

International Association of Drilling Contractors



Workforce Development Committee Meeting

9 April 2014

Rowan Companies
2800 Post Oak Blvd.
Houston, TX 77056

Minutes

<p>13:00 – 13:05</p>	<p>Welcome & Call to Order <i>Victor Fleming, Rowan</i></p> <p>Facility Orientation/Safety Briefing & IADC Antitrust Policy Brenda Kelly, IADC.</p> <p>Victor Fleming provided the members with safety and evacuation information. No drills were planned for today.</p> <p>Brenda Kelly explained the IADC antitrust policy.</p>
<p>13:05 – 13:15</p>	<p>Attendees' Introductions <i>Victor Fleming</i></p>
<p>13:15 – 13:45</p>	<p>Regulatory Update <i>Larry Griffin, USCG</i></p> <p>Larry Griffin from the USCG was present to review mariner requirements, application processes for licensing, and mariner credentialing, and also to answer questions. The National Maritime Center is the official body members would go to for further information. Their web address is www.uscg.mil/nmc. From here, information can be found, such as Navigation and Vessel Inspection Circulars (NVICs), as well as access to the list server sign-up.</p> <p>Credentials can be obtained electronically. STCW (Standards of Training, Certification and Watchkeeping) questions should be directed to stcask@uscg.mil and should be worded in a clear, concise, and specific manner. General questions and questions regarding licensing can be sent to iasknmc@uscg.mil.</p> <p>The email address for Mr. Griffin's group in Houston is rec-hou-appsubmission@uscg.mil.</p> <p>Victor Fleming asked if there will be a number of required hours (re: labor relations) for licensing. Answer: The final rule for STCW went into effect in March 2014. It is very complex and includes about 10 hours with an additional 16 hours later on.</p> <p>Are there requirements for the O&G industry? Very little of the STCW is specific to O&G, but the medical certificate does come into play for our industry. The changes regarding the medical certificate went into effect in January 2014 and are explained, in part, below:</p>

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Merchant Mariner Certificate (MMC):

Medical Certificate: a standalone document, operating independently of the MMC. The expiration date for a 1st class pilot is 2 years from date of approval, the expiration date for a current STCW holder is also two years from date of approval, and the National endorsement expiration date is 5 years from date of approval.

Both certificates have to be valid for a merchant mariner. If any dates related to the MMC or Medical Certificate are expired, the merchant cannot sail.

Will specialists on the rig have to have this medical certificate?

No. It's only for Merchant Mariners.

Example: An OIM working off African coast must have a medical certificate. He will have to turn in a physical to the USCG every 2 years. It's a free process.

Does the frequency change if a person has a condition?

Yes, the USCG can put conditions or limitations on a medical certificate.

If my company has an OIM working off African and his certificate is 3 years old, are we out of compliance?

Yes. He will need to submit a new certificate. However, if he is following the national endorsement (not ever working internationally), then his certificate would still be valid for another 2 years.

Do all current mariners know about this?

The USCG (on January 3) pushed out medical certificates to every mariner who holds an STCW (about 55,000 so far). Many of the mariners may have been missed if they do not hold a current STCW. If so, those mariners need to request a certificate from the USCG. Companies need to ensure that the mariners working for international companies have currently valid certificates.

Has the list of approved physicians changed?

It may have, due to the fact that some may not have requested approval.

Basic Safety Training (BST) is now called Basic Training (BT) and is required for recertification under the new credentials.

STCW added a leadership component, but no one here at this WDC meeting knows about this yet. **Action Item:** Larry Griffin will find an answer and send to Bob Burnett to send out to the group.

Member question: Are there any primers we can direct people to who don't know anything about this topic?

Answer: On the USCG website, there are a number of resources that can be used. There are also training schools people can go to.

Question: What are the security requirements for people who have security duties? When will these people have to start bringing proof that they have taken the new course?

Answer: At present, people can bring in sea-time, but sometime in the next month, new regulations will be coming out about that from the USCG.

The USCG is going through huge changes, and these initiatives have been coming for a long time.

Everyone is working to figure out how the new regulations will affect them. Since there are 250,000 active

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mariners managed by the USCG, and 350 different endorsements issued by them, the system is very complex.

