International Well Control Forum

Accreditation

Practical Assessor Handbook

Practical Assessor Handbook

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Section 1 Purpose

The purpose of this document is to provide practical assessors with a handbook that explains the practical assessment procedure. This document should be used as a guidance document to assist practical assessors to conduct IWCF practical assessments to IWCF standards.

Section 2 Scope

This document applies to all IWCF accredited practical assessors.

Section 3 Assessor responsibilities

Only an IWCF accredited practical assessor can conduct practical assessments.

The practical assessor must:

- be accredited at the centre location where the practical assessments are conducted.
- be competent in the operation and programming of the simulator.
- understand the content and procedure for carrying out IWCF practical assessments.
- conduct practical assessments in accordance with IWCF procedures and guidelines.
- be able to perform the role of the Level 3 (driller) and Level 4 (supervisor) candidates when required.
- not coach, advise or help candidates in any way during the practical assessment.

Section 4 The simulator

The centre is responsible for ensuring the simulator has been approved for use by IWCF. The practical assessor must ensure the simulator is set up for use according to IWCF requirements.

Section 4.1 The simulator environment

The simulator environment must meet the following requirements:

- The only people allowed in the simulator room during IWCF practical assessments are the candidates being assessed and the IWCF approved assessor.
- Only one practical assessment at a time can take place in any simulator room.
- During the practical assessment, the Level 3 candidate must be able to operate the pump while the Level 4 candidate operates the choke. There must be a minimum of two metres space between these two operations.
- When portable simulators are used, the pump control panel and the remote choke control panel must be angled. This is so that the Level 3 candidate cannot see the remote choke panel and the Level 4 candidate cannot see the pump control panel.
- Panels/displays must be positioned so that the assessor can discreetly observe the activity of the Level 3 and Level 4 candidates.
- The assessor must be able to make adjustments to the simulator during the assessment without the candidates seeing what changes are being made such as initiating the problem during the kill. Therefore, the assessor must position the instructor station so that the candidates cannot see any changes he makes.
- The following forms must be displayed in the simulator room:

    a) QA-RD2 Practical Assessment – Notice to Candidates
    b) QA-RD3 Practical Assessment – Notice to Assessors

Section 4.2 Simulator exercises

All exercises loaded on the simulator must meet IWCF requirements which are outlined in the IWCF Well Design Rules (PA-NO-WDR). In summary these are:

- Exercise wells used for practical assessments must be different to those used for training and practice sessions.
- There must be at least three different exercise wells for each stack type to use during practical assessments.
- Each exercise well must meet the minimum design rules with respect to depths, configuration, formations and pressures.

Section 5 Before the practical assessment

Section 5.1 Pre-assessment checks

Before the start of a practical assessment the assessor must:

- verify the candidate's details against the Candidate Registration Form (EX-FO-DCRF3-4) and the candidate's photographic identification.
- ensure the combination of candidates is one of the following:

    a) One Level 3 candidate with one Level 4 candidate assessed as a pair
    b) One Level 3 candidate with the assessor acting as the Level 4 candidate
    c) One Level 4 candidate with the assessor acting as the Level 3 candidate

    The above combinations of candidates are the only acceptable combinations.
    Please note: it is not acceptable to assess two or more Level 3 candidates together or two or more Level 4 candidates together.

- ensure the simulator environment is set up according to Section 4 of this handbook.
- load an appropriate exercise on the simulator according to the IWCF Well Design Rules (PA-NO-WDR) ensuring that re-sit candidates get a different exercise to any they have already failed.
- ensure the simulator line-up has the following mistakes:

    a) The standpipe manifold is not correct for drilling
    b) The choke manifold is not correct for drilling
    c) The remote choke is half open
    d) The Blow Out Preventer (BOP) is not lined up for drilling
    e) Manifold and/or annular pressure is too low.

- ensure the simulator plotting has been set to record from the start of the exercise and that the parameters below are in different colours from one another on the plot. The minimum parameters to be recorded are:

    a) The time on the x axis (horizontal axis)
    b) The formation pressure on the y axis (vertical axis)
    c) The Bottom Hole Pressure (BHP) on the y axis to the same scale as the formation pressure
    d) The drill pipe pressure on the y axis
    e) The casing pressure on the y axis to the same scale as the drill pipe pressure
    f) The pit gain or pit level.

