Log of changes to BDA Audit Template

Template Version: BDA Audit - 003: Lead Driller or Crew

BRITISH DRILLING ASSOCIATION

Additional / removed questions

Change made	Suggested by	Discussed with	Implemented by	Date
Re-add questions on sampling / testing (i.e. is it being carried out to Standards)	LA	LA, KS, CS	CS	09/08/2021
Add sub-question for timbers underneath CP rig	LA	LA, KS, CS	CS	26/08/2021
Alter sequence of questioning for underground services section	KS	KS, CS	CS	26/08/2021
Remove labelling questions from discipline-specific section	AF	AF, KS, CS	CS	13/09/2021
Added in wireline winch guarding question	CS	KS, CS	CS	27/09/2021
Remove Factor of Safety question for lifting accessories	LA	LA, KS, CS	CS	28/10/2021
Remove questions on rope diameter	CS	KS, CS	CS	05/01/2022
Remove questions on location of unique IDs	CS	KS, CS	CS	05/01/2022
Remove second, duplicate PPE & COSHH question	AF	AF, KS, CS	CS	28/01/2022
Remove "ear protection adequate" question	LA	LA, AF, PD, KS, CS	CS	28/01/2022
Add question on damage to ferrule (in response to industry safety alert) – MINOR OR MAJOR	AF	AF, KS, CS	CS	28/01/2022
Add question to check condition of rope underneath weight (in response to industry safety alert) – MINOR OR MAJOR	AF	AF, KS, CS	CS	28/01/2022
Add question set on working at height (is it listed a risk, are measures in place?) - INFORMATION ONLY	CS	LA, AF, PD, KS, CS	CS	28/01/2022
Add question on engine leaks (if present, is it managed?) - INFORMATION ONLY	CS	LA, AF, PD, KS, CS	CS	28/01/2022
Add question on SPT borehole depth check - INFORMATION ONLY	LA	LA, AF, PD, KS, CS	CS	28/01/2022
Add professional discussion questions if testing/sampling/installs are not being witnessed during audit visit – SAME OUTCOMES AS IF PHYSICALLY OBSERVED	CS	ASG	CS	27/03/2022
Remove COVID questions	CS	ASG	CS	24/05/2022
Added in whip check question when air flushing	AF	AF, CS, KS	CS	29/07/2022
Removed question on First Aid procedure practice	ASG	ASG	CS	13/09/2022
Add parent question for corebox manual handling compliance	JS	CS, KS, JS	CS	22/11/2022
Add question: Can the auditee explain the site emergency incident procedure?	ASG	ASG	CS	20/02/2023
Remove corebox manual handling questions	ASG	ASG	CS	20/02/2023
Add in safety glasses question - INFORMATION ONLY	ASG	ASG	CS	20/02/2023
Working at Height questions to be added in	ASG	ASG	CS	01/09/2023
Add more specific questions to DS audits - more on condition of machine (Drive dolly, stabilising jacks, lay keys)	AF	AF, KS, CS	CS	10/01/2024
Add in questions about condition of hydraulic rams and damage to hoses to dynamic sampling set	AF	AF, KS, CS	CS	10/01/2024
Remove wire rope termination questions from dynamic sampling set	AF	AF, KS, CS	CS	10/01/2024
Add in questions regarding spare shoes, spare (clean/new) liners and liner sealing to dynamic sampling set	AF	AF, KS, CS	CS	10/01/2024
Add in question regarding PPE being used according to manufacturers instruction	HSC	HSC	CS	05/04/2024
Add in questions on wireline safe handling systems - safety cage, j-hook, tongs, lay keys – INFORMATION ONLY	HSC	HSC	CS	05/04/2024

All logged changes

Change made	Suggested by	Discussed with	Implemented by	Date
Re-add questions on sampling / testing	LA	LA, KS, CS	CS	09/08/2021
Remove all unnecessary instances of N/A as an answer	KS	KS, CS	CS	19/08/2021
Alter titling of dip tape / dip meter questions to better differentiate	AF	AF, KS, CS	CS	19/08/2021
Removed FOS 3:1 from rotary equipment questions	AF	AF, KS, CS	CS	19/08/2021
Downgraded auditee not labelling samples from minor to information only	AF	AF, KS, CS	CS	19/08/2021
Correct error of YES or NO for sampling question	AF	AF, KS, CS	CS	19/08/2021
Group the flush questions together as with samples	AF	AF, KS, CS	CS	26/08/2021
Remove 'Mark as failed' from observations	AF	AF, KS, CS	CS	26/08/2021

