HSE RIGPASS
ACCREDITATION PROGRAM

BULLETIN 14-02
8 May 2014

This bulletin is issued to all training providers that are accredited or are now in the process of completing an application for HSE RigPass accreditation.

CURRICULUM REVISION REQUIRED

The HSE RigPass curriculum has been revised in response to the United Nations Globally Harmonized System of Classification and Labelling of Chemicals, and to new International Maritime Organization, Standards of Training, Certification, and Watchkeeping, Annex 3 requirements, especially for global harmonization of safety signage. Both require changes to the safety orientations for oil and gas industry's existing and new personnel.

The changes to the RigPass curriculum, as outlined below, must be implemented by **1 July 2014**. **All accredited RigPass training providers, regardless of the RigPass endorsement held or method of course delivery, are impacted by these changes and must respond to this bulletin**.

New Requirements

The following changes have been made to the SCO-03, Revision 14 Application/Curriculum document:
- Section I.A.8—Add "Fatigue and regulated rest periods."
- Section I.E.8—"Globally Harmonized Safety Signage" replaces "Signs and placards." (Provider may obtain new graphics for safety signs at no cost from http://www.osha.gov/dsg/hazcom/ghs.html)
- Section I.E.10—Add "Chain of command/reporting structure."
- Section I.J.3.i—Add "Texting while driving."
- Section III.A—"Safety data sheets (SDS)" replaces "Material safety data sheets."
- Section IV.C.2—Add "Respirable Crystalline Silica," moving the next four items to the 3, 4, and 5 positions.
- Section IX.E –Add "Security Awareness." (Refer to Table 5.5.6 of the USCG 1079 document.)
- Section X.A.1—"Plans and contingencies" replaces "Plans."
- Section X.B—Add "When to Evacuate," moving "Alarms" to the C location.
- Section X.C.2.c—Add "Evacuation routes and muster areas."
- Section XI.D—"Employee Roles and Responsibilities" was eliminated due to duplication of topic, and XI.D becomes "Overview of HAZWOPER."
- OFFSHORE ENDORSEMENT ONLY, Section XIII.A—Add "Donning PFD."

For details of the changes made, read the hyper-linked SCO-03 Revision 14 document.

What Providers Must Do in Response to these Changes

Actions required by the accredited training provider depend upon the method of course delivery: traditional classroom, eLearning, or RigPass to Go. See specific instructions below for the method of delivery you utilize in your RigPass course.

Traditional Classroom Delivery: Currently accredited training providers delivering a traditional classroom style HSE RigPass course must revise their course to include the added topics and alter other course materials accordingly. Once your course has been updated, you must provide IADC evidence of implementing the new course content no later than **1 July 2014**.

You must:
- Incorporate the new content into your course.
- Revise your program's SCO-03 Application for Accreditation on file with IADC. (SCO-03, Revision 14, is hyper-linked for your convenience.)
- Revise your test or assessment checklist showing questions on new or revised course content.
- Send to the HSE RigPass Coordinator the revised SCO-03, Revision 14, and the revised test or assessment checklist no later than **1 July 2014.**

All documents should be submitted in electronic format to rigpass@iadc.org.

eLearning: Currently accredited training providers delivering the HSE RigPass course by eLearning, whether computer based training, web based training or other electronic means, must revise their electronic course to include the added topics and alter other course materials accordingly. Once your course has been updated, you must provide IADC evidence of implementing the new course content no later than **1 July 2014**.

You must:
- Incorporate the new content into your course.
- Revise your program's SCO-03 Application for Accreditation on file with IADC. (SCO-03, Revision 14, is hyper-linked for your convenience.)
- Send the RigPass Coordinator a web link or other access to your electronic RigPass course and test (giving IADC administrative access to view the course content and test). In the event the test or assessment checklist is in paper format, also send a physical copy of the test or assessment checklist.
- Send to the HSE RigPass Coordinator the revised SCO-03, Revision 14, and the web link to course/test, physical copy of the test, or assessment checklist (if applicable) no later than **1 July 2014.**

All documents should be submitted in electronic format to rigpass@iadc.org.

RigPass-to-Go: Currently accredited training providers delivering the HSE RigPass-to-Go course are not required to alter course materials. IADC will be altering the course materials to match the new course content and will be requiring all training providers delivering the RigPass-to-Go course to order a revised Facilitator Guide(s) and Participant Guides by **1 July 2014.** You will also be required to demonstrate to IADC that you have incorporated revised materials into your course delivery.

You must:

- Revise your program's SCO-03f, Revision 3, Application for Accreditation (ONLY if course time allocations have been changed based on new content). (SCO-03f, Revision 3 is hyper-linked for your convenience.
- Purchase replacement Facilitator Guide(s). (IADC will provide these replacement materials at cost plus shipping.)
- Purchase sufficient quantity of the revised Participant Guides to accommodate your students.
- Send to the HSE RigPass Coordinator the revised SCO-03f, Revision 3 (if applicable), and the attached signed Acknowledgement Form(s) no later than **1 July 2014**.

All documents should be submitted in electronic format to rigpass@iadc.org.

Regardless of course delivery method, IADC will:

- Review all materials submitted and verify each document satisfactorily complies with the program changes.
- Notify you of acceptability of all materials submitted.
- In the event of failure to submit all required materials by **1 July 2014** or to fully satisfy all requirements by the **1 July 2014** implementation deadline, issue a Corrective Action for non-compliance, and notify you that you must immediately cease delivery of the RigPass course (accreditation Suspended) until you achieve full compliance with the new requirements.

A program that has been suspended must immediately cease delivering the RigPass course, cannot purchase IADC RigPass products, and will be denoted on the IADC RigPass website as being on Suspension. Once resolution of the Corrective Action is officially completed, you may resume delivering the IADC RigPass course. Continued failure to comply with new RigPass requirements will result in Revocation of accreditation.

For more information or answers to your questions, please contact IADC staff at rigpass@iadc.org.