- ensure the following details are printed on the graph:

    a) The name(s) of the candidate(s)
    b) The name of the assessor
    c) The date of the assessment.

- ensure the correct grading sheets below are ready and have been completed with the appropriate centre, candidate and assessor details for the practical assessments

    a) QA-RD4 Practical Assessment Grading Sheet – Surface BOP Operations
    b) QA-RD6 Practical Assessment Grading Sheet – Subsea BOP Operations

Section 5.2 Pre-assessment briefing

Before the start of a practical assessment the assessor must advise the candidates that:

- the assessment will be conducted under exam conditions.
- the assessor will not coach, advise or help them in anyway but he may instruct them on the operation of the simulator if they know what they want to do but cannot remember how to do it. For example, the candidate wants to reset the stroke counter but cannot find the stroke counter reset button. If this happens, the candidate must directly ask the assessor where the stroke counter reset button is and then the assessor can show them.
- they cannot ask the assessor what they should do next in the assessment.
- the assessor must not prompt them at all.
- the Practical Assessment is a role-play scenario and they will be playing the role of driller (Level 3) or supervisor (Level 4) as detailed in the form QA-RD2.
- they cannot bring written instructions of any kind into the simulator room.

- before the assessment begins the assessor and Level 4 candidate must agree how the Level 3 candidate will be given instructions during the assessment. Acceptable methods are:

    a) Verbal after the assessment has started
    b) Written down on paper after the assessment has started
    c) Written on a whiteboard/flipchart after the assessment has started.

- the assessment must be conducted as a single non-stop exercise. If the assessment being conducted is for a Level 4 candidate only, the drill floor preparation stage must still be completed. Once the drill floor preparation has been completed, the assessor can load a snapshot with the well shut in and pressures stabilised. Before loading the new snapshot, a simulator plot/graph must be printed off showing the preparation stages, the exercise will then continue. The assessor may, however, choose to go through the drilling phase in which case there will only be one plot/graph.
- a problem will be given at some time during the kill but only one problem will be given per candidate.
- the simulator must run at normal speed (real time) until after the problem and can run at an accelerated speed from then on. The simulator must be returned to real speed at least 100 strokes before the gas reaches the BOP.
- these two notices are displayed in the simulator room:

    a) QA-RD2 Practical Assessment – Notice to Candidates
    b) QA-RD3 Practical Assessment – Notice to Assessors

Section 5.3 Permitted materials

During the assessment candidates may only use the following materials:

- Blank paper, pens, pencils, ruler and non-programmable calculator.
- The Level 4 candidate may be given a pre-kick data sheet completed with volumes and strokes for the exercise depth (equivalent to page one of the IWCF kill sheet) and a blank kill sheet for use when the well has been shut in (equivalent to page two of the IWCF kill sheet), all kill/kick sheets must be approved by IWCF prior to use. In some cases, the pre-kick data sheet and the kill sheet will be the same document. For clarity, the only details that can be given on the pre-kick data sheet are:
    a) The current mud weight
    b) The shoe MD/TVD
    c) The well MD/TVD at the start of the exercise
    d) Leak-off test information/shoe fracture pressure or gradient/maximum mud weight/Maximum Allowable Annulus Surface Pressure (MAASP) - any or all
    e) String, open hole, annular, total well and surface line volumes and strokes for the depth at the start of the exercise
    f) Riser and choke line lengths, volumes and strokes (for subsea exercises only).

- The Level 3 (driller) candidate may be given a drilling trend/log sheet.
- A well kill trend/log sheet may be provided for use during the kill phase.
- A whiteboard/flipchart and pens.

Note: It is not a requirement to provide all of the above.

Section 6 The practical assessment procedure

This section details the running order of a practical assessment from start to end. The running order assumes it is a double assessment with a Level 3 (driller) candidate and a Level 4 (supervisor) candidate. Comments are made for single candidate assessments when applicable. Subsea elements are clearly shown as being such. Surface candidates do not have to meet the subsea elements.

