

British Drilling Association (BDA) Audit – Terms and Conditions**1. Competency Requirements**

The auditee and their employer must ensure the auditee has adequate experience, knowledge, and practical ability prior to registering for a BDA Audit. Any identified gaps in competence should be addressed through appropriate training before the audit takes place. All prospective auditees must have the following qualifications to be considered for a BDA audit:

- Full N/S Vocational Qualification in Land Drilling
 - This qualification must include the specific category and endorsement that the driller was assessed in during the course of their N/S VQ. Land Drilling endorsements include: Extractives, Ground Investigation, Geothermal, Water Well, Landfill, Grouting, Marine, Anchoring, Soil Nailing, Dewatering and Horizontal Directional. Categories include: Cable Percussion, Dynamic Sampling, Rotary and Sonic.
 - Auditees can only be audited on the endorsements and categories listed on their full N/S VQ certification.
- Full Blue Skilled CSCS Card
- First Aid Certification
- Asbestos Awareness Training Certification
- Manual Handling Training Certification
- Wire Rope Inspection Training Certification (only applicable to Cable Percussion, Rotary and Sonic Lead Drillers)

2. Audit Outcome

The BDA does not guarantee that an auditee will meet the required standard to pass the BDA Audit.

3. Payment and Registration

Full payment of the BDA Audit fee must be submitted with the application. Audits visits can only be arranged once full payment has been received.

4. Crew Audits

When a crew is being assessed, both auditees must be working on the same machine at the time of the audit. Drilling Support Operatives can be audited for free alongside a Lead Driller also undertaking an audit. Support Operatives are only eligible to be audited if they fulfil the audit qualification requirements as outlined in section 1 of this document.

- 4.1. No more than two Lead Drillers may be audited on the same machine within a 12-month period without prior approval from the BDA Audit Management.
- 4.2. If a previously audited machine is presented again within this period without consent, the BDA reserves the right to terminate the audit.

5. Fee Coverage

The BDA Audit fee covers:

- Auditee registration
- BDA site visits
- CSCS health and safety test (if requested)
- Issuance of the digital BDA Audit / MP Connect card

The fee is non-transferable and non-refundable except under specific circumstances detailed herein.

6. Availability for Audit

The auditee/company must ensure the auditee is available for site audit within 30 days of registration and payment unless otherwise agreed with the BDA Audit Management. Extensions to this time limit can be requested at the BDA Audit Management's discretion.

7. Audit Application Expiry

An audit registration is valid for six months. If you are unable to provide access to an auditor within this timeframe and no valid reasoning supplied to the audit management, the audit registration may be cancelled and the fee forfeited.

8. Cancellations and Changes

If an audit needs to be cancelled or rescheduled, at least 24 hours' notice must be given to both the auditor and BDA Audit Management.

- 8.1. Failure to notify within this timeframe will result in the forfeiture of the fee.
- 8.2. For audits booked on a Monday, notification of cancellation must be provided no later than close of business on the preceding Thursday to avoid forfeiture of the fee.
- 8.3. For audits booked on a Tuesday, notification of cancellation must be provided no later than close of business on the preceding Friday to avoid forfeiture of the fee.
- 8.4. For cancellations within 48 hours, the BDA reserves the right to recover any auditor expenses, supported by receipts or booking confirmations.

9. Site Compliance

Audit sites must meet legal and safety standards. Requirements include:

- Full site induction (hazards and emergency procedures)
- Suitable welfare facilities
- Correct and compliant PPE
- Operational safety devices

Failure to meet these may result in termination of the audit, and the fee will remain payable.

11. Audit Location

Audits are normally conducted in the UK unless otherwise agreed. Additional costs may apply for locations outside mainland UK.

11. Site Information

The auditee/company must provide accurate site locations and advise the BDA Auditor of any access restrictions or site-specific induction requirements.

12. Transport to Site

If the audit site is not accessible by standard private vehicle, the company must provide suitable transport arrangements for the auditor.

13. Parking

The auditee/company must notify auditors of parking restrictions in advance and arrange alternatives if required.

14. Specialist PPE

Where specialist PPE is required, it must be provided by the auditee/company.

- If entry is denied due to uncommunicated PPE requirements, and the audit cancelled, the audit fee will also be forfeited.

15. Night and Marine Audits

Audits conducted during night shifts or in marine/nearshore environments are subject to surcharges:

- Night shift (single audit): 2× standard rate
- Night shift (multiple audits): 1.5× standard rate
- Marine/nearshore (single audit): 1.5× standard rate (to cover auditor training)
- Marine/nearshore (multiple audits): To be agreed on a case-by-case basis with BDA Audit Management

16. Audit Standards

Auditors will assess performance against current BDA Audit criteria, as well as all relevant UK standards, regulations, and legislation applicable to the land drilling endorsement being assessed. Auditees are reminded to check the current audit handbook for any updates or additional requirements prior to audit taking place.

17. Audit Methods

Auditing methods may include:

- Verbal questioning
- Photographs or video recording
- Recorded discussion
- Observation
- Review of documentation related to site or machinery/tooling

18. Media Usage

Images or video captured during the audit may be used for BDA training or marketing unless contractual or privacy limitations apply.

19. Audit Duration

The time required for an audit will vary based on the auditee's demonstrated competence. As a guide, 2–3 hours of observation of the auditee carrying out his normal work which does not impact production. An additional 10–15 minutes of questioning may be required to cover any areas not witnessed during the observation, which is normally carried out during natural breaks in the work.

20. Audit Reporting

The BDA Audit Management will aim to complete and deliver audit reports within 7 working days, subject to timely receipt of all evidence.

21. Issuance of Audit Card

On successful completion, the BDA Audit Card will be issued via the Cardskipper app. It is the auditee's responsibility to complete the setup.

- A JPG of the card and a PDF of the audit report will be sent to the company representative listed on the application.

22. Non-conformances and non-achievement

If the auditee does not meet the audit criteria, or required evidence is not provided as agreed, a non-achievement will be recorded. A full repeat audit (including payment of fees) will be required.

23. Insurance

BDA maintains insurance cover of £1 million for public and product liability. If the audit site requires higher cover, the arranging company must include BDA under their project insurance.

Disclaimer

The BDA believes the information in the audit report to be accurate at the time of assessment. However, it accepts no liability for any consequences arising from its use. The report reflects findings observed on the day of the audit and is not intended as a comprehensive assessment of all potential hazards or risks.

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