



## BULLETIN SCO-15-01

1 May 2015

*This bulletin is issued to all training providers that are accredited, or are now in the process of completing an Application for Accreditation.*

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### **HSE RigPass Instructor Requirements Changed**

The RigPass Accreditation Program Instructor Requirements have been revised. These changes are effective **1 May 2015** and affect all new applicants requesting RigPass instructor approval.

Instructors with current RigPass certification are not impacted by the new requirements and do not need to do anything in response to this bulletin.

#### **Issue Prompting Change**

A review of current RigPass instructor requirements found the requirements to be somewhat vague and, therefore, easily misinterpreted by both the applicant and reviewer. As a result of these varying interpretations, applicants could potentially assume they qualify when they do not. Additionally, the RigPass panel members may view the requirements differently during the review and approval process.

New requirements are being implemented in an effort to provide clarity.

#### **New Instructor Requirement**

Applicants should provide evidence of subject matter expertise in both HSE for oil and gas and in the teaching/training field. The following three (3) requirements must be met by at least one of the options stated below each requirement:

Requirement 1: HSE Subject Matter Expertise for Oil and Gas -- may be satisfied by any one of the following:

- a. 12 months HSE or operational experience in the oil and gas industry.
- b. HSE-related college degree from an accredited institution.
- c. 12 months of other relevant HSE experience (e.g., First Responder with current license and/or certificate).

Requirement 2: Subject matter expertise in Teaching/Training -- may be satisfied by any one of the following:

- a. Teaching Certificate.
- b. Current Instructor/Trainer Certificate (e.g., Red Cross Instructor, OSHA 501, OSHA 511, any international equivalent).
- c. 20 instructional hours documented (e.g., timesheets, letter from employer or supervisor, safety meetings/courses).
- d. 12 months of other relevant teaching/training experience (e.g., Training Officer).

Requirement 3: Observed delivery of RigPass Training -- Instructor candidate will be observed by a qualified observer delivering at least 1 complete RigPass course. (A qualified observer is a current RigPass instructor (internal or external) that has a minimum of 1 year RigPass delivery experience.) The qualified observer must provide an instructor log, or complete the IADC Instructor Observation Form (SCO-35), and sign that the applicant has demonstrated an acceptable level of subject matter knowledge, class management, and course delivery.

All new applicants for RigPass instructor approval must submit evidence of satisfying the new requirements beginning 1 May 2015. Examples of suitable evidence include supporting resume, certificates, Instructor Observation Form, timesheets, letters of recommendation, and other documentation.

For more information, please contact [rpinstructors@iadc.org](mailto:rpinstructors@iadc.org).

This bulletin supersedes all previous versions of SCO-01 and SCO-05 and all HSE RigPass Notices, Letters, or Guidance dated prior to 1 May 2015.