

	API TPCP Program Review Checklist Part 1	Organization:
		Edition:
	Please use this checklist as a self-assessment of your training management system. API will utilize this checklist in assessing your training program. Applicants must complete this self-assessment checklist and submit it along with the application. Identify the document (e.g. manual, procedure, form) and related section/page where the requirement is addressed.	For API Use Only: Reviewed By: Review Date:

Sect. No.	API TPCP TRAINING MANAGEMENT SYSTEM REQUIREMENTS PART 1 Instructor-Led Training Course Requirements	Training Provider's Document Reference	Y/N
2	Elements of the Training Management System		
2.1	The Training Management System shall include the elements required by TM-1, Section 2.1(b) through (l).		
3	Course Content		
3.1	Establish and maintain a documented course design development procedure.		
3.2	Course design procedure shall address the management and implementation of any changes to course design.		
3.3	The qualifications of subject matter experts shall be documented and other resources used in the course development identified.		
3.4	Ensure that course content reflects the latest edition, version, or revision of the publication or regulation upon which course is based either wholly or in part (unless there is a documented reason to do otherwise).		
4	Student Learning Objectives and Prerequisites		
4.1	Identify, document and provide training course learning objectives.		
4.2	Identify and document prerequisite criteria for each course.		
5	Simulations and Practice Exercises		
5.1	Simulators, practice exercises or other techniques shall be incorporated into the training program to evaluate the abilities and/or knowledge of students. Simulator and practice exercises provide realistic responses and scenarios. Simulations and practical exercises are appropriate to student learning objectives.		
5.2	Maximum number of students that will participate in each type of practical exercise is specified. Evaluation of the appropriate number of students in each exercise is based upon, but not limited to, the training equipment, type of training, practical exercises and space requirements.		
5.3	A minimum number of practice exercises for each participant on a simulator suitable for modeling the type of operation being certified shall be specified.		
5.3.1	Practice exercises shall test specific skills. Practice simulations shall be similar in design to final testing assessment.		
5.3.2	Practice exercises shall afford adequate practice time to all participants		
6	Training Manual or Course Material		
6.1	Each student shall be provided with a training manual or a complete set of course materials at the beginning of the course.		
6.2	Course learning objectives shall clearly stated and course duration (excluding lunch time) are identified		
6.2.2	Training format, method of students' evaluation, grading procedure, and pass/fail criteria shall be specified		
6.4	Sample examination questions, not used in any examinations, shall be included		
6.5	The training manual or course material shall conform to the course outline and learning objectives and include objectives for each learning section or module.		
6.6	The training manual or course material shall include copies of applicable regulations and standards Advise, if the required reference materials (i.e. industry standards, etc.) are not supplied as part of the course materials, the student, prior to commencement of the course, to enable the student to obtain the proper reference materials		
6.7	The training manual or course material shall contain a description of the simulated exercises and/or practice exercises.		
6.8	The training manual or course material shall include a table of contents; chapters/sections; page numbers; and a glossary of terms.		

7	Instruction Team		
7.1	Instructors employed or otherwise utilized by the training provider shall be qualified to teach, with relevant teaching experience, the subject matter he/she will present.		
7.2	For each instructor, at least one of the following shall be provided (if applicable): Copy of valid training certificate from an industry-recognized training school at the appropriate level of training for the course work presented, or documented evidence of prior training experience Evidence of relevant operational experience or technical skills.		
7.3	Documented procedures shall be available to assure that all instructors meet the training provider's qualification requirements and maintain satisfactory performance. Procedures shall include provisions for a review, at least annually, of each instructor's performance. Records of these reviews shall be maintained and retained for a minimum period of five years.		
8	Evaluation of Students		
8.1.1	Documented procedures shall describe the methods of evaluating students and identify the criteria for successful course completion. Method of evaluation shall be consistent with meeting the course requirements and student learning objectives. Performance Evaluation shall be based on course learning objectives and assesses the individual student's skill on the specific tasks covered during the course.		
8.1.2	Evaluation forms or similar tools shall describe each step to be performed by the student		
8.1.3	The performance evaluation shall: Ensure that all safety rules and procedures applicable to the task performed are followed; Ensure that each step is reviewed as the student completes the step; Ensure the student understands the task or action that they are to perform; Establish and enforce start time and finish time for each task.		
8.2	Performance evaluations shall be conducted according to documented policies and procedures; Evaluation tools and materials shall be available and in good order; Evaluation site shall be adequate for examination to be performed; Proper identification of each student participating in the performance evaluation shall be verified; All students shall complete all required forms and documents before they leave the evaluation site; Procedures shall be established for maintaining copies of student's performance evaluation forms.		
8.3	If an examination is part of the evaluation criteria, the following apply: The established procedure shall describe how examinations are administered to students; Appropriate length shall be determined for examinations; Procedure shall include a system to generate multiple and unique examinations; Security procedures shall be established to protect examinations from being copied or disbursed Instructor(s) may allow a student with a particular disability that adversely affects the student's capability to complete the examination in the allotted time an appropriate amount of time for taking the examination. Any such allowance shall be indicated in the records of the course or of the examination, with supporting reasons; At least one instructor, or other assigned agent, shall be present during the exam to assure good examination practice. Retention times shall be established for maintaining copies of the examinations;		
8.4	Procedure shall be established for grading examinations and establishes pass/fail criteria. Passing rate criteria shall be identified by specific standards, industry or regulatory requirements shall be followed. Procedure shall be established to resolve any disputes in grading.		
8.5	Policy for re-examination shall include provisions for the maximum time interval and number of allowable chances for re-examinations. Re-examination shall not be identical to the original examination; neither may it be the same simulator test problem. Re-examinations shall test the same skills/knowledge as the original examination. Re-examination shall be taken in the presence of an approved instructor or other agent of the training provider.		
9	Course Structure		
9.1	Advertised course duration shall exclude time devoted to meals.		
9.2.1	Maximum number of students that may be trained and evaluated per instructor shall be indicated		
9.2.2	Maximum class size approved for each course shall be determined by the number of simulators, number of students per simulator group, number of instructors, classroom space, course length and course content.		
9.3.1	Minimum time requirement for course completion shall be established		
9.3.2	Course length shall be appropriate and sufficient to meet the student learning objectives. The total course time devoted to direct instruction and to assigned team and individual activities shall be defined by the training provider; and shall be structured that so each student is subjected to realistic practices.		
9.3.3	The training provider shall establish minimum and maximum daily course duration.		
9.3.4	Suitable meal and break arrangements shall be planned and communicated to students in the course description.		
9.3.5	Sufficient time shall be included for each student to individually practice identified hands-on skills.		

