

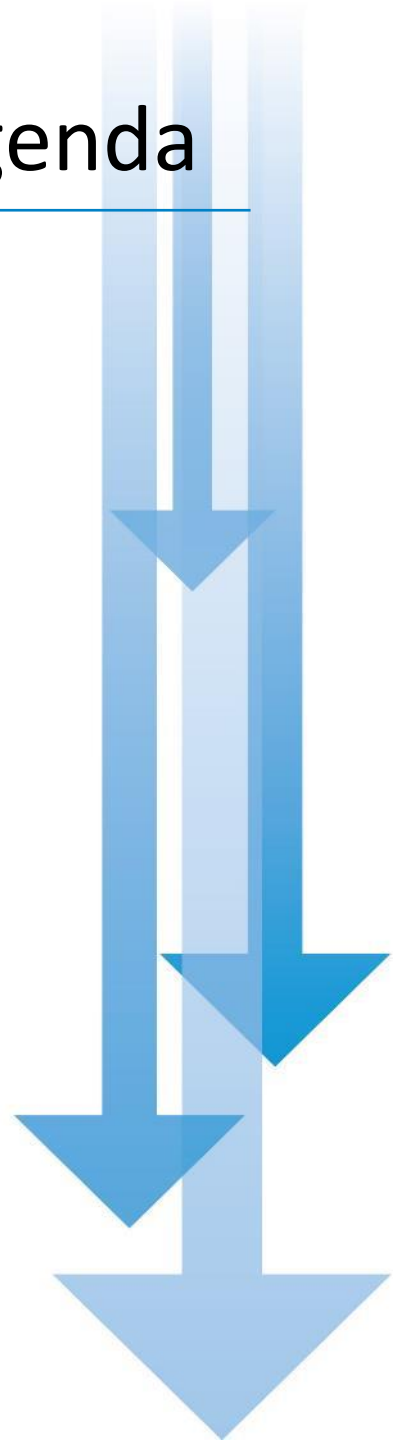


15<sup>th</sup> October 2020  
BDA Webinar

# Demystifying the BDA Audit



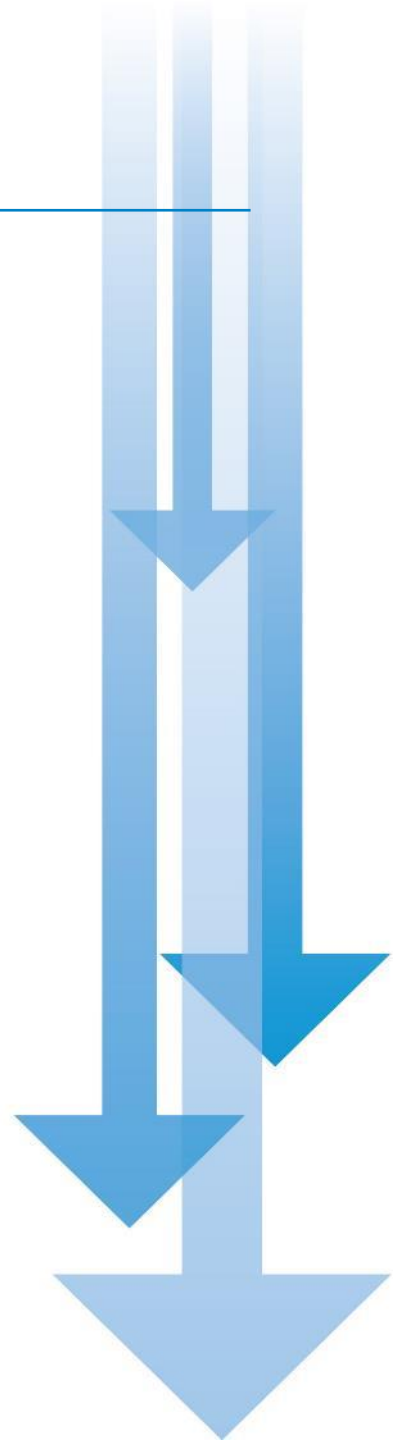
- Introductions
- Roles of Committees in BDA & BDA Audit
- Brief History of Audit
- What the BDA Audit can do for you
- BDA Audit Content, Format and Process
- Future of BDA Audit
- Panel Discussions & Questions





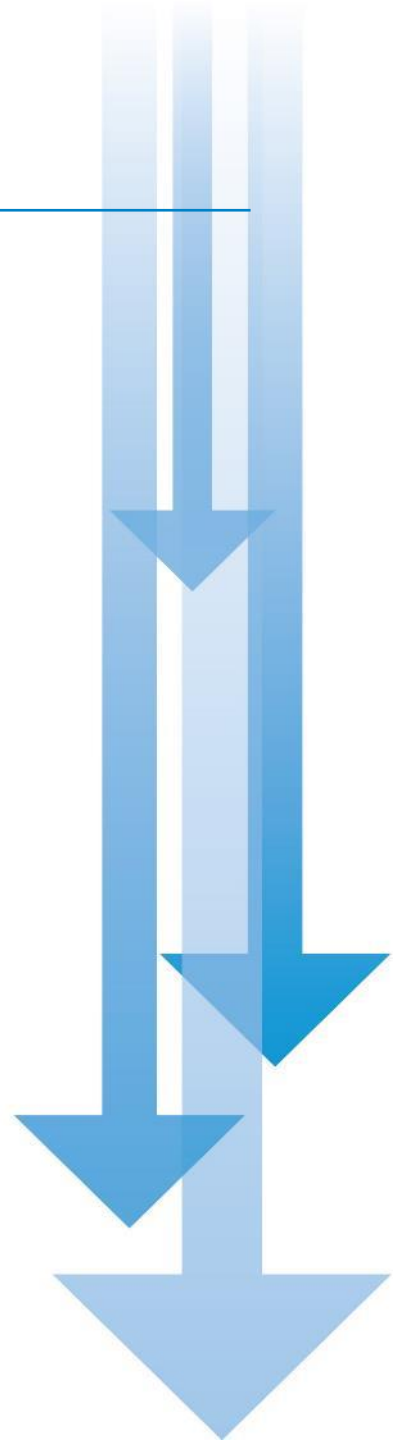
# BDA Audit Handbook

Obtainable on the BDA website now



# The panel

Brief introductions



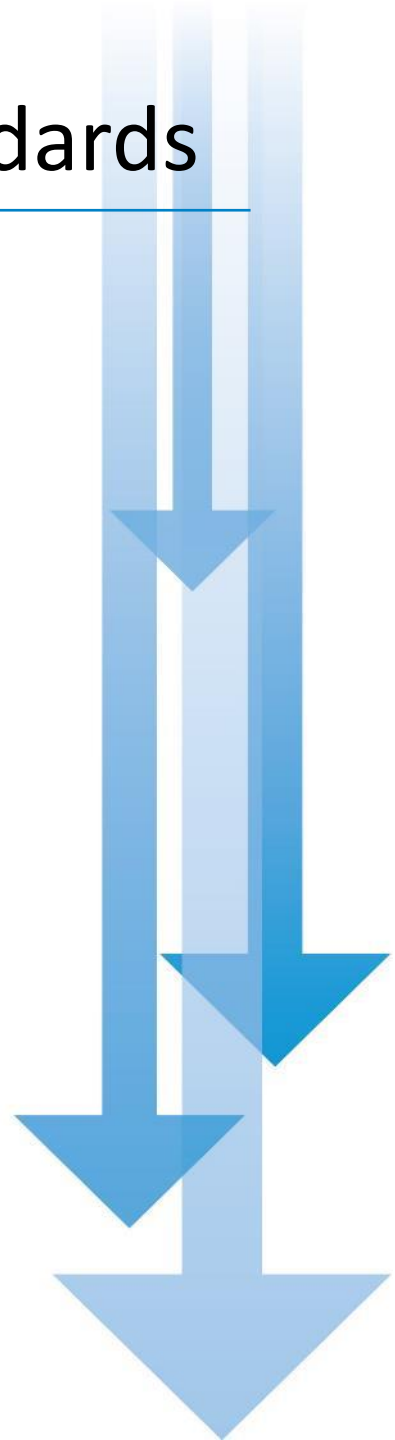
## Richard Fielden

- Managing Director at WJ Groundwater UK
- Chair of BDA



## Mark Toye

- Estimating Director at SOCOTEC
- Chair of BDA Technical and Standards Committee
- BSI 526/03 Site Investigation and Ground Testing Expert



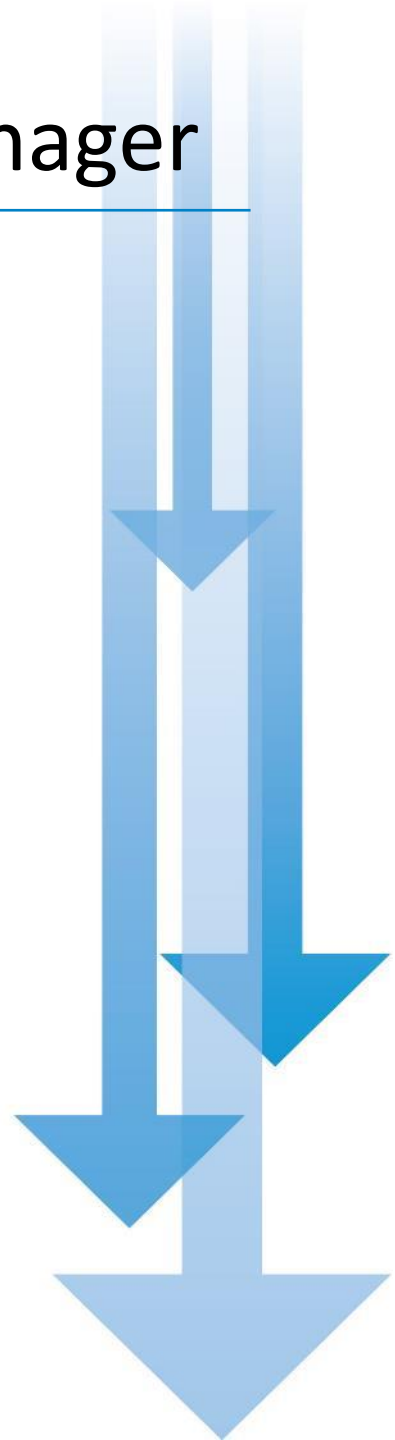
## Jon Christie

- Divisional Health and Safety Manager at BAM Nuttall
- Chair of BDA Health and Safety Committee
- BSI/CEN Expert (Drilling, Piling & Foundation Equipment)

