



Introduction

IWCF Operations Limited (IWCF) is committed to achieving and maintaining the highest standards of well control training through a global network of accredited centres that deliver well control training.

To achieve and maintain accreditation centres, instructors and practical assessors must go through robust and well-defined accreditation and audit processes. The aim of the audit process is to determine a centre, instructor or practical assessor's initial and then ongoing compliance with the terms and conditions of their accreditation and IWCF's expectations of the standard of delivery of well control training and practical assessments.

As part of the accreditation process, all new training centres must undergo an audit to gain full accreditation approval. Centres are required to participate in surveillance audits throughout their period of accreditation to monitor their conformance with the IWCF Accreditation Agreement and IWCF Operations' Policies and Procedures.

Audits

Audits may be conducted face to face or remotely. Due to travel restrictions and social distancing measures imposed because of the Covid-19 global pandemic, the remote audit has been approved as the primary method of delivery for centre audits until further notice.

It is acknowledged there are occasions where it may be necessary for an auditor to travel to an accredited centre to conduct an audit. Travel will only be permitted once a risk assessment has been completed and if it is deemed safe to do so.

Audit Fee

To obtain approval as an accredited centre, a centre must successfully pass an accreditation audit. In order to maintain accreditation, a centre must undergo surveillance audits during the audit cycle. An audit fee is payable following the completion of an initial accreditation audit and all surveillance audits. The audit fee is also payable when a centre requires an audit following suspension.

Where the accredited training centre requests a cancellation or change to the agreed audit date, the following will be charged:

- Cancellation/Rescheduling on the day of the agreed audit = 100% of IWCF's current audit fee.
- Cancellation/Rescheduling within 10 days of the agreed audit date = 90% of IWCF's current audit fee.
- Cancellation/Rescheduling over 10 days of the agreed audit date = any unrecoverable costs incurred or 50% of the audit fee whichever is greater.

Where additional in-country costs are incurred, these will be recharged to the centre in addition to the audit fee. Such costs could include, but are not limited to, interpreter services, security services, etc.

The current audit fee is based on remote audits, it should be noted that any costs for face-to-face audits will be recharged to the centre in addition to the audit fee detailed in the Schedule of Fees for the year. The audit fee is reviewed annually, and the audit fee is communicated to all accredited centres in Q4 of each year via the Schedule of Fees.

This policy provides an overview of IWCF's aims and objectives in respect of audits and quality assurance. This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed at least annually or where necessary in the light of legislative or organisational changes or any other valid reason.