



SAFELANDUSA ACCREDITATION REQUIREMENTS

Overview

In order to provide a consistent orientation for the onshore oil and gas industry, SafeLandUSA has developed a method of accrediting safety orientation programs that complies with the Accreditation Requirements outlined here. Organizations endorsed by SafeLandUSA Advisory Group (Accrediting Organizations) will accredit Training Providers seeking SafeLandUSA accreditation. Accredited Training Providers must comply with all Accreditation Requirements specified here. The SafeLandUSA endorsed Accrediting Organizations may provide this Accreditation Process to all training organizations, service companies and contractors that provide services to the onshore oil and gas industry.

Training Providers may include, but are not limited to, the following:

- Contractors
- Service Companies
- Third Party Training Organizations
- Technical Schools
- Safety Councils

SafeLandUSA Advisory Group has developed a syllabus that contains minimum core modules that any orientation program offered by a Training Provider seeking accreditation must follow. Accreditation will require adherence to the Training Provider Requirements as described in this Accreditation Requirements document.

Eligibility

Eligibility for accreditation will occur in one of the following two ways:

1. Any training organization that wants to provide a SafeLandUSA orientation Program through a SafeLandUSA-endorsed Accrediting Organization.
2. Training organizations including Service Companies and Contractors who view their training programs' content as reciprocal to the SafeLandUSA Program can submit their training program for accreditation. (Reciprocal Program)

Eligibility requirements for accreditation may change and SafeLandUSA shall provide that any proposed new or changed Training Provider Requirements is communicated to all Training Providers immediately. A reasonable period of time will be given for compliance to the change and will be determined at the time of the change. Any Training Provider can submit to SafeLandUSA Advisory Group written comments, data, and arguments in opposition or support of proposed changes within 30 days from the notification of the change. SafeLandUSA Advisory Group shall consider all such written submissions before adopting the new or changed Training Provider Requirement.



Training Provider Accreditation Requirements

Although SafeLandUSA has endorsed certain Accrediting Organizations who are to have their own accreditation criteria, the following general requirements must be met by Training Providers seeking accreditation.

Infrastructure (Facilities)

The accredited Training Provider must have a facility that provides an environment conducive to learning consisting of a quiet classroom which is clean, temperature controlled, well lit and spacious enough to conduct instruction, demonstration and hands-on interaction. In addition, the training provider shall provide seating, restroom facilities and a break area for their students. The Training Provider must have a means to deliver program content and supporting material to conduct class including training aid material.

Administration

ID Requirements

To ensure the integrity of the accreditation process, each Training Provider shall have a written procedure outlining the registration of students. The written procedure must ensure all attendees complete a sign-in log consisting of attendee's name, identifying number, date of training, and course name and number. Training providers must train registration personnel on this procedure as well as identity verification.

Students must present a valid form of photo identification at the beginning of training and at testing (applicable to the reciprocal or SafeLandUSA Programs). Valid identification means:

1. a valid state issued identification card (i.e. a state driver's license),
2. a valid federal identification card,
3. identification credentials as required to verify identity for an I-9 form (see U.S. Government INS I-9 form for required documents), or
4. a valid passport that contains a current photograph.

A valid photo identification must also be shown at time of taking the photo for the training Completion Card unless the requirements of USCIS Form I-9 are satisfied..

Training Providers must have a process in place to verify Social Security Numbers.



Instructor Qualifications

All instructors must undergo a review of credentials and be approved to teach any SafeLandUSA orientation course. At a minimum, instructors must have experience in:

1. Classroom instruction,
2. Health, Safety or Environmental , and
3. Oil and Gas industry.

Training Providers must verify instructor qualification and detail the requirement for instructor certification and re-certification.

Technology (Database and Connectivity)

Each Training Provider will supply training records to the Accrediting Organization which in turn, will enter the records into the PEC database or enter data directly into PEC by a registration process detailed in PEC's Data Sharing Agreement. Required data includes identity fields, course completion information and Training Provider or Instructor information. Connectivity will be through a secure https web interface with three levels of security that include a predefined IP address from a designated system, a secure username and a password that changes on a regular schedule.

