



IADC
RIGPASS

RigPass[®]
HANDBOOK FOR
ACCREDITATION

This document supersedes all program bulletins and other versions
of this document issued prior to the date below.

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RIGPASS ACCREDITATION SYSTEM

SCO-01: HANDBOOK for ACCREDITATION

SECTION 1 — OVERVIEW

The International Association of Drilling Contractors (IADC) accredits active service contractor orientation programs designed for new employees or employees that are new to a specific operation or area. The function of the IADC *HSE RigPass*® Accreditation for Service Contractor Orientation programs is to provide a central review mechanism and information clearinghouse through which it can be ascertained that an orientation subscribes to core elements of a field employee orientation as identified by the industry.

The purpose of the accreditation system is to:

- Identify core elements for drilling and service contractor field employee orientation, and
- Provide a means of recognizing continuing adherence to the core elements for service contractor field employee orientation programs through existing and innovative training techniques.

SECTION 2 — ELIGIBILITY AND GENERAL RULES

IADC accreditation is open to drilling, well servicing, and ancillary service contractors, commercial interests, educational institutions and agencies. To be accredited by IADC, a provider of the service contractor orientation program (Program) must meet the following general requirements:

- Have Internet access in order to obtain IADC documents and forms from IADC's website (www.iadc.org) and to work within the ACD Database system (<https://accreditation.iadc.org/login.php>)—e.g. to schedule classes, pay for certificate codes, print trainee certificates;
- Submit evidence of adherence to the core elements as specified in the accreditation criteria (see Section 3);
- Provide accurate and timely information for application and audit processes;
- Comply with all provisions contained herein regarding accreditation criteria on an ongoing basis;
- Report program changes to IADC in a timely manner;
- Respond promptly to any corrective actions issued following an audit; and
- Provide applicable fees in a prompt and timely manner.

SECTION 3 — ACCREDITATION CRITERIA

All Programs seeking IADC HSE RigPass accreditation must be found to be in compliance with all accreditation criteria defined below.

3.1 Curriculum and Delivery of Training

Any Program seeking accreditation must conform to the standard curriculum outline of the IADC *HSE RigPass* Service Contractor Orientation Program. Certain sections of the outline are generic and applicable to nearly all drilling rig operations, while other sections are oriented toward specific situations such as offshore or land operations. The sections of the outline applicable to the service contractor's operations for which the orientation is conducted, considered core content, will be regarded as the minimum level of instruction that should be provided to an employee before the orientation is complete.

Those Programs incorporating the additional topics uniquely relevant to offshore operations may qualify for the "Offshore Endorsement". Similarly, programs incorporating the sections for onshore operation may qualify for the "Land Endorsement."

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Each course must consist of the core topics plus a minimum of one endorsement, either offshore or land. Both endorsements may be provided during the same course as long as adequate time is allocated to address all topics.

The minimum time for instruction must be 8 hours. The core content must be delivered in no less than 6 hours, with sufficient additional hours allocated for either the offshore or land endorsement modules to complete the 8 hours.

The Program may deliver instruction via lecture, discussion, audio visual, one-on-one personal instruction, electronic or other means. Evidence of appropriate resources to support the chosen means of delivery must be provided.

3.2 Training Facility

The HSE RigPass program has been designed for multiple forms of delivery, whether classroom, worksite, point of hire, point of transit, or electronic. Suitable facilities and equipment must be available to accommodate the chosen location and means of delivery.

3.3 Instructor/Facilitator Qualifications

The HSE RigPass orientation must be taught by an IADC-approved instructor or facilitator. Instructor/facilitator qualifications include:

- Industry experience (HSE or petroleum);
- Relevant teaching experience/educational background; and
- Training or on-the-job instructional experience.

A minimum of 2 years experience in any one of the categories is required, with preferred qualifications including HSE or petroleum experience and either teaching or training experience. Evidence of satisfying these requirements must be provided at the time of application.

3.4 Student Assessment

Completion of the HSE RigPass orientation must be documented for each attendee either through one or both of the following:

- 1) a dated checklist in which key elements are initialed by both the employee and the person administering each point of the orientation; or
- 2) a knowledge or skills test administered by the Program. When the test option is chosen, the Program must provide for a retest in the event a student fails the initial test.

Record of each student's assessment must be retained.

