# SafeGulf
## Orientation / Minimum Training Requirements
## Information Summary Sheet
*Note: information subject to change*

| | |
|---|---|
| **What is SafeGulf** | A set of consistent, minimum health, safety and environmental (HSE) awareness level training /orientation requirements for contractors working in the Gulf of Mexico (GOM). |
| **Participating Operators** | **BP**　　　　　　　Ray Britt<br>**ChevronTexaco**　Tim Elsen<br>**ExxonMobil**　　　Milton Bell<br>**Shell**　　　　　　Jim Shackleford<br>**Others** -　　　　　Potential endorsements from several other operators |
| **Who's required to have SafeGulf cards** | **All contract employees working in GOM**. Includes representatives from various service categories including construction, drilling, catering, marine transportation, diving, etc. |

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| **SafeGulf minimum training requirements**<br><br>**(total 10 hours of awareness level/ orientation training)** | Accident Prevention Signs & Tags<br>Bloodborne Pathogens (Awareness)<br>Confined Space (Awareness)<br>Lockout/Tagout (LO/TO)<br>Drug & Alcohol (Awareness)<br>Electrical Safety (Non Electrical Worker)<br>Fall Protection (Awareness)<br>Fire Prevention and Portable Fire Ext.<br>Hazard Communication & Hazwoper<br>Walking Working Surfaces (Awareness)<br>Offshore Orientation (T-1) & Evacuation | PPE & Respiratory Protection (Awareness)<br>MMS Marine Debris NTL<br>Permitting (Awareness)<br>Prevention of Workplace Violence*<br>Incident Reporting and Investigation (Awareness)*<br>Hand Safety (Awareness)*<br>Back Injury Prevention*<br>Intervention & Behavioral Safety (Awareness)*<br>Job Safety and Environmental Analysis*<br><br>*Operator Best Practice* |

| | **Options** | **Cost** |
|---|---|---|
| **Training options & cost for contractors** | 1. Safety Councils<br>2. "SafeGulf Accredited" contractor inhouse training program<br>3. "SafeGulf Accredited" 3rd party safety consultant training program<br>4. Test out - contract employee pass 100 question test<br>5. IADC Rig Pass (grandfather)- for Drilling/Workover contractors only | 1. **~$150** per employee<br>2. **~$1-2k** to get inhouse training program accredited by SafeGulf<br>3. **~$1k** to purchase "SafeGulf" training module & prog. accreditation<br>4. **~$20**/employee plus cost of proctor's time & travel expense<br>5. Cost associated with training program being IADC accredited |

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| **Cost to Operators** | • Annual subscription to ISN to access SafeGulf data base **(~$600-$5k)**<br>• Card readers installed at docks for scanning contract employees cards **(~250 - $400 per card reader)**<br>• Commitment of a co. representative to serve on the SafeGulf Advisory Group (SGAG) for managing SafeGulf after rollout. **Requires attending monthly meetings and occasional hosting of group meetings** |
| **Benefits of SafeGulf** | • Consistent contractor orientation/training requirements from operators<br>• Social Security # verification check of every contract employee working in GOM<br>• Accreditation of training programs for 3rd party consultants & contractors<br>• Competency assurance of SafeGulf orientated and tested contract employees<br>• Card scanning system at docks to verify identity & training of all GOM contract employees<br>• Development of infrastructure for future competency training requirements<br>• Level the playing field for contractors |
| **Managing SafeGulf after initial rollout** | After rollout, SafeGulf will be managed by a SafeGulf Advisory Group (SGAG) w/ curriculum & review committees. The Group will consist of representatives from the GOM operators, contractor community, industry groups, safety council and regulatory agencies |
| **Target Rollout Dates** | Endorsement Letters - 6/1/04<br>Contractor Communication Sessions - 6/22, 6/23 & 6/30<br>Program Rollout - 7/1/04<br>Grandfather application request period - 7/1/04 - 1/1/05<br>Operators begin requesting SafeGulf cards contract employees - 7/1/05<br>**Operators begin requiring SafeGulf cards for all contract employees - 1/1/06** |
| **SafeGulf web site** | www.safegulf.com |

