

Terms and Conditions

1. The auditee must be deemed competent prior to the booking of a BDA audit.
2. Full payment of the BDA audit fee must be made on submission of the application. Registration of the auditee will be completed within 7 days of receiving this payment.
3. When an audit for a drilling crew is being assessed, the employer must ensure that both auditees are working together.
4. The BDA audit fee covers the costs of registration of the auditee, BDA audit visits, completion of the BDA audit CSCS test and the provision of the digital CSCS BDA audit card. This fee is not transferrable.
5. It is the customer's responsibility to ensure the auditee(s) is available within 30 days of payment of the audit. Failure to ensure this will result in the audit payment being refunded, with a £50.00 administration fee retained, unless agreed with the BDA Audit Management. The registration and full audit fee must then be resubmitted to restart the audit process.
6. It is the customer's responsibility to provide accurate site locations and any associated training and or restrictions required for the attendance of a BDA auditor.
7. Should an audit be required to be cancelled, the BDA Audit Management must be notified, no later than 1800hrs on the day before the scheduled audit taking place. If notification is not received before this time, the BDA Audit Management will retain the full cost of the audit. The registration and full audit fee must then be resubmitted to restart the audit process.
8. All locations provided for a BDA audit must comply with current legislation; failure to ensure this will result in the BDA auditor leaving and the BDA Audit Management will retain the full cost of the audit. The registration and full audit fee must then be resubmitted to restart the audit process.
9. The BDA audits will take place within the UK, unless, otherwise agreed with the BDA Audit Management and customer; additional cost may apply.
10. In circumstances where the BDA audit location cannot be accessed by normal road going private cars, the customer arranging the BDA audit will ensure suitable arrangements are in place for transport of the auditor.
11. BDA audits can be carried out during night shifts and in the marine environment, however any such audits will be subject to an enhanced rate of BDA audit cost and may require an increased timescale to complete. These costs and time scales will be agreed with BDA Audit Management and customer prior to the BDA audit taking place.
12. The BDA auditor must be advised, prior to audit, of any parking restrictions and provided suitable alternative arrangements.
13. Any photographs or videos taken during audit may be used for BDA training and/or marketing purposes, unless advised of by the customer.
14. Any conduct perceived by the BDA auditor to be unacceptable will result in the audit being terminated. The fee will be withheld, and the matter investigated by the BDA Audit Manager.
15. The BDA Audit Management will collate, record, internally quality assure and present a completed BDA audit within 7 working days.
16. On successful completion of a BDA audit, the BDA audit card will be sent directly to the auditee and an electronic copy forwarded to the customer, along with an electronic copy of the audit report.
17. Failure to provide any relevant evidence required to successfully achieve BDA audit, within seven days of receiving the report, will result in an unsuccessful audit.
18. BDA insurance limits are £1 Million for public and product liability. Should this be deemed insufficient, the customer must contact the BDA Audit Management prior to the audit being conducted.

Disclaimer

The BDA believe the information contained within the audit report will be correct at the time of printing. The BDA do not accept responsibility for any consequences arising from the use of the information herein. The report is based on matters which are observed or came to the attention of the auditors during the day of the audit and should not be relied upon as an exhaustive record of all possible risks or hazards that may exist or potential improvements that can be made.