Program

Operator's Requirements

The SafeLandUSA syllabus was developed to provide minimum core modules for orientation to service providers as required by the Operators group of the SafeLandUSA Advisory Group. Accreditation will require that Accrediting Organization have a protocol in place to determine if adherence to the Training Provider Requirements as described in this Accreditation Process.

Training Organizations must ensure the integrity and security any training materials (videos, test, pictures), records or personal data.

Training Providers must have mechanisms in place for student employees to critique the quality and value of the orientation.

Training Providers must receive authorization from each student allowing them the right to store, display and share all records pertaining to the SLUSA orientation to industry approved databases. These records may include, but are not limited to, the student's full name, a full face photograph, the last 4-digits of Social Security Number, date of birth, course completion information and Training Provider or instructor information.



Training Providers must make employee orientation documents available for review to the Accredited Organization and a SLAG member or representative upon request.

The SLAG will approve any change in syllabus content as submitted by the SLAG Curriculum Committee.

The syllabus modules approved for the initial rollout of the SafeLandUSA program are listed in the Additional Information Section in this document.

Program Language

SafeLandUSA orientation shall be taught in the working language of the class attendees.

Training aids and materials used when teaching the orientation must be written in the working language of the class attendees.

Test-Out

The accreditation process will provide a Test Out feature. The test provided under Test-Out is to help assure a new employee has adequate training and knowledge from training already provided that complies with the SafeLandUSA Syllabus.

The test consists of 100 questions selected from material in the SafeLandUSA Syllabus. An accredited Training Provider will conduct the test. The person attempting to test out must make a score of 90% to pass. The person who fails the test out exam must take training provided by a Training Provider.

Testing Process

Strict adherence to the testing, examination and security procedures set forth in this section is required. Each Training Provider should establish written Student Assessment Policies and Procedures that define the assessment process, retest procedures, and test records retention.

The Training Provider must maintain a pool of 300 test questions. To eliminate the possibility of cheating, the provider shall also establish a system of rotating two different examinations for each training session in progress. A minimum of four examinations shall be developed by the Training Provider.

Each test must have 100 questions.

Passing grade of 70% is required, with grade recorded as part of the attendee's record.



Examinations shall be graded by hand, computer or electronic device. A positive means to identify the answer sheet to its original examinee shall be utilized.

Examinations and answer keys shall be secured.

Oral testing of trainees who are not able to read will be permitted.

Training Providers shall review all missed examination questions with attendees who achieve a passing score on the examination.

Training Providers written procedures shall address cheating at their organization.

Training Providers shall only provided the exact number of test and score sheets required for the number of students to be tested. Once testing is complete, the Train Provider shall verify the exact number of test provide and remove from the testing area.

Training Providers tests and/or score sheet shall have corresponding answer sheet numbers, the program name, student's name and unique identifying number, test score (pass or fail), instructor name and successful completion date.

ID Imaging

Each trainee will have a photo image made at the time of training. The photo should be updated when there is a change in appearance (i.e. weight loss, hair length, facial hair and etc.). IDs shall consist of the SafeLandUSA logo, photo, and barcode. Photographs must comply with the requirements as outlined below:

1. A photograph (head shot) of each student is to be submitted on CD, emailed to the Accredited Organization or directly entered into the PEC database.
2. Formatting must be in .jpg.
3. The following standards will apply to all photographs:
 - The subject is to be framed with full face, front view, eyes open.
 - Make sure the photo presents the full head from top of hair to the bottom of chin.
 - Center the subject's 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 digital image capture devices will not produce a clear photo.
- Digital cameras should have a picture review feature to help ensure prior to submitting.

Recordkeeping

General

Training Providers or their Accrediting Organization will maintain training records that includes, but are not limited to:

- class attendance records,
- attendee assessment records,
- course completion records,
- initial site visit, and
- audit records.

Training Providers or their Accredited Organizations shall maintain all training records and class rosters be for a minimum of five (5) years.