*Status update 3/15/05*

## Issues currently being worked by the SafeGulf Advisory Group (SGAG)

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| **PEC Accreditation** | The SGAG curriculum committee has had several meetings with PEC to perform gap analysis of their Basic Orientation training syllabus and audit protocols to identify gaps and agree on measures to close gaps. A letter will go out to all of PEC's training provider's with SafeGulf endorsement once the gaps are closed. Gaps have been closed and PEC's training program is now accredited. |
| **SafeGulf card** *(w/barcode)* | SafeGulf IT subcommittee received and evaluated bids from 6 vendors to manage and maintain the database of SafeGulf compliant contractor employee training records. This system will be able to interface with both printed SafeGulf cards and bar code stickers on pictured ID cards. Accredited training providers and operators will be able to access this database. ISN was the success bidder. |
| **Accredited Training Facilities** | Associated Safety Councils<br>Acadian Integrated Solutions - Maurice<br>Chevron Texaco - Lafayette<br>Dynamic Industries, Inc. - New Iberia<br>Edison Chouest Offshore - Galliano<br>Global Training & Environmental - Lafayette<br>Grand Isle Shipyard - Galliano<br>Hobco, Inc. - Houma<br>J Schneider & Associates, Ltd. - Lafayette<br>Occupational Safety Training - New Iberia<br>Oceaneering - Morgan City<br>Offshore Specialty Fabricators - Houma<br>Safety and Training Consultants - Houma<br>Safety and Training Consultants, LLC - Lafayette<br>Sola Communications, LLC - Scott<br>Technical Resource Services - Broussard<br>TEST Facility - Nederland, TX<br>WSI Total Safety - Scott<br>Young Memorial Campus - Morgan City |
| **Industry Groups** | IADC and PEC Premier are accredited. SGAG is still communicating with OMSA to accredit their training program. |

# Basic Training
## For
## Offshore Contractors

# Course Syllabus

# Course Syllabus

1. **Incident Reporting and Investigation (Training)**
   a. Time: 15 minutes
   b. Materials: 27 PowerPoint slides
   c. Objectives: Upon completion of this training the student will be able to:
      i. Describe the need and responsibility for reporting accidents and incidents
      ii. Define what an incident is
      iii. List the various types of incidents
      iv. Describe the purpose of incident investigation
      v. Describe how incidents should be reported
      vi. Explain why incidents need to be investigated
   d. Description:
      i. Need and responsibility for reporting accidents and incidents
      ii. What is an incident
      iii. Types of incidents
      iv. Purpose of incident investigation
      v. Why investigate

2. **Accident Prevention Signs and Tags (Training)**
   a. Time: 15 minutes
   b. Materials: 32 PowerPoint slides
   c. Objectives: Upon completion of this training the student will be able to:
      i. Identify the types and meanings of signs and tags
   d. Description:
      i. Types and meanings of signs and tags
         1. Definition and design
         2. Wording

3. **Hand Safety (Awareness)**
   a. Time: 15 minutes
   b. Materials: 29 PowerPoint slides
   c. Objectives: Upon completion of this training the student will be able to:

      i. Describe things to consider regarding hand safety
      ii. List the general safety rules regarding hand safety
      iii. Describe the right tools for the job
      iv. Describe alternative tools
      v. Describe how to use a knife
      vi. Explain the various causes of hand injuries

d. Description:
      i. Introduction
      ii. Things to Consider
      iii. General Safety Rules
      iv. Right Tools for the Job
      v. Alternative tools
      vi. How to use a Knife
      vii. Causes of Hand injuries
      viii.    Interactive Exercise


**4. Back Injury Prevention (Training)**
a. Time: 30 minutes
b. Materials: 35 PowerPoint slides
c. Objectives: Upon completion of this training the student will be able to:
      i. Relate statistics regarding back injuries
      ii. Explain why back injuries occur
      iii. Describe the mechanics of lifting safety
      iv. Relate alternatives to lifting
      v. Discuss safety tips for lifting
      vi. Describe exercises for the back
d. Description:
      i. Introduction / Statistics
      ii. Why Back Injuries Occur
      iii. Lifting Safety
      iv. Alternatives to Lifting
      v. Safety Tips for Lifting
      vi. Exercises for the Back