Deploying eLearning—Reaching the Learner

- *Patty Tydings, IADC* — WDC eLearning Deployment Survey Results
Patty Tydings presented the results of the eLearning survey. Much of the following discussion questions about the survey concerned how employees access the eLearning.
 - Number of responses = 15
 - Demographics = Mostly training providers and drilling contractors
 - Percent who have a learning management system (LMS) = 80%
 - Percent who use eLearning (all for fewer than 5 years) = 86.7%
 - Reasons for using eLearning:
 - To reach remote learners (100%)
 - For consistency of training delivery (76.9%)
 - Most learners are compensated for at least part of their training time.
 - Most attempt to verify the identity of the learner.
 - The eLearning is accessed primarily at the jobsite, on a home computer, and/or through the Internet.
 - Training needs are communicated to employees individually through email and through supervisors at the jobsite.
 - About 80% of employees are able to access their training records.
 - About 75% of the eLearning courses are tied to assessments.
 - Deployment of eLearning systems has been difficult in Saudi Arabia, Africa, Brazil, Indonesia, and China.
 - The main connectivity issues have involved remote locations with bandwidth, power, browser configurations, and Internet services problems.
 - Most of the respondents consider themselves to be knowledgeable of their company's LMS.

13:45 –
14:45

PANEL Speakers:

- *Victor Fleming, Rowan Drilling Inc.*
- *Pamela Wakefield, Patterson-UTI Drilling Company LLC*
- *Elliot Doyle, ENSCO*

Open Discussion

Mr. Fleming explained different methods his company has used to deploy eLearning. Rowan needed a quick delivery of course contents and assessments, which required the implementation of several components within their new system. At Rowan, employees can sign up for all types of training through the same system. He said one of their main concerns was preventing error messages that frustrate the employee. He said they send DVDs through “snail mail” when they expect Internet connectivity issues at a worksite (e.g., offshore rig). Most of the servers on the rig and the connectivity are extremely limited.

Question: At Rowan, is there a centralized location where results are stored?

Answer: Yes. All of the records of training and related documents are kept on the system in Houston. On the Rig all of the course material and assessments reside on the server(s). When an employee logs in at the laptop on the rig, the Wi-Fi on the rig sends the training and assessment information back to the server here in Houston. That amount of transfer is relatively small and can be sent through a satellite connection. They budgeted six computers on each rig, even jackups. Then in 2013, they began to upgrade the servers, a process that will be complete by 2015.

Question: What are we using eLearning for?

ENSCO: There is some training that is not practical for using eLearning. eLearning is appropriate for

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awareness-level training, but even that should be followed up by practical training.
Patterson-UTI: Our eLearning is brief and mostly used for rig-based employees. Patterson-UTI was unable to use email because many of their Rig based employees do not have email access. Initially, they attempted to deploy eLearning using flash drives. They built their own program and proceeded to have problems getting it deployed because of the sheer size of the program. They decided they would have to use smaller files to be more successful.

ENSCO: Note that the Panel is hoping for feedback from the rest of the committee. Some of us have some good solutions, but we may be able to benefit from some of the solutions of companies represented in the room. For instance, if we use a DVD or flashdrive, then we have a problem tracking completion of the training. How can we best do that? Another issue is that some of the training has videos, and we have to ensure that the employee in the field has a computer with the capability to play the video. Another problem is time. Sometimes the employees on the rig cannot complete a training module in one sitting. That can create challenges. As a Panel member here, I am also looking for answers.

Another example: Connectivity in Saudi Arabia involves not just Internet issues but also issues as a result of employees who do not own a computer and don't know how to log onto and use one. There have also been issues with language barriers. For example: Everything for Brazil needs to be translated into Brazilian Portuguese, which is much different than Portuguese.

Gene Wilson discussed Well Control 360, a program that provides training in surface, subsea, etc. This is specifically for employees who struggle with the math. Using this in our well control courses would benefit well control training and should be considered by the accreditation bodies (WCI). The system uses a tablet (about \$400 per tablet) and allows all of the material to be accessed remotely and in different languages.

A member mentioned creating JSAs on an iPad that can be carried out into the field. Material entered in the iPad can be uploaded directly into the system, which can track the data and can connect it to the identification of the person who logged in to enter the information.

Rowan: This eLearning will be used for everyone from new hires to leadership positions.

Question directed to Mark Denkowski: What is IADC's direction toward eLearning? It seems that IADC/WCI is moving away from eLearning.

Answer: Mark Denkowski will address this later in the meeting. Brenda Kelly will discuss requirements for eLearning. What criteria need to be in place for accepting eLearning products for accreditation?