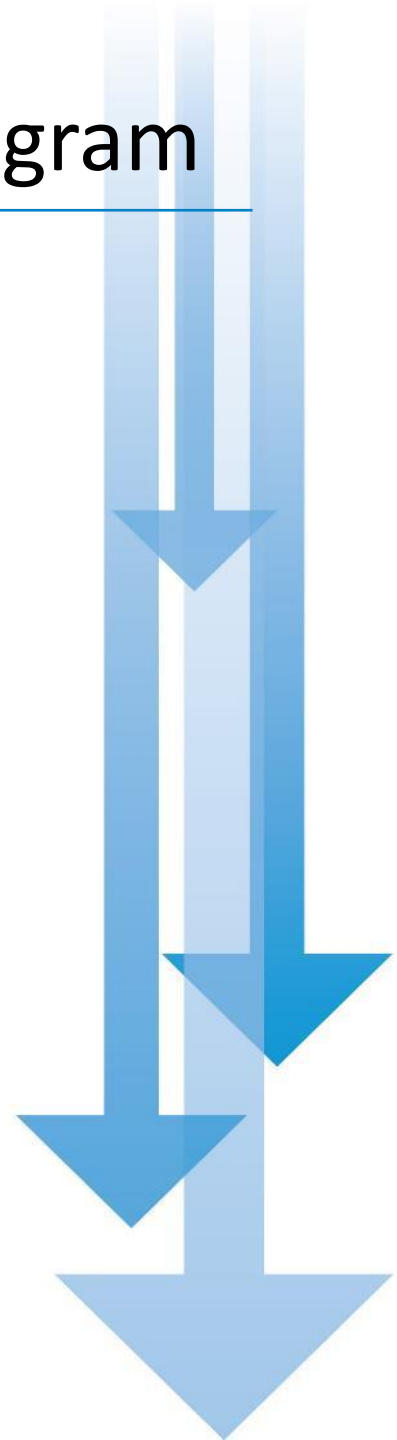
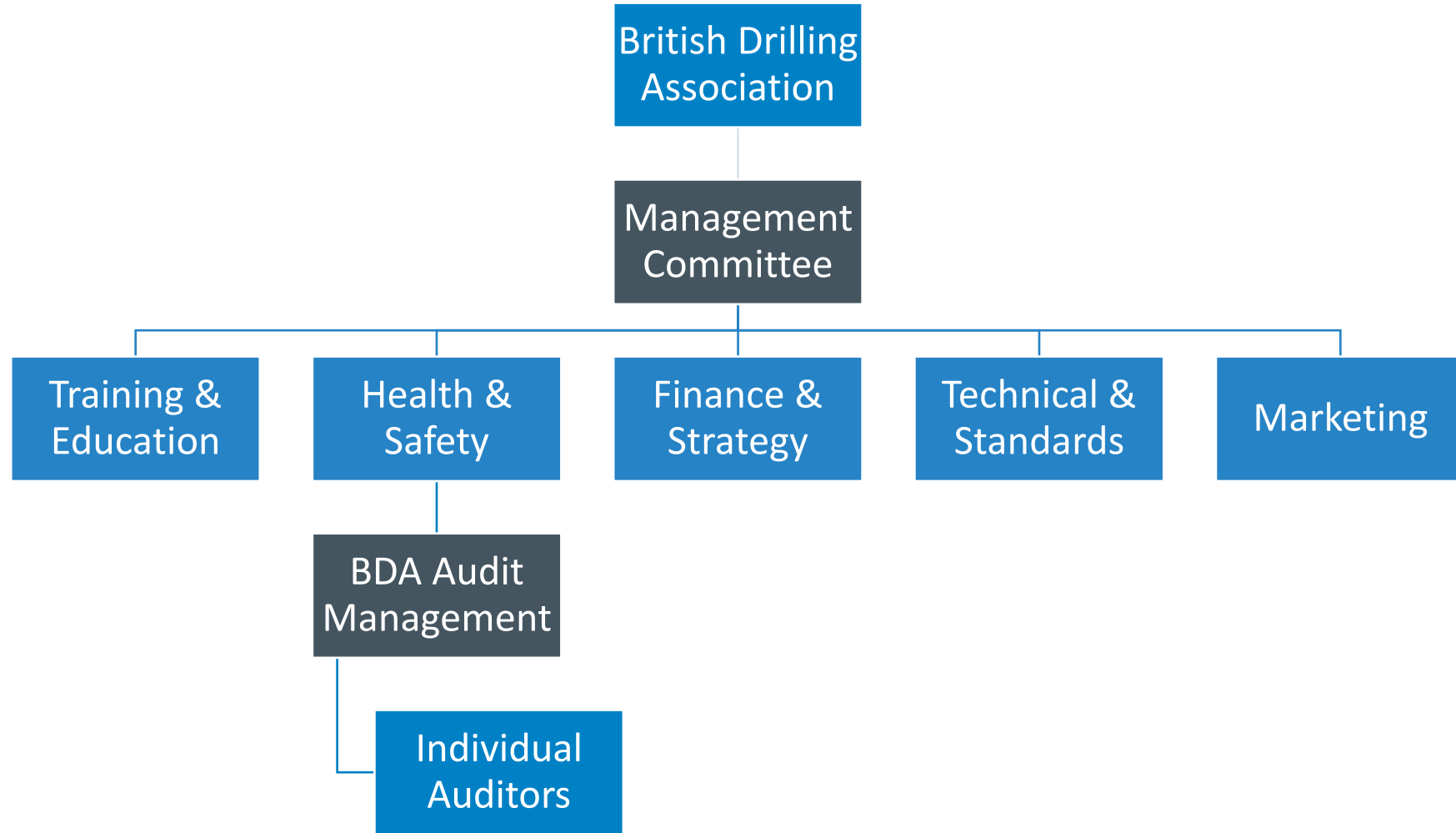


