



# **WellCAP®**

## **IADC WELL CONTROL ACCREDITATION PROGRAM**

### **BULLETIN 05-03**

April 2005

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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.

#### **WELLCAP RECORDS REPORTING REQUIREMENTS**

The purpose of this bulletin is to reiterate and clarify procedures to be followed by WellCAP-accredited training providers when reporting WellCAP certificate information to IADC.

Records of WellCAP certificates issued are to be provided to IADC using the electronic spreadsheet supplied by IADC when certificates or numbers are ordered. Training providers must ensure that a correct e-mail address is provided to IADC for this purpose. Training providers must notify IADC promptly of any change of e-mail address.

All fields on the spreadsheet must be filled out (see below for possible exceptions). Columns for Course Levels, Course Types, Course Length and Stack Qualification must be completed with the appropriate codes listed in the WellCAP Course Codes Listing, Form WCT-24 (included on the second page of this bulletin). This form is also available from IADC's web site at <http://iadc.org>.

Dates are to be reported in the format DD-MMM-YY (Example: 01-MAY-05 for 1 May 2005). Abbreviations to be used for months are listed on Form WCT-24 and on the packing list included with numbers/certificates. Records are to be reported to IADC within 90 days after certificates or cards are issued (see Bulletin 04-05).

Other general guidance is as follows:

- The name of the person authorizing the records must be included at the top of the spreadsheet.
- Complete Social Security Numbers or other numbers which may potentially compromise the security of an individual's identity are not to be reported to IADC. Records containing such information will be rejected.
- Date of birth is acceptable as an alternate form of Student ID Number.
- In cases and regions where individuals normally go by only one name, that name is to be reported as the last name. Providers should attempt to obtain the student's full name whenever possible.
- Only one name should be listed as instructor for each certificate. While it is acceptable for more than one instructor to be involved in conducting a course, for records reporting purposes one individual should be identified as the "lead instructor."
- Voided certificates should be marked VOID in the First Name column. Other fields may be left blank.

Repeated failure on the part of a training provider to observe these measures will be brought to the attention of the WellCAP Review Panel for possible disciplinary action. For more information, contact IADC.

## WellCAP Course Codes Listing

Form WCT-24

The following codes should be used to complete the IADC-supplied electronic spreadsheet to report the appropriate types of instruction for WellCAP Courses. The codes are to be placed in the corresponding columns for Course Levels, Course Types, Course Length and Stack Qualification. **Certificate data is to be reported to IADC no later than 90 days after the course completion date.**

### Course Levels:

F	Fundamental Level
I	Introductory Level
S	Supervisory Level

### Course Types:

CT	Coiled Tubing
CTSN	Coiled Tubing/Snubbing
CTSNWL	Coiled Tubing/Snubbing/Wireline
CTWL	Coiled Tubing/Wireline
CTSN	Coiled Tubing/Snubbing
DWOCT	Drilling/Workover/Coiled Tubing
DWOC	Drilling/Workover/Completion
D	Drilling
DCT	Drilling/Coiled Tubing
DCTSNWL	Drilling/Coiled Tubing/Snubbing/Wireline
DWO	Drilling/Workover
DWOCT	Drilling/Workover/Coiled Tubing
DWOCTSNWL	Drilling/Workover/Coiled Tubing/Snubbing/Wireline
DWOSN	Drilling/Workover/Snubbing
DWOWLCT	Drilling/Workover/Wireline/Coiled Tubing
SN	Snubbing
SNWL	Snubbing/Wireline
UBD	Underbalanced Drilling
WL	Wireline
WO	Workover/Completion
WOCT	Workover/Coiled Tubing
WOCTSNWL	Workover/Coiled Tubing/Snubbing/Wireline
WOCTWL	Workover/Coiled Tubing/Wireline
WOSN	Workover/Snubbing
WOSNCT	Workover/Snubbing/Coiled Tubing
WOSNWL	Workover/Snubbing/Wireline
WOWLSNCT	Workover/Wireline/Snubbing/Coiled Tubing

### Course Lengths:

FL	Full -- Fundamental and Supervisory Level
FI	Full – Introductory Level

### Stack Qualifications:

SS	Combined Surface/Subsea
SO	Surface Only

### Dates:

Dates are to be reported in the format DD-MMM-YYY. (Example: 01-MAY-05) for 1 May 2005. Months should be abbreviated as follows:

January = JAN	April = APR	July = JUL	October = OCT
February = FEB	May = MAY	August = AUG	November = NOV
March = MAR	June = JUN	September = SEP	December = DEC