

## **AUDIT OF LEAD DRILLERS & DRILLING SUPPORT OPERATIVES**

Welcome to the British Drilling Associations Audit scheme. The Audit has undergone a major review and upgrade in 2015 and now conforms to the latest Audit requirements under both the CDM 2015 Regulations and BS EN 22475 Parts 2 and 3. In order to fulfil these requirements, the Audit is now more robust and wide ranging, requiring full compliance to all relevant technical standards and health, safety and environmental legislation to achieve the all-important Pass.

Contained in the following pages are details of the Audit scheme and guidance as to what it takes to successfully complete the Audit, along with the application form to join the scheme. The Audit scheme is recorded digitally to ensure consistency across all Audits. The current status of any Audited Lead Driller or Drilling Support Operative can be checked on the [BDA website Audited Drillers](#). Data will be collated to outline industry trends and weaknesses and this information will be available in coming years to the industry to identify training or educational needs of the sector.

Audits can be scheduled for any location on the UK mainland. Audits required outside the mainland may still take place but addition travel expenses may be required, these will be agreed with the Auditor prior to the Audit taking place.

Each Auditee is Audited only in his identified role by highly trained and experienced Auditors. The Audit takes place on an operational working site where the Auditor is able to assess all aspects of the Auditee's work. The Audit is mainly carried out through observation but some interaction will be required with the Auditee.

The Audit is only available to BDA members (or those in the process of becoming members) for the discounted fee of £390 + vat and to non-members, at the sole discretion of the BDA, for £750 + vat. Auditee fees as detailed below (and BDA membership fees) must be paid prior to any audit taking place.

### **GENERAL REGISTRATION PROCEDURE**

- ) Fill in a registration form identifying the Audit category from below.
- ) Provide a copy of front and back of CSCS card
- ) Provide a copy of the front and back of the NVQ.
- ) Provide a copy of a current First Aid Qualification
- ) Provide any applicable LOLER / PUWER certification for the rig that the candidate will be Audited on
- ) Pay the Audit fee

### **AUDIT CATEGORIES**

The Audit is split into categories, as defined by current NVQ/SVQ Level 2 in Land Drilling, and are as follows:

1. Lead Driller (LD)
  - a. Ground Investigation
    - i. Cable Percussion
    - ii. Rotary
    - iii. Dynamic Sampling
    - iv. Sonic
  - b. Drilling and Grouting
  - c. Anchoring
  - d. Water Well Drilling
  - e. Marine Drilling
  - f. Geothermal

## 2. Drilling Support Operative (DSO)

(Note: Where an Auditee holds more than 1 main discipline from category a, Audits must be carried on the different disciplines in alternate years i.e. year 1 CP, year 2 Rotary, year 3 CP and so on.)

### AUDIT FEES

Invoices for Audit Fees are submitted 3 months prior to the due Date of Audit and must be paid no later than 1 month before the arranged date for Audit.

All Audit Fees are subject to VAT at the current rate.

Audit Fee	BDA Members	Non-Members
Lead Driller	£390	£750
Support Operative (if audited at same time as Lead Driller)	Free	Free
Support Operative (if not audited at same time as Lead Driller)	£390	£750
2 <sup>nd</sup> Audit <b>on same day</b> on Lead Driller or support operative must be same site, same company (or be a sub-contractor for that company)	£210	£300

Once all the information has been provided, along with the correct audit fee, the company and/or the Auditee will be contacted by the Audit team and a date and location identified for the Audit.

The BDA Audit service for non-members is offered at the sole discretion of the BDA. Where the BDA refuses to offer the Audit service it is under no obligation to give an explanation for this.

### AUDIT CARD

Following a successful Audit, the BDA will issue the appropriate Audit card an example of which is below showing front and rear of the card.

- ) Audited Lead Driller card (coloured blue)
- ) Audited Support operative card (coloured yellow)

Each card carries an up to date photograph and name of the Auditee; their BDA and CSCS number, and an expiry date. The Lead Driller card carries details of Audit categories

An example of a Lead Driller Audit card is shown below.