## Keith Spires

- Technical Director at Equipe Group
- BDA Audit Manager

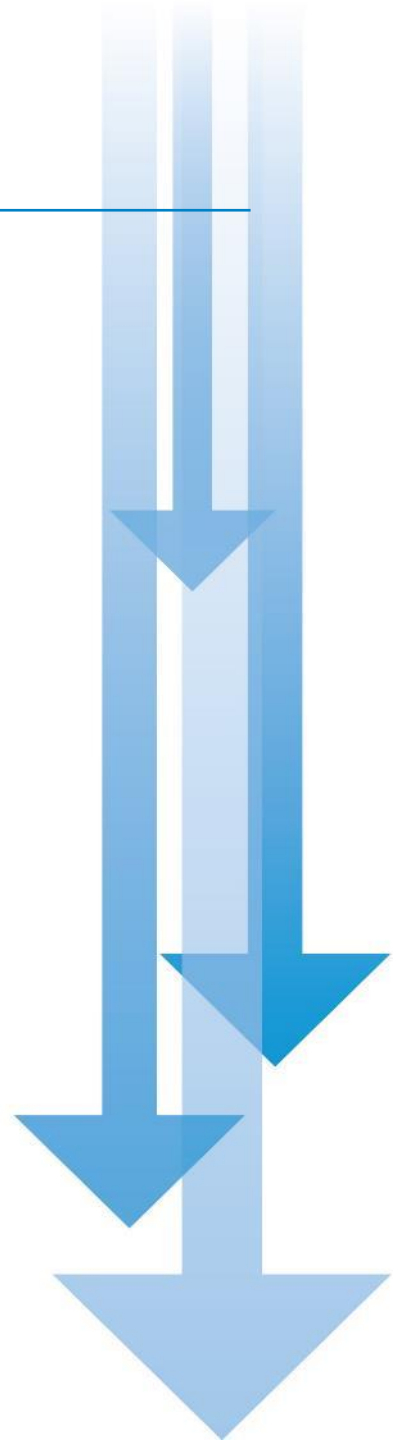


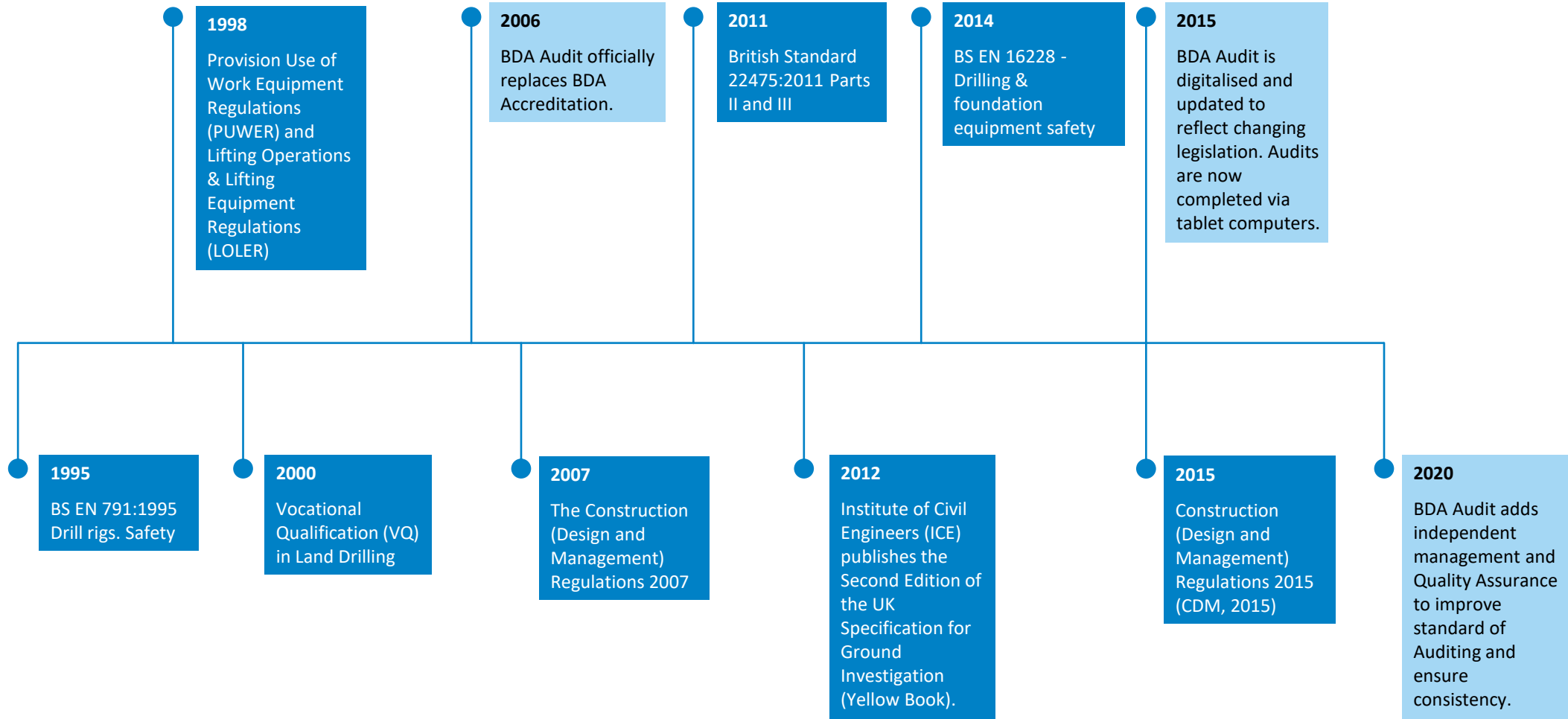




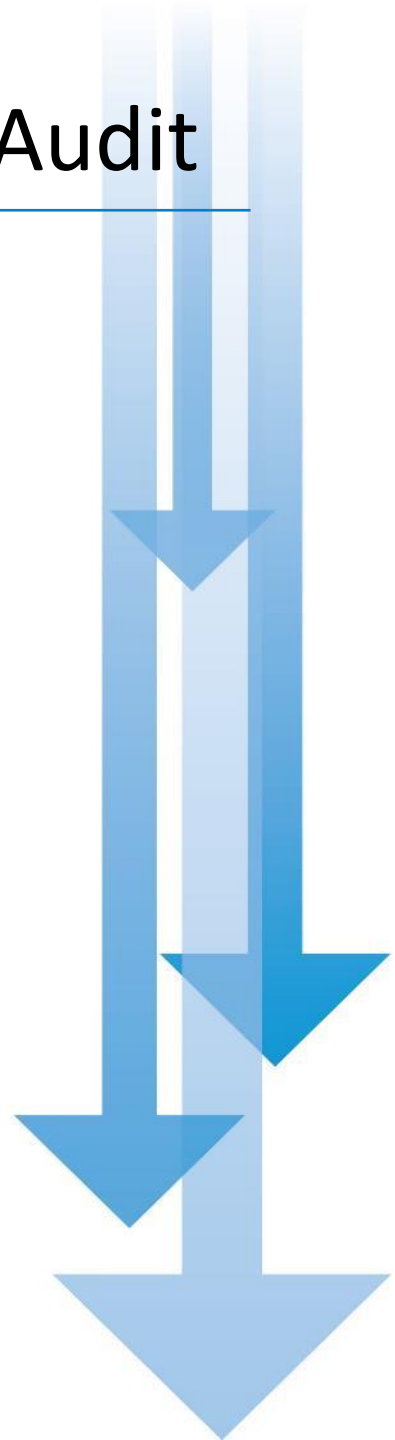
# Origins of the BDA Audit

A brief history



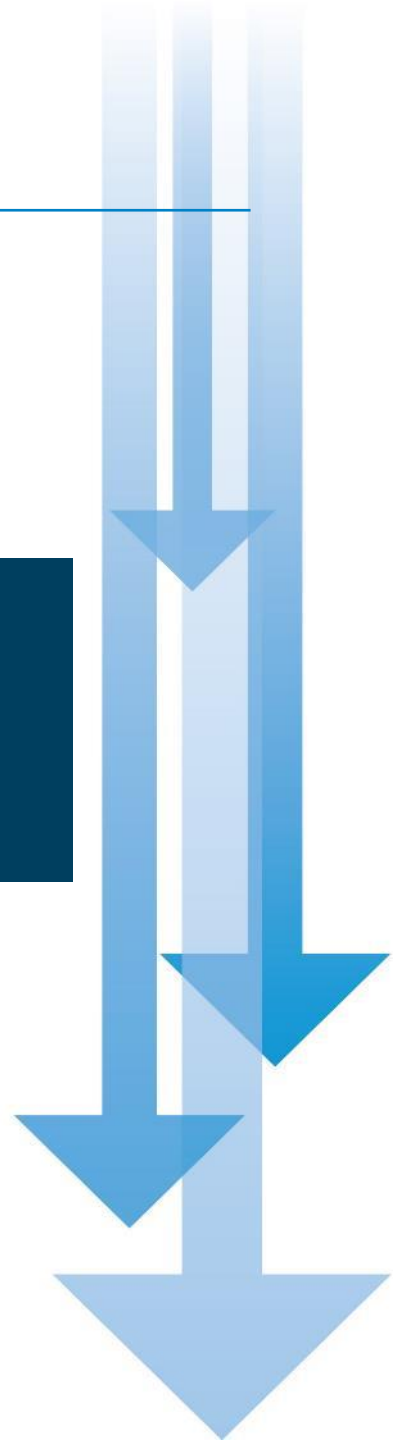


- 1992 – BDA Accreditation
- In 2000, Vocational Qualifications (VQs) are introduced as the minimum standard of demonstrating adequate training.
- 2006 - BDA Audit introduced in readiness for CDM, 2007
- Demonstration of compliance with BS 22475 Parts 2 and 3, the Yellow Book (Second Edition) and CDM, 2015.
- **Ongoing competence post-VQs.**

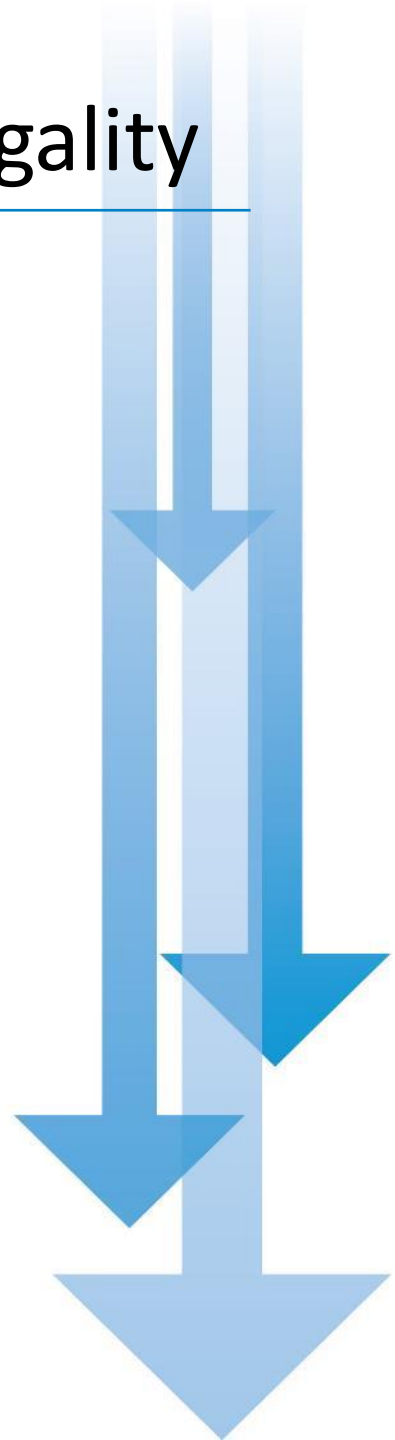


**Why should you be Audited?**

**Let's summarise...**

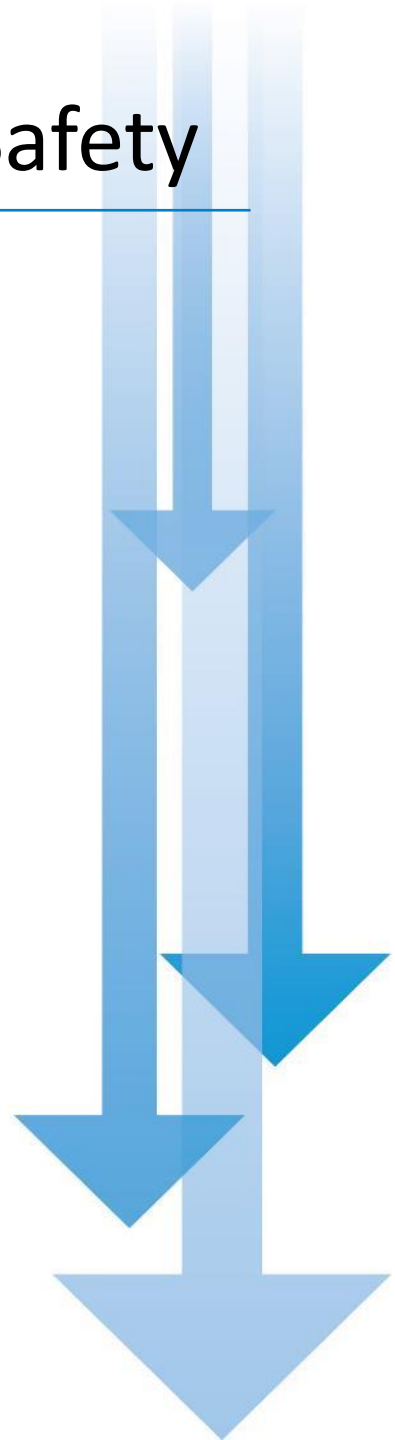


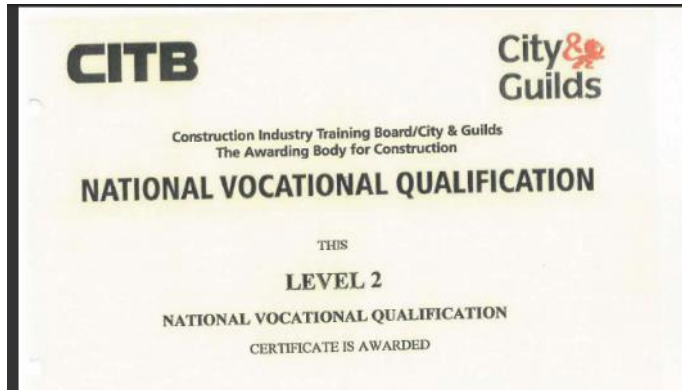
- Helping you meet legal obligations and ensure compliance with industry standards, guidance and good practice.





- The BDA Audit checks that your company's health and safety procedures are robust and accurate.