Add sub-question for timbers underneath CP rig	LA	LA, KS, CS	CS	26/08/2021
Alter sequence of questioning for underground services section	KS	KS, CS	CS	26/08/2021
Remove media requirement for emergency stop access	AF	AF, KS, CS	CS	13/09/2021
Adjusted wording for ROM requirement	AF	AF, KS, CS	CS	13/09/2021
Add in 6mm to wire rope size options	AF	AF, KS, CS	CS	13/09/2021
Remove one media requirement for drilling equipment & accessories	AF	AF, KS, CS	CS	13/09/2021
Alter media requirement from "Yes" to "No" workflow re date of inspection	AF	AF, KS, CS	CS	13/09/2021
SWL v winch capacity with drilling accessories - adjust question to winch being used	AF	AF, KS, CS	CS	13/09/2021
Remove labelling questions from discipline-specific section	AF	AF, KS, CS	CS	13/09/2021
Added link to BDA Handbook and outline RAG system on title page	RF	RF, KS, CS	CS	15/09/2021
Altered phrasing of flush control question	RF	RF, KS, CS	CS	27/09/2021
Altered phrasing of first aid emergency procedure question	RF	RF, KS, CS	CS	27/09/2021
Remove media requirement for service drawings	AF	AF, KS, CS	CS	27/09/2021
Added in "Yes, but no media evidence obtainable" answer to service drawings	AF	AF, KS, CS	CS	27/09/2021
Corrected request for Lead Driller signature in Support Op conclusion	AF	AF, KS, CS	CS	27/09/2021
Altered ear protection questions	KS	KS, CS	CS	27/09/2021
Move SPT questions purely to quality conformance & altered order of questions	KS	KS, CS	CS	27/09/2021
Added in wireline winch guarding question	CS	KS, CS	CS	27/09/2021
Altered workflow of wireline winch to ask if it is in use	CS	KS, CS	CS	27/09/2021
Removed media requirement for SWL on lifting accessories	CS	KS, CS	CS	27/09/2021
Added in Dando 175 to picklist	AF	AF, KS, CS	CS	04/10/2021
Removed duplicate media requirement for lifting accessory certification	AF	AF, KS, CS	CS	04/10/2021
Remove Factor of Safety question for lifting accessories	LA	LA, KS, CS	CS	28/10/2021
Downgrade COVID questions to minor non-conformance	KS	KS, CS, JC	CS	28/10/2021
Removal of 'Supply evidence post audit' for all thorough examination certs	AF	AF, KS, CS	CS	09/12/2021
Multiple selection on rotary quality conformance questions	AF	AF, KS, CS	CS	09/12/2021
Remove rectification evidence from 'improvements' on thorough exam certs	AF	AF, KS, CS	CS	20/12/2021
Remove questions on rope diameter	CS	KS, CS	CS	05/01/2022
Remove questions on location of unique IDs	CS	KS, CS	CS	05/01/2022
Rephrase multiple choice questions to be strictly YES/NO for better data	CS	KS, CS	CS	05/01/2022
Make fire extinguisher answers multiple selection	AF	AF, KS, CS	CS	28/01/2022
Remove second, duplicate PPE & COSHH question	AF	AF, KS, CS	CS	28/01/2022
Remove "ear protection adequate" question	LA	LA, AF, PD, KS, CS	CS	28/01/2022
Alter sequence of questioning for CP base support	LA	LA, AF, PD, KS, CS	CS	28/01/2022
Add question on damage to ferrule (in response to industry safety alert) – MINOR OR MAJOR	AF	AF, KS, CS	CS	28/01/2022
Add question to check condition of rope underneath weight (in response to industry safety alert) – MINOR OR MAJOR	AF	AF, KS, CS	CS	28/01/2022
Add question set on working at height (is it listed a risk, are measures in place?) - INFORMATION ONLY	CS	LA, AF, PD, KS, CS	CS	28/01/2022
Add question on engine leaks (if present, is it managed?) - INFORMATION ONLY	CS	LA, AF, PD, KS, CS	CS	28/01/2022
Add question on SPT borehole depth check - INFORMATION ONLY	LA	LA, AF, PD, KS, CS	CS	28/01/2022
Add 'quarantine' option for CP drilling accessories	AF	AF, CS, KS	CS	22/02/2022
Auxiliary winch fail to safe - "unknown" option added	AF	AF, CS, KS	CS	22/02/2022
Added logic for disturbed samples - are samples available on site, but sampling not observed during audit visit?	CS	KS, CS	CS	22/02/2022
Add N/A to SPT self penetration	AF	AF, CS, KS	CS	28/02/2022
Add 'traffic management' option to work area protection list	AF	AF, CS, KS	CS	27/03/2022
Make "what services are present" drop-down multi-answer	AF	AF, CS, KS	CS	27/03/2022
Remove media requirement for coreliner being used	AF	AF, CS, KS	CS	27/03/2022
Add N/A for corebox temperature damage	AF	AF, CS, KS	CS	27/03/2022
Add professional discussion questions if testing/sampling/installs are not being witnessed during audit visit – SAME OUTCOMES AS IF PHYSICALLY OBSERVED	CS	ASG	CS	27/03/2022