Class rosters shall include the course name, course date, trainee's name, trainee's identifying number and instructor's name.

Audit Records

The documents required to facilitate the auditors' investigations and to document and report results include:

- A Training Provider Audit Checklist that is developed by the SafeLandUSA-endorsed Accrediting Organization, to be used for evaluating system elements;
- Forms for reporting audit observations;
- Corrective Action Requests; and



- Forms for documenting supporting evidence for conclusions reached by the auditors.

These documents will be compiled and made part of the Training Provider's Accreditation File.

Application for Accreditation

Material Review

The SafeLandUSA-endorsed Accrediting Organization will examine the materials submitted by the Training Provider.

The Accrediting Organization may:

1. Approve the application for accreditation as presented, awarding the Program full accreditation valid for a period of two years (or an accreditation period set by the Accrediting Organization).
2. Defer a decision until after reviewing additional information requested from the applicant.
3. Reject the application on the basis that the Training Provider failed to show evidence of eligibility or submitted false or misleading information. The initial site visit will be conducted to confirm application information.

Self-Certification Checklist

The SafeLandUSA-endorsed Accrediting Organization shall develop and provide a Self-Certification Checklist to the Training Provider seeking accreditation. This Self-Certification Checklist must be completed in its entirety to apply for accreditation. The sample Self-Check Checklist in Appendix A may be used as an example of as the minimum content required for a Self-Checklist.

Performance Review

Initial Site Visit

The Accrediting Organization will conduct an initial site visit and issue a formal report before granting full accreditation of a Training Provider. Conditional Accreditation may be granted until such time as an initial site visit can be conducted. The initial site visit will document and confirm Training Provider Requirements in the Eligibility, Training Provider Requirements.

Audits

As a key management tool for consistency in the accreditation process, the Accrediting Organization will conduct at least one audit per each accreditation period. Audits are carried out in order to verify that Training Provider Requirements are in place and are being implemented.



SAFELANDUSA ORIENTATION ACCREDITATION POLICY AGREEMENT

The following is an example of an Accreditation Policy Agreement that can be used by the Accrediting Organizations in accrediting Training Providers.

Contingent on receipt of accreditation from the Accrediting Organization the Training Provider submitting this application (“Training Provider”), through the undersigned, as authorized representative of the Training Provider, hereby agrees to the following conditions:

1. TRAINING PROVIDER’S ACCREDITATION DUTIES

The Training Provider voluntarily agrees to accept XYZ (Accrediting Organization) accreditation standards and to submit necessary information for the participation as an accredited Training Provider in accordance with Process detailed in this agreement. Failure to submit necessary supporting information and to abide by accreditation standards shall be due cause for revoking this agreement and any accreditation that has been granted to the Training Provider.

2. ACCREDITATION DETERMINATION

The Training Provider shall be deemed “accredited” when the Accrediting Organization has determined that the applicant meets SafeLandUSA accreditation standards and has issued a formal certificate to applicant enabling applicant to publicly stipulate the Training Provider’s compliance with accreditation standards. The Training Provider may publicly display said certificate only during such period as the Training Provider is in compliance with the SafeLandUSA accreditation standards. Training Provider shall not display the certificate when the applicable Accrediting Organization finds the Training Provider is not compliant with SafeLandUSA accreditation requirements and accreditation is withdrawn because of failure to correct the non-conformance. Subject to the right of due process appeal defined in the Accreditation Process, Training Provider shall abide by the decision of the Accrediting Organization as to the compliance or non-compliance of Training Provider with applicable accreditation standards. Training Provider shall not permit the display or use of the certificate other than as permitted by the Accrediting Organization and the terms of this agreement and the Accreditation Process. Use of the certificate in contravention of this agreement will be due cause for Accrediting Organization to revoke this Agreement and to issue a public announcement to this effect in accordance with the provisions of the Accreditation Process.