9.4.1	Suitable facilities for training shall be provided, including classroom, audio-visual and other training equipment, and facilities for team activities.		
9.4.2	The course description shall include any special facility requirements for the course.		
9.5.1	Course design changes and modifications shall be in compliance with the course design procedure Course design changes and changes to course design documents shall require the same control as the original course design and course design documentation.		
9.5.2	Course changes and updates shall be identified, documented, communicated to affected parties, and approved by authorized personnel prior to implementation		
9.5.3	Course changes and updates shall require the same controls as the original course		
9.5.4	Documented policies or procedures shall require that substantial course changes (in content or length) be submitted to API prior to implementation. The policy or procedure shall specify the function responsibility and process for notifying API.		
10	Training Course Administration		
10.1.1	Attendance shall be documented if attendance of a training course is a requirement for successful completion of a course.		
10.1.2	Procedure or policy shall be established for handling missed instruction time		
10.2	Student feedback mechanism shall be established (such as course/instructor evaluation forms)		
10.3	Course presentation records shall include the requirements identified in Section 10.3a through 10.3j		
10.4.1	Certificate of course completion shall be provided to each student who has successfully met the requirements of the course		
10.4.2	The certificate of course completion shall include information required by Section 10.4.2a through 10.4.2c		
10.5.1	Documented procedures shall be established for handling customer complaints and appeals, including provision for corrective and/or preventive action resulting from root cause analysis if required as a result of any complaint or appeal		
10.5.2	Student shall be informed of the right to make a complaint or an appeal, and provided with written details of the process, upon request		
11	Management Review		
11.1	Administrative procedures shall be reviewed at least annually, Records maintained for a minimum of 5 years.		
11.2	Course design and its delivery shall be reviewed at least annually to gain assurance of the continued suitability and effectiveness of the course content and presentation. Records shall be maintained for a minimum of 5 years. Subjects for management reviews shall include: • Requirements of the API TPCP; • Changes in course; • Students' pass/fail rate; • Evaluation of instructors; • Results of audits on the TMS; • Complaints; appeals • Changes to the industry/government publications for the potential effect on the TMS or specific course requirements • Evidence of any actions taken to improve the TMS		
12	Records Control		
12.1	Documented procedures or policies shall identify personnel functions responsible for the collection and maintenance of records		
12.2	Student records (including student/customer complaints) shall be maintained for each student. Records shall be kept on file at the school/institution for a period of at least five years or the requirement imposed by applicable related standards, laws or regulations, whichever retention period is longer.		
12.3	The training provider shall maintain a record listing the name of each student issued a certificate of completion, along with the date of completion, date of expiration, if applicable, course description and API certificate number.		
13	Document Control		
13.1	Documents required by TPCP shall be controlled with a documented procedure or policy that establishes and defines the necessary controls for the following: a. Approving documents for adequacy prior to issue, b. Reviewing and updating as needed and re-approve documents, c. Ensuring that changes and the current revision status of documents are identified, d. Ensuring that relevant versions of applicable documents are available at points of use, e. Ensuring that documents remain legible and readily identifiable, f. Ensuring that documents of external origin are identified and their distribution controlled, and g. Preventing the unintended use of obsolete documents, and to apply suitable identification to them if they are retained for any purpose?		
13.2	A master list or equivalent control feature shall be used to identify the documents required by the training management system and their current revision status.		
13.3	Changes to documents shall be reviewed and approved by the same personnel functions that performed the original review and approval		

14	Confidentiality		
14.1	Training Provider shall have adequate arrangements, consistent with applicable laws, to safeguard confidentiality of all information provided by students, including the results of examinations. Arrangements shall be extended to include organizations or individuals acting on behalf of the training provider.		
14.2	Information about a student shall not be disclosed to a third party (i.e. student's employer) without the written consent of the student.		
15	Use of the TPCP Mark		
15.1	The TPCP mark shall not be used in advertising or in a manner that suggests that any other courses or products that are offered by the training provider have been certified by API.		
15.2	The training provider shall not use the mark "API" or "American Petroleum Institute," except in the following circumstances: • As part of the API TPCP marks; • Advertising texts may state that training course meets, exceeds or otherwise satisfies API standards.		
15.3	The training provider shall not use the mark "API" or "American Petroleum Institute, apart from the API TPCP marks, in such a manner as to suggest or indicate API's sponsorship, approval, or endorsement of the courses.		
15.5	When the API TPCP mark is used on student completion certificates, it shall always be in conjunction with the applicable TPCP license number(s).		