DRILLING INDUSTRY TRAINING ACCREDITATION PROCESS

APPLICATION FOR ACCREDITATION
Training Provider submits details on curriculum, equipment, instructors, and procedures to IADC. IADC staff performs initial screening for completion of required documents and payment of fees.

CONDITIONAL ACCREDITATION
Generally, a temporary phase where a Provider is considered to be accredited, may issue DIT cards and certificates and is awaiting audit for determination of accreditation status.

AUDIT
An audit is required for full Accreditation. IADC staff will arrange for a qualified Auditor(s) to audit the Provider's facility. Audit may also be conducted at a third-party facility in the case of a specialized type of instruction offered by a Provider. Auditor(s) verifies items on the Provider's application, observes instruction and testing when possible, and verifies overall adherence to requirements and procedures. Auditor sends completed audit report with recommendation for accreditation to IADC staff and gives copy to the Provider.

ACCREDITATION DECISION
IADC Staff reviews audit report, makes accreditation decision, and sends an official notice to the Provider.

CONDITIONAL ACCREDITATION
Provider accreditation will remain as conditional if there are minor deficiencies noted during audit. Provider permitted to conduct course(s) until all recommendations and conditions of the Auditor(s) are met.

CORRECTIVE ACTION
Issued when non-conformities are noted through an audit or through other means. Provider is requested to identify cause and extent of non-conformities and provide response to IADC. IADC staff verifies actions noted in response through documentation provided or through subsequent audits.

FINAL REVIEW
IADC staff will confirm that Provider is clear of all non-conformities and that all conditions are met by the Provider.

ACCREDITATION NOT GRANTED Accreditation may be denied or deferred when there are major deficiencies in Provider application or program. Provider may appeal decision to the Appeals Panel for review or submit a revised application for reconsideration.

FULL ACCREDITATION
Valid for 5 years, subject to annual renewal, reporting, continuing conformance with program requirements, and periodic audits.