



12 OCTOBER 2018

BULLETIN CAA-18-01

This bulletin is issued to all companies that are accredited for Competence Assurance.

Competence Assurance New Program Requirements

This Bulletin, CAA-18-01, outlines specific steps and timelines for incorporating the new Competence Assurance Program requirements to currently accredited companies.

New Course Requirements

The new Competence Assurance requirements were approved by IADC's Workforce Development Committee to be incorporated into the existing program requirements to enhance the accreditation based on industry best practices.

All new requirements are included in the new revision of the Competence handbook, CAA-01 Second Edition Revision 0. New requirements that must be incorporated into the program include:

1. Documented policies and procedures for assessment of personnel to be included in the program's scope. (CAA-01, Section 2.4)
2. Assessors and Verifiers must be used and deemed qualified (CAA-01, Section 2.6.2)
3. Candidate Reassessment (CAA-01, Section 2.6.9)
4. Assessment Verification (CAA-01, Section 2.6.10)
5. The designated authority has approved the change, implementing the change is followed, are consistent, and communicated (CAA-01, Section 4.3.1)

New Attestation and Agreement Requirements

In order to strengthen the overall integrity and quality of the accreditation, the Competence Assurance Attestation and Agreement (CAA-04) has been revised to include a new section that outlines disciplinary actions against accredited providers (CAA-04, Section 10).

Transition Timeline:

Current accredited providers must incorporate the new requirements into their Competence Assurance Program to retain accreditation. The Steps for Programs Incorporating New Requirements are as follows:

- The corporate officer, responsible for the competence program should execute a new Attestation and Agreement (CAA-04) and submit with all current contact information by **01 December 2018**.
- Complete and return the attached Acknowledgement Form to document read/receipt of these program changes by **01 December 2018**.
- All new requirements must be incorporated into the Competence Assurance Program by **01 March 2020**.
- Currently accredited programs will NOT be audited to the new requirements until **01 March 2020**.
- Companies are to complete a new program application CAA-03 and submit with any new or revised policy or procedures to IADC by **01 March 2020**.

Please email the new attestation and agreement, acknowledgement form, application and supporting materials to competence@iadc.org

Attachments

- Provider Acknowledgement of New Competence Assurance Accreditation Requirements
- CAA-01 Accreditation Handbook
- CAA-03 Accreditation Application
- CAA-04 Attestation and Agreement