The image shows a blue audit card for a Lead Driller. The card includes the BDA logo, the role 'Lead Driller', the name 'A. DRILLER', the discipline 'Ground Investigation ROTARY', BDA No. 0999, CSCS No. 0001234, and an expiry date of MAR 2019. A callout box on the right lists the fields and their corresponding information:

- BDA Logo
- Role and Level of Responsibility
  - i. Lead Driller
  - ii. Drilling Support Operative
- Name of Audited Person
- Discipline - Ground Investigation (may be any or all of the below)
  - i. Cable Percussion
  - ii. Rotary
  - iii. Dynamic Sampling
  - iv. Sonic
- BDA Reference No.
- CSCS Card No. (Cross referenced)
- Expiry Date of Card

Additional text on the card includes: 'The authenticity of this card can be checked by telephoning 01773 778751' and 'The cardholder has met the requirements for Audit as laid down in the Audit Booklet (on the BDA Website [www.britishdrillingassociation.co.uk](http://www.britishdrillingassociation.co.uk)) and as such, conforms with the relevant British Standards. This card is issued by and remains the property of the BDA.'

The Audit card, remains the property of the BDA and can be withdrawn at any time if there is evidence that an Auditee is not adhering to the appropriate competence and safety standards. The Audit card should be available for inspection at any time whilst undertaking any drilling related activity.

### **NON-CONFORMANCES**

Any Non-Conformances observed during the Audit will fall into 1 or more of the following 3 categories:

#### **MINOR**

A deviation from expected standards that on notification to the Auditee could be rectified on the spot or could be clarified by the Auditees employer. This rectification is noted on the Audit Report and will need to be closed out within 28 days.

##### *Definition*

**Health and Safety Non-Conformance**  
**Quality Non-Conformance**

Minor failure to comply with drilling specification and standards.  
Potential Health & Safety risk that is easily rectified

#### **MAJOR**

Requires attention but rectification not immediately possible during the Auditor's visit. The Auditor and Auditee should agree when, and how, this will be rectified (likely to be within 7 days). This information is noted on Audit Report.

##### *Definition*

**Health and Safety Non-Conformance**  
**Quality Non-Conformance**

Potential Health & Safety risk that needs to be addressed.  
Failure to comply with drilling specification and standards.

#### **SAFETY CRITICAL**

This type of non-conformance would be a serious deviation from the expected standards of safety or quality and will result in an immediate termination of the Audit. The BDA will contact the organisation to inform them of the finding and agree a resolution. The BDA reserves the right to report any safety critical matter to both the employer and/or the appropriate authority if this is deemed necessary.

##### *Definition*

**Health & Safety Non-Conformance**  
**Quality Non-Conformance**

Immediate and significant Health & Safety risk  
Major failure to comply with drilling specification and standards.

The rectification of the Non-Conformance must be completed within the time scale, agreed at the time of the Audit. If evidence of the rectification is not supplied within the time scale stipulated, the Auditee may be deemed to have failed the Audit process. Another Audit would then be necessary to regain Audited Driller status.

It is not the responsibility of the BDA office to make further request for rectification of non-conformance.

No audit card will be issued until evidence of rectification of non-conformances are provided

### **Guidance notes for BDA Audit**

Outlined below are the main criteria that the Audit process will be looking at and there are no exceptions or exemptions to these requirements

### Certification of Auditee

Auditee must have hold a current Emergency First Aid at Work certificate or higher.

Auditee must be NVQ level 2 qualified in the discipline being audited. *BS EN 22475 Part 2 & HASWA*

Auditee must hold a current, **blue**, Skilled Worker CSCS card endorsed for the discipline being audited. *UK specification for GI.*

**These must be submitted with your application audit cannot proceed without the above prior to the Audit**

If operating a cable avoidance tool, the Auditee must hold a relevant training certificate. *HSG 47 & AGS Guidance*

### Certification of Plant and Equipment – (to be available on site on the day of the Audit)

The Rig as defined by the BDA Guidance as lifting equipment must have a current Certificate of Thorough Inspection (12 monthly). *LOLER & AGS Guidance (non-conformance, safety critical)*

All equipment as defined by the BDA guidance as lifting accessories must have current Certificates of Thorough Inspection certified (6 monthly). This includes all shackles swivels safety hooks etc. *LOLER (non-conformance, safety critical)*

A Current SPT energy ratio calibration certificate. *BS EN ISO 22476 Part 3 (non-conformance, minor)*

The Auditee must have documentary evidence that all appropriate sub-surface service scans have been undertaken prior to drilling operations in any location. *HASAWHSG 47 (non-conformance, major)*. It is recommended that a 'Cat and Genny', with proof of calibration within the last 12 months, is available on site

### General requirements.

Construction Phase Plan to be available on site *(non-conformance, minor)*

A service avoidance procedure including all service drawings *(available on site) HSG47 & AGS Guidance (non-conformance, major)*

Welfare facilities are available. *HASAW & CDM2015 & AGS Guidance on site welfare (non-conformance, major)*