Each step must be scored on the appropriate grading sheet as it happens. The guidance notes QA-RD4C and QA-RD6C detail the points that must be awarded for each step. Please refer to these guidance notes throughout the assessment.

Assessors have no flexibility to adjust the scoring.

The Practical Assessment procedure starts on the next page.

L3 Driller	L4 Supervisor	Notes
1. Prepare the drill floor The driller must check line-up of the BOP stack and manifolds.	Not on drill floor during this stage.	The line-up must be incorrect at the start of the exercise (please refer to section 5.1 above).
	1. Check the drill floor set up The supervisor is called to the drill floor and is expected to check that the line-up is correct. For subsea assessments, the supervisor must confirm the choke and kill line contents.	The assessor must not correct any mistakes that are not noticed. The supervisor must ask the driller what is in the choke and kill lines. The assessor can confirm it is current mud in both but only when the driller has been asked.
2. Set the choke position The driller must set the choke according to the shut-in method given and/or confirm that the position is correct.	**2. Give instructions** The supervisor must give the driller instructions about well control awareness. For subsea assessments details must be included on spacing out the tool joint.	The assessor must ask the supervisor why they chose the shut-in method if the supervisor does not give it as part of the instructions. It is **not acceptable** for the driller to be given instructions which prevent him conducting a flow check or detecting a drilling break. For example: "When you detect a drilling break, drill a further ten feet." If the supervisor does not give the driller instructions, then the assessor must do so when the supervisor has left the rig floor.
3. Prepare to drill The driller must measure/ record the kill rate circulating pressure losses. The driller must measure/record Choke Line Friction (CLF) for subsea assessments.	**3. Instruct the driller to record the kill rate circulating pressure at given pump speeds.** The supervisor must give the driller kill rates that are to be measured/ recorded on both pumps. For subsea assessments, the supervisor must tell the driller which method is to be used to measure/ record CLF.	Evidence that these measurements were taken must appear on the simulator printout/graph. If the pump speed is not plotted, then the graph must show that the drill pipe pressure is increasing for each kill rate chosen and for each pump. Separate lines on the plot must show where CLF was measured.
4. Set the alarms Set alarms according to supervisor instructions. Ensure the audible alarm has been switched on/activated.	**4. Check the alarm settings** Give the driller the alarm settings and ensure they have been set accurately.	
The supervisor may help the driller in running to bottom but **must leave the drill floor** when the driller has tagged bottom. The driller must now drill ahead.		
If there is no L3 (driller) candidate, the assessor can load a snapshot with the well shut in on approximately ten barrels of kick with the pressures stabilised. In this case, print out a plot/graph of the drill floor preparation stage before loading the new snapshot. This graph must be signed off according to the graph of the kill at the end of the assessment. The assessor can choose to continue with the same snapshot and drill into the kick, then there is no need to print a graph off at this stage. The final end of assessment graph will be enough.		
5. Drilling break The driller must recognise and respond correctly to a drilling break.	Not on the drill floor during this stage.	The correct action will be to pick up, stop rotating, space out, turn pumps off, flow check and call the supervisor. The assessor can tell the driller to continue drilling rather than bringing the supervisor to the drill floor. The alarms must be reset after back drilling, including the audible alarm. If the driller takes no action on the drilling break, then award the points for resetting the alarms.

