

APPENDIX B – OCCUPATIONAL TRAINING AND CERTIFICATION CONDITIONS

In the table below:

“CAODC” refers to the Association.

“CDA” refers to a commercial driver abstract issued by the Registrar.

“CTC” refers to a Convoy Training Certificate as defined in Appendix A.

“HDTC” refers to a Heavy Duty Training Certificate as defined in Appendix A.

“SR” refers to a Service Rig as defined in the Agreement.

“SRSU” refers to a Service Rig Support Unit as defined in the Agreement.

SECTION	PERSON	QUALIFICATION REQUIRED OF PERSON	DOCUMENTATION REQUIRED OF PERMIT HOLDER
A.	All Drivers	<ol style="list-style-type: none"> 1. CTC granted by a Permit Holder upon successful completion of CAODC Service Rig Convoy Training Certificate Exam, or equivalent, as amended from time to time with passing grade of 85% or more unless Row C applies. 2. Class 5, 4, 3, 2 or 1 operator’s licence. 3. Satisfactory on-road performance as determined on review by the Permit Holder, which shall include at least a review of the driver’s CDA, and which shall take place on a continuous basis but at least once a year. 4. Completed training in Permit Holder’s Safety and Maintenance Plans. 5. Completed training in cargo securement practices as set out in the Oil and Gas Industry Cargo Securement Best Practice or equivalent, as amended from time to time. 6. Completed viewing of CAODC's Service Rig Driver Safety Training Video, or equivalent, as amended from time to time. 	<ol style="list-style-type: none"> 1. Copy of CTC. 2. Copy of exam CAODC Service Rig Training Certificate Exam, or equivalent, written by Driver to obtain CTC. 3. Copy of applicable operator's licence. 4. Copy of CDA obtained prior to Driver being employed or retained by Permit Holder. 5. Copy of CDAs obtained at least once annually after Driver is employed or retained by Permit Holder. 6. Proof that Driver completed training, which shall include the following information: <ol style="list-style-type: none"> a. Dates, duration and location of training including whether training took place in or outside of a vehicle, and on-road or off-road; and b. Name of person who conducted training.

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B.	Driver with a Class 5, 4, 3 or 2 licence	<ol style="list-style-type: none"> 1. HDTC granted by a Permit Holder upon successful completion of an on-road competency assessment conducted by a Qualified Assessor unless Row C or D applies. 2. Completed training on the operation of a SR or SRSU. 	<ol style="list-style-type: none"> 1. Copy of HDTC 2. A legible, completed and signed CAODC Trip Inspection Competency Assessment form. 3. A legible, completed and signed copy of the CAODC On-Road Competency Assessment form. 4. Proof that Driver completed training on the operation of a SR or SRSU, which shall include the following information: <ol style="list-style-type: none"> a. Dates, duration and location of training including whether training took place in or outside of a vehicle, and on-road or off-road; and a. Name of person who conducted training.
C.	Driver with prior qualification from another Contractor	<ol style="list-style-type: none"> 1. HDTC and CTC granted previously by a person who was a Contractor at the time it was granted. 	<ol style="list-style-type: none"> 1. Copy of applicable HDTC and CTC.
D.	Driver issued an HDTC by Permit Holder through grandfathering	<p>One or more of the following:</p> <ol style="list-style-type: none"> 1. CAODC Occupational Training Certificate; 2. CAODC Service Rig Driver Competency Evaluation, but only if the Driver has been employed by the Permit Holder since November 1, 2010; or 3. HDTC issued prior to June 1, 2011 and one of the following certifications from Enform or Energy Safety Canada ESC: <ol style="list-style-type: none"> a. Derrickhand Competency 	<ol style="list-style-type: none"> 1. Copy of HDTC 2. Copy of Driver's CAODC On-Road Assessment Evaluation Competencies form pertaining to the HDTC issued. 3. For Drivers with an Enform or Energy Safety Canada ESC certifications, a copy of the applicable certificates.