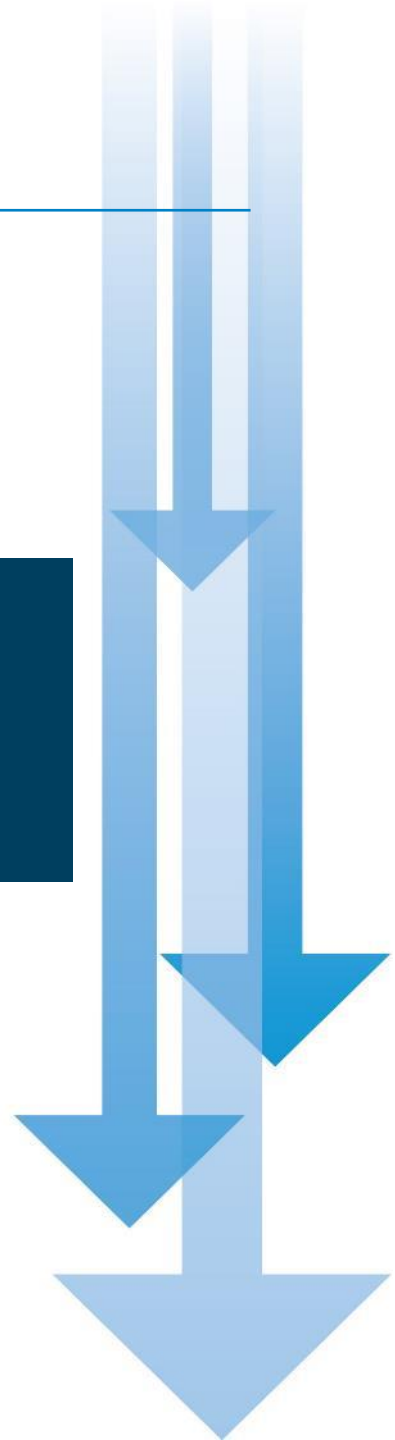




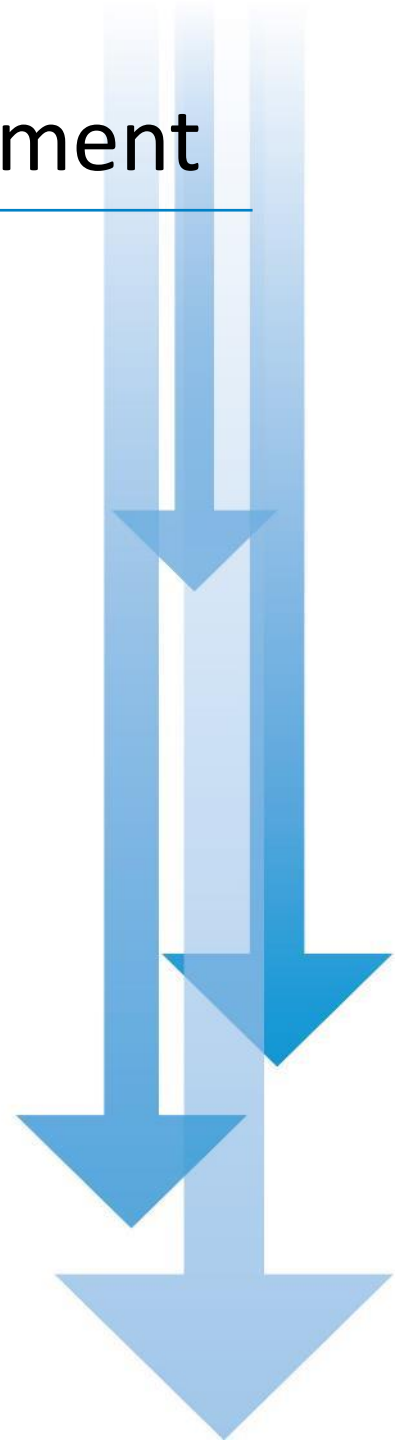
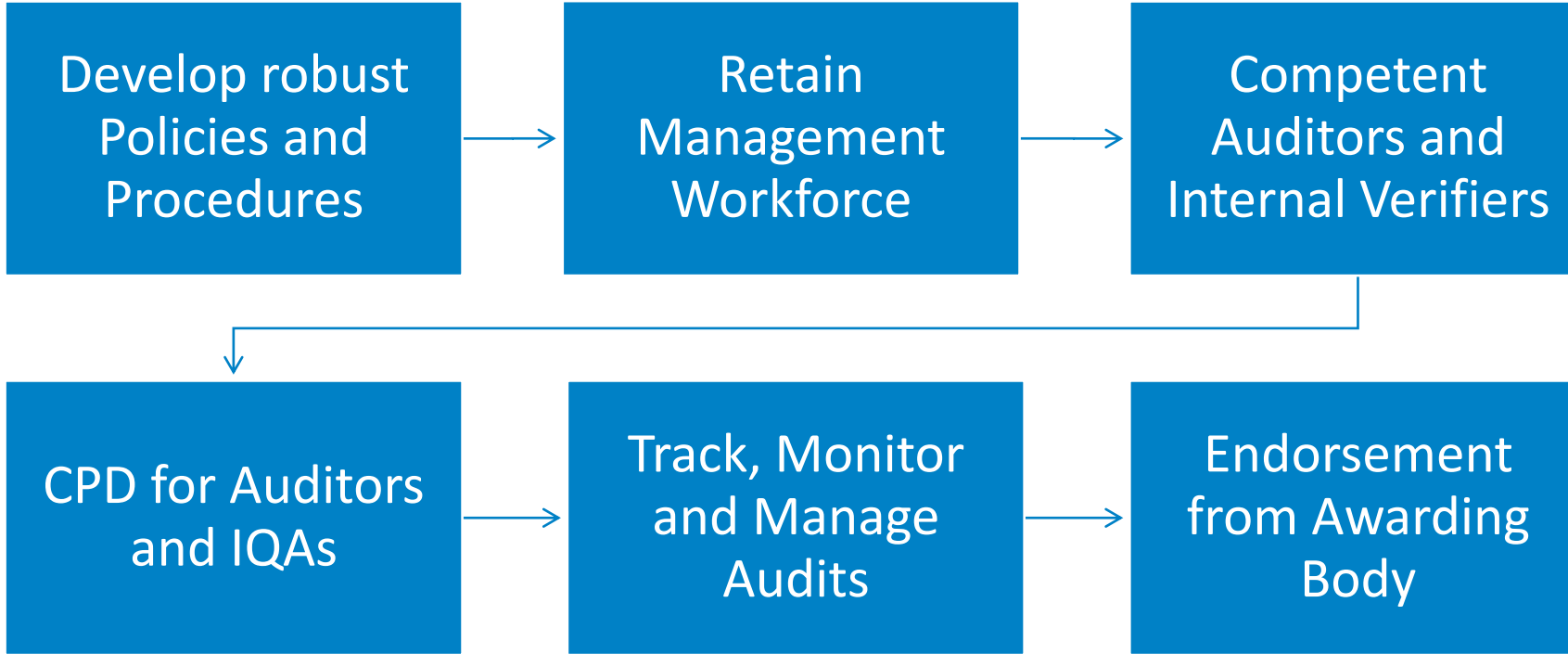
- The BDA Audit provides evidence of on-going, continuous competence of on-site staff.



**So why has the BDA Audit been updated again?**



# Roadmap to Endorsement





## BDA Audit V7

Joe Bloggs / Lead Driller / I Drill Holes Ltd / Keith Spires

Inspection score

**60.29%**

Failed items

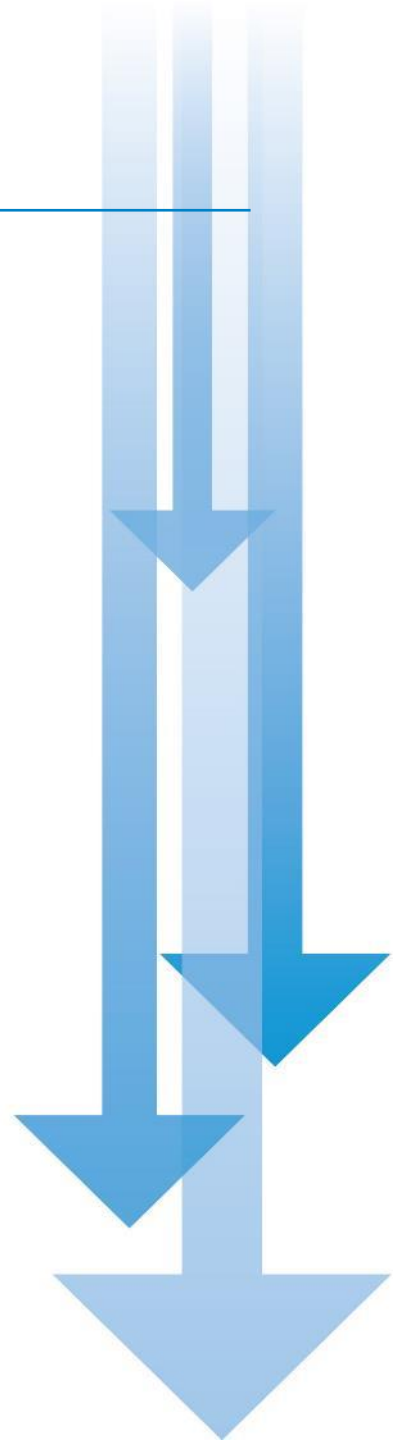
**3**

Created actions

**0**

# Content of the BDA Audit

What is covered?

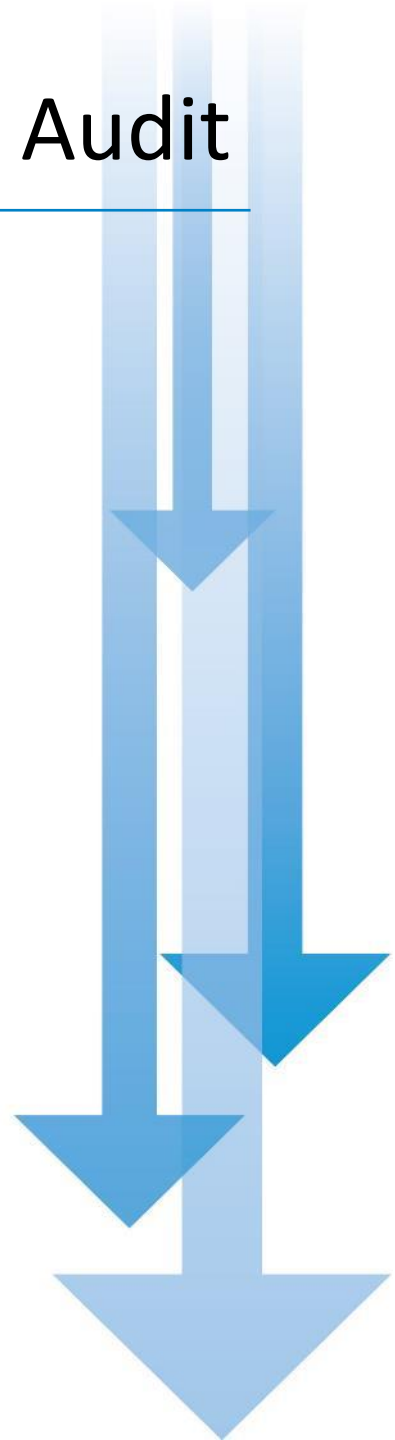


# Things checked during a BDA Audit

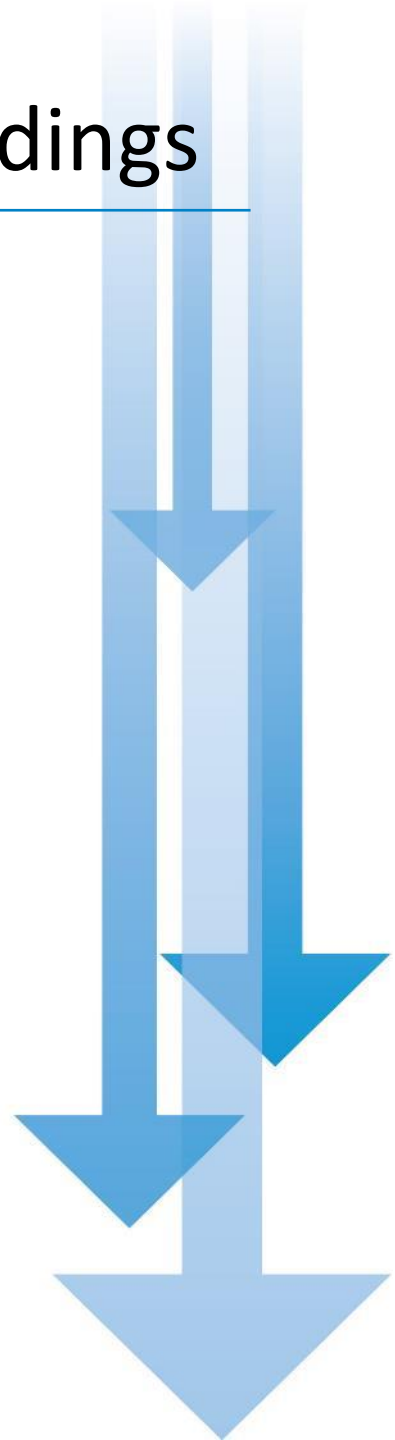
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- Industry qualifications
- Health and safety certification
- Adherence to relevant legislation and guidance
- On-site health, safety and environment issues
- Drilling operations
- Drilling machine compliance
- Drilling machine safety
- Training & CPD
- Good communication and working practices
- General good practice