5. **Behavioral Safety (Awareness)**
   a. Time: 15 minutes
   b. Materials: 24 PowerPoint slides
   c. Objectives: Upon completion of this training the student will be able to:
      i. Explain ABC analysis
      ii. Describe BSP's foundation principles
      iii. Describe management's role in behavioral safety
      iv. Relate the goal of SafeGulf
   d. Description:
      i. Overview
      ii. ABC Analysis
      iii. BSP's Foundation Principles
      iv. Management's Role in Behavioral Safety
      v. SafeGulf Goal


6. **Bloodborne Pathogens (Awareness)**
   a. Time: 10 minutes
   b. Materials: 7 PowerPoint slides
   c. Objectives: Upon completion of this training the student will be able to:
      i. Describe who is covered by the standard
      ii. Relate symptoms of HBV and HIV Diseases
      iii. Explain universal practices for preventing transmission of disease
      iv. Describe work practices / controls required to protect from disease transmission
   d. Description:
      v. Who is covered by the standard
      vi. HBV and HIV Diseases
      vii. Universal Practices
      viii. Work practices / Controls


7. **Confined Space (Awareness)**
   a. Time: 10 minutes
   b. Materials: 11 PowerPoint slides
   c. Objectives: Upon completion of this training the student will be able to:
      i. Describe the hazards of confined spaces

      ii.  Identify the categories of responsibility regarding confined space.
      iii.Explain the responsibilities of different people as regards confined spaces
      iv. Discuss permitting requirements with respect to confined space
  d.  Description:
      i.   Hazards of Confined Spaces
      ii.  Responsibilities
      iii. Categories
      iv. Examples
      v.  Permitting

## 8. Lockout/Tagout (Training)
  a.  Time: 30 minutes
  b.  Materials: 22 PowerPoint slides
      i.  Video: Lockout /Tagout Awareness 18 Min.
  c.  Objectives: Upon completion of this training the student will be able to:
      ii.   Identify sources of hazardous energy
      iii.  Define terms related to lockout/tagout
      iv.  Explain the process by which locks and tags can be removed
      v.  Describe Lockout/tagout Procedures
      vi.  Explain the "Lockout Only" process
      vii.  Explain the "Tagout Only" process
      viii.  Describe "Group Lockout"
  d. Description:
      i.    Identifying Hazardous energy
      ii.   Definitions
      iii.  Lockout Tagout
      iv.  Removal of Locks and Tags
      v.   Procedures
      vi.  Lockout Only
      vii.  Tagout Only
      viii.  Group Lockout

**9. Drug and Alcohol (Awareness)**
   a. Time: 15 minutes
   b. Materials: 21 PowerPoint slides
   c. Objectives: Upon completion of this training the student will be able to:
      i. Relate the government regulations pertaining to drug and alcohol use in the workplace
      ii. Explain the consequences of drug and alcohol use
      iii. Explain the drug and alcohol testing process
      iv. Describe what Records are kept and for how long
      v. Discuss the responsibilities that supervisors have
      vi. Describe the things that employees must be Aware of
      vii. Relate the things that drivers must be Aware of
   d. Description:
      i. Government Regulations
      ii. Use and Testing
      iii. Records
      iv. Supervisor Training / Driver Awareness
      v. Employee Awareness


