



# ***Ballast Control and Stability Accreditation Process***

## **APPLICATION FOR ACCREDITATION**

Training Provider submits details on curriculum, equipment, instructors and procedures to IADC. IADC staff performs initial screening for completion of required documents and payment of fees.

## **TECHNICAL REVIEW**

Coordinated by IADC and Nautical Institute. Submission is sent to London, where it is assigned to Primary Technical Reviewer. Technical Reviewer compares application to requirements and issues reports. Technical Reviewer may request additional information or modifications to application prior to approval. Once documents are satisfactory to Technical Reviewer, site visit is scheduled.

## **SITE VISIT**

Coordinated by IADC and Nautical Institute upon satisfactory completion of Technical Review. Site Visit team typically consists of two persons, one a member of IADC or Nautical Institute Staff. Visitors verify items on the Provider's submission, observe instructors and procedures. Findings are documented on report. Decision on accreditation may be made during site visit or afterwards.

## **FINAL REVIEW**

Site visitors determine if Provider is to be accredited as the result of the Technical Review and the site visit. They may consult with IADC and/or Nautical Institute prior to making their determination. May accredit with no conditions, accredit with conditions, defer accreditation pending requirements, or refuse accreditation.

### **ACCREDITATION WITH NO CONDITIONS**

Full Accreditation issued immediately.

### **ACCREDITATION WITH CONDITIONS**

Full Accreditation issued immediately. Specific conditions stated with time frame for acknowledgement and response.

### **DEFERRED PENDING REQUIREMENTS**

Accreditation withheld pending documentation and/or demonstration. Provider has met specific stated requirements.

### **ACCREDITATION REFUSED**

Program must resubmit completely new application to be considered for Accreditation. Used in extreme cases when Provider fails to meet requirements.

## **FULL ACCREDITATION**

Valid for 5 years, subject to annual renewal, reporting and periodic site visits.