L3 Driller	L4 Supervisor	Notes
6. Kick detection and well shut-in Follow the correct procedure before shutting in the well. Shut in the well. Inform the supervisor.	Not on the drill floor during this stage.	Correct procedure is to pick up, stop rotation, space out, turn the pumps off and recognise flow. The **driller fails** if drilling is continued for one minute after the kick is taken OR the he shuts in with the pumps running OR the kick taken is too large to circulate out without fracturing the formation OR the well is not shut in. The supervisor must be called immediately after the well has been successfully shut in and it has been confirmed that the flow has stopped - not after pressures have stabilised.
Problem. 5 - BOP failure The driller recognises that the BOP has failed and closes another BOP.	Not on the drill floor during this stage.	This problem can be given in a number of ways: i) No reaction when the driller operates close function, in other words there is no light change, no pressure drop and no flow count. ii) Partial reaction when the driller operates close function. In other words, the light changes but there is no pressure drop or flow count. iii) The BOP closes and then leaks.
If the driller fails to shut in the well as described above, and there is a supervisor candidate, then the assessor takes over as driller. If a new snapshot has to be loaded to continue the exercise, then a plot/graph must be printed out before the new snapshot is loaded.		
Not applicable to the driller.	**Checking and instructions** For subsea assessments, the supervisor must check the tool joint position and give instructions for hanging off the drill string. The BOP closing pressure may have to be adjusted.	The supervisor must check the tool joint position with respect to the hang off BOP. Instructions must be given to the driller on how to hang off and must include locating the tool joint, reducing BOP pressures and recognising when the string has tagged hang off BOP.
7. Collect shut-in data The driller records shut-in data.	**5. Collect and check data** The supervisor must collect and check the shut-in data.	The driller record must show the pressures recorded over time. The supervisor must check the data and not just take the figures from the driller.
8. Monitor BHP The driller must record the pressure on a trend sheet or blank paper and report it regularly to the supervisor.	**6. Monitor BHP** The supervisor must instruct the driller to monitor and record pressures and to advise him regularly. The supervisor must complete a useable kill sheet.	**The supervisor fails** if a useable kill sheet is not completed within 15 minutes. The supervisor can request an extra five minutes to correct a problem they notice on the useable kill sheet. A useable kill sheet: • shows the kill mud weight, Initial Circulating Pressure (ICP), Final Circulating Pressure (FCP) and a step down chart (a graph is optional). • must be correct. Kill mud creates an overbalance but does not fracture the formation. The assessor **must** check the kill sheet before the assessment continues.
If the supervisor fails at this point the assessor must take the role of supervisor to allow the driller to complete the assessment. Continue using the same snapshot.		

L3 Driller	L4 Supervisor	Notes
Not applicable to driller	**7. Well control instructions** The supervisor gives the driller well control instructions.	The kill method and reason for choosing it must be given. The supervisor must ask for the kill mud to be prepared for all kill methods. The driller must be instructed to record the time and not just reset strokes at start of the kill.
9. Start the kill procedure Check the line-up of the circulating system. Co-ordinate the start up with the supervisor. Inform the supervisor when the kill rate is reached.	**8. The kill procedure** Check the line-up of the circulating system. Co-ordinate the start up with the driller. Make allowance for any time delay.	The driller and supervisor must check the manifolds. The supervisor must give instructions for the start-up and the driller must follow them. For subsea assessments, CLF must be accounted for correctly.
The supervisor fails if the formation fractures at any time during the assessment. This usually happens during start up and shut down phases. The failure is recorded towards the end of the grading sheet and all sections in between must be left empty. Print off the plot/graph then reload a new snapshot. The assessor takes the role of supervisor to allow the driller to complete the assessment.		
There must be a problem initiated during each assessment. If it is an L3 (driller) candidate on their own with the assessor acting as the L4 (supervisor), then BOP failure is the most applicable. If it is an L3 (driller) only assessment and BOP failure has been used, then there is no need for an additional problem to be initiated during the kill phase. If there is an L4 (supervisor) candidate, then a problem must be initiated during the kill phase. The simulator must be run at 'real time' speed until after the problem has been dealt with. A minimum of 400 strokes must be pumped in the kill phase before the problem is given.		
Problem 1 - Total pump failure Inform the supervisor and shut down on his instruction. Co-ordinate the restart with the supervisor.	**Problem 1 - Total pump failure** Take the correct action. Give the appropriate instructions and co-ordinate the re-start with the driller.	The supervisor loses marks if the BHP drops below the formation pressure.
Problem 2 - One bit nozzle plugged Recognise any sudden change in the pump pressure, inform the supervisor and follow instructions.	**Problem 2 - One bit nozzle plugged** Identify the problem and take the correct action. Give appropriate instructions and co-ordinate the re-tart with the driller.	Drill pipe pressure should increase by at least 100 psi. The correct action is to shut down and marks are lost if the supervisor does not shut down. The supervisor loses marks if the BHP drops below the formation pressure.
Problem 3 - Choke wash-out Stop the pump when instructed by the supervisor and restart when instructed by the supervisor.	**Problem 3 - Choke wash-out** Identify the problem and take the correct action. Give appropriate instructions and co-ordinate the restart with driller.	The choke must wash out gradually and cause a steady reduction in casing and drill pipe pressures. The supervisor loses marks if the BHP drops below the formation pressure.
Problem 4 - Choke plugging Stop and restart the pump when instructed by the supervisor.	**Problem 4 - Choke plugging** Identify the problem and take the correct action. Give appropriate instructions and co-ordinate the re-start with the driller.	The choke should plug gradually and cause a steady increase in casing and drill pipe pressures. The supervisor loses marks if the BHP increases more than 500 psi above the formation pressure.
When the kill has been restarted after the problem has been resolved,, the simulator speed can be increased to bring the gas to the surface more quickly. The supervisor must have the kill under control and confirm this to the assessor before the speed is increased. The simulator must be returned to normal speed at least 100 strokes before the gas reaches the BOP. There is no need for the driller to record pressures during the accelerated phase but this must be resumed when the simulator speed is returned to normal.		