**This is not an exhaustive list, just a general overview**



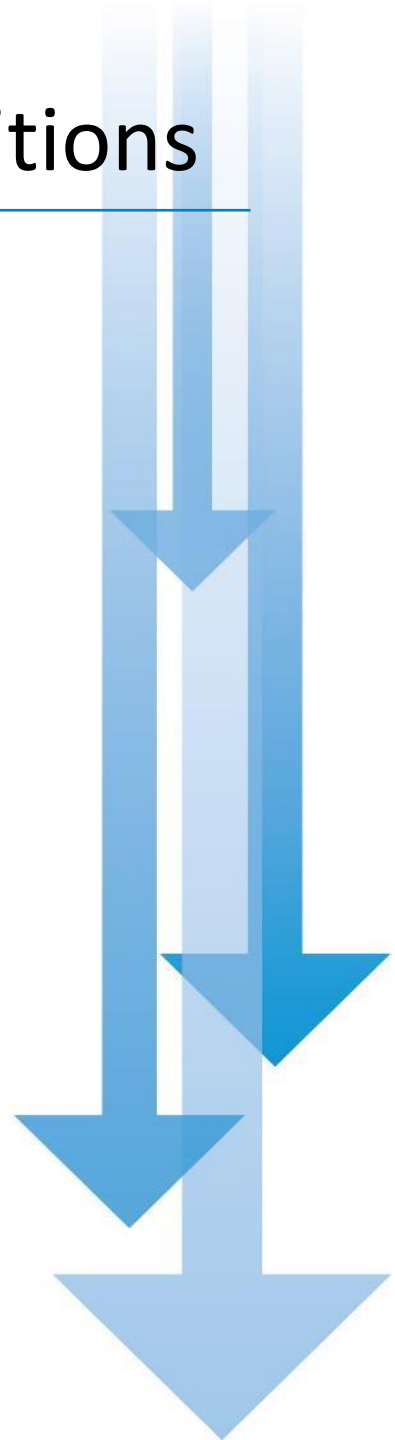
- BDA Audit conforms to ISO 19011
- Improved consistency.
- Evidence gathering exercise.
- Audit Reports include:
  - Factual evidence on any Non-conformities (graded depending on the context of the risks)
  - Observations and recommendations for improvements
  - Notes on good practice



**OBSERVATION**

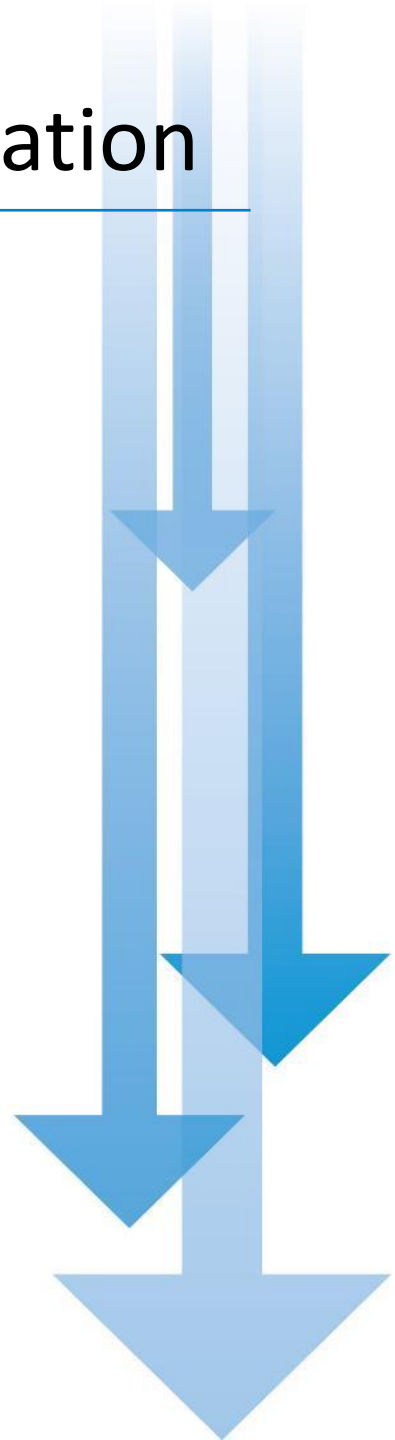
**NON-CONFORMITY**

**MAJOR NON-CONFORMITY**



## OBSERVATION

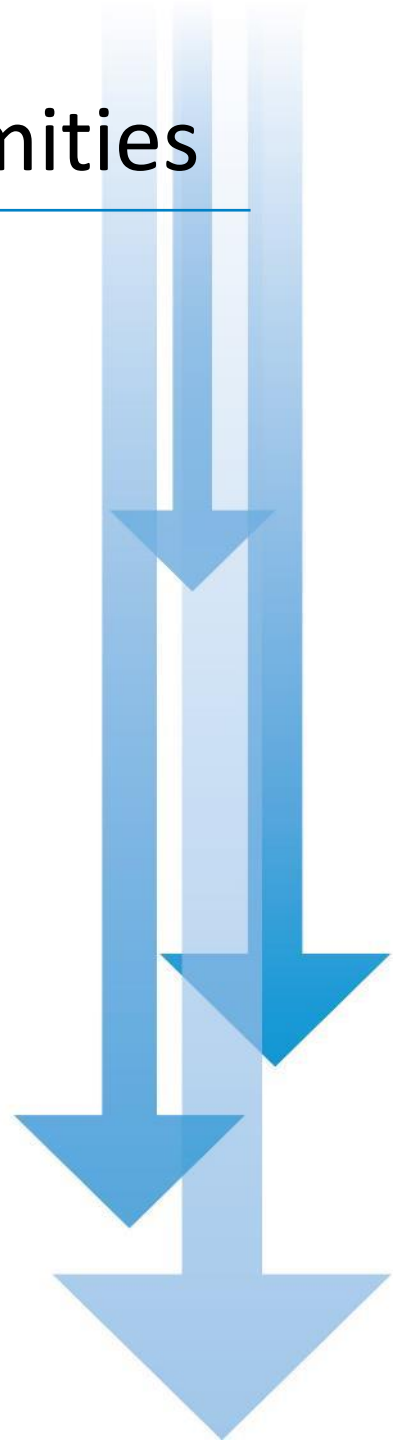
- DEFINED AS: Good practice, an opportunity for improvement or recommendations.





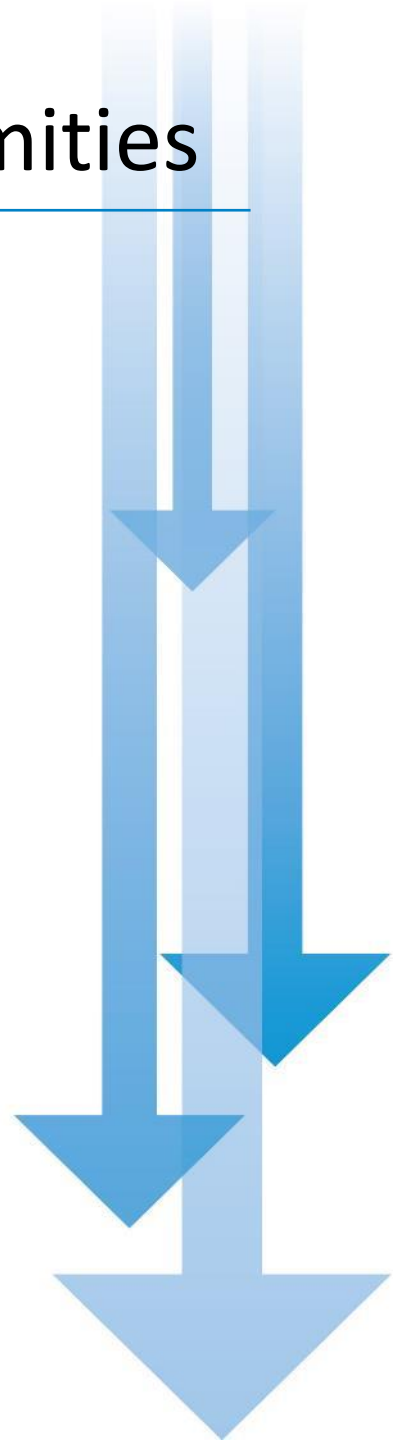
## NON-CONFORMITY


- DEFINED AS: A deviation from current standards which if left unrectified could lead to a hazard to the health or safety of personnel or the environment or to a sub-standard quality of work.
- **All non-conformities must be rectified and closed out before audited status is granted.**



## MAJOR NON-CONFORMITY

- DEFINED AS: A deviation from the current standards which presents an immediate hazard to the health or safety of personnel or the environment, a potential breach of legal duty and where rectification cannot be immediately achieved.
- **A single major non-conformity = termination of audit**





**BDA Audit V7**

Joe Bloggs / Lead Driller / I Drill Holes Ltd / Keith Spires Incomplete

Score	60.29%	Failed Items	3	Actions	0
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This Audit is being carried out courtesy of the British Drilling Association.