**10. HazCom (Training)**
   **HAZWOPER (First Responder - Awareness)**
   a. Time: 60 minutes
   b. Materials: 69 PowerPoint slides
      i. Video: Hazardous Communications: Signs of Safety (19 min.)
   c. Objectives: Upon completion of this training the student will be able to:
      i. HazCom
         1. Describe how Chemicals are Identified under the Hazcom standard
         2. Define key terms as they relate to Hazcom
         3. Describe the employer requirements in establishing a Chemical Inventory
         4. Explain the elements of Material Safety Data Sheets (MSDS's)
         5. Describe the requirements for Labels and Warnings
         6. Explain what Information must related to Employees
         7. Outline the Training requirements associated with Hazcom
         8. Describe the elements of a Written HazCom Program

      ii. HAZWOPER
         1. First Responder
         2. Use the North American Emergency Response Guidebook
d. Description:
      i. HazCom
         1. Identification of Chemicals
         2. Definitions
         3. Chemical Inventory
         4. MSDS
         5. Labels and Warnings
         6. Employee Information
         7. Training
         8. Written Programs
      ii. HAZWOPER
         1. First Responder Responsibilities
         2. North American Emergency Response Guidebook

**11. Electrical Safety (Non-qualified) (Training)**
    a. Time: 20 minutes
    b. Materials: 24 PowerPoint slides
      i. Video: Electrical Safe Work Practices (14 min.)
    c. Objectives: Upon completion of this training the student will be able to:
      i. Describe what the standard requires
      ii. Relate the causes of electrical accidents
      iii. Discuss the results of unsafe work practices
      iv. Explain the difference between energized and de-energized
      v. Discuss the hazards of working near exposed de-energized parts
      vi. Describe overhead line safety
      vii. Discuss the hazards of working near energized equipment
      viii.    Outline the requirements of working with portable electrical equipment
      ix. Describe how to inspect welding leads
      x. Describe what electrical PPE is required under what circumstances
    d. Description:
      i. What the standard requires
      ii. Causes of Electrical Accidents
      iii. Results of Unsafe work Practices

iv. Energized vs. De-energized
v. Working Near Exposed De-energized Parts
vi. Overhead Line Safety
vii. Working near Energized Equipment
viii.    Portable Electrical Equipment
ix. Inspecting Welding Leads
x. Electrical PPE

## 12. Intervention (Training)
a. Time: 30 minutes
b. Materials: 11 PowerPoint slides
   i. Video: Speak-up and Listen-up (19 min.)
c. Objectives: Upon completion of this training the student will be able to:
   i. Define key terms
   ii. Relate examples of how intervention can improve safety
   iii. Explain how interventions are used
   iv. Describe an individual's responsibilities to do interventions
d. Description:
   i. Definitions
   ii. Examples
   iii. Use of Interventions
   iv. Responsibilities

## 13. Fire Prevention and Portable Fire Extinguishers (Training)
a. Time: 25 minutes
b. Materials: 35 PowerPoint slides
c. Objectives: Upon completion of this training the student will be able to:
   i. Discuss fire protection, prevention and detection
   ii. Explain the elements of a fire
   iii. Describe how fires are classified
   iv. Explain methods of extinguishing fires
   v. Describe types of extinguishers
   vi. Explain the inspection and use of extinguishers
d. Description:
   i. Fire Protection, Prevention and Detection
   ii. Elements of a Fire

iii. Fire Classification
iv. Extinguishing Methods
v. Types of Extinguishers
vi. Inspection and Use of Extinguishers

## 14. Walking Working Surfaces (Awareness)
   a. Time: 30 minutes
   b. Materials: 36 PowerPoint slides
   c. Objectives: Upon completion of this training the student will be able to:
      i. Define what walking-working surfaces are and what the regulations say about them
      ii. Describe general requirements regarding walking-working surfaces
      iii. Identify methods of guarding floor and wall openings and holes
      iv. Define key terms
      v. Discuss the do's and don'ts of housekeeping
      vi. Scaffolding
      vii. Ladders
   d. Description:
      i. Walking-Working Surfaces
      ii. General Requirements
      iii. Guarding Floor and Wall Openings and Holes
      iv. Definitions
      v. Do's and Don'ts of Housekeeping
      vi. Scaffolding
      vii. Ladders