L3 Driller	L4 Supervisor	Notes
10. Monitor circulation Maintain the pump speed, record pressures and pit level. Advise the supervisor.	**9. BHP control since start up** Maintain the BHP before, during and after evacuation of the influx.	The driller must record data and report to the supervisor regularly during the kill. The supervisor loses marks if the BHP drops below the formation pressure. If formation is fractured at any time during the kill, then the supervisor is an immediate fail and it is recorded in this section of the grading sheet. If the supervisor fractures the formation when the gas is evacuated or when the mud returns are re-established, the well must still be shut in under instruction so the driller can finish off the assessment. There is no need to reload a snapshot for this.
11. After evacuation of influx Shut in under instruction and advise the supervisor when the pump is off.	**10. After evacuation of initial influx** Co-ordinate the shut-down with the driller. Interpret the pressures and explain how to continue.	The driller must shut in, follow the supervisor's instructions and advise when the pump is off. The supervisor loses marks if the BHP drops below the formation pressure. Gauges must be interpreted: <u>The Drillers' Method</u> Shut In Drill Pipe Pressure (SIDPP) should equal the original SIDPP - if not, the supervisor must explain why not, (such as trapped pressure or not removing the safety margin when shutting in). The Shut In Casing Pressure (SICP) should equal the SIDPP - if not, the supervisor must explain why not, (such as further influx) <u>The Wait and Weight Method</u> The SIDPP should be zero - if not, the supervisor must explain why not, (such as trapped pressure, safety margin taken and kept, wrong mud weight). An explanation of how the kill must be continued: <u>The Drillers' Method</u> Carry out a second circulation and replace old mud with kill mud. Reference can be made to the resulting pressure reduction schedule. <u>The Wait and Weight Method</u> Continue pumping until the kill mud returns to the surface and shut in pressures are zero.
Not applicable to driller	**Overall influx** No more than 8 bbl extra has been let in since the start of the kill.	The supervisor is an instant fail if more than 8 bbl of **additional influx** is let in during the kill operation.
Advise the candidates that the practical assessment is now finished.		

Section 6.1 The plot/graph

A plot/graph must be printed out and sent to IWCF for every practical assessment. At the end of the assessment, the assessor must:

- print out one colour copy which covers the complete assessment.
- print out a colour graph which shows the drill floor preparation phase and another which shows the kill phase, if it is a Level4 candidate only and the assessor loads a snapshot after the drill floor preparation phase.
- print out a colour graph before the new snapshot is loaded and another at the end of the assessment, if a candidate is an instant fail and a new snapshot has to be loaded.
- ensure candidate(s) and the assessor sign all plots/graphs.

