



SECTION 1

CHAPTER 15

IADC RIGPASS/SAFELANDUSA

Purpose

This policy is to ensure the integrity of our training program and to make sure that there are no un-authorized people trying to complete the course.

Scope

This policy is to ensure the integrity of our training program and to make sure that there are no un-authorized people trying to complete the course.

In this chapter

Topic	See Page
Class Registration	2
Class Registration and Training Documentation	3
Quality Control Policy and Procedures	4
Testing Procedures	6
Class Registration Form	8



Class Registration

Purpose In order for someone to take part in this course they must have a valid form of identification in order to participate in the RigPass/SafeLandUSA orientation.

Valid ID Valid identification means:

- A state issued identification card (i.e. driver's license)
- A valid federal identification card
- Identification credentials as required to verify identity for an I-9 form
- A valid passport that contains a current photograph.

All attendees must complete a Class Registration document with the attendee's contact information – this is NOT the same as the Class Roster. The Class Registration document also includes the upload release statements and a check box that the registration personnel can initial to indicate that the attendee's compliant ID has been checked.

Class Roster All attendees must complete a sign-in sheet (Class Roster) with the following information:

- Attendee's Name
- Unique Identifying Number
- Date of Training
- Course Name and Number
- Instructor's Name

Release Form All attendees must sign a release, allowing the company to store, display and share all records pertaining to the IADC Rig Pass/ SafeLandUSA orientation to the industry-approved databases. These records may include, but are not limited to the attendee's:

- Full name
- Full face photograph
- Last 4 digits of the social security number
- Date of birth
- Course completion information
- Training provider
- Instructor information



Class Registration and Training Documentation

Policy To ensure the integrity of the registration materials, training documents and audit records.

**Training
Records**

Records must include but are not limited to:

- Class Attendance Records
- Attendee Assessment Records
- Course Completion Records
- Class Registration Document

All training records and class rosters must be kept confidentially for a minimum of five (5) years.

All initial site visits and audit records must be kept and are to include:

- Training Provider Audit Checklist
- Forms for reporting audit observations
- Corrective actions and requests
- Forms for auditing supporting evidence for conclusions reached by the auditors

These documents will be compiled and made part of the Accreditation File.

Quality Control Policy and Procedures

Instructor Qualifications All RigPass instructors must meet the IADC's criteria for RigPass instructor approval, and upon achieving the criteria, become approved by IADC to teach RigPass.

Attendee Photo Requirements & Procedures Each attendee will have a photo image made at the time of training. It is the responsibility of the attendee to update the photo when there is a significant change in appearance (i.e. weight loss, hair length, facial hair, etc.). IDs shall consist of the RigPass/SafeLandUSA logos as appropriate, photo, and barcode.

Formatting for photographs must be in .jpg. Photographs must comply with the requirements as outlined below:

- Check the attendee's identification before taking photo for photo card. The same identification requirements must be met as outlined in the registration policy.
- The subject is to be framed with the full face, front view, eyes open.
- Make sure the photo presents the full head from top of hair to bottom of chin.
- Center the subjects head within the frame.
- NO hats, caps or sunglasses. Eyeglasses should be worn if normally worn.
- Photograph the subject against a blue background.
- Position subject and lighting so that there are no distracting shadows on the face or background
- Subject is to have a natural expression
- Crop photo to 300 x 300 pixels
- Do not retouch or enhance the photo
- Photos should be clearly focused
- Lighting should be sufficient to allow all details of the face to be clearly discernible
- The highest resolution setting for the digital camera is to be used. Cell phone cameras and other low-resolution devices shall not be used.
- Digital cameras should have a picture review feature to help ensure quality prior to submitting.



**Records/
Retention**

The approved IADC RigPass Instructor will be responsible for compiling each student's documentation into a secure folder. The instructor will then transfer the folders to the administrator for proper storage of the documents, which will be held in a locked, secured filing room. A photocopy of the attendee's government-issued identification must be stored with the attendee's testing information upon completion of the course.