## 15. Job Safety and Environmental Analysis (Training)
   a. Time: 90 minutes
   b. Materials: 54 PowerPoint slides (Shell program)
   c. Objectives: Upon completion of this training the student will be able to:
      i. Define key terms
      ii. Complete a JSEA Form
      iii. Discuss why JSEA Training is needed
      iv. Describe how to perform a JSEA
      v. List the steps involved in a JSEA
   d. Description:

     i.   Introduction
     ii.  Definitions
     iii. JSEA Form
     iv. Why Train
     v.  JSEA Overview
     vi. How to perform a JSEA
     vii. JSEA Steps
     viii.   JSEA Examples

**16. Offshore Orientation and Emergency Evacuation (Training)**
   a. Time: 30 minutes
   b. Materials: 56 PowerPoint slides
   c. Objectives: Upon completion of this training the student will be able to:
     i.   Describe what work clothes and PPE are required in order to work offshore
     ii.  Identify what items are banned from offshore facilities
     iii. Relate the information that new personnel must know in order to work offshore
     iv. Describe the procedures involved in offshore transport
     v.  Identify what individuals are responsible for when reporting to work
     vi. Describe the things that must be done if an emergency evacuation is required
   d. Description:
     i.   Work Clothes / PPE
     ii.  Banned Items
     iii. New Personnel
     iv. Offshore Transport
     v.  Reporting to Work
     vi. Emergency Evacuation

**17. Personal Protective Equipment (Training), Respiratory (Awareness)**
   a. Time: 15minutes
   b. Materials: 28 PowerPoint slides
   c. Objectives: Upon completion of this training the student will be able to:

    i. Describe what is required in performing a PPE assessment. Describe how PPE is used in controlling hazards
    ii. Explain the Selection and Fit of various PPE
    iii. Describe the adjustment of PPE
    iv. Discuss the re-assessing of hazards
    v. Relate eye and face protection requirements
    vi. Describe the requirements regarding the use of hard hats
    vii. Describe the requirements regarding the use of head, foot and hand protection
    viii. Describe the requirements regarding the use of respiratory requirements
    ix. Identify the different types of respirators

  d. Description:
    i. PPE Assessment/Controlling Hazards
    ii. Selection and Fit
    iii. Adjustment of PPE
    iv. Re-assessing Hazards
    v. Eye and Face Protection
    vi. Hard Hats
    vii. Head, Foot and Hand Protection
    viii. Respiratory Requirements
    ix. Types of Respirators

**18. Prevention of Workplace Violence (Training)**
  a. Time: 10 minutes
  b. Materials: 12 PowerPoint slides
  c. Objectives: Upon completion of this training the student will be able to:
    i. Define key terms
    ii. Relate the "Zero Tolerance" rule as regards workplace violence
    iii. Relate statistics associated with workplace violence
    iv. Relate examples of workplace violence
    v. Describe worker responsibilities as regards workplace violence
    vi. Identify sources of assistance in dealing with workplace violence
  d. Description:
    i. Definition
    ii. Zero Tolerance

     iii. Statistics
     iv. Examples
     v. Worker Responsibilities
     vi. Sources of Assistance

### 19. Marine Debris (Awareness)
  a. Time: 15 minutes
  b. Materials: 19 PowerPoint slides
  c. Objectives: Upon completion of this training the student will be able to:
     i. Relate how marine debris legislation came about
     ii. Discuss the consequences of throwing trash into the sea
     iii. Describe the regulations regarding marine debris
     iv. Outline the responsibilities of companies and individuals regarding marine debris
  d. Description:
     i. Background
     ii. Consequences
     iii. Regulations
     iv. Responsibilities

### 20. Fall Protection: Introduction (Awareness)
  a. Time: 15 minutes
  b. Materials: 28 PowerPoint slides
  c. Objectives: Upon completion of this training the student will be able to:
     i. Relate statistics related to falls in the workplace
     ii. Describe employer and employee responsibilities regarding fall protection
     iii. Relate training requirements regarding fall protection
     iv. Define key terms
     v. Describe the various fall protection systems, the criteria for use and practices that must be applied for each
  d. Description:
     i. Statistics
     ii. Responsibilities
     iii. Training Requirements
     iv. Definitions

    v.  Systems Criteria and Practices

**21. Permitting (Awareness)**
   a.  Time: 15 minutes
   b.  Materials: 6 Power Point slides
   c.  Objectives: Upon completion of this training the student will be able to:
      i.  Apply General Permitting
   d.  Description:
      i.  General Permitting
      ii.  Safe Work
      iii.  Confined Space
      iv.  Hot Work