Section 6.2 Calculating the final scores

When the assessment has finished, the assessor must determine the final score for each candidate by:

- adding up the total marks scored on each page and writing the total at the bottom of each page of the grading sheet in the page total box; alternatively, this can be done during the assessment.
- adding each page total together to get the total marks scored and writing the total in the exercise total box on the last page of the grading sheet.
- calculating the total marks scored as a percentage by dividing the total marks scored by the total marks available and then multiply by 100. The percentage scored is rounded down to the nearest whole number:

  - A score of 69.9 is rounded down to 69%
  - A score of 71.2 is rounded down to 71%.

In addition:

- The candidate must score 70% or more to pass.
- The final percentage mark must be written in the appropriate place on the last page of the grading sheet.
- The assessor must sign the last page of the grading sheet when the final score has been added.
- The assessor must transfer the marks from the grading sheet to the appropriate place on the candidate registration form.

Section 6.3 Debrief the candidates

When the assessment has finished and before the candidates leave the assessment room, the assessor must:

- give candidates their final score.
- discuss the assessment exercise with the candidates and use the grading sheet and graph to highlight their strengths and weaknesses.
- give candidates their resit options, detailed in Section 7 below, if they fail.
- answer any questions from the candidates.

Section 7 Resit options for the practical assessment

In order to pass the IWCF practical assessment, a candidate needs to achieve a minimum of 70%. If a candidate fails their first attempt at the practical assessment, then they can resit before they try the written examinations.

If a candidate fails their second attempt, (first resit), of the practical assessment, he must try the written examinations and pass at least one component before he tries a third and final attempt of the practical assessment.

If the candidate fails their second attempt, (first resit), of the practical assessment and fails both written examinations, then he cannot progress any further and must re-register as a new candidate.

If the candidate passes their second attempt, (first resit), of the practical assessment, they must pass at least one of the written examinations or the results of the second attempt will not stand.

Please refer to Appendix 1 for further clarification on the resit criteria.

Section 8 Completing the paperwork

Section 8.1 Paperwork sent to IWCF

The following practical assessment documentation must be returned to IWCF for each candidate:

- A copy of the completed Candidate Registration Form (EX-FO-DCRF3-4).
- A colour copy of the plot/graph signed by candidates and the assessor.
- A copy of the appropriate practical assessment grading sheet.
- A copy of the kill sheet if it is an L4 (supervisor) candidate.

The above paperwork should be scanned and emailed to certification@iwcf.org

Section 8.2 Retention of candidate records

The following practical assessment documentation must be securely stored at the Primary Centre for a minimum of two years:

- The original completed Candidate Registration Form (EX-FO-DCRF3-4).
- The original copy of the plot/graph signed by candidates and assessor.
- The original practical assessment grading sheet.
- The original L4 supervisor kill sheet.

Section 9 Grading sheets and guidance notes

IWCF practical assessments must be scored using the current IWCF grading sheets and guidance notes for each step of the assessment. Scoring must be done as outlined in the guidance given; assessors have no flexibility to adjust the scoring.

The most up-to-date versions can be found on the IWCF website. Printed copies cannot be guaranteed as being current. It is the responsibility of the assessor to ensure they are using the correct grading sheet. The current grading sheets are:

- QA-RD4 Practical Assessment Grading Sheet – Surface BOP Operations
- QA-RD6 Practical Assessment Grading Sheet – Subsea BOP Operations

The following sample page shows how the grading sheet must be scored, marked and completed.

DRILLER'S METHOD

Pts.	LEVEL 3 (DRILLER)	0	1	2	3	4	5	Score
(8)	**10. Monitor circulation**							
4	• Maintain kill pump rate, record pressures and monitor pit level.	☐				☑		4
4	• Advise Supervisor regularly during circulation.	☐				☑		4
(4)	**11. After evacuation of gas**							
3	• Stop pump while shutting the well in, in co-ordination with Supervisor.	☐	☐		☑			3
1	• Inform Supervisor when pump is stopped.	☐	☑					1
12	**PAGE TOTAL**							12
69	**EXERCISE TOTAL**							67

