



## NZ Non-hydrocarbon Drilling Rig/Site Inspection

This inspection/audit check sheet is for the minimum requirements of the non-hydrocarbon drilling industry and does not include non-hydrocarbon drilling rigs that are operating on a hydrocarbon drill site or drilling for CSG or Geothermal exploration.

|                            |  |                  |  |
|----------------------------|--|------------------|--|
| <b>Drilling Company</b>    |  | <b>Inspector</b> |  |
| <b>Date</b>                |  | <b>Driller</b>   |  |
| <b>Drill Site location</b> |  |                  |  |

| No.                | Item   | Yes | No<br>Critical<br>Major<br>Minor | Corrective actions | Expected close<br>out date | Date closed<br>out |
|--------------------|--|-----|----------------------------------|--------------------|----------------------------|--------------------|
| <b>Site Safety</b> |  |     |                                  |                    |                            |                    |
| 1                  | Is there a multiple hazard /site hazards signage at entrance to site |     |                                  |                    |                            |                    |
| 2                  | Is the visitor's register up to date                                 |     |                                  |                    |                            |                    |
| 3                  | Are site inductions being carried out                                |     |                                  |                    |                            |                    |
| 4                  | Are toolbox / prestart meetings being held daily                     |     |                                  |                    |                            |                    |
| 5                  | Are pre-start check lists being completed daily                      |     |                                  |                    |                            |                    |

| <b>No.</b> | <b>Item</b>   | <b>Yes</b> | <b>No<br/>Critical<br/>Major<br/>Minor</b> | <b>Corrective actions</b> | <b>Expected close<br/>out date</b> | <b>Date closed<br/>out</b> |
|------------|---|------------|--|---------------------------|------------------------------------|----------------------------|
| 6          | Is the correct PPE being worn as per site signage and site induction                                      |            |  |                           |                                    |                            |
| 7          | Are SDS sheets available on site for hazardous and dangerous goods  |            |  |                           |                                    |                            |
| 8          | Is there a site-specific Emergency Response Plan available on-site  |            |  |                           |                                    |                            |
| 9          | Are there SWMS (Safe Work Method Statement) /JSA's for all operations on-site and signed off by employees |            |  |                           |                                    |                            |
| 10         | Is perimeter site fencing adequate, secured (if appropriate and or required)                              |            |  |                           |                                    |                            |
| 11         | Is there a hazard reporting system in place. Eg take 5  |            |  |                           |                                    |                            |
| 12         | Are JSA blank forms available and being used for non-standard operations                                  |            |  |                           |                                    |                            |

| <b>No.</b> | <b>Item</b>   | <b>Yes</b> | <b>No<br/>Critical<br/>Major<br/>Minor</b> | <b>Corrective actions</b> | <b>Expected close<br/>out date</b> | <b>Date closed<br/>out</b> |
|------------|---|------------|--|---------------------------|------------------------------------|----------------------------|
| 13         | Is there appropriate “working at heights” safety harness and associated equipment available. Is there documentation for visual inspections and annual inspections<br>Refer to:<br><a href="https://worksafe.govt.nz/dmsdocument/500-best-practice-guidelines-for-working-at-height-in-new-zealand">https://worksafe.govt.nz/dmsdocument/500-best-practice-guidelines-for-working-at-height-in-new-zealand</a> |            |  |                           |                                    |                            |
| 14         | Has electrical equipment been tested and tagged within 3 months for outdoor equipment   |            |  |                           |                                    |                            |
| 15         | Is there appropriate firefighting equipment available for each piece of plant and do they have “Current test certificates”  |            |  |                           |                                    |                            |
| 16         | Is a spill kit available and appropriately stocked to suit the drilling operation   |            |  |                           |                                    |                            |
| 17         | Housekeeping- Is site tidy and well organised   |            |  |                           |                                    |                            |