All training records and documentation will be reported to IADC in a timely manner.

Corrective Actions

In the event of any corrective measures that need to be made regarding the IADC RigPass/SafeLandUSA course or documentation records, the company will respond to any changes in a timely manner.

The RigPass instructor is responsible to respond and implement any non-conformities, corrective actions, and preventive actions.

**Program
Updates**

Should Gravity Oilfield Services decide to update, change, append, or otherwise alter the course training materials or documents in a substantial manner, the company shall report the alternations to IADC for its review.

The instructor is responsible for making all alterations and for submitting the alterations to IADC.



Testing Procedures

Assessment Process

After all coursework has been completed, each attendee will be assessed via a written test consisting of 100 questions drawn from a pool with a total of 300 test questions. To eliminate the possibility of cheating, there will be four different exams that will be rotated for each session in progress.

Each testing session will be proctored and each test will be graded by an IADC approved instructor. Before the test is given out, the instructor will verify the attendee's photo identification and will give the attendees the option of assistance in reading the test, should the attendee have difficulties reading the test. The company offers tests in English and Spanish.

Each test will have 100 questions and a grade of 90% or higher is required with grade reported as part of the attendee's record. The assessment process is as follows:

- Attendees receive a copy of the written test and an answer sheet in which to record their answers to the test questions. The answer sheet shall include the test number, the program name, the attendee's name, attendee's unique identifying number, a place for the attendee's test score, the instructor's name, and the date of completion.
- The version of the test given to attendees is alternated based on seating arrangement to reduce the possibility of cheating. Only the exact number of tests and answer sheets for the number of attendees will be printed and distributed to the class.
- When the test is completed, the attendee turns in the test and answer sheet to the instructor for grading.
- The instructor grades the test. An attendee must receive a score of 90% or better to successfully complete the class.
- If the attendee has achieved a score of 90% or better, the instructor will review every missed question with the attendee to ensure that the attendee has a full understanding of the content.
- Once testing for all attendees is completed, the instructor ensures that the exact number of testing documents have been removed from the classroom and are promptly and properly given to the facility administrator for storage per policies and procedures.
- The instructor will then issue out a temporary RigPass/SafeLand USAcad. The card is authorized by the instructor and will include logos for IADC RigPass/SafeLand USE as appropriate to the course materials completed. This card is valid for 45 days.
- Prior to the expiration date on the temporary card, an IADC-approved completion cards will be issued to the attendees who have fulfilled the requirements for successful completion of the course. The card is authorized by the instructor and will include logos for IADC RigPass/SafeLand USA as appropriate to the course materials



completed. The card will also include an attendee photo per requirements and a bar code with an IADC RigPass number

Cheating

Anyone who is caught cheating on the exam will be removed from the testing area. Cheating could result in disciplinary action and/or termination.

Retesting

If the attendee does not pass the test with a 90% or better, the attendee has the option to retest immediately, using a different version of the test for the retest.

Test Out

Individuals having a minimum of 6 months experience in the oil and gas industry (excluding off-duty time) AND having previously completed HSE training (Rig Pass or other similar training) will be eligible for the Test Out option. If the attendee is sitting for SafeLandUSA certification, eligibility for the Test Out option will be documented on the SafeLandUSA Test Out Exam Record form.

After verifying eligibility, a test of 100 questions that covers the material in the RigPass/SafeLandUSA requirements as appropriate will be administered. A 90% score is required to pass the test. If the attendee fails to achieve the 90% score then he/she must attend the orientation. If the attendee is not eligible for the Test Out option, then he/she must attend the orientation.

Once the test is passed, the eligible Test Out attendee is entitled to a RigPass/SafeLandUSA-approved Card of Completion. A new photo will be taken of the individual and a new card will be issued. Alternately, if the individual currently holds an IADC RigPass card that includes a photo, then the company will add the SafeLandUSA logo stamp or sticker to the current IADC RigPass card.