3. DIRECTORY OF ACCREDITED TRAINING PROVIDERS

The Accrediting Organization shall prepare and publish periodically, as it deems appropriate, a Directory of Accredited Training Providers containing a list of all, which are accredited at the time of each publication. The Accrediting Organization shall publish periodic bulletins to include any additions to or deletions from the Directory.



4. TRAINING PROVIDER ACCREDITATION PROCESS

Both the Accrediting Organization and the Training Provider shall follow and be controlled by the Accreditation Process and rules regarding the formulation of standards, reporting of information, handling of complaints, display of formal certificates of participation by the Training Provider, and due process appeals and other matters to which this agreement refers, as set forth in the Accreditation Process developed and periodically reviewed and updated by the SafeLandUSA Advisory Group and the Accrediting Organization.

5. TRAINING PROVIDER'S GOOD FAITH COMPLIANCE

Training Provider shall use all practical means at its disposal continuously to assure that the services it provides fully comply with the applicable accreditation standards at all times.

6. RIGHT TO AUDIT

When a site visit to audit a Training Provider is required, requested, or otherwise deemed necessary or desirable by the Accrediting Organization, notification shall be given to the Training Provider of the approximate date(s) of a site visit. If a site visit is declined and cannot be rescheduled to the mutual agreement of the Accrediting Organization and the Training Provider, the organization will be placed on probation, notwithstanding the provisions of appeal in the Accreditation Process. Upon scheduling a site visit, the Accrediting Organization selects, from a list of names it has approved, the site visitor(s). Detailed arrangements for the visit are made through direct contact between the Training Provider and the site visitor(s).

7. CHARGES OF TRAINING PROVIDER NON-CONFORMANCE

Training Provider agrees that if a claim of noncompliance with Accreditation Process or standards is filed against Training Provider, Training Provider will promptly comply with any request of the Accrediting Organization for necessary information. Training Provider agrees to reimburse Accrediting Organization for any expenses related thereto, unless the claim was filed by another Training Provider and is found to be without merit, in which case the charging Training Provider shall reimburse Accrediting Organization. Training Provider agrees to reimburse Accrediting Organization for expenses incurred in connection with a meritless charge that it files.

8. ACCREDITATION STATUS REPRESENTATION

Training Providers who received accreditation from an Accrediting Organization will be allowed to display a SafeLandUSA logo, or utilize a SafeLandUSA stamp. The accredited Training Provider agrees that, when they are notified by the Accrediting Organization that they are no longer accredited, they will immediately discontinue use of the SafeLandUSA logo or official stamp.



9. INDEMNIFICATION AND HOLD HARMLESS

Training Provider agrees to indemnify and hold harmless Accrediting Organization and their directors, officers, members, employees and agents against any and all liability, loss, damages, costs, or expenses, including reasonable attorneys' fees, which they may incur, suffer, or be required to pay reason of, or in consequence of, Training Provider's actions, or breach of this Agreement or any other acts or omissions of Accrediting Organization in respect to the right granted hereunder to obtain and to represent accreditation status or to display formal accreditation certificates, or that may be sustained or incurred in making any investigation on account of any claim, loss, cost, damage, or expense, or in defending or prosecuting any action, suit, or other proceeding that may be brought in connection therewith, or in enforcing any of the obligations herein contained, or in connection therewith, or in enforcing any of the obligations herein contained, or in obtaining a release from liability in connections therewith.

10. DURATION AND TERMINATION OF AGREEMENT

Training Provider agrees that Accrediting Organization may, on ten days written notice to Training Provider, terminate this Agreement for any of the causes set forth in this Agreement and in accordance with the due process stated in the Accreditation Process. Otherwise, this Agreement shall be effective on the date of execution and shall remain in effect for the duration of the accreditation period or until such time as either party terminates the Agreement.

Signature of Training Provider Administrator or Responsible Person Date

Printed or Typed Name of Training Provider Administrator or Responsible Person Date

Title

Name of Company or Institution

Signature of Accrediting Organization Administrator or Responsible Person Date

Printed or Typed Name of Accrediting Organization Responsible Person Date

Title

Name of Company or Institution