3.5 Certificate and Card of Completion

The Program will issue an HSE RigPass certificate and card to each student successfully completing the course. A *RigPass* Certificate and Card of Completion will be electronically issued through the *ACD* Database to, and in the name of, only the individual receiving the training and passing any assessment or checklist. The training provider will provide the trainee with a printout of his or her certificate and card immediately upon successful completion of the assessment(s).

When a certificate is issued, the training provider shall retain a copy of the certificate and copies of all training records supportive of issuing the certificate. Records that support the *RigPass* certificates issued (e.g, rosters, assessments and scores, checklists, and other records of student information) shall be retained.

To be valid, a completion card must contain the following:

- 1) Employee name;
- 2) *HSE RigPass* card number;
- 3) Date of completion;
- 4) Location of instruction;
- 5) Signature of instructor or authorized person issuing the card;
- 6) Program identification number as assigned by IADC;

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- 7) Notation for Offshore or Land Endorsement (as applicable); and
- 8) Bar code.

Other data may be added to the HSE RigPass card if needed to satisfy the requirements of the employer or other institution.

IADC maintains a record of the certification. This certification record is used for future verification of individual's training.

Training providers, once accredited, will be provided with information and training on how to use (how to manage their courses in) the ACD Database. Failure of the training provider to follow the protocols required for using the database may be grounds for disciplinary actions, up to and including revocation (closure) of accreditation.

3.6 Records and Administration

Each accredited program is responsible for maintaining administrative processes that assure successful implementation of the orientation. They are also responsible for continued adherence to the accreditation criteria and retaining records to document those processes. These should include, but are not limited to, student registration and identity checks, instructor selection, retention of training and other records, and processes to achieve timely reporting of training records to IADC.

A copy of the IADC HSE RigPass Quality Statement & Comment Policy must be given to each student taking the course. The Policy statement should be distributed at the beginning of each course.

In addition, any changes to an accredited program that alters the dynamics of the program as it appears on the application and as approved by IADC must be submitted for review. Written notification of program changes should be submitted to the IADC Accreditation and Certification Department as soon as possible after the program change is implemented. Changes that must be reported to IADC include, but are not limited to, changes in instructors, course content, training location, and means of training delivery.

Primary Contact and Signatories of the Application

The Primary Contact will become the principal point of contact between ACD and the accredited training provider, except in cases of disputed issues or a pending revocation of accreditation. Additional contacts may be designated for specific purposes (e.g., purchasing, records) and should be reported to ACD. ACD staff request additional contacts in the event that one or all of the contacts listed leave the company. It is the Provider's responsibility to ensure that IADC has the current and correct contact information for the Primary Contact.

In addition to serving as ACD's principle point of contact, the person designated as the Primary Contact has the following responsibilities toward maintaining the accreditation:

1. Ensuring that ACD has the program's correct contact information and updating that information, as needed (e.g., email, phone number, Contact name)
2. Monitoring updates communicated by ACD (e.g., ACD Bulletins, Notices, or other communications) and updating the program, as needed
3. Periodically visiting the ACD webpage(s) to ensure the program is utilizing the current versions of documents and forms (and other information sources)

If IADC contacts the Primary Contact regarding a program- or instructor-related question/issue and does not receive a timely response after three attempts, IADC will initiate the program-closure process. A "timely" response is defined as within 2 weeks.

Required Records

At a minimum the Program must maintain course registration records, student training and assessment records, copy of Certificate and Card of Completion, and class rosters. These records must be readily available to the IADC auditor(s) at the time of the audit.

Records Retention

Required records should be retained for a minimum of five (5) years.

Lost Card

If a card is lost or destroyed, the Program that issued it may issue a replacement card. The Program should report both the number of the original card and the number of the replacement card to IADC so that this information can be entered in the ACD database. The original card database record will then be marked as VOID.

For an accredited provider asked to issue a lost card for which the company did not conduct the original training, the provider should first verify the training record through IADC at records@iadc.org before issuing a new card. Upon verification of training and card owner, a new card may be issued.

