**Safe Work Requirement**

Inspection Auditing and Reporting PROCEDURE

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# PURPOSE

The purpose of this procedure is to establish a companywide format for the implementation and maintenance of a planned inspection system. This will ensure that key aspects of the ECDC facilities, DOP, Procedures are covered by a scheduled inspection program and that a follow up system is in place to ensure that corrective actions are promptly taken to deal with any identified hazards.

# APPLICATIONS

This procedure will apply at all locations where ECDC personnel are employed.

The requirements of this procedure are to be observed by all personnel involved in either the administration of the program or the execution of the individual planned inspections.

# DEFINITION

Planned Inspections reduce the exposure to unsafe conditions by the systematic examination of worksite facilities, tools and equipment against a controlled checklist. The timing of planned inspections and audits refer to audit plan.

# RESPONSIBILITIES



## Operations Manager, Technical Manager, HSE Manager

1. Conduct an inspection and audit for the rig area.
2. The integrity internal audit must be completed at a minimum every 6 months but can be performed as routinely as desired. Refer to ECDC self-audit plan.
3. Ensure that any hazards or defective findings are entered in ECDC Hunt Register. (for management)

## Rig Manager or Tool pusher

1. Inform all employees of their duty to report all unsafe acts or conditions under their supervisor utilizing the STOP Program.
2. Ensure that this procedure is complied with.
3. Do a prompt follow-up and take any remedial actions necessary to correct deficiencies.
4. Conduct an inspection with Rig Managers walk around check.
5. Review and correct deficiencies in
6. ECDC-RIG\_XXX\_Corrective\_Action\_Register.(for rig self)

## Driller

1. Conduct an inspection using the Weekly Drillers Checklist.
2. Report findings to the Rig Manager and Tool Pusher
3. Communicate with the HSE Supervisor to include findings in RIG\_XXX\_Corrective\_Action\_Register.

## Assistant Driller

1. May be required to assist in any or all inspections.
2. May be required to assist in any or all corrective actions identified during inspections.

## Mechanic

1. Ensure that the Forklift and Crane are inspected on a weekly basis.
2. Report deficiencies to the Rig Manager and HSE Supervisors
3. Fixed deficiency if he is capable to do so.
4. Enter any faults found that are not immediately rectifiable onto RIG\_XXX\_Corrective\_Action\_Register. and bring to the Rig Managers and Tool pushers attention.
5. Complete any specific equipment inspections and inspect any other equipment not specified in this procedure.

## Crew Members

All crew members may, at any time, be called on to carry out a Daily Safety Walkabout of any area. It is their responsibility to complete a thorough inspection and promptly return the inspection form to the Driller.

## General

It is the responsibility of all employees to report hazards and/or unsafe conditions immediately to their supervisors utilizing the STOP Program.

# PROCEDURES



## General

Planned Inspections reduce the exposure to unsafe conditions by systematic examination of the Rig’s facilities, tools and equipment. The following procedure standardizes the format and schedule of an inspection program that covers all of the Rig’s equipment and work areas while enforcing a prompt follow up to substandard items.

## Administration

The Rig Manager is the administrator / controller for the inspection system. The Rig Manager will issue all other inspection / checklists to the Tool pusher or Driller as they become due as per the HSE Schedule who in turn will pass them on to the person responsible for the area or equipment.

## Conducting the Inspection

The inspections are to be conducted by the responsible person for the area. The inspection forms are to be completed accurately after a detailed examination and returned to the Tool pusher or Driller for checking.

## Follow Up

All completed inspection forms are then to be returned to the Rig Manager. He will review them for any outstanding items or defects and the action items will then be transferred onto Rig Corrective Action Register (filled by Rig HSE SV). Items raised by any type of inspection reports that are of a minor or moderate hazard level and can be rectified immediately, must be done and the inspection report form amended and filed. Items raised that are of a Serious or Major hazard level, or any hazard where rectification will be delayed for any reason such as:

1. The purchase of necessary items
2. Lack of available manpower
3. An engineered solution required

While result in the item being entered onto the Rig Corrective Action Register. Any items discovered at random by any member of crew that fall into this category must also be entered.

## Monitoring

1. Once all findings have been reviewed by the Dept. Managers they can be filed in to the Hazard Hunt register for management tracking and close out in a timely manner.
2. A copy of the Hazard Hunt Register must be forwarded among GWDC Depts. on a monthly basis, complete with details of the status of each item, i.e., date completed or the reason for delay.
3. The Operations dept. will review the Hazard Hunt Register as will the HSE Department to identify trends for the planning of corrective actions.
4. The GWDC Management shall review the Hazard hunt Register during each visit and discuss progress with the Rig Manager on any outstanding items from the Hazard Hunt Register.
5. The Maintenance System is also a form of Planned Inspections, and as such, its results will be monitored any defects raised must be noted and done
6. The HSE Manager will audit the filing system in accordance with the audit schedule.
7. Rig self check, inspection will be included in Rig CAR.

# RECORDS

All findings must be kept on location for auditing and review. After the initial period of record keeping, a minimum of twelve months of records must be retained at all times.

A copy of the Hazard hunt Register shall be forwarded to the Operations and HSE dept. on a monthly basis for review. After the initial period of record keeping, a minimum of twelve months of Hazard Hunt Registers must be retained at all times.

6.1 **BSA-ECDC-HS-CL-O004-01-General HSE Audit Report template v1.0**

**6.2 BSA- ECDC -HS-CL-O004-02-Client Hired Contractors on site Pre - Checklist v1.0**

**6.3 BSA- ECDC -HS-CL-O004-03-Leadership Site Visit Checklist v1.0**

**6.4 BSA- ECDC -HS-CL-O004-04-Leadership Site Visit Record v1.0**

**6.5 BSA- ECDC -HS-CL-O004-05-Leadership Site Visit Register v1.0**

**6.6 BSA- ECDC -HS-CL-O004-06-Corrective Action Register v1.0**