Question: What has been the ratio of learners to system support?

Answer: Some of the Panel said they did not increase their support team upon deployment of eLearning. A member said his company was relying on their IT people for deployment of this system, but that ended up being the wrong decision. The IT people are not necessarily the right people to manage the system, depending on what the issues are. IT needs to be involved at the beginning of the process, and will be responsible for managing the hardware aspects of the system. The Panel members had all tried different ways of rolling out their systems, and no one system is perfect. They also discovered that a variety of support personnel are needed for addressing the different types of problems.

Discussion about methods of distribution: iPads, DVDs, flashdrives.

A content provider explained that the biggest issue is the expense and limitation of bandwidth offshore. The best eLearning has videos and illustrations, but those programs are large. One of their solutions has been to load the course locally on the rig and then to develop a quiz that can be taken individually. Employees only log in for the assessment, and the training can be done in a group. One limitation of some systems is that each employee needs to have his/her own iPad in order for the assessment results to be uploaded into the system.

Currently, there is no way to transfer an entire program to individual learners through satellite. If a large file

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	<p>with videos is desired, then it must be installed at the site or provided along some other medium, e.g., a compact disk.</p> <p>Mark Denkowski mentioned the importance of validating the records. An eLearning system could be rendered useless if it doesn't have a way of validating the identity of the trainer and test-taker.</p> <p>Comment from Chevron eLearning provider: Concerning the amount of support needed for an LMS system, we have about 20 people support Chevron's system, as well as employees within Chevron who have been trained as the first line of defense. We are also sending out encrypted thumb drives (uploaded with full-scale operating system to run the program) that are positioned for each individual employee. That drive is returned and uploaded into the system (a compliance module). We have dashboards on which we can see who is compliant. The system is driven primarily through Internet connectivity but supported with the thumb drives. The data expires after a year and can be accessed only by the employee to whom it is sent. His company has sent out thousands of these thumb drives.</p> <p>Rowan tried the thumb drive method but is now using the Internet mostly through Citrix or through VPN, which accesses their intranet. One of their problems was employees losing their assigned thumb drive.</p> <p>ENSCO goes out to the rig offshore to find out what the people in the field believe would be the best system for them.</p> <p>Brenda Kelly mentioned that an IADC subcommittee found that eLearning increases retention because of the multi-media aspect of the training and increases consistency of training, but that all depends on the quality of the contents.</p> <p>Bob B. mentioned Skills XP and the benefits of that as an automatic interface between the eLearning training and the LMS. Their competency assurance program is also delivered within their eLearning system.</p>
14:45 – 15:00	BREAK
15:00 – 15:20	<p>Subcommittee Reports</p> <ul style="list-style-type: none">• Competence Guidance Document• KSAs• WADI <p><i>Mark Denkowski presented for Brooke Polk, IADC.</i></p> <p>Mr. Denkowski showed the group a hard copy of the Competence Guidelines. It is primarily for companies who have not created a competence assurance program yet and not for CA providers. The document begins with an explanation of what competence is. He went on to say that in his experience, the definition of competence has varied from one sentence to four pages in length. In the end, a program should be about measuring competence consistently and maintaining quality.</p> <p>People all over the world are anxiously awaiting the KSAs, and they are nearly complete. The final groups are technical maintenance and marine operations. We hope the KSAs will be finished by June, at which point they will be presented to the ExComm. A wiki page will be associated with the KSAs, so we can keep the process evergreen and allow appropriate updates to the KSAs. The competency assurance guide has been drafted and a midyear publish date has been established.</p> <p>Action Item: If anyone here has a marine ops or maintenance specialist who is available to help, please contact Brooke Polk in regards to assisting with the remaining KSAs.</p> <p>Yesterday, Brenda Kelly attended the Marine Board in DC. The board is interested in receiving training on accreditation within the industry. The regulators responded very positively to the KSAs, as they understand</p>