3.7 Quality Control

An accredited Program should have in place quality control processes to assure integrity of the Program and strict adherence to the accreditation criteria. At a minimum, the following processes should be implemented:

- Verification of student identity and control of any records retained during this process to assure those records remain strictly confidential;
- Monitoring of IADC program updates and assuring updates are implemented;
- Security of tests, answer sheets, and required records; and
- Responding to non-conformities identified during an audit and assuring corrective and preventive measures are fully implemented in a timely manner.

Other processes should be developed as needed to help assure adherence to accreditation criteria.

SECTION 4 — FEES

All fees for the accreditation program shall be published in the Schedule of Fees (SCO-02). The fee schedule may be amended from time to time, with notification given to accredited training providers prior to the effective date of the revised fee schedule. The Schedule of Fees is also published on the IADC website.

- IADC shall charge reasonable fees for processing of applications for accreditation. In addition to the application fee, each accredited Program (whether full or conditional accreditation status) shall be charged a reasonable annual fee. **Revocation of accreditation shall be automatic if a Program is 120 days in arrears in payment of fees.** Accreditation shall be automatically restored upon payment of all amounts in arrears. In addition, any institution presented with a final notice of balance due shall be given an additional 30 days to make payment.
- Routine audits by IADC staff or their representative will not require additional fees, except that such fees may be imposed when necessary for the economic security of IADC. If additional or supplemental audits are required prior to determination of accreditation status, or interim or follow-up audits are required after accreditation, supplemental fees may be required, when justified, in the opinion of IADC.

SECTION 5 — ACCREDITATION PERIOD

Accreditation shall be granted for a period of three years. Program renewal will be required to continue operation after the 3-year accreditation period has ended.

SECTION 6 — STATUS OF ACCREDITED PROGRAMS

Accreditation status will fall into one of five categories.

1. Pending — An application is in Pending status until such time as the application is complete, all program information and materials are reviewed, and a decision to accredit is made. IADC will hold an incomplete application in Pending status three months. If the Program does not provide a complete application within this timeframe, the application process will be terminated and the application fee forfeited.
2. Full — Accreditation is granted without conditions. The orientation may be delivered and Certificates and Cards of Completion issued.
3. Conditional — Accreditation is granted but specific conditions exist to which the Program must

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respond. A timeframe for submitting an acceptable response will be set. The orientation may be delivered and Certificates and Cards of Completion issued.

4. Deferred — Accreditation is withheld pending documentation or demonstration that the Program has met specific stated requirements.
5. Rejected — The Program fails to meet Accreditation requirements, and must resubmit a completely new application to be considered for Accreditation.

The Panel, at its option and based on the circumstances of each case, shall decide whether an initial audit is needed before granting Accreditation to a Program.

SECTION 7 — ACCREDITATION PROCEDURES

Each program seeking to participate in the HSE RigPass program will undergo the same process for accreditation. The process is described in the following subsections.

7.1 Application

Each Program must submit an Application for Accreditation with that will include all necessary supporting documentation to provide evidence that all accreditation criteria are met. The applicant must submit:

1. A completed Program application form (SCO-03), supplying the following information:
 - a. Name and address of the Program, and any satellite locations where instruction will be conducted (all training locations must be pre-approved);
 - b. Administrator or primary contact person of Program; and
 - c. Name of Instructor(s) and/or facilitator(s) who will deliver the orientation. The application should describe the potential instructor/facilitator's employment history and other qualifications. (See Section 3.3 – Instructor Qualifications)
2. A copy of the Program's orientation outline or curriculum, describing the following:
 - a. Overall topics of instruction and method of instruction*
 - i. Organization of activities and types of presentation
 - ii. Approximate time allocated to instruction and where utilized (i.e., office, work site, etc.)
 - b. Description and examples of training materials and instructional equipment used (handouts, textbooks, audiovisual aids, etc.)*†
 - c. Description and examples of procedures used to certify that instruction has occurred or to evaluate students' understanding of the content presented. *

*For expedient processing, these items should be documented on the *HSE RigPass Program Self-Certification Worksheet*.

†The HSE RigPass program permits e-learning delivery of content. For questions regarding completion of an application for an e-learning delivery format, contact ACD staff at rigpass@iadc.org.
3. A signed copy of the IADC orientation Accreditation/Audit Policy Agreement. The agreement requires a Program to continually conform to all accreditation requirements and to allow an audit by IADC staff or a designated representative of IADC upon request. The agreement also requires a Program to notify IADC whenever it has been independently audited by a customer, prospective customer or other third party.