# ACCREDITATION REQUIREMENTS

## Overview

SafeGulf provides an accreditation service that will provide a consistent contractor orientation for the offshore industry. The SafeGulf Accreditation Process will be available to all training organizations and contractors that provide services to the offshore industry. All accredited for training will herein be described as Training Providers. Training Providers may include but not limited to the following:

> Contractors
> Third Party Training Organizations
> Technical Schools
> Safety Councils

The SafeGulf Program was developed to provide minimum core modules for orientation to service providers as required by the Operators. Accreditation will require adherence to the Training Provider Requirements as described in this Accreditation Process.

## Eligibility

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

1.) Any training organization that wants to provide a SafeGulf Program by a licensing process.

2.) Contractors who view their training programs content as reciprocal to the SafeGulf Program can submit their training program for accreditation. (Reciprocal Program)

Eligibility requirements for Accreditation may change and SafeGulf shall provide that any proposed new or changed Training Provider Requirement 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 SafeGulf written comments, data, and arguments in opposition or support of proposed changes within 30 days from the notification of the change. SafeGulf shall consider all such written submissions before adopting the new changed Training Provider Requirement.

## Training Provider Requirements:

Training Providers must meet the following general rules to be accredited.

### Infrastructure (Facilities):

The accredited Training Provider must have a facility that provides a learning environment; space to conduct instruction, demonstration and hands-on interaction. Have a means to deliver program content and supporting material to conduct class.

### Administration

### ID Requirements:

To ensure the integrity of the accreditation process, each Training Provider shall have a written procedure outlining registration of students.

Students must present a valid form of photo identification prior to identification badge imaging and at testing for the reciprocal or SafeGulf Programs. Valid identification means: (a) a valid state issued identification card (i.e. a state driver's license), (b) a valid federal identification card, (c) identification credentials as required to verify identity for an I-9 form (see U.S. Government INS I-9 form for required documents), or (d) a valid passport that contains a current photograph.

The written procedure must ensure all attendees complete a sign-in log consisting of their name, identifying number, date of training, and course name and number.

Training Providers may request Social Security Verification through SafeGulf before a student is trained.

## Instructor Qualifications:

High School Diploma or GED

Experience in classroom instruction

Health, Safety or Environmental experience

Experience in industry

## Technology (Database and Connectivity)

Each Training Provider will enter data into the database by a registration process to be detailed in the Technology Section of the accreditation process. The database will contain identify fields and necessary Contractor company 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

### Operators Requirements

The SafeGulf Program was developed to provide minimum core modules for orientation to service providers as required by the Operators. Accreditation will require adherence to the

Training Provider Requirements as described in this Accreditation Process.

The programs are not to be provided to anyone outside the membership without the approval of PEC/Premier.

The SafeGulf Oversight Board (SGOB) will approve any change in program content as submitted by the SGOB Curriculum Committee. Program content shall be defined as videos, text and pictures. Program content may be added to but not deleted.

The modules have been approved for the initial rollout of the SafeGulf program are listed in the Additional Information Section in this Accreditation Process.

## Program Language

SafeGulf shall be taught in English. Training Providers may elect to teach SafeGulf in another language once approved by the SafeGulf Oversight Board.

## Test-Out

The accreditation process will provide a Test Out feature. The test provided under Test-Out is to help assure the current students have adequate training and knowledge from training already provided that complies with the SafeGulf Syllabus.

The test consist of 100 question selected from material in the SafeGulf syllabus. An accredited Training Provider will conduct the test. Students must make a score of 80% to pass. Students who fail must take training provided by a Training Provider.

Security of Testing:

Strict adherence to the testing, examination and security procedures set forth in this section is required.