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	<p>that they won't be applied uniformly and that companies can use them to train and to assess their employees for competence.</p> <p>Question: Have there been any discussions about the USCG's and IMO's new regulations and how the KSAs will fit into those? Answer: The KSAs are more aligned with competence worldwide than by regional regulations, however the KSAs may be looked at broadly.</p> <p>Question: Will the USCG or other regulatory agencies take these KSAs and turn them into regulation? Answer: It could happen, but we have met with regulators to explain that these competencies are core competencies and that the KSA list for individual employees may be customized. We are saying the core depends also on the location of the worker because assigned duties may be different in different environments.</p> <p>WADI: This initiative started about 2 years ago when three colleges came to us with similar programs. After the pilot, we opened it to additional colleges, and we now have more than 40 colleges involved in developing curriculum guidelines for new hires. Through the colleges, we will be able to screen and filter people and put them through pre-training that introduces them to the industry. Two major goals of this effort are to improve safety in the industry, and to facilitate more consistent training worldwide. By preparing these new hires to refuse to accept bad behaviors, we hope they can systemically change the safety culture as they progress to positions of higher influence in their respective careers. Regulators love the concept and the effort is moving worldwide.</p> <p>Mark Denkowski explained what Jay Minmier said at the opening meeting for WADI: The industry will support this effort if 1) the colleges can do the job as well or better than his company is currently doing it and 2) the effort will be sustainable.</p> <p>The colleges' ability to screen in ways that the industry cannot will improve the quality of the new hires significantly. Gene Wilson explained the money that can be saved by supporting this effort. The current cost to take a new hire from the initial recruitment process to the rig is \$12,000. The potential cost to do the same thing once WADI has been implemented is \$4,000.</p> <p>WADI accreditation will provide a curriculum guideline/outline. The colleges will be able to write their own courses, but they must fit into the overall guideline/outline. Each student will take an IADC centralized test and receive WADI certification based on the test results.</p> <p>Question: Are we planning any individual credentialing of positions? Answer: Not at this time. We expect the future to include credentialing for many different positions, similar to what is being discussed for the Subsea Engineer currently. Note: Time in position will need to be worked out before credentialing for positions can happen.</p> <p>The meeting on April 25 will be for colleges but will include some industry participants, too. It will be more of a joint meeting.</p> <p>Action Item: We will circulate information about future meetings.</p>
<p>15:20 – 15:50</p>	<p>IADC News & Workforce Development Initiatives</p> <ul style="list-style-type: none"> • Rebranding — <i>Angie Gunden, IADC</i> Angie Gunden presented information about IADC's new brand. The rebrand was initiated by ExComm members who thought our brand was "tired" and didn't really reflect the current identity of IADC. They also thought there needed to be more consistency throughout IADC's visual identity, e.g., website layout and design. Mrs. Gunden provided the history of IADC and the evolution of its visual identity over the years. The new logo is easily recognizable within the industry as a modern representation of a drill bit.

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Questions about the timeline for training providers and other companies transitioning to the new logo.
Answer: IADC is using the end of Q3 as the general guideline for phasing out the old logos, but no providers will be required to pull in existing documents and replace them, they will need only to use the new logo going forward.

- Well Control Institute — *Mark Denkowski, IADC*
Mr. Denkowski provided an update on the WCI. We have adopted many of the recommendations from the OGP. The five levels of training are to be:

1. Awareness
2. Introductory
3. Driller
4. Supervisory
5. Engineering

Questions about the ELUs and about the timeline for a decision on WCS.
Answer: ELUs (Extended Learning Units) are being used in place of CEUs (Continued Education Units). They will serve as an opportunity to extend knowledge and skills in both depth and breadth, and are recommended to employees to implement between renewal periods.

Questions about the governance of WCI, the makeup of the Board of Directions and Advisory Panel.

Questions about the timeline for rollout and implementation.
Answer: WCI levels one and two will be available by June.

Questions about proctoring the tests and the costs associated with that.
Answer: There will be no test for awareness level course. For the introductory level course, training will be held in a classroom setting the first time, and can be taken on an eLearning platform subsequent times, as long as the initial result was satisfactory. The tests will be administered in 12 languages and the first centralized electronic test is set for a date of 1 January, 2015.

Current instructors will be grandfathered in and required to renew under the WCI. They will be asked to attend train the trainer courses. Some training providers will not be able to comply.

If you have further questions, email Mark Denkowski.

- HUET Accreditation Launch — *Brenda Kelly, IADC*

HUET has rolled out.

Question about Shell's failure to endorse HUET because they had already made a decision to go with another program (OPITO).

Answer: With demonstration of the program, we are confident that they will reconsider. They acknowledged that OPITO is not doing everything they want and can see that our program is doing everything they're looking for, but first they want time to see the program up and running.