An Application for Accreditation does not guarantee Accreditation will be granted. Additional application materials may be needed if the Program is also seeking approval to participate in one of the IADC-operator initiatives.

7.2 Application Review

The complete application containing the above materials will be examined by IADC staff prior to forwarding them to the HSE RigPass Review Panel (Panel) for a decision on accreditation.

An application for accreditation that has been determined to be incomplete will be held no more than three months awaiting the applicant's submission of additional materials to complete the application. After three months, the applicant will be notified of failure to complete the application process. The application fee will

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be forfeited. To resume the accreditation process, the applicant must submit a new application for accreditation and application fee.

IADC staff may make a recommendation on action to be taken when forwarding the application with supporting material to the Panel, or may forward the application without comment.

Review Panel

An HSE Review Panel will consist of three members with experience in the petroleum industry and expertise in designing, conducting, administering, or monitoring employee orientation and safety programs. The Panel will be made up of members from the following areas: 1) operator company; 2) drilling contractor company; and 3) commercial or institutional training provider. The Panel may appoint IADC staff or an alternate if a Panel member is unavailable at the time of the Panel's meeting. (Advance notification must be given to IADC before an alternate may participate in Panel decisions.)

The Panel will meet quarterly or as often as necessary to review applications. Five or more applications must be ready for review by Panel in order to call a meeting of the Panel.

Each member of the panel will serve a 3-year term. Terms will be staggered so that a new member replaces an outgoing member of the Panel each year.

Additional Panels may be created if required.

The responsibilities of the Panel are as follows:

1. To regularly review and take appropriate action toward all applications received for accreditation.
 - a. The time between the receipt of a complete application and approval (full, conditional), provisional, deferral or rejection should not exceed 90 days.
 - b. Conditional approval will be accompanied by a written summary of discrepancies or other issues that must be addressed within a given time frame to qualify for full accreditation.
 - c. Deferred decisions will be accompanied by a written summary of discrepancies or other issues that must be addressed to be reconsidered for full or conditional accreditation.
 - d. Rejected applications will be accompanied by a written summary of discrepancies that require correction before an application will be reconsidered.
2. To periodically review, as required, the core elements of the IADC *HSE RigPass* Orientation Curriculum Guidelines, Accreditation Criteria and Procedures, and other program items, and recommend appropriate revisions to the IADC HSE Committee.
3. To oversee any disciplinary actions against accredited Programs. (See Section 10 – Complaints Against Accredited Programs)

7.3 Decision to Accredit

Accreditation may be granted or withheld by IADC. The decision to accredit will be made by an HSE RigPass Review Panel, and must be granted by a majority vote of the Panel.

The Panel will review each application and may:

1. Approve the application for accreditation as presented, awarding the Program Full accreditation valid for a period of 3 years, contingent on timely payment of annual fees and continued adherence to accreditation requirements (including records reporting);
2. Approve the application for accreditation with modifications requested by the Panel, awarding the Program Conditional accreditation valid for a period of 3 years, contingent on timely payment of annual fees and continued adherence to accreditation requirements (including records reporting);
3. Defer a decision until additional information or materials has been requested from the applicant and the Panel has had opportunity to review the new information or materials; or
4. Reject the application on the basis that the applicant failed to show evidence of eligibility or conformance with program criteria or submitted false or misleading information.

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Any Program, once accredited, shall be evaluated as often as deemed necessary by IADC via audits, document review, or other means initiated by IADC staff or the Review Panel.

Requests for instructor approval are submitted to the Panel either via electronic ballot or as part of an accreditation application package. Each instructor application is reviewed and decided on a case by case basis. The Panel has seven (7) calendar days to cast a vote once submitted to IADC, logged by coordinator and emailed to Panel (for electronic ballot only).

7.4 Audit(s) and Auditor(s)

Accredited Programs shall be routinely audited at least once during the 3-year accreditation period. An initial audit may precede or follow the decision for initial accreditation.

Audits shall be conducted by IADC staff or an IADC representative to determine the Program's conformance to the accreditation criteria or to investigate a complaint received against the Program.