Auditee Name	Joe Bloggs
Auditee Role	Lead Driller
Auditee Company	I Drill Holes Ltd
Conducted on	8th Oct, 2020
Auditor	Keith Spires
Location (please tap the location identifier)	2 Llanfabon Dr Caerphilly Wales CF83 8GU United Kingdom (51.59408646142763, - 3.192107541278229)

# Full Audit Report

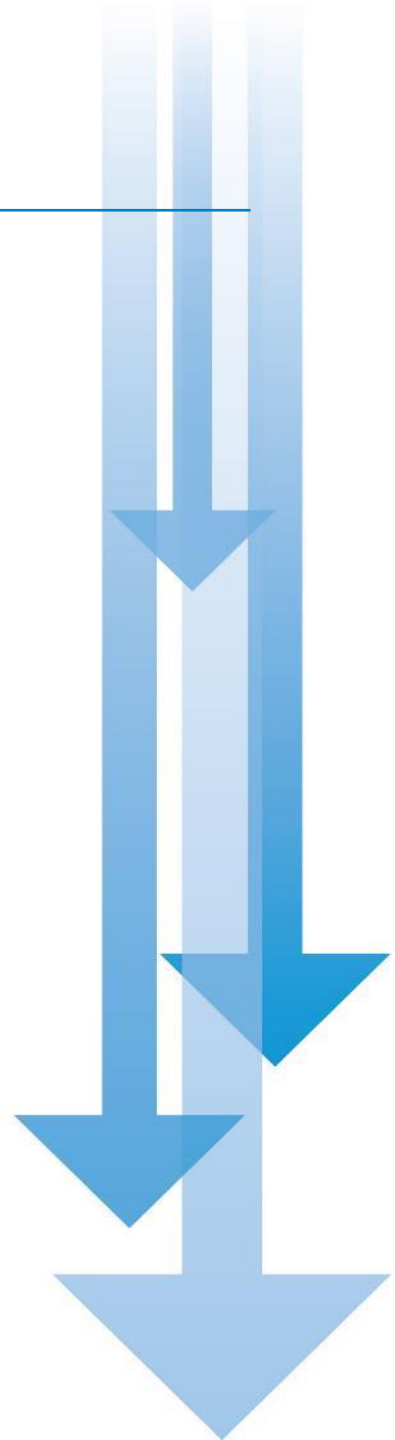
Will be issued to Auditee and Employer following the Quality Assurance from the BDA Audit Manager.

**OBSERVATIONS NOTED IN YELLOW**

**NON-CONFORMITIES NOTED IN ORANGE**

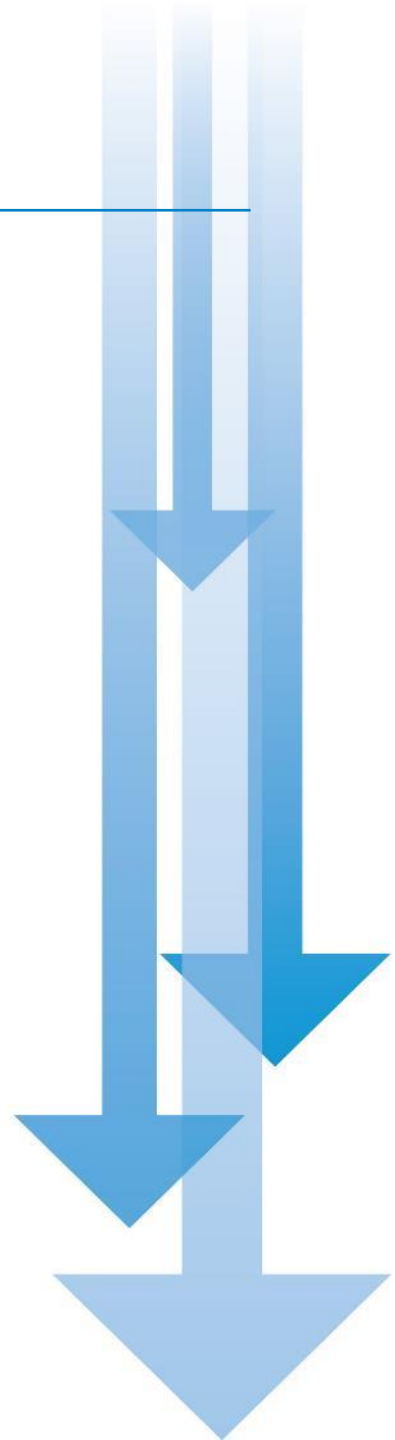
**MAJOR NON-CONFORMITY NOTED IN RED**

**Audits can be carried out anywhere in UK.**



# BDA Auditors & Management

Who will be carrying out the Audits and Quality Assuring them?





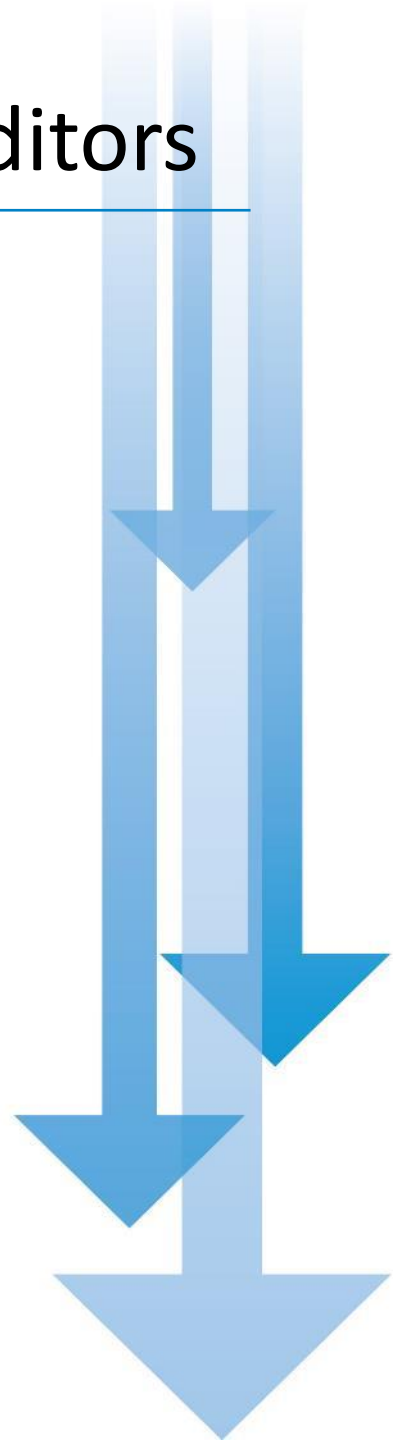
Lee Allardyce  
Land Drilling NVQ Ltd



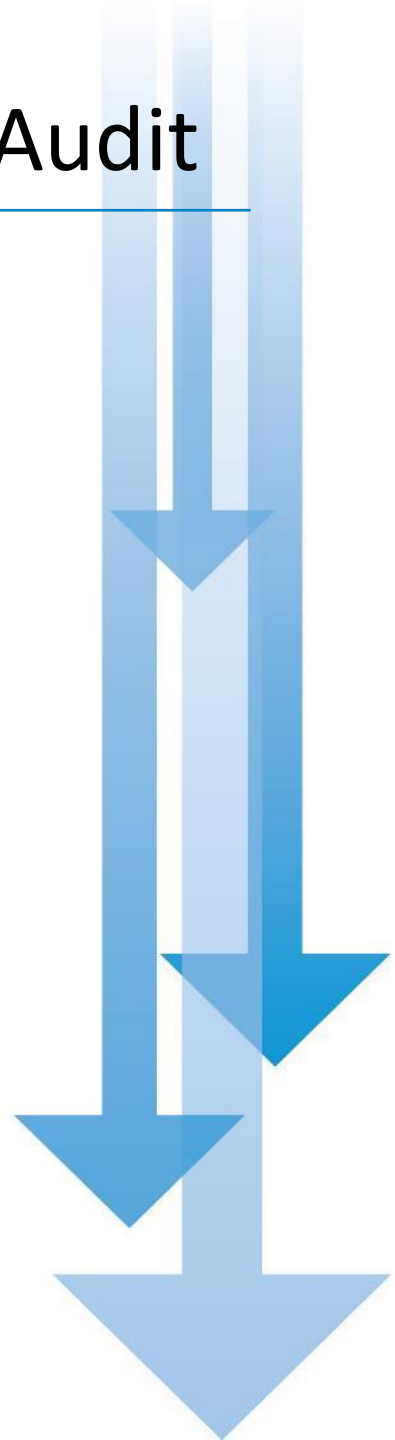
Philip Dainton  
Rotary Test Drilling Ltd



Andrew Frogley  
A Frogley Consulting

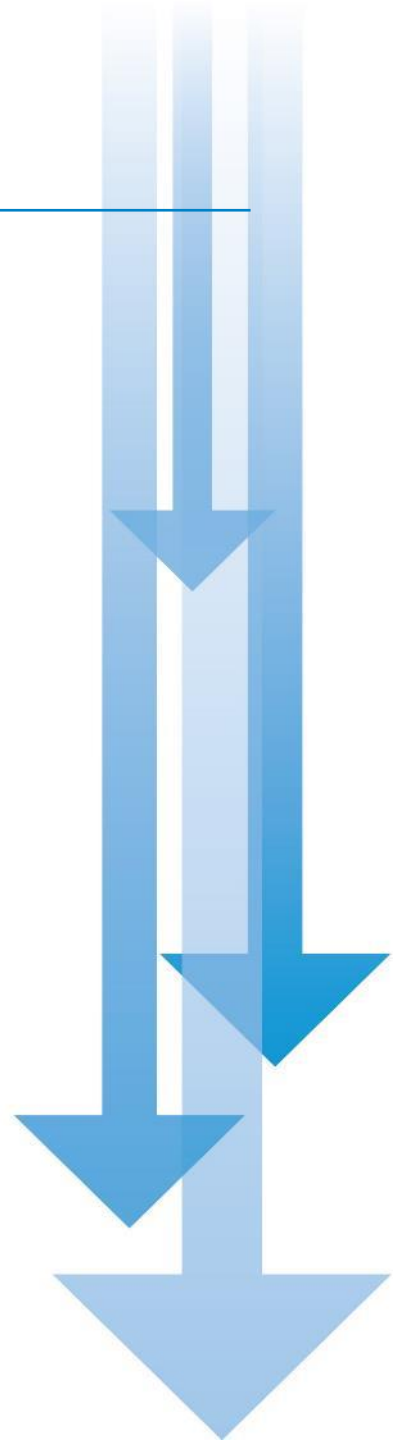


- Confirm Auditee location.
- Closest Auditor will be assigned.
- Different Auditor every year where possible.



