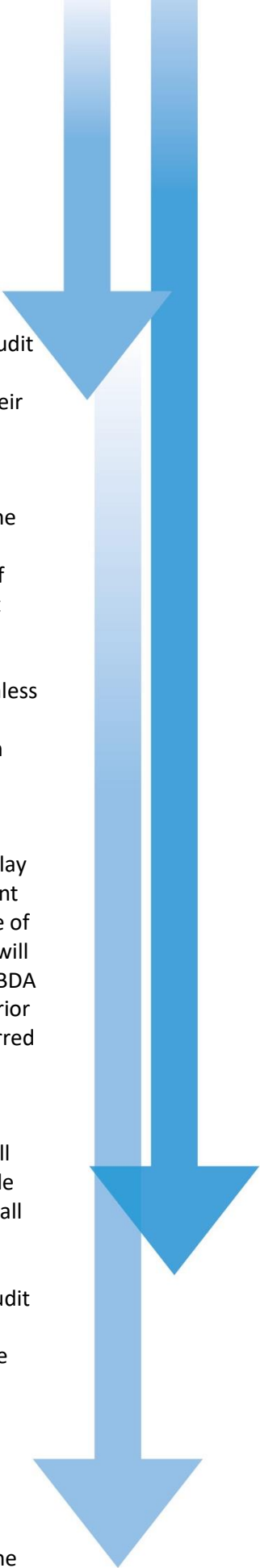


BDA Audit

Terms and Conditions

1. The auditee and employer must satisfy themselves that the auditee has sufficient experience (knowledge and practice) prior to enrolling for British Drilling Association (BDA) Audit. Any shortfalls within competence should be addressed with appropriate training, prior to the BDA Audit taking place.
 2. The BDA does not provide a guarantee that all auditees will be sufficiently competent to pass their BDA Audit.
 3. Full payment of the BDA Audit fee shall become payable with the submission of the application. Registration of the auditee will be completed/ registered within 7 days of payment.
 4. Where a crew is being assessed, the employer must ensure that both auditees are working on the same rig at time of BDA Audit.
 5. The BDA Audit fee covers the costs of registration of the auditee, BDA Audit visits, completion of the BDA Audit CSCS health & safety test and the provision of the digital BDA Audit / MP Connect card. This fee is not transferrable.
 6. It is the auditee's / auditee company responsibility to make themselves available for site BDA Audits, within 30 days of the BDA Audit registration being submitted, approved, and paid for, unless agreed with the BDA Audit Management.
 7. Should you fail to complete the audit within 6 months, or you are unable to provide access to an auditor within this timeframe, your audit will be cancelled, and your fee will not be refunded.
 8. It is the auditee's / auditee company responsibility to provide accurate site locations and supply information requested by the BDA Auditor regarding any site-specific restrictions or inductions.
 9. If auditees and/or their employers have a change of circumstance meaning that they need to delay or cancel a scheduled BDA Audit, they must advise their BDA Auditor and BDA Audit Management no later than 24hrs prior of a scheduled BDA Audit visit taking place. If notification of the change of circumstance is not received before this time, the full BDA Audit will be cancelled, and your fee will not be refunded. A new, repeat application and payment will then need to be submitted to the BDA Audit Management to rearrange a new audit visit. Should the audit be cancelled within 48hrs prior of a scheduled BDA Audit visit taking place, the BDA reserves the right to pass on any costs incurred by the auditors, this will be supported by the receipts / booking confirmations supplied by the auditor.
 10. All sites on which a BDA Audit is to be carried out must comply with current legislation and guidance, and the BDA Auditor will only assess within a safe working environment. Auditees shall have attended a site induction including site specific hazards and emergency procedures, suitable welfare facilities shall be available, all PPE shall be fit for purpose and worn, all safety devices shall be in place, compliant and operational. Failure to comply may result in the BDA Audit visit being terminated and the BDA Audit fee being charged to the Employer.
 11. The BDA Audits will normally take place within the UK, unless otherwise agreed with the BDA Audit Management. Additional cost may apply to visits outside the mainland.
 12. In circumstances where the BDA Audit location cannot be accessed by normal road-going private cars, the company arranging the BDA Audit will ensure suitable arrangements are in place for transport to the BDA Audit location.
 13. Auditors must be advised prior to audit of any parking restriction of the auditor's transport and proved suitable alternative arrangements where necessary.
 14. Where there are site-specific, specialist PPE requirements for all operatives and visitors to site, these specialist PPE items will be supplied to the BDA Auditor by the auditees' company. If an auditor is not made aware of specific PPE requirements and is refused entrance to a site, then the audit fee will be cancelled, and your fee not refunded.
 15. 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 increased timescale to complete. These costs and timescales will be agreed with BDA Audit Management prior to the BDA Audit taking place.
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16. BDA Auditors will carry out their audit against performance criteria set down in the current BDA Audit and all Standards, regulations and legislation applicable to ground investigation sites in the UK.
17. The BDA Auditors' auditing methods may include any or all of the following: verbal questioning, photos, video, recorded discussion, observation of product or collection of applicable site or machinery/tooling documentation.
18. Any photographs or videos taken during audit may be used for BDA training and/or marketing purposes, unless subject to contractual sensitivities and privacy.
19. The BDA cannot pre-determine the duration of each BDA Audit as this will be determined by the skills knowledge demonstrated by the auditee. For guidance, it is anticipated that an experienced auditee should need approximately 2-3 hours of observation and questioning in order for the audit to be satisfactorily carried out.
20. The BDA Audit Management will endeavour to ensure to visit, collect, record, internally quality assure and present a completed BDA Audit report containing all relevant information, to both the auditee(s) and auditees company as quickly and efficiently as possible. This will normally be within 7 working days, although is dependent on circumstance and timely collection and submission of all required evidence.
21. On successful completion of the BDA Audit procedure, the BDA Audit Card will be sent directly to the auditee and a JPG copy forwarded to the auditees' company representative identified on the application form, along with a PDF copy of the audit report.
22. Failure to provide all the relevant evidence to meet the criteria of the BDA Audit at the time of BDA Audit (or within an agreed timescale post-audit) will result in BDA Audit non-conformance being recorded. In order to rectify this outcome, the auditee will be required to complete the entire BDA Audit process again along with repeat auditing fees being charged and paid.
23. BDA insurance limits are £1 Million for public and product liability. Should the Audit be carried out on a site which requires additional cover, the company arranging the Audit shall include BDA under the project insurance.

Disclaimer

The BDA believe the information contained within the audit report will be correct at the time of recording. 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.