Maintain a pool of 300 test questions

A system of rotating two different examinations for each training session in progress shall be established to limit cheating. A total of four examinations shall be developed.

Test must have 100 questions

Passing grade of 70%

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.

Training Providers shall establish a written policy to address reviewing all missed examination questions with attendees who achieve a passing score on the examination.

Training Providers shall determine examination retest policies for their organization.

Training Providers shall establish a written procedure to address cheating at their organization.

Database:

### 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.) Hats and sunglasses must be removed for photograph.

## Recordkeeping

### General

ASC will maintain all accreditation documents provided by a Training provider. Subsequent site visit, initial reviews and audits will also be part of the permanent files.

### Audits

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

- ASC Audit Checklist used for evaluating system elements;
- Forms for reporting audit observations, Findings (FD form) and Corrective Action Requests (CAR form); and
- Forms for documenting supporting evidence for conclusions reached by the auditors and ASC.

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

## Program Evaluation

### Material Review

ASC will examine the materials submitted by the Contractor Training Provider.

The Review Committee may:

1. Approve the application for accreditation as presented, awarding the Program full accreditation valid for a period of two years, contingent on Bi-annual audit.
2. Defer a decision until after reviewing additional information or materials the Review Committee has 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 must confirm application package.

### Self-Certification Checklist:

The Self-Certification Checklist in this section must be completed in its entirety to apply for accreditation.

## Performance Review

### Initial Site Visit:

Training Providers will have an initial site visit before receiving accreditation status. The initial site visit will document and confirm

Training Provider Requirements in the Eligibility, Training Provider Requirements.

Members of the Reviewing Committee will conduct the initial site visit and issue a formal report. The initial site audit will be conducted by using Form 30 in this section.

## AUDITS:

SafeGulf will conduct Bi-Annual audits as a key management tool for consistency in the accreditation process. Audits are carried out in order to verify that Training Provider Requirements are in place and are suitable for achieving reciprocity.

The Audit Procedures Manual will provide the guidelines for performing the audits of all Training Providers. Training Providers will conduct a self-audit at least annually using the Audit Procedures Manual for submission.

The Audit Procedures Manual will be a supplement to the Accreditation Process.

## Application for Training Provider          Form 20

The Training Provider applicant should read and understand the Accreditation Process. Complete this application form and submit form and the accreditation fee to PEC/Premier. Upon receipt of the form, PEC/Premier will contact the applicant regarding the status of the application.


Primary Contact for additional information: _____


All information <u>MUST</u> be completed.

Training Provider Organization: _____ _____
                          (Name of Company)


_____ Contractors              _____ Third Party Training Organizations
_____ Technical Schools        _____ Safety Councils

Name/Title of Training Provider Representative:___ _____

Phone _____ Fax _____ e-mail _____

Address _____

City _____ State _____ Zip _____


Alternate Contact: _____ _____ Date _____

Phone _____ Fax _____ e-mail_____

Address _____

City _____State _____ Zip_____

# Form 20 continued

Requirements for Accreditation

Upon execution of this application, the Training Provider applicant attests that the following SafeGulf requirements are met in the operation of their training program. The Training Provider, in accordance with SafeGulf accreditation guidelines and standards, will:

• Submit proper documentation to PEC/Premier
• Perform two self audits per year
• Regularly monitor and evaluate Instructors
• Maintain a process for trainee evaluation of Instructors
• Conduct written and performance tests for students
• Provide appropriate classroom and performance testing facilities
• Agree to random audits
• Remain in good financial standing with PEC/Premier
• Ensure that all registering of individuals, training, program administration, testing, credentialing, and release and reporting of training program information will be conducted without regard to an individuals race, color, religion, age, sex national origin or ancestry, material status, war veteran or disability.

I attest that this information is true, and agree to abide by the conditions set forth in the SafeGulf Accreditation guidelines.

_____    _____  _____
Training Provider Representative Signature   Print/Type Name                        Date

Return to:
            PEC/Premier
            22164 MCH Road
            Mandeville, LA 70471

            1-866-647-2338