



WellCAP[®]

IADC WELL CONTROL ACCREDITATION PROGRAM

BULLETIN 04-05

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

REVISED RECORDKEEPING REQUIREMENTS

The IADC Well Control Committee has adopted revised recordkeeping requirements for WellCAP-accredited programs, effective immediately.

- 1. Individual Student Records** – Records documenting the performance and course completion of individual students may be kept in either hard copy (paper) or electronic (scanned original) format. These must be retained during the time the certificate issued to the student remains valid, or longer if required by local regulations. WellCAP Fundamental and Supervisory certificates are valid for two years; WellCAP Introductory Level certificates are valid for five years.

Under previous requirements, students records were to be retained for at least four years. Student records consist of student information and attendance logs, a copy of the certificate issued, and copies of written tests, simulator evaluations and killsheets used to assess student performance.

- 2. IADC Log Sheets** – IADC Log Sheets containing all WellCAP course and certificate data must be retained for a period of at least four years. Log sheet data is to include student name, date and location of course, course level and description, instructor name, certificate number and expiration date.
- 3. Log Sheet Reporting** – Data contained on the IADC Log Sheets is to be provided to IADC within 90 days of the completion of the course. Data should be supplied using the forms provided by IADC when certificates or certificate numbers are ordered.

This bulletin supercedes all versions of WCT-1 dated prior to November 2004. For more information, contact IADC.