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		<ul style="list-style-type: none"> b. Driller Competency c. Well Service BOP 	
E.	Trainee operating an SR or SRSU	<ul style="list-style-type: none"> 1. Supervision by Qualified Assessor or Qualified Trainer as set out in Section H or I as applicable. 2. Class 5, 4, 3, 2 licence or equivalent. 3. CTC in the Trainee’s possession at all times the Trainee is operating an SR or SRSU, which the Trainee shall immediately produce on demand by a Peace Officer. 	<ul style="list-style-type: none"> 1. Written policies and procedures to detail and implement the standard; and 2. Signed acknowledgment by Trainee of the standard and agreement to abide by it.
F.	Qualified Assessor	<ul style="list-style-type: none"> 1. Satisfactory on-road performance as determined by the Permit Holder on review of CDA. 2. No more than seven (7) demerit points on Alberta operator’s licence, or equivalent, at the time of conducting assessment. 3. Convoy Training Certificate (CTC). 4. Either: <ul style="list-style-type: none"> a. The class of operator’s licence required by the <i>OLVCR</i> or equivalent to operate the vehicle being operated by the Trainee under the Qualified Assessor’s supervision; or b. Class 5, 4, 3 or 2 operator’s licence, or equivalent, and an HDTC 5. At least one of: <ul style="list-style-type: none"> a. Subsisting CAODC Service Rig Competency Assessor certificate issued by Energy Safety Canada; or 	<ul style="list-style-type: none"> 1. CDA obtained within six months the Qualified Assessor commenced conducting assessments for the Permit Holder. 2. CDAs obtained annually thereafter. 3. Copy of CTC. 4. Copy of operator’s licence and HDTC, where applicable. 5. Copy of all training certificates relied upon to meet the qualification standard. 6. Record of employment including job title and description at all times the Qualified Assessor conducts assessments. 7. Letter or letters of waiver from the Registrar relied upon to meet the qualification standard.

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		<ul style="list-style-type: none"> b. Class 1 operator’s licence, or equivalent, held continuously for at least two continuous years. 6. If employed by the Permit Holder, employed in a senior position such as driller/operator, rig manager, field superintendent or the equivalent. 7. Alternatively to any requirement set out above except for the requirement of a Class 5, 4, 3, 2 or 1 operator’s licence, a letter from the Registrar expressly waiving that requirement. 	
G.	Qualified Trainers	<ul style="list-style-type: none"> 1. Employment by Permit Holder in a senior position such as driller/operator, rig manager, field superintendent or the equivalent. 2. CTC. 3. Either: <ul style="list-style-type: none"> a. The class of operator’s licence required by the <i>OLVCR</i> or equivalent to operate the vehicle being operated by the Trainee under the Qualified Trainer’s supervision; or b. A Class 5, 4, 3 or 2 operator’s licence or equivalent and an HDTC. 	<ul style="list-style-type: none"> 1. Copy of CTC. 2. Copy of operator’s licence and HDTC, where applicable. 3. Record of employment including job title and description at all times the Qualified Assessor conducts assessments.
H.	Qualified Trainer when providing supervision to a Trainee	<ul style="list-style-type: none"> 1. Training Certificates of Qualified Trainer, which shall be immediately produced on demand by a Peace Officer. 2. Either: <ul style="list-style-type: none"> a. Presence in vehicle in which the Trainee is being trained or assessed; or 	<ul style="list-style-type: none"> 1. Written policies and procedures to detail and implement the standard; and 2. Signed acknowledgment by Trainer of the standard and agreement to abide by it.

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		<p>b. If the vehicle is not equipped with a secondary seat position, at all times follow the Trainee in another vehicle from which each vehicle is in view of the other and be in direct communication with the Trainee vehicle via a two-way radio communication device.</p> <p>3. Have in the Qualified Trainer's possession a CTC or HDTC, which the Qualified Trainer shall immediately produce on demand by a Peace Officer.</p>	
I.	Qualified Assessor when providing supervision to a Trainee in the course of conducting an on-road competency assessment	<p>1. Presence in vehicle in which the Trainee is being assessed</p> <p>2. Training Certificates in the Qualified Assessor's possession, which the Qualified Assessor shall immediately produce on demand by a Peace Officer.</p>	<p>1. Written policies and procedures to detail and implement the standard; and</p> <p>2. Signed acknowledgment by the Qualified Assessor of the standard and agreement to abide by it.</p>
J.	Driver or Trainee operating a vehicle equipped with air brakes	<p>1. Air brake endorsement as required by Section 27 of the <i>OLVCR</i>, or equivalent.</p>	<p>1. Copy of operator's licence showing appropriate "Q" endorsement, or copy of operator's licence showing equivalent air brake endorsement from another jurisdiction.</p>