- A. An auditor is defined as a person who is a member of IADC staff or who is an otherwise appointed representative or consultant operating on behalf of IADC. In general, an auditor may be an IADC representative, operator representative, professional auditor, or other third party representative such as a representative of a customer or prospective customer of the accredited Program.
- B. An active Accredited Program may be subject to other audits as deemed necessary by IADC staff or the HSE RigPass Review Panel.
- C. IADC will not, except as prescribed in Section 4 above, assess fees for routine audits. Other audits may be subject to fees.

IADC staff, acting under guidance of the HSE RigPass Review Panel, shall adopt uniform accreditation processes and shall establish a reporting system that shall be used by any persons conducting an audit and submitting a report of the audit to the Panel.

During the audit the auditor(s) may review any of the following: 1. Program documents (application, approved instructors list, etc.), 2. program information; 3. student information and training records; 4. security and integrity of tests (if applicable); 5. administrative processes and records; and 6. any other materials as needed to help verify conformance to accreditation criteria. IADC records and procedures will also be verified during the audit.

SECTION 8 — ACCREDITATION PRIVILEGES

A Program, once accredited, may use the HSE RigPass accreditation program logo on course materials and for promotion of the course. The Program may not claim IADC accreditation under any other IADC accreditation program unless accreditation has been independently granted under another IADC accreditation program.

If an accredited Program is a member of IADC, the Program may also use the IADC member logo on course materials and for course promotion. The IADC member logo should not be used on any completion card or certificate.

The Program MAY NOT use the official IADC logo or infringe on any registered trademarks at any time, regardless of intended use.

Other program logos may be used on the completion card only when the program is operated in conjunction with the HSE RigPass program, under the umbrella of the IADC HSE RigPass program. For further guidance in use of other logos on the completion card or on course or promotional materials consult Accreditation and Certification Department staff (Staff).

The Program may request reports of training and other Program records from IADC staff at any time.

SECTION 9 — DISCIPLINARY ACTIONS AGAINST TRAINING PROVIDERS

IADC may, at its sole discretion, bring disciplinary action against any IADC-accredited training provider (Provider). Disciplinary action may be for a specified time period or indefinite. Disciplinary actions include, but are not limited to, Probation, Suspension, and/or Revocation. Disciplinary actions are not meant to be

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sequential. IADC may, at its sole discretion, move directly to Suspension or Revocation, depending on the severity of the infraction.

IADC may return the Provider to the accreditation status held before the disciplinary action after the issues prompting disciplinary action are resolved. IADC, at its sole discretion, may choose not to return the Provider to the accreditation status held before the disciplinary action and may temporarily or permanently Revoke accreditation. If the disciplinary action is Probation or Suspension, failure of the Provider to take remedial actions required by IADC will result in additional disciplinary action taken against the Provider. Ultimately, Revocation of accreditation will result if the Provider fails to act or takes insufficient steps to resolve the issue in the timeframe specified.

Reasons for disciplinary actions include, but are not limited to, the following:

- Provider fails to abide by accreditation standards.
- Provider fails to submit necessary supporting information requested by ACD staff, technical reviewer, Review Panel, or auditor.
- Provider fails to resolve a complaint issued against the Provider.
- Provider makes significant changes in the nature, structure, location, or operation of an accredited Program that, in the opinion of IADC, significantly undermines the quality of the program.
- Provider refuses to submit to an audit or fails to satisfactorily address Corrective Actions issued by IADC.
- Provider fails to pay appropriate fees in a timely manner.
- Provider fails to make required curriculum adjustments.
- Provider fails to meet the approval requirements of instructors.
- Provider fails to follow quality control procedures.
- Provider fails to respond to IADC requests for information after three attempts.
- Provider cheats, conducts components of the program fraudulently, and/or compromises the quality of the program.

If IADC contacts the Primary Contact regarding any of the issues listed above and does not receive a timely response after three attempts, IADC will initiate the program-closure process. It is the Provider's responsibility to ensure that IADC has the current and correct contact information for the Primary Contact. A "timely" response is defined as within two weeks. IADC staff will immediately notify the company when a decision to revoke accreditation has been made. The accredited company's name will be removed from the website.

9.1 Probation

Any Provider may be placed on Probation by IADC at any time. A Provider on Probation may continue with classes scheduled prior to the Probation date. Providers are not permitted to purchase *RigPass*® test codes after the date the Provider is placed on Probation.

