an accredited training provider.

15. Retention of Course Records

- 15.1. Course registers, and student training and certification records, for all IWCF 'Quality Assured' training programmes must be kept at the primary location regardless of whether the programme has been run at the primary location or at an accredited 'alternate location'.
- 15.2. Training and certification records must be kept for each student. These records will be kept on file by the accredited training provider for a period of at least two (2) years from date of issue, unless local law or regulation imposes a longer requirement. Student records must include the following information:
- Class Register.
 - Student Registration Form.
 - IWCF (RDF) Candidate Registration Form.
 - Copy of completed IWCF Certificate including Certificate Number.

16. Permanent Records

- 16.1. Copies of accreditation application forms, supporting documentation and IWCF course accreditation correspondence must be retained at the Primary Centre location for the duration of the accreditation period.
- 16.2. Accredited training providers must keep a permanent record listing the name of each student issued an IWCF certificate, along with course description and level, start and completion date of training course, date of issue and date of expiry of certificate, and IWCF certificate number and issue number. These records may be kept in electronic format.

These records are also to be regularly submitted to IWCF. This may be done either at the completion of each course, or in a monthly summary of activity. Copies of records may be requested by IWCF at any time.

Part 4 ACCREDITATION PROCEDURE

17. Application

- 17.1. The Application requires the completion of a number of IWCF forms that provide information about the training provider, course programme(s), instructor(s) and other teaching resources, together with several documents required to support compliance.
- 17.2. The training provider must complete application form(s) providing the following information: -
 - 17.2.1. Name, address and contact details of the Registered Business, and date of company registration.
 - 17.2.2. Name, address and contact details of the Primary Centre.
 - 17.2.3. Details of teaching classrooms.
 - 17.2.4. Details of Simulators model(s) used at each proposed location.
 - 17.2.5. List of instructors with description of employment history, technical experience and teaching experience, together with copies of appropriate certificates of qualification or competence.
 - 17.2.6. Acceptance of IWCF accreditation criteria and conditions as laid out in this information document, including IWCF's right to audit all activities related to the applicant course(s).
- 17.3. The training provider must submit a copy of its well control training curriculum, describing the following: -
 - 17.3.1. The subjects instructed, and method of instruction.
 - 17.3.2. Organisation of teaching activities and types of presentation.
 - 17.3.3. Approximate time allocated to classroom training, group discussion, simulator exercises, and other teaching activities.
 - 17.3.4. Description and examples of training materials and instructional equipment used (handouts, textbooks, audiovisual aids, simulators, etc.)

18. Acceptance

- 18.1. Applications and supporting documents will be reviewed by the IWCF Secretariat for compliance with the documentary requirements and 'Criteria' and, if satisfactory, approved by the Secretariat.
- 18.2. If the Secretariat is not satisfied with the initial application package it may request additional information or documentation from the applicant training provider or refer the application to the IWCF Board.
- 18.3. The Board may decide, by a vote of the majority of the Board members at which a quorum is available, to:
 - 18.3.1. Defer the application and request further information and clarification from the applicant training provider regarding specific items; or
 - 18.3.2. Request the Secretariat to organise an audit of the facility.
 - 18.3.3. Reject the application because it seems on the face of the application that the applicant training provider does not meet the Criteria for accreditation.

19. Site Audits

- 19.1. Site audits will normally be covered as part of the IWCF Continuing Audit Programme.
- 19.2. In certain circumstances IWCF may determine that a site audit must be conducted before it makes any decision regarding an application for accreditation (see paragraph 18.3.2).
- 19.3. For site audits, the auditor will be given course materials and a copy of the curriculum being taught. The Auditor will observe the presentation techniques being used and examine other aspects of the course's operations.
- 19.4. IWCF reserves the right for auditors to examine student training material and class registers. During IWCF Primary Centre audits, the auditor must be provided access to all records at the designated location between 8 a.m. and 5 p.m. local time, local weekends and holidays excluded.
- 19.5. IWCF will make no charges for site audits referenced in paragraphs 19.1 and 19.2.

20. Rejection

In the event that the IWCF rejects the application, it will advise the applicant in writing of the reasons for its rejection. The applicant may appeal the rejection in writing within 30 days of receipt of the rejection letter.

21. Withdrawal

- 21.1. At any time before the IWCF takes action to grant or refuse accreditation to an applicant, the applicant may withdraw the application without prejudice.
- 21.2. Reasonable efforts shall be taken to ensure that the time between the receipt of an application and notification of approval or rejection does not exceed 90 days.

22. Revocation of Accreditation

- 22.1. Should a course accreditation be revoked the training provider may re-submit to the complete application process. However, any additional audit costs incurred will be rechargeable to the applicant.

Part 4 AUDITING

23. Site Auditors

- 23.1. The IWCF Board has the responsibility to provide for the training and approval of site auditors. In addition, the Board will conduct periodic evaluations of site auditor(s) and their written reports.
- 23.2. Auditors are provided in advance with pertinent documentation concerning the course. By discussions with members of the training staff, students and support personnel, and by inspection of facilities and equipment, the auditors will be expected to form professional judgments about the course's degree of compliance with the Criteria.
- 23.3. The site audit is deemed an important step in the award and renewal of accreditation because it provides for interaction between experienced professional members of the site auditor(s) team and professionals associated with the accredited training provider.
- 23.4. In addition to providing the IWCF Board with a report of the site audit findings, the audit is expected to be of benefit to the course in ensuring compliance.

24. Organising the Audit

- 24.1. When a site audit is required, requested, or otherwise deemed necessary or desirable, the IWCF Secretariat will notify the administrator of the applicant or accredited training provider of the proposed dates for a site audit.
- 24.2. If a site audit is declined and cannot be rescheduled to the mutual agreement of the IWCF Secretariat and the training provider, the course accreditation will be withheld or suspended until a satisfactory audit has been completed.
- 24.3. Upon scheduling a site audit, the IWCF Secretariat selects the site auditor(s) from a list of approved names. Detailed arrangements for the audit are made between the IWCF Secretariat and the accredited training provider.

25. Audit Report

- 25.1. Within 10 days of the completion of the audit, the auditor(s) will forward a written report, in a format prescribed by IWCF, to the IWCF Secretariat.
- 25.2. The Report will include a recommendation to IWCF of the accreditation status to be awarded to the training course. This recommendation is advisory to, but not binding on, IWCF.
- 25.3. Where appropriate the written Report of the site auditor(s) will only contain statements about actual or potential deficiencies in meeting criteria, and specific recommendations for meeting those deficiencies.
- 25.4. The recommendation of the auditing site auditor(s) will be transmitted to the training provider together with a copy of the report.