| <b>No.</b>                        | <b>Item</b>   | <b>Yes</b> | <b>No<br/>Critical<br/>Major<br/>Minor</b> | <b>Corrective actions</b> | <b>Expected close<br/>out date</b> | <b>Date closed<br/>out</b> |
|-----------------------------------|---|------------|--|---------------------------|------------------------------------|----------------------------|
| 18                                | Is there appropriate first aid kit/s available, well stocked and suitable for the number of people on site and site location  |            |  |                           |                                    |                            |
| 19                                | Is there any confined spaces on-site requiring "Confined Space Permit"  |            |  |                           |                                    |                            |
| 20                                | Is there any hot work being carried out on site requiring a "Hot Work Permit"   |            |  |                           |                                    |                            |
| 21                                | Is fuel and oil stored, banded and labelled correctly   |            |  |                           |                                    |                            |
| 22                                | Is there a skills training matrix available on site or from the office  |            |  |                           |                                    |                            |
| <b>Drilling Equipment General</b> |   |            |  |                           |                                    |                            |
| 24                                | Has there been visual checks of mast condition carried out recently, including any cracking or structural damage and has this been recorded on rig monthly inspection check sheet |            |  |                           |                                    |                            |

| <b>No.</b> | <b>Item</b>   | <b>Yes</b> | <b>No<br/>Critical<br/>Major<br/>Minor</b> | <b>Corrective actions</b> | <b>Expected close<br/>out date</b> | <b>Date closed<br/>out</b> |
|------------|---|------------|--|---------------------------|------------------------------------|----------------------------|
| 25         | Are the mast locking pins/bolts secured in place?   |            |  |                           |                                    |                            |
| 26         | Are the main and auxiliary winch ropes in good condition and free from any obvious defects e.g. broken wires, corrosion, excessive wear, kinks, deformation or damage to terminations.<br>Is the condition of the ropes recorded on Rig Pre-Start or weekly inspection?<br>Is a rope register available from office |            |  |                           |                                    |                            |
| 27         | Are the anchor points for winch ropes rated and marked with WLL (Working Load Limit)  |            |  |                           |                                    |                            |
| 28         | Is the lifting equipment tagged and in good condition?<br>Is a lifting equipment register available from the office<br><i>Refer to WorkSafe load-lifting rigging code of practice</i>   |            |  |                           |                                    |                            |

| <b>No.</b> | <b>Item</b>   | <b>Yes</b> | <b>No<br/>Critical<br/>Major<br/>Minor</b> | <b>Corrective actions</b> | <b>Expected close<br/>out date</b> | <b>Date closed<br/>out</b> |
|------------|---|------------|--|---------------------------|------------------------------------|----------------------------|
| 29         | Are all pull down/up ropes/chains in good condition and recorded on the pre-start or weekly inspections.<br>Are pull down/up ropes recorded on the wire rope register |            |  |                           |                                    |                            |
| 30         | All rotating parts/pipe guarded while rotating.<br><i>Refer WorkSafe-Safe use of Machines 7.2 and AS4021.1501</i>   |            |  |                           |                                    |                            |
| 31         | Foot clamps/pipe slips pinch points identified with warning signage   |            |  |                           |                                    |                            |
| 32         | Break out spanner is fit for purpose – no non-proprietary rig modified hand tools being used under power  |            |  |                           |                                    |                            |
| 33         | Are the emergency stops working correctly   |            |  |                           |                                    |                            |
| 34         | Are all pressure gauges working correctly   |            |  |                           |                                    |                            |
| 35         | Hydraulic hoses are in good condition- with 12 monthly hose inspection available from office  |            |  |                           |                                    |                            |

| No.                                     | Item  | Yes | No<br>Critical<br>Major<br>Minor | Corrective actions | Expected close<br>out date | Date closed<br>out |
|---|---|-----|----------------------------------|--------------------|----------------------------|--------------------|
| <b>Specific for Mud Rotary Drilling</b> |   |     |                                  |                    |                            |                    |
| 36                                      | Are the relief valves set to correct pressures, <b>lock out and certified 12 monthly ?</b>            |     |                                  |                    |                            |                    |
| 37                                      | Are the high-pressure mud hoses correctly rated   |     |                                  |                    |                            |                    |
| 38                                      | Are whip socks fitted to all high-pressure mud lines with twin anchor points                          |     |                                  |                    |                            |                    |
| 39                                      | Are the mud tanks/pits fenced or covered?   |     |                                  |                    |                            |                    |
| 40                                      | Are mud containers/bags stored correctly  |     |                                  |                    |                            |                    |
| 41                                      | Is specific PPE available for mixing muds e.g. dust masks, long rubber gloves, safety glasses/goggles |     |                                  |                    |                            |                    |
| 42                                      | Is the mud pump circulating pressure gauge working correctly  |     |                                  |                    |                            |                    |