## BDA Audit Management

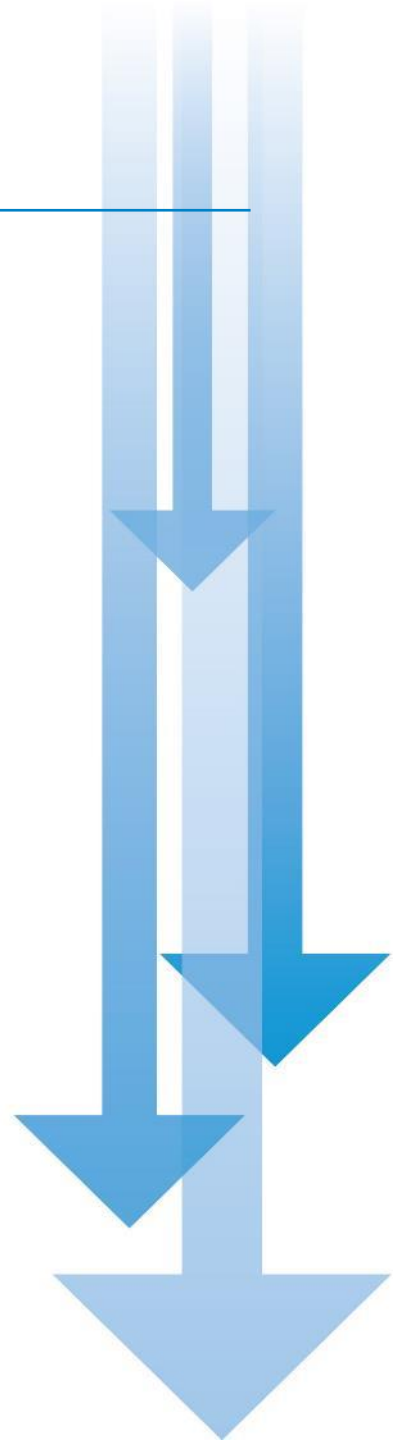
- Administration of Audit:
  - Collection of documentation
  - Invoicing
  - Assigning audit
- Quality Assurance





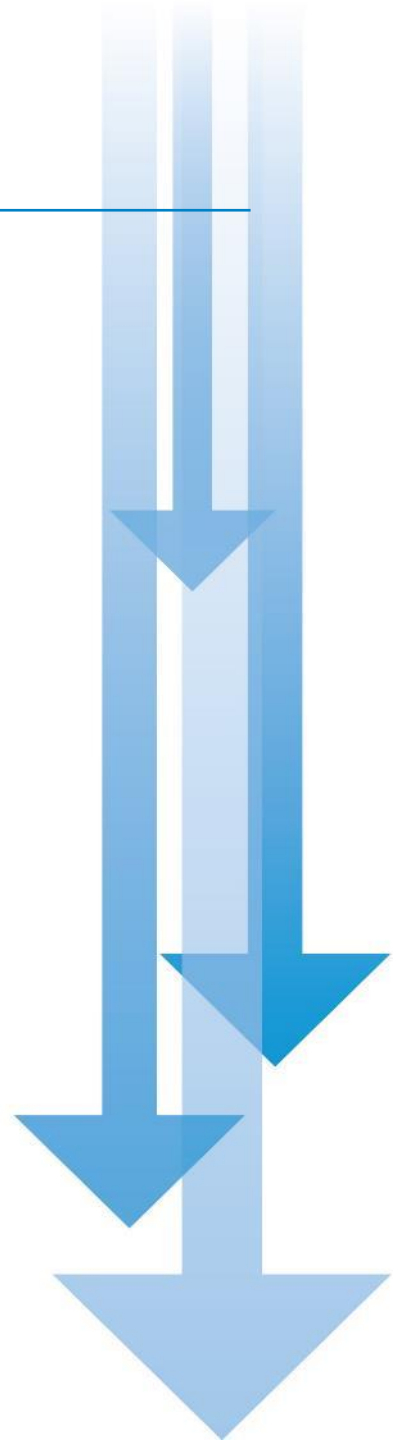
## Quality Assurance

- Consistency in Audits.
- Assurance of evidence and outcomes.
- Aiming for third-party endorsement.



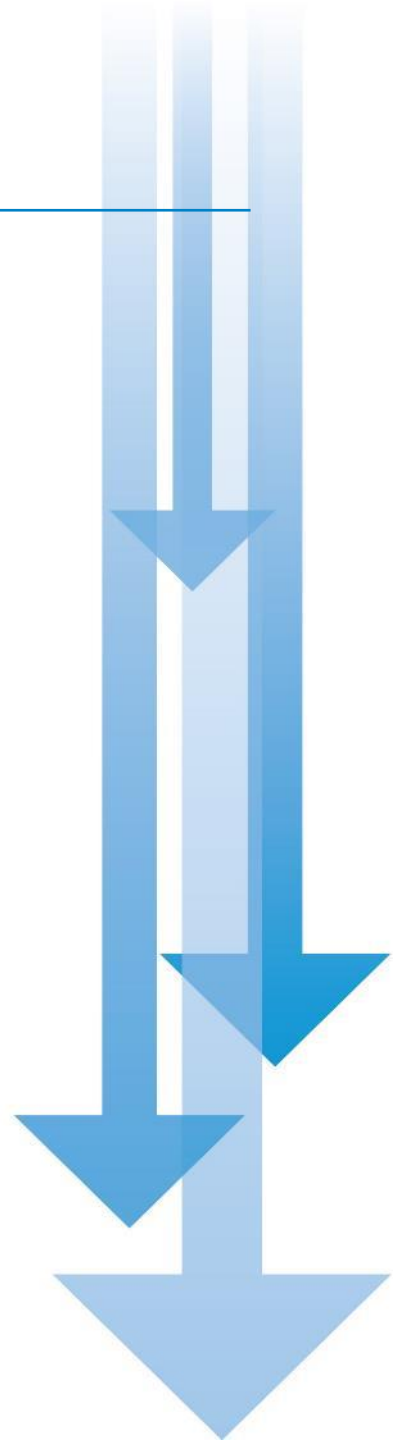
# BDA Audit Process

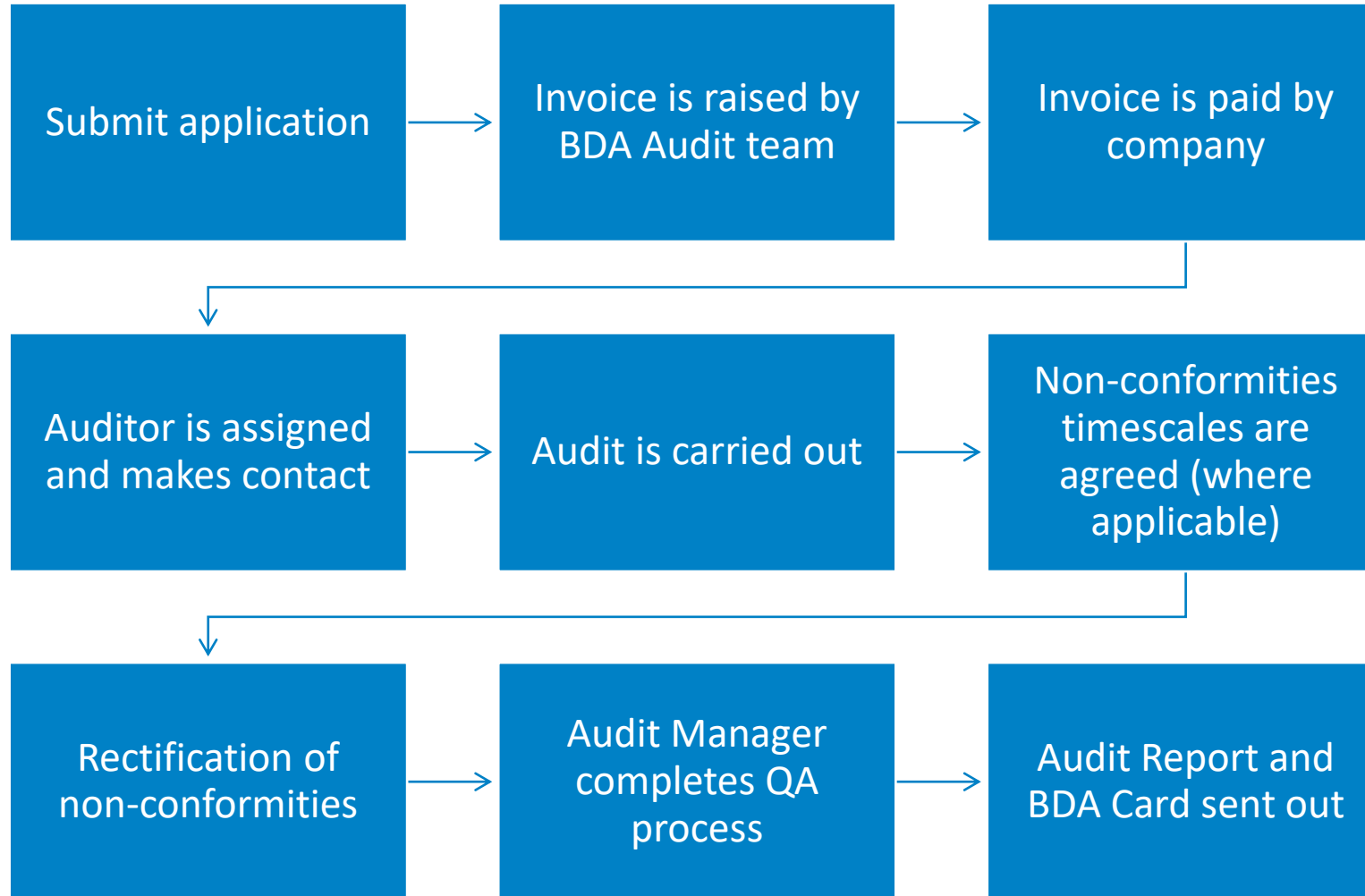
How is the Audit carried out and results given?



## Pre-Audit Requirements

1. Completed application form
2. Copy of VQ certificate (Front AND Back – VQ endorsement must be correct for discipline being audited)
3. Copy CSCS card (Front AND Back)
4. Current First Aid qualification
5. Payment in full of the Audit fee

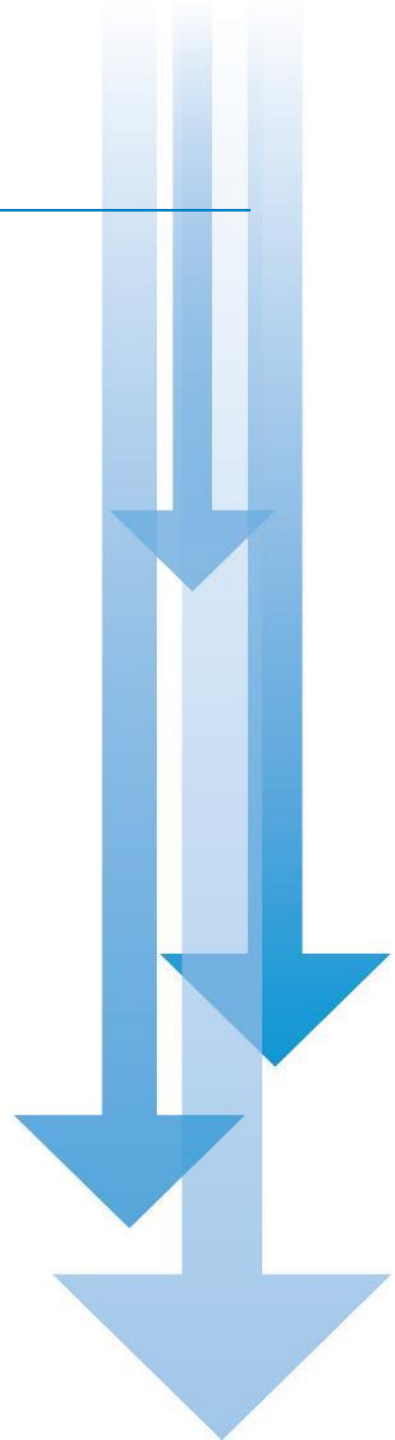




## BDA Audit Card



- Free, digital e-card.
- Direct communication with auditees.