Pts.	LEVEL 4 (SUPERVISOR)	0	1	2	3	4	5	Score
(5)	**9. BHP control since start-up and evacuation of initial influx**							
5	• Maintain correct bottom hole pressure before and while evacuating the influx until mud returns are re-established.	☐		☑			☐	2
(10)	**10. After evacuation of initial influx**							
3	• Shut the well in, in co-ordination with Driller maintaining BHP constant.	☐			☑			3
2	• Check pressure and interpretation of gauge readings.	☐		☑				2
5	• Explain how to continue with the circulation.	☐					☑	5
(5)	**11. Overall influx**							
5	• Check that cumulative additional influx volume does not exceed allowed volumes. Refer Footnote 6, page 1: - "Supervisor fails the assessment if the cumulative additional influx volume at formation pressure exceeds 1280 litres (8 bbl)".	F					☑	5
20	**PAGE TOTAL**							17
91	**EXERCISE TOTAL**							84

Candidates marks =

TOTAL POINTS SCORED / MAXIMUM POINTS

LEVEL 3 (DRILLER): 67 / 69 (or 66) x 100 = 97%

LEVEL 4 (SUPERVISOR): 84 / 91 x 100 = 92%

Assessor's Name: ASSESSOR

Signature:

Section 10 Assessor accreditation

Assessors must maintain their accreditation with IWCF every two years by submitting a Practical Assessor Application Form Renewal (AC-FO-PAR). The requirements of this are summarised as:

- Maintain a current IWCF Drilling Well Control Certificate at level 4 in the highest level programme that they intend to assess, (for example, surface BOP or combined surface and subsea BOP). The assessor must achieve at least 90% in each component.
- Submit evidence they have conducted four practical assessments at level four. Applicants for surface BOP assessor accreditation must submit copies of four surface BOP practical assessments on IWCF candidates. Applicants for combined surface and subsea assessor accreditation must submit copies of two surface BOP and two subsea BOP practical assessments on IWCF candidates. Each of the four practical assessments must cover a different one of the four problems set in the IWCF Practical Assessment programme.

The evidence required for each practical assessment is as follows:

- A copy of the L4 grading sheet
- A copy of the signed plot/graph (colour)
- A copy of the L4 (supervisors) completed kill sheet
- A copy of the completed candidate registration form.

In addition to the assessment evidence above, the following must also be sent in with the application:

- The assessor's current Curriculum Vitae
- A copy of the assessor's passport page which contains the photograph
- A current passport style photograph.

The Practical Assessor Application Form Renewal (AC-FO-PAR) must be submitted within 56 days of the assessor's certification expiry date. If this is received after the 56 days, the assessor must submit a new application (PAN or PANI). Please allow 21 working days for IWCF to process the renewal.

The expiry date of an assessor's accreditation is governed by the date their IWCF certification expires.

Section 11 Auditing

The practical assessor's performance and record will be audited during the routine, regular audits of the Assessment Centre.

In addition, the assessor may be audited at any time at the discretion of the IWCF.

The materials submitted to the IWCF by the assessor on completion of each candidate assessment are subject to audit by the IWCF.

If non-conformances are found during an audit, the IWCF assessor will be asked to take corrective action, which may include re-training, suspension or termination of their accreditation. Corrective action requests may also be issued to the accredited centre concerned.