| No.  | Item  | Yes | No<br>Critical<br>Major<br>Minor | Corrective actions | Expected close out date | Date closed out |
|--|---|-----|----------------------------------|--------------------|-------------------------|-----------------|
| <b>Drilling Equipment Specific to High Pressure Air Drilling – Continuous air pressure between 120 and 350 psi</b> |   |     |                                  |                    |                         |                 |
| 43   | Are whip socks fitted to all high-pressure air lines and anchored with twin mounts and rated shackles   |     |                                  |                    |                         |                 |
| 44   | Are calibration certificates for relief valves checked annually and 5 yearly for receiver tanks   |     |                                  |                    |                         |                 |
| 45   | Is any dust suppression needed, is any dust generated appropriately suppressed  |     |                                  |                    |                         |                 |
| 46   | Are all high-pressure gauges working correctly  |     |                                  |                    |                         |                 |
| <b>Drilling Equipment – Specific to <b>Boosted</b> High Pressure Air – Continuous air pressure above 350 psi</b>   |   |     |                                  |                    |                         |                 |
| 47   | Are the booster compressor relief valves certified annually and the tanks certified every 5 years. Is the booster emergency stop operating and is it able to be remotely controlled from the compressor |     |                                  |                    |                         |                 |



| <b>No.</b>                                      | <b>Item</b>   | <b>Yes</b> | <b>No<br/>Critical<br/>Major<br/>Minor</b> | <b>Corrective actions</b> | <b>Expected close<br/>out date</b> | <b>Date closed<br/>out</b> |
|---|---|------------|--|---------------------------|------------------------------------|----------------------------|
| 48  | Are dust masks P2 rated, if working in dust   |            |  |                           |                                    |                            |
| 49  | Are the high-pressure discharge air hoses fitted with full length whip socks<br>Are the high-pressure discharge hoses rated to the correct temperature and pressure<br>Are all hoses on the high-pressure hose register |            |  |                           |                                    |                            |
| 50  | Are non-return valves fitted on booster delivery lines  |            |  |                           |                                    |                            |
| 51  | Is there signage displayed for high pressure air work   |            |  |                           |                                    |                            |
| <b>Specific Geotechnical Drilling Equipment</b> |   |            |  |                           |                                    |                            |
| 52  | Is the SPT hammer appropriately guarded when being operated   |            |  |                           |                                    |                            |

| <b>No.</b>                                       | <b>Item</b>   | <b>Yes</b> | <b>No<br/>Critical<br/>Major<br/>Minor</b> | <b>Corrective actions</b> | <b>Expected close<br/>out date</b> | <b>Date closed<br/>out</b> |
|--|---|------------|--|---------------------------|------------------------------------|----------------------------|
| <b>Specific to Cable Tool Drilling Equipment</b> |   |            |  |                           |                                    |                            |
| 53   | Welding and gas cutting, is all equipment in good condition – Are the bottles stored correctly – Are flash backs fitted to regulators |            |  |                           |                                    |                            |
| 54   | No wire rope clamps being used on the main winch/cable tool line  |            |  |                           |                                    |                            |
| 55   | Casing jacks and bull ring are in good condition  |            |  |                           |                                    |                            |
| 56   | Are the mast strut/supports locked in place   |            |  |                           |                                    |                            |
| 57   | Lock out of drilling winch brakes in use  |            |  |                           |                                    |                            |
| <b>Drilling Equipment – Diamond Coring</b>       |   |            |  |                           |                                    |                            |
| 58   | Is safety cage fitted and are any proprietary fitted high-speed spin /torque hydraulic interlocks operational                         |            |  |                           |                                    |                            |
| 59   | Is the wire line overshot fitted with fully functioning safety latch and locking pins   |            |  |                           |                                    |                            |