



Introduction

IWCF Operations Limited (IWCF) is committed to achieving and maintaining the highest standards of well control training through a global network of accredited centres that deliver well control training.

To achieve and maintain accreditation centres, instructors and practical assessors must go through robust and well-defined accreditation and audit processes. The aim of the audit process is to determine a centre, instructor or practical assessor's initial and then ongoing compliance with the terms and conditions of their accreditation and IWCF's expectations of the standard of delivery of well control training and practical assessments.

During the accreditation process, all new training centres must undertake an audit to obtain full accreditation approval. All IWCF accredited centres must undergo surveillance audits throughout their period of accreditation, to observe their compliance with the IWCF Accreditation Agreement and IWCF Operations Policies and Procedures.

Audits

Centre audits focus on the quality of the training and practical assessments being delivered by centres, some audit work is performed offline by the auditors.

Any findings noted during the audit will be discussed with the centre and detailed within the audit report. The auditor will assist centres to resolve any findings by providing advice and guidance as required. If the centre is unable/fails to close out audit findings within the required period, this will be escalated as appropriate. Failure to take corrective action may result in an improvement notice and potential suspension. New training centres are required to close out all findings before full approval is granted.

IWCF conduct all centre audits remotely, however, there may be instances where it is necessary for an auditor to visit an accredited centre to conduct a face-to-face audit.

Audit Fee

The audit fee is payable after the completion of all surveillance and initial accreditation audits. The audit fee is also payable when a centre requires to be audited following an improvement notice or suspension.

Where the accredited training centre requests a cancellation or change to the agreed audit date, the following will be charged:

- Cancellation/rescheduling on the day of the agreed audit = 100% of IWCF's current audit fee.
- Cancellation/rescheduling within 10 days of the agreed audit date = 90% of IWCF's current audit fee.
- Cancellation/rescheduling over 10 days of the agreed audit date = any unrecoverable costs incurred or 50% of the audit fee whichever is greater.

The current audit fee is based on remote audits, it should be noted that any costs for face-to-face audits will be recharged to the centre in addition to the audit fee detailed in the Schedule of Fees for the year. Such costs could include, but are not limited to interpreter services, security services, etc. The audit fee is reviewed annually, and the audit fee is communicated to all accredited centres in Q4 of each year via the Schedule of Fees.

This policy provides an overview of IWCF's aims and objectives in respect of audits and quality assurance. This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed at least annually or where necessary in the light of legislative or organisational changes or any other valid reason.