

This form is designed to serve as the request for an exception, and as the official record of the review process/findings and approval or denial of the exception. An exception must be approved by IADC before it is implemented by the training provider. Please see the instructions for completing the form on the following page.

Section to be completed by Provider:	
Provider Name: _____ Accreditation # _____	
Person Requesting Exception: _____ Phone #: _____	
Course(s) to be affected by the exception:	
<input type="checkbox"/> RigPass - Onshore <input type="checkbox"/> RigPass - Offshore <input type="checkbox"/> RigPass - SafeLand <input type="checkbox"/> RigPass - SafeGulf	
RigPass Requirement for which Exception is Requested	Type of Exception Requested
Reference <i>RigPass Handbook</i> Section 2, Pg _____	
Explain why are you requesting this exception:	
How will you conduct/manage course delivery to assure conformance with the intent of the RigPass requirement?	
Signature of Primary Contact: _____ Date: _____	
Phone number: _____	Email address: _____
Submit completed form to the RigPass Accreditation Coordinator at rigpass@iadc.org.	
Section to be completed by Reviewer:	
Name of Reviewer: _____	
Response to Request: _____	
Decision: <input type="checkbox"/> Approve <input type="checkbox"/> Not Approve <input type="checkbox"/> Request more information <input type="checkbox"/> Approve conditionally with the following alteration to course management plan:	
Signature of Reviewer: _____	
Send completed form to RigPass Accreditation Coordinator at rigpass@iadc.org.	

Decision of Approver:	
Decision:	<input type="checkbox"/> Approve <input type="checkbox"/> Not Approve <input type="checkbox"/> Approve conditionally, list conditions below:
If not approving, provide reason:	
Signature of Approver:	Date:

Instructions for Providers

In the **Provider section**, the person requesting the Exception should record the Provider’s name, Accreditation number (if assigned), and the course(s) to be impacted by the Exception. State the applicable RigPass requirement (including page number and verbiage from the *Handbook* SCO-01) for which the Exception is being requested and state concisely the type of exception requested. Fully explain why you are requesting this exception and describe in detail how you will conduct/manage the course(s) delivery to assure conformance with the intent of the RigPass requirement. After signing that section, the requester should provide a contact phone number and email address.

Once this section of the form is completed, the training provider should send the form to the RigPass Accreditation Coordinator at rigpass@iadc.org.

Instructions for Reviewers

In the **Reviewer section**, the Reviewer should enter his/her full name and list the merits of the exception requested, including key points upon which the Reviewer’s recommendation is based. The Reviewer’s recommendation options are:

- Approve as proposed
- Approve conditionally – An explanation of the condition(s) to be met by the provider before approval should be listed
- Not approve
- More information – Indicate what additional information or explanation from the training provider is to be requested.

The Reviewer should check the appropriate box to indicate the Reviewer’s recommendation and return the form to the RigPass Accreditation Coordinator at rigpass@iadc.org.

Instructions for Approvers

In the **Approval section**, the person authorized by IADC’s Accreditation & Credentialing Division to approve Exception requests should review the request of the training provider and the recommendations of the Reviewer before making the decision to grant or deny approval. Conditional approval may also be granted. Check the appropriate box to indicate the decision and list the condition(s) that must be met by the training provider if conditional approval is indicated. Sign the form and enter the date of decision. If the decision is to deny the request, please indicate reason for the denial. (This is the reason that will be communicated to the training provider requesting the Exception.)