

# IWCF Operations Limited



## Instructor and Practical Assessor Accreditation Application

**Centre Details** – please complete the below details:

Centre Name:						
IWCF Centre Number (if applicable)						

<b>Applicant's Full Name</b> <i>(as listed in FORUM)</i>						
<b>Applicant's IWCF CR:</b>						



### Application Instructions

This application form details the requirements for instructors and/or practical assessors to apply for accreditation.

All applicants must meet the accreditation requirements. Applicants **MUST** show their experience with a detailed CV. **Note:** it is the applicant’s responsibility to demonstrate how they meet the accreditation requirements. Please include all details of field experience in the CV and application.

#### New Practical Assessor Application (training programme)

New practical assessors must apply for accreditation and be approved before assessing any candidates. Applicants must be approved to join the training programme. Applicants must:

- achieve the required pass results in the assessments.
- demonstrate how they meet the pre-requisites for accreditation.

New practical assessor applicants must complete the training programme before attending the assessor course. Once reviewed and accepted, applicants will have 6 months of provisional approval to complete the training programme at an IWCF accredited centre.

#### Adding BOP or Option Modules

There may be occasions when an instructor and/or practical assessor updates their accreditation by adding additional BOP to Drilling Well Control or optional modules to Well Intervention Pressure Control. Practical assessors adding Subsea to their accreditation will need to submit two practical assessments that have been monitored by an accredited practical assessor.

Please refer to the table below for guidance regarding which sections of the application apply to which application type and the supporting evidence that is required for each.

Application Types	Section of Application to be Completed	CV	Passport Style Photo	Train the Trainer	Practical Assessments	Practical Assessor training
New Instructor Application	1, 2, 3,5 and 6	✓	✓	✓		
New Practical Assessor Application	1, 2, 3,4,5 and 6	✓	✓		✓	✓
Instructor Renewal	1, 2, 5 and 6		✓			
Practical Assessor Renewal	1, 2, 4, 5 and 6		✓		✓	
Adding an Accredited Instructor or Practical Assessor	1, 5 and 6					
Practical Assessment Submissions	1, 4, 5 and 6				✓	
Adding Subsea BOP	1, 2, 4, 5 and 6		✓		✓	✓
Adding Optional WIPC Module	1, 2, 5 and 6		✓			
Enhanced Well Control	1, 2, 3,5 and 6	✓	✓	✓		
Well Control in Design and Lifecycle Management	1, 2, 3,5 and 6	✓	✓	✓		

1. Clearly tick (✓) the ‘evidence submitted’ box in each section of this application to indicate the requested evidence has been included with the application submission. For your application to be accepted you must submit all the required information. This includes all mandatory fields in the application form. Failure to complete these fields will result in your application being rejected on the grounds that it is incomplete.
2. When submitting this application for review, please ensure the documents below are provided. Failure to provide the requested documents will result in delays in the application review process.

**IWCF require a minimum of 20 working days upon receipt of a fully completed application to review an instructor and/or practical assessor application.**



**Section 1- APPLICATION TYPE**

Please indicate the type of application you are applying for by selecting the appropriate box(es) below:

<b>Instructor</b>	<input type="checkbox"/>	<b>Practical Assessor</b>	<input type="checkbox"/>
<b>New Application</b>	<input type="checkbox"/>	<b>Update to Accreditation</b>	<input type="checkbox"/>
<b>Renewal</b>	<input type="checkbox"/>	<b>Practical Assessments</b>	<input type="checkbox"/>
<b>Additional – to be added to another primary centre</b>		<input type="checkbox"/>	<input type="checkbox"/>

**Section 2- APPLICATION DETAILS**

Please tick the box(es) below for the programme you are applying to instruct and/or assess.

<b>Drilling Well Control</b>		<b>Well Intervention Pressure Control</b>	
Surface	<input type="checkbox"/>	Wireline Operations	<input type="checkbox"/>
Combined Surface & Subsea	<input type="checkbox"/>	Coiled Tubing Operations	<input type="checkbox"/>
Level 2	<input type="checkbox"/>	Snubbing Operations	<input type="checkbox"/>
Level 3 & 4	<input type="checkbox"/>	Subsea Operations	<input type="checkbox"/>
Level 2	<input type="checkbox"/>	Level 3 & 4	<input type="checkbox"/>
<b>Enhanced Well Control</b>			
Well Control in Design and Lifecycle Management	<input type="checkbox"/>		

**SECTION 3 – PRE-ACCREDITATION REQUIREMENTS**

Applicants for IWCF instructor and practical assessor accreditation must meet one of the pre-accreditation criteria below. Please complete the appropriate box(es) below and provide a copy of your CV.