- eLearning Requirements — *Brenda Kelly*
Brenda Kelly wants the WDC to work with her on requirements for eLearning. She will present her findings at the next meeting, so the members can discuss the issues and proposed requirements.
- DIT Program update – *Amanda Lemmond, IADC*
Ms. Lemmond provided the background on DIT as filling the need for accreditation for courses that do not currently have their own accreditation. Since its inception in 2007, our intent was to focus on course

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	<p>delivery, administration, management system, etc. The program has slowly moved away from its initial intent. Over time, challenges have emerged, such as providers applying for accreditation for courses that offer certifications, diplomas, and licenses. IADC does not wish to accredit courses like these because we DO NOT view or consider the content. We also do not wish to accredit courses that imply competence of employees who have taken them. It has been confused that DIT is accrediting the content, which it is not.</p> <p>There are currently no clear guidelines that say that the DIT advisory panel can refuse accreditation for these courses. Ms. Lemmond is asking the WDC to vote on these technical-type changes, and for the DIT Advisory panel to acquire the right to deny accreditation for applications for a safety critical course for which an industry defined standard already exists.</p> <p>Question: what makes a training provider desire to acquire DIT accreditation? Answer: IADC audits these courses on things like assessments, complaints, quality assurance, feedback, course duration, etc. The appeal to a training provider is that a third party is looking at their course and auditing it. Additionally, IADC has a strong name, which adds value to their programs.</p> <p>If a training provider is already ISO:9000 they have a Quality management system already. This means they are seeking DIT accreditation based on another factor. Example: IADC looks at every course, whereas ISO looks at many pieces of other elements of business, and not necessarily at the course in its entirety. One additional reason could be that DIT is industry specific. ISO regulations may exclude specific curriculum guidelines.</p> <p>Question about existing courses. Answer: Their renewals exist for 5 years, so those courses will finish out their renewal period, and then be denied for renewal as they are currently designed. They would be required to redesign their course to meet the reestablished requirements.</p> <p>Mark Denkowski asked the WDC if anyone in the room was uncomfortable with the proposed changes. The accreditation and credentialing department is seeking feedback from those present, so they will know how to present the material for the full committee's vote.</p> <p>All feedback from this group was positive and in favor. Note: Mike Mathena suggests that we give training providers an opportunity to present their case before full rejection.</p>
<p>15:50 – 16:30</p>	<p>OPEN DISCUSSIONS & FUTURE MEETING TOPICS</p> <p>Next meeting will be July 16 at IADC. Topics to include:</p> <ul style="list-style-type: none"> • eLearning requirements • US Coast Guard • Marine issues, with John Pertgen, IADC • BSEE certifications <p>Note: Meeting on May 13/14 at the Maritime Academy at A&M in Galveston. They need speakers.</p>
<p>16:30</p>	<p>ADJOURNMENT</p>

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Attendance:

Name		Company Name
H	Wilson	Aberdeen Drilling School
John	Gahan	Ensco plc
Christopher	Pinkard	Ensco plc
Wade	Deer	Helmerich & Payne
Robert	Burnett	Hercules Offshore
Lance	Brown	Hercules Offshore
Mark	Denkowski	IADC
Brenda	Kelly	IADC
Elfriede	Neidert	IADC
Patty	Tydings	IADC
Bruce	Peters	IHRDC
Jane	Murphy	Intertek
Kris	Wilson	Intertek
Ruchir	Shah	Learn to Drill
Eskild	Sorensen	Maersk Drilling USA Inc
Jennifer	Buss	Maersk Drilling USA Inc
Bob	Stout	Moxie Media
John	Lund	New Tech Global Ventures
Brian	Newman	Noble Corporation
Matthew	Berry	Noble Drilling
Patricia	Stansell	Noble Drilling
Del	Forbes	Noble Drilling
Christopher	McGehee	Noble Drilling
Janet	Iglesias	Oilennium Part of the Petrofac Group
Sara	Richardson	Onward LLC
Steve	Thomas	Pacific Drilling
Tony	Martin	Pacific Drilling
Neil	Campbell	Pacific Drilling
Pamela	Wakefield	Patterson UTI
Jessica	Selvidge	Petrofac Training Services
Sarah	Szczepaniec	QTL Training

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Victor	Fleming	Rowan Companies
Tom	Horan	Rowan Companies
Michael	Mathena	RST Global Solutions
Juan	Hernandez	RST Global Solutions
Larry	Griffin	USCG
Vicki	Watkins	West Texas Safety Training Center