Evidence of induction having been carried out *HASAW & CDM 2015 (non-conformance, minor)*

Relevant RAMS (Risk Assessments & Method Statements) are available. *HASAW & CDM 2015 (non-conformance, minor)*

COSHH (Control of Substances Hazardous to Health) assessments available. *HASAW COSHH Regulations & AGS Guidance (non-conformance, minor)*

A procedure for any activity which involves working at height. *Working at Height Regulations & AGS Guidance (non-conformance, major)*

Task related PPE (Personal Protective Equipment) *as detailed in the RAMS, HASAW, PPE Regulations & AGS Guidance (non-conformance, minor)*

if tight fitting breathing apparatus being used evidence of face fitting and wearer is clean shaven. *HASAW (non-conformance minor)*

A spill kit is available on site. *HASAW & Control of Pollution Act (non-conformance, minor)*

An appropriate, in date, fire extinguisher is available on site. *HASAW & Fire Safety Regulations (non-conformance, minor)*

An appropriate in date first aid kit and eye wash is available on site. *HASAW & First Aid Regulations & AGS Guidance (non-conformance, minor)*

Auditee should have evidence of CPD during the last 12 months *(non-conformance, minor)*

### **Drilling and operation.**

Well maintained equipment and Rig with no bends or cracks in frame work. *PUWER 98 (non-conformance, major)*

A daily Rig check sheet completed for both the current day and previous day. *PUWER 98 (non-conformance, minor)*

Clearly labelled Emergency Stops for all Rig types. *PUWER 98 (non-conformance, major)*

Correctly fitted U Bolts if used (CP Rig only) *LOLER & AGS Guidance (non-conformance, minor)*

Correctly erected Drilling Rig with all stays and or locking pins in place. *Manufacturers Guidance (non-conformance, major)*

Secondary electric winch fitted and working (advisory only until March 2016) (CP Rig only), or manufacturers approved alternative for safe Rig erection. *Manufacturers Guidance (non-conformance, minor)*

Correct guarding is in place on the Drilling Rig. *PUWER 98. HASAW (non-conformance, safety critical)*

Rotation stops when guard is opened on a rotary drilling rig. *PUWER 98. HASAW (non-conformance, safety critical)*

Adherence to all applicable vehicle, driving & towing regulations, *VOSA/VSA (non-conformance, minor)*

In addition to these general items, all aspects of the drilling operation will be observed including: drilling; monitoring; sampling; testing; installing etc. as applicable to the operation being carried out.

All operations must be carried out in accordance with ALL current applicable standards but principally BS EN ISO 22475 Part 1 and BS 5930. The Auditor will use modern techniques to record the Audit including video and photographs, where applicable. A copy of the Audit can be forwarded directly to the Auditee and their relevant managers where required.

The Auditee or Auditee's employer will be given up to 28 days to provide evidence that all minor non-conformances have been rectified. After this period, it may be deemed that the Auditee has failed to meet the Audit requirements and a new Audit will need to be undertaken.

By undertaking and passing the Audit the Auditee's name will appear on the BDA's website page of Audited drillers, however, this does not confer any automatic BDA membership rights.

Audits cannot take place without prior payment being made.

## BDA Audit Application

### Applicant Information

Name:

Age:

Mobile Phone:

E-mail:

If you wish to receive a free copy of the GeoDrilling magazine, please supply your home address.

### Employers Information

Employer:

Employer address:

Phone:

Mob:

Email:

### Supervisor or Line Managers Details

Name:

Position:

Phone:

Mobile:

E Mail:

Possible site where the Auditee may be working

### Auditees qualifications

Is the Auditee a: Lead Driller / Drilling Support Operative

Drilling Discipline(s) on NVQ (please supply a copy of the front and back of the Auditees NVQ certificate)

CSCS number (please supply a copy of the front and back of the Auditees CSCS Card)

First Aid qualification (please supply a copy of the certificate)

Other relevant qualifications:

### Auditees Experience

Type of drilling

No. of years' experience

### Signatures

I authorise the BDA to carry out an Audit the above applicant and I confirm that all the details above are correct and that this information can be used for official BDA Audit purposes and retained on the BDA database. All information is confidential and will not be passed to any third party without express consent.

Signature of Applicant:

Date:

Signature of Authorising Manager:

Date:

**Return fully completed form to BDA, Alphas House, Alfred Street, Pinxton, Notts. NG16 6NQ.  
 Email: [Office@britishdrillingassociation.co.uk](mailto:Office@britishdrillingassociation.co.uk) Tel: 01773 778751**