Section 12 Reference documentation

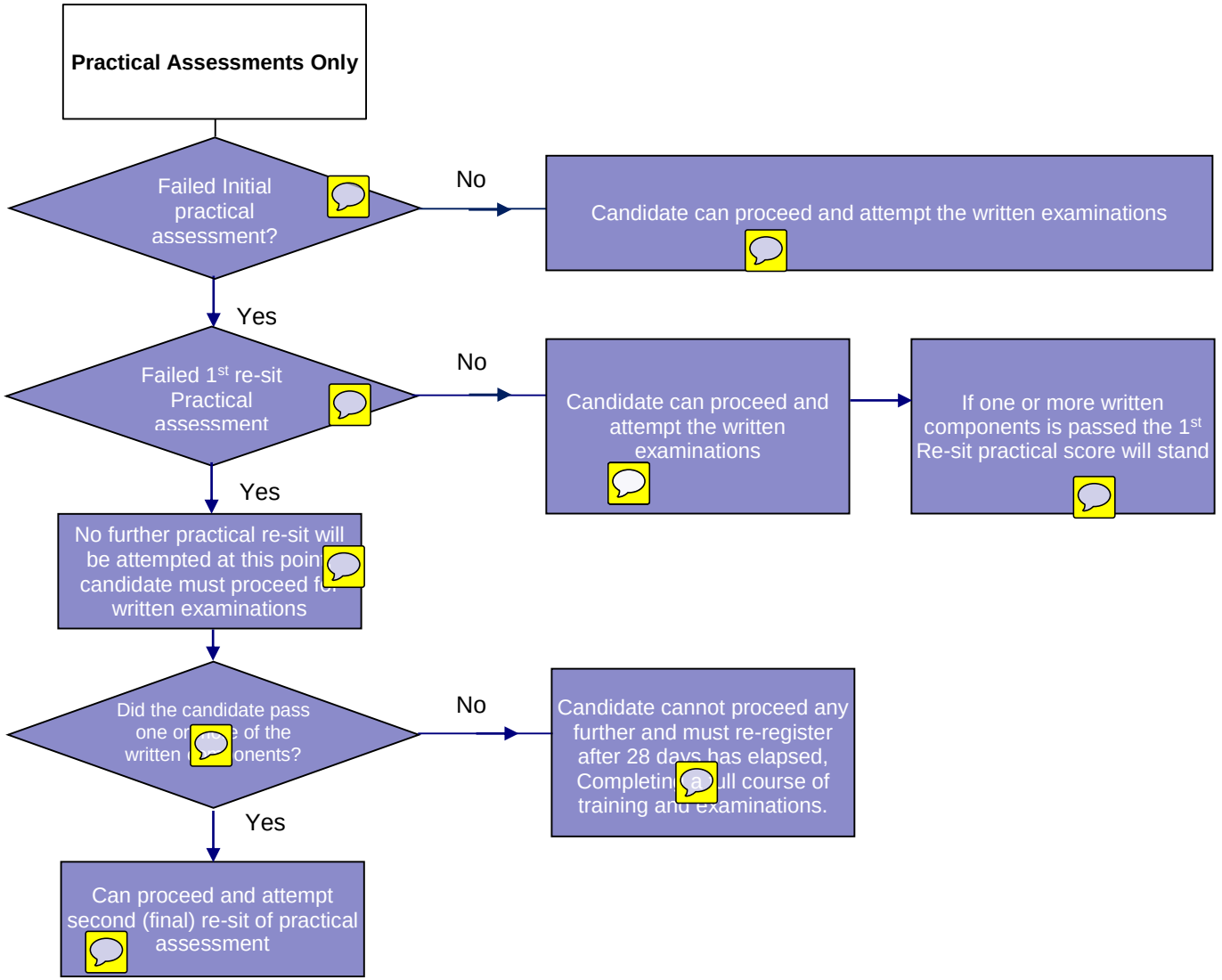
The following documents can be downloaded from the IWCF website – www.iwcf.org

- QA-RD2 Practical Assessment – Notice to Candidates
- QA-RD3 Practical Assessment – Notice to Assessors
- PA-NO-WDR Well Design Rules
- EX-FO-DCRF3-4 - Candidate Registration Form
- QA-RD4 Practical Assessment Grading Sheet – Surface BOP Operations
- QA-RD6 Practical Assessment Grading Sheet – Subsea BOP Operations
- QA-RD4C Practical Assessment Assessor Guidance Notes – Surface BOP Operations
- QA-RD6C Practical Assessment Assessor Guidance Notes – Subsea BOP Operations
- IWCF Kill Sheet - Surface and Subsea various units
- AC-FO-PAR - Practical Assessor Application Form Renewal.

Section 13 Contacting IWCF

All queries relating to IWCF practical assessors and practical assessment procedures must be directed to accreditation@iwcf.org or call (+44) 01674 678120.

Appendix 1 – Practical assessment re-sit options



Note: If a candidate fails the 2nd Practical re-sit attempt then he or she must re-register after 28 days has elapsed, completing a full course of training and examination