Placing a Provider on Probation is a warning that, if the Provider does not correct all deficiencies noted by IADC, the Provider will be subject to further disciplinary actions up to and including revocation of accreditation.

To be considered for return to full accredited status, the Provider must resolve all issues identified in the disciplinary action and supply IADC evidence of such actions.

9.2 Suspension

Any Provider may be suspended by IADC at any time for cause, and cause shall be determined by the IADC in its sole judgment. During Suspension, the Provider will not be permitted to purchase *RigPass*® test codes, must cease delivery of *RigPass*® training immediately, and must refrain from issuing *RigPass*® certificates. Access to the ACD database for Providers will be suspended for the duration of the Suspension.

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In addition, IADC will remove the Provider's listing on IADC's *RigPass*®-Accredited Training Provider webpage.

The Provider must resolve all issues identified in the disciplinary action and supply IADC evidence of such actions. Upon resolving all issues, IADC may reinstate the Provider's prior accreditation status.

Failure to resolve all issues for which the Suspension is in place will result in the training provider's accreditation being Revoked (closed).

9.3 Program Closure

Any Provider's accreditation may be Revoked (closed) by IADC at any time. IADC will immediately notify the Provider when a decision to Revoke (close) their program accreditation has been made. Following notification, IADC will remove the Provider's listing on the IADC's *RigPass*®-Accredited Training Provider webpage and will remove their access to the ACD database.

ACD will officially close the Provider's file and void outstanding *RigPass*® test codes allocated to the Provider. IADC will not reimburse Providers for the remaining unused test codes in their *RigPass*® account.

Upon Revocation of accreditation, the training Provider must do as follows:

- Cease all *RigPass*® operations immediately upon notification of closure.
- Destroy the ACD-issued *RigPass*® Certificate of Accreditation
- Remove the *RigPass*® logo and registered trademark from their course materials, brochures, Provider website, and all places the logo or trademark is used.
- Cease referring to *RigPass*® accreditation when marketing or promoting the Provider's course.

9.4 Miscellaneous

Resolution of Disputes and Forum Selection Clause

Any dispute arising from or relating to the IADC *RigPass*® Program, its policies and procedures, or its administration shall be resolved in the following manner:

1. First, by notifying IADC of the dispute in writing and by requesting non-binding mediation. The mediation shall take place in Houston, Texas, unless otherwise agreed to by IADC. The mediation request shall include a brief narrative explaining the basis for the dispute, list of three neutral mediators, and the relief requested. IADC shall have twenty (20) days from receipt of a Mediation Request to pick a mediator from the list provided. The costs and expenses of any such mediation, including compensation and expenses of the mediator, shall be the responsibility of each party to the mediation.
2. Next, if the dispute cannot be resolved within sixty (60) days of the notice of mediation, then the dispute may be brought in the courts of the State of Texas. Specifically, the venue shall be in Harris County, Texas.

Limitation of Liability

In no event shall IADC be responsible for any consequential damages arising out of any disciplinary action, including, but not limited to, alleged lost profits, lost business opportunity, loss of reputation, punitive damages, and/or attorneys' fees. This limitation applies to any claim or cause of action, however alleged or arising, unless otherwise prohibited by law, including, but not limited to, negligence, breach of contract, or any other claim, whether in tort, contract, or equity, regardless of whether IADC has been advised of, knew of, or should have known or anticipated such loss or damages.

SECTION 10 — DISCIPLINARY ACTIONS AGAINST INSTRUCTORS

IADC may, at its sole discretion, bring disciplinary action against any IADC-approved Instructor. Disciplinary action may be for a specified time period or indefinite. Disciplinary actions include, but are not limited to, Probation, Suspension, and/or Certificate Revocation. Disciplinary actions are not meant to be sequential. IADC may, at its sole discretion, move directly to Suspension or Revocation, depending on severity of the infraction.

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IADC may return the Instructor to the certificate status held prior to the disciplinary action after the issues prompting disciplinary action are resolved. IADC, at its sole discretion, may choose not to return the Instructor to the certificate status held prior to the disciplinary action and may temporarily or permanently revoke the Instructor's certificate. If the disciplinary action is Probation or Suspension, failure of the Instructor to take remedial actions requested by IADC will result in additional disciplinary action taken against the Instructor. Ultimately, revocation will result if the Instructor fails to act or takes insufficient steps to resolve the issue in the timeframe specified.