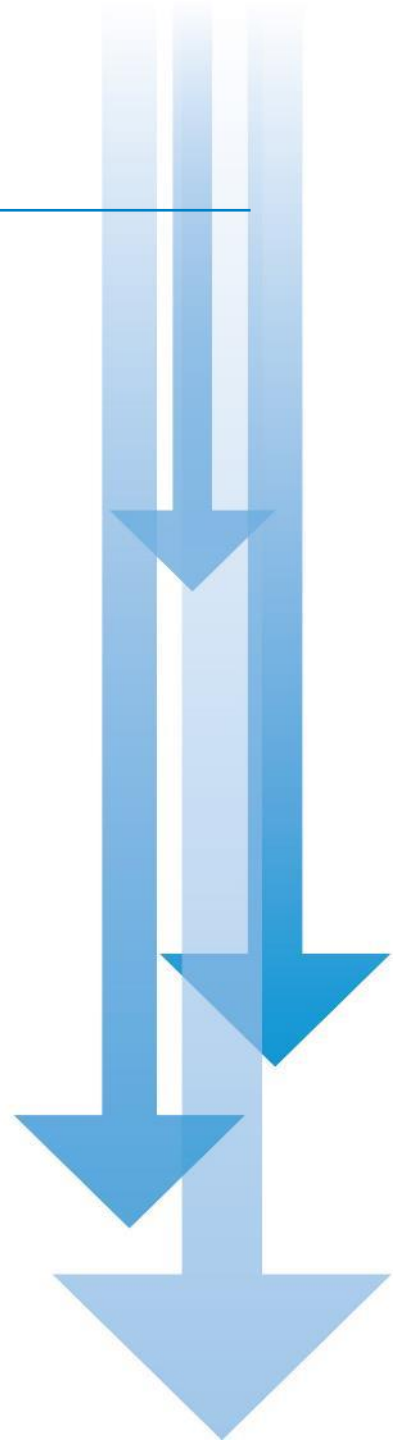


## Appeals Process

- Discuss with BDA Auditor
- Appeals within 7 days.
- The Appeals Panel includes:
  - BDA Audit Manager
  - Chair of the BDA
  - Chair of the BDA Safety Committee
  - Chair of the BDA Technical Committee
  - A non-involved BDA Auditor
- Decision within 28 days.

# FAQs

Frequently Asked Questions

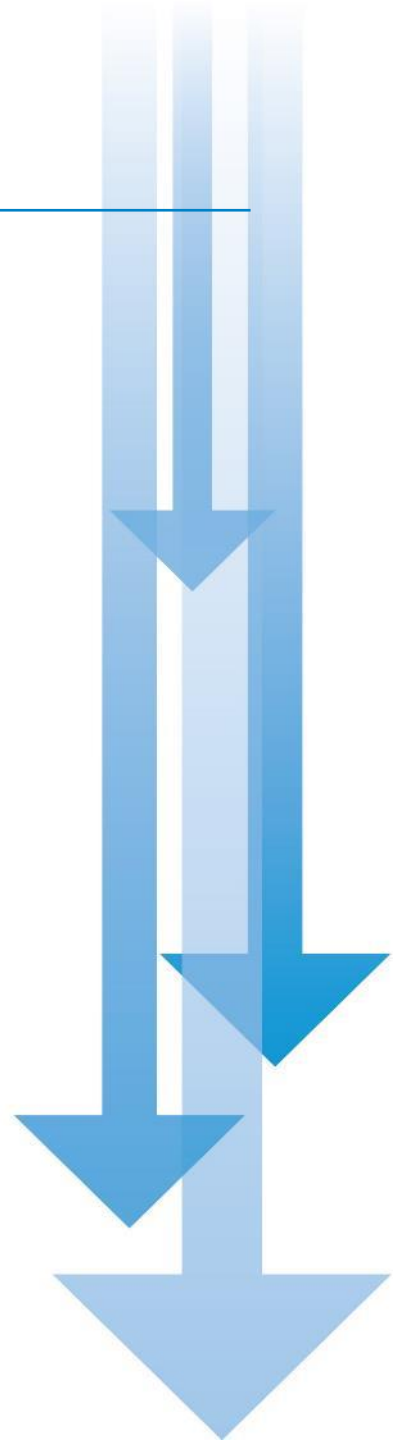


## Cost of Audit

£390 + VAT per Audit for BDA Members

£750 + VAT per Audit for non-BDA Members

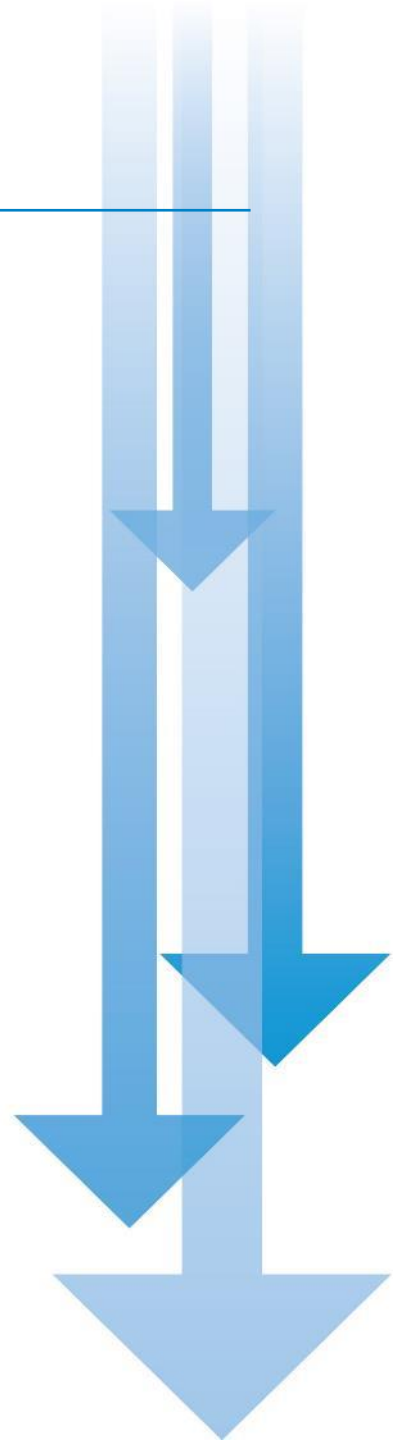
If a crew is audited together, the Support Operative is free.





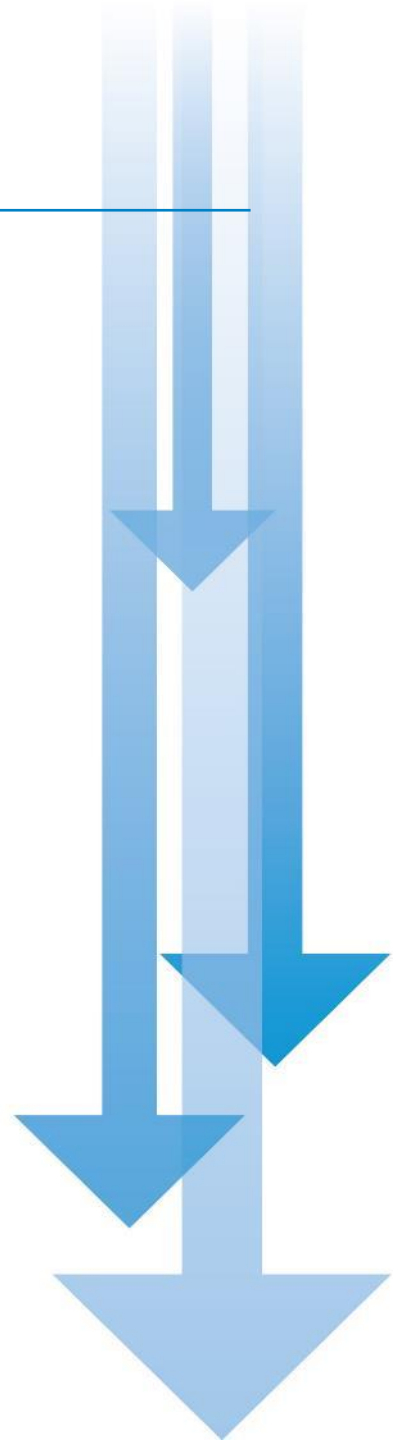
## Other Types of Audit

Broaden scope to Waterwall, Geothermal, etc.



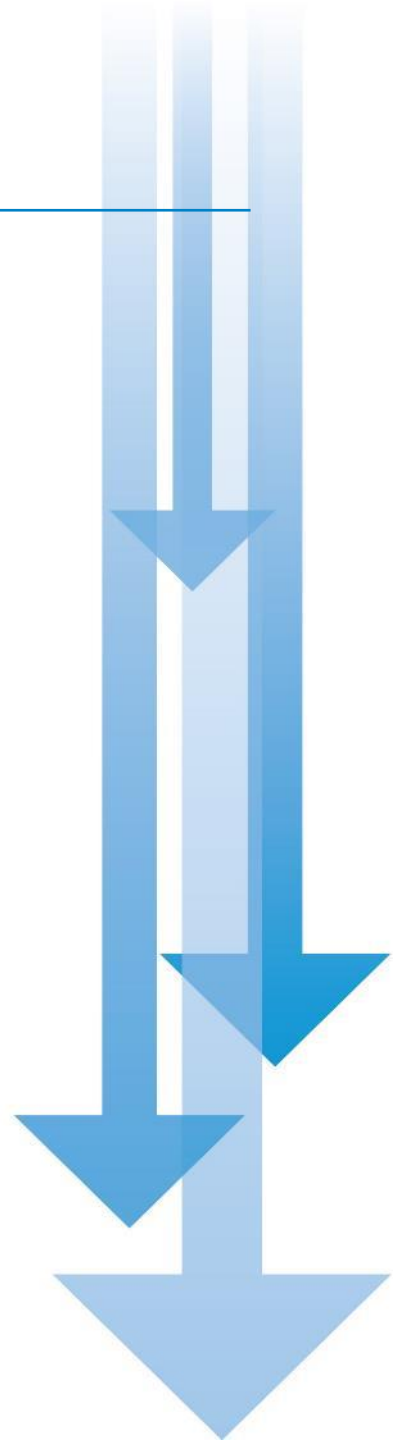
## Subcontractors

All subcontractors working for BDA Members should be audited.



# Panel Discussion

Any questions?



# Thank you for joining us!

Any further questions – [audit@britishdrillingassociation.co.uk](mailto:audit@britishdrillingassociation.co.uk)