<b>3.1 Relevant Technical Knowledge – Drilling Well Control and Well Intervention Pressure Control</b>	
Field experience in a supervisory role for at least two years which required a current Level 3 or Level 4 IWCF certificate (or equivalent) in the discipline for which accreditation is sought, for example, Wireline Wellsite Supervisor, Coiled Tubing Wellsite Supervisor, Snubbing Wellsite Supervisor, Driller, Toolpusher or Wellsite Engineer.	<input type="checkbox"/>
A Bachelor of Science degree in a relevant subject (for example, Petroleum Engineering or Geology), and field experience of at least one year in a role which required a current Level 3 or Level 4 IWCF certificate (or equivalent).	<input type="checkbox"/>
A relevant vocational qualification, (for example, the Norwegian system of vocational training and education), and field experience of at least one year in a role which required a current Level 3 or Level 4 IWCF certificate (or equivalent).	<input type="checkbox"/>
<b>3.2 Enhanced Well Control</b>	
Instructors must demonstrate experience in the topics selected for the Enhanced Well Control programme. The instructor must provide their CV and any relevant certificates to IWCF for review and approval. Refer to AC-0102 Enhanced Well Control Guidance.	<input type="checkbox"/>



<b>3.3 Well Control in Design and Lifecycle Management</b>	
Instructors must demonstrate in-depth knowledge of the subject matter and have a well engineering background. The instructor must provide the completed application along with their CV and any relevant certificates to IWCF for review and approval. Refer to AC-0096 IWCF Well Control in Design and Lifecycle Management Programme Guidance for more detail.	
<b>3.4 Evidence of Teaching – instructor accreditation ONLY.</b>	
Applicants for IWCF instructor accreditation must satisfy one of the pre-accreditation criteria below: <ul style="list-style-type: none"> <li>• a pass mark in the IWCF ‘Train the Trainer’ course</li> <li>• a recognised training/teaching qualification accepted by IWCF</li> <li>• a Bachelor of Education (B.Ed.) qualification</li> </ul>	

**SECTION 4 – PRACTICAL ASSESSMENTS**  
Please complete the details below for practical assessments to be reviewed.

<b>Level 3</b>			
<b>Exercise – BOP Failure</b>			
Candidate CR		Surface BOP	
Schedule ID		Subsea BOP	
<b>Level 4</b>			
<b>Exercise No. 1 - Total pump failure</b>			
Candidate CR		Surface BOP	
Schedule ID		Subsea BOP	
<b>Exercise No. 2 – Bit nozzle plugged</b>			
Candidate CR		Surface BOP	
Schedule ID		Subsea BOP	
<b>Exercise No. 3 – Choke washout</b>			
Candidate CR		Surface BOP	
Schedule ID		Subsea BOP	
<b>Exercise No. 4 – Choke Plugging</b>			
Candidate CR		Surface BOP	
Schedule ID		Subsea BOP	
<b>Exercise No. 5 – Bit nozzle washout</b>			
Candidate CR		Surface BOP	
Schedule ID		Subsea BOP	



**SECTION 5 - PROGRAMME AND DECLARATION – to be completed by the applicant.**

If approved, I agree to conduct every course in accordance with the centre's IWCF approved programme materials and guidelines issued by IWCF. I understand that my conformance with these conditions may be audited at any time and that I will have to re-apply for accreditation at the intervals specified by IWCF.

Any personal data provided under this application form will be processed by IWCF in accordance with its Privacy Policy. Please contact [compliance@iwcf.org](mailto:compliance@iwcf.org) for a copy of the privacy policy.

<b>Applicant's Name</b>	
<b>Applicant's Signature:</b>	
<b>Date:</b>	

**SECTION 6 - CENTRE DECLARATION**

As an authorised officer of the above primary centre, I confirm, to the best of my knowledge, that the information given on this application form is correct.

<b>Name:</b>		<b>Position:</b>	
<b>Signature:</b>		<b>Date:</b>	