Reasons for Disciplinary Actions include, but are not limited to, the following:

- Failure to abide by accreditation standards
- Failure to resolve a complaint issued against the Instructor
- Failure to follow quality control procedures
- Cheating, conducting components of the program fraudulently, and/or compromising the quality of the program

10.1 Probation

Any Certified Instructor may be placed on Probation by IADC at any time. An Instructor on Probation may continue teaching classes scheduled during the Probation period.

Placing an Instructor on Probation is a warning that, if the Instructor does not correct all deficiencies noted by IADC, the Instructor will be subject to further disciplinary actions up to and including Revocation of certification.

The Instructor must resolve all issues identified in the disciplinary action and supply IADC evidence of such actions.

10.2 Suspension

Any Instructor may be suspended by IADC at any time. A Suspended Instructor will not be permitted to teach at any IADC accredited Training Provider. A Suspended Instructor's access to all IADC databases will be suspended for the duration of the Suspension.

The Suspended Instructor must resolve all issues identified in the disciplinary action and supply IADC evidence of such actions. Upon resolving all issues, IADC may reinstate the Instructor.

Failure to resolve all issues for which the Suspension is in place will result in the Instructor's Certification being permanently revoked.

10.3 Instructor Revocation

Any Instructor may have his or her certificate revoked by IADC at any time. IADC will immediately notify the Instructor when a decision to revoke his or her certificate has been made. Following notification, IADC will remove the Instructor's access to the ACD database.

Upon revocation of certification, the Instructor must do as follows:

- Cease all IADC-related teaching activities immediately upon notification of revocation.
- Destroy the ACD-issued *RigPass*® Instructor's Certificate.

10.4 Miscellaneous

Resolution of Disputes and Forum Selection Clause

Any dispute arising from or relating to the IADC *RigPass*® Program, its policies and procedures, or its administration shall be resolved in the following manner:

1. First, by notifying IADC of the dispute in writing and by requesting non-binding mediation. The mediation shall take place in Houston, Texas, unless otherwise agreed to by IADC. The mediation request shall include a brief narrative explaining the basis for the dispute, list of three neutral mediators, and the relief requested. IADC shall have twenty (20) days from receipt of a Mediation Request to pick a mediator from the list provided. The costs and expenses of any such mediation,

including compensation and expenses of the mediator, shall be the responsibility of each party to the mediation.

2. Next, if the dispute cannot be resolved within sixty (60) days of the notice of mediation, then the dispute may be brought in the courts of the State of Texas. Specifically, the venue shall be in Harris County, Texas.

Limitation of Liability

In no event shall IADC be responsible for any consequential damages arising out of any disciplinary action, including, but not limited to, alleged lost profits, lost business opportunity, loss of reputation, punitive damages, and/or attorneys' fees. This limitation applies to any claim or cause of action, however alleged or arising, unless otherwise prohibited by law, including, but not limited to, negligence, breach of contract, or any other claim, whether in tort, contract, or equity, regardless of whether IADC has been advised of, knew of, or should have known or anticipated such loss or damages.

SECTION 11 – CONFORMANCE WITH OTHER STANDARDS

The HSE RigPass program may satisfy the requirements of other industry or governmental standards. In the event the HSE RigPass orientation is conducted in a way to satisfy both HSE RigPass and other standards, the accredited training provider must operate the program in conformance with both programs' standards. IADC may, in certain cases, assist with the verification of conformance to both standards.

SECTION 12 – REVISION OF PROGRAM REQUIREMENTS

Accreditation criteria are established by IADC members acting through the HSE Committee. Before adopting any new standard or requirement for accreditation, or changes therein, IADC shall publish in one or more of its official publications the text of any proposed new or changed standard or requirement. In addition, proposed changes will be communicated to all accredited training providers. Any interested person can submit to IADC written comments, data, views, and arguments in opposition or support of such proposals within thirty (30) days from the publication of the notice. IADC shall consider all such written submissions before adopting the new or changed standard or requirements.

HSE RigPass procedures and program documents are subject to revision at any time. Accredited training providers and other interested parties are encouraged to review the list of online documents at <http://www.iadc.org/rigpasshse/index.htm> to ensure they are using the most current version.