Move audit location to Title Page to pick up locations in iAuditor Analytics	RF	RF, CS, KS	CS	20/04/2022
Add N/A for flush control	CS	PD, CS, KS	CS	06/05/2022
Remove COVID questions	CS	ASG	CS	24/05/2022
Add N/A for 3:1 certification where DoC is in date	AF	AF, CS, KS	CS	29/07/2022
Added in whip check question when air flushing	AF	AF, CS, KS	CS	29/07/2022
Adjusted wording for SWL requirement on lifting equipment & accessories	ASG	ASG	CS	13/09/2022
Added in 'Information' regarding certain SWLs not needing to exceed winch capability	ASG	ASG	CS	13/09/2022
Downgrade "no SWL mark" from minor to observation	AF	LA, AF, CA, KS, CS	CS	13/09/2022
Upgrade lack of asbestos awareness to a minor from an observation	ASG	ASG	CS	13/09/2022
Moved maps & plans questions inside of "responsibility for marking out" question	AF	LA, AF, CA, KS, CS	CS	13/09/2022
Moved all CPD questions to the top of the audit	LA	LA, AF, CA, KS, CS	CS	13/09/2022
Removed question on First Aid procedure practice	ASG	ASG	CS	13/09/2022
Add parent question for corebox manual handling compliance	JS	CS, KS, JS	CS	22/11/2022
Move coreliner "sealing" question to be child of "Is coreliner being used?"	T&S	CS, KS, JS	CS	22/11/2022
"Is coreliner being used" downgraded to information only, not a minor if "no"	T&S	CS, KS, JS	CS	22/11/2022
Add question: Can the auditee explain the site emergency incident procedure?	ASG	ASG	CS	20/02/2023
Remove corebox manual handling questions	ASG	ASG	CS	20/02/2023
Add in safety glasses question - INFORMATION ONLY	ASG	ASG	CS	20/02/2023
Alter question on 'Does the SO want to become a LD' to track whether they are already a LD	AF	KS, CS	CS	01/09/2023
Altered ordering of questions - new section titles added for HSE & Machine Safety, Quality Conformance	CS	KS, CS	CS	01/09/2023
Add in prompts to auditors for type of evidence required - introduce requests for video/audio Professional Discussions	AUDITORS	LA, AF, CA, KS, CS	CS	01/09/2023
Permit to break ground question - remove additional information about 'all parties', 'date range' etc.	ASG	ASG	CS	01/09/2023
Working at Height questions to be added in	ASG	ASG	CS	01/09/2023
Add more specific questions to DS audits - more on condition of machine (Drive dolly, stabilising jacks, lay keys)	AF	AF, KS, CS	CS	10/01/2024
Add in questions about condition of hydraulic rams and damage to hoses to dynamic sampling set	AF	AF, KS, CS	CS	10/01/2024
Remove wire rope termination questions from dynamic sampling set	AF	AF, KS, CS	CS	10/01/2024
Add in questions regarding spare shoes, spare (clean/new) liners and liner sealing to dynamic sampling set	AF	AF, KS, CS	CS	10/01/2024
Add in question regarding PPE being used according to manufacturers instruction	HSC	HSC	CS	05/04/2024
Add in questions on wireline safe handling systems - safety cage, j-hook, tongs, lay keys – INFORMATION ONLY	HSC	HSC	CS	05/04/2024