

Operational Control

Purpose and Scope

To determine, plan, manage, review, and communicate all operational activities, including the control of measuring and test equipment.

Responsibility

The directors and supervisors ensure this procedure is implemented and maintained.

References / Forms

Bore Log
Daily Report - Drilling

Procedure

Prestart

- a) Each Monday, all employees attend a toolbox / operations meeting.
- b) During such meetings, current orders / jobs, orders, locations, workplace requirements are communicated and discussed.
- c) Each afternoon prior to the start of any order / job, new work site, the directors, and supervisors plan resources (both personnel and plant), traffic controls, site specific needs are discussed and planned.

Job Management

- a) Each order/ job is planned and delivered at the start of each day by the relevant director or supervisor on site.
- b) All job details are recorded on bore logs, capture sheets and any client specific job forms.
- c) Any comments concerning the progress of the job including soil conditions, site preparations, customer visits or instructions, etc are reported to the relevant director or supervisor and as needed recorded on the capture sheets.
- d) Upon completion of the day, order / job, the relevant documentation is collated by the relevant director or supervisor and is returned to the office for processing and invoicing.

Job Management is depicted in the figure below.

Walk Off Process

At the end of each job, as designated by the Purchase Order, representatives of both the customer and Opensore, measure the completed job in order to determine job completion against requirements, prior to final handover.

Variance, Observations, Nonconformance

- a) If at any stage, the supervisor, operator, or customer detects any variance, observation or nonconformance to contract, environment, safety, or satisfaction, one of the Directors or Supervisors are to be phoned immediately.
- b) Upon receipt of such a call, the Director or Supervisor will instruct what controls or remedial actions are to take place.
- c) As required, the situation will be escalated to the Management Representative to manage via the Corrective Action Procedure.

Test Equipment

- a) At present, the test equipment to detect sub terrain objects and determine bore depths are not required by contract to have calibration certificates or used to develop certificates of conformance.

- b) Test equipment is maintained to ensure measurements conform to manufacturers defined instructions and self-diagnostic protocols.
- c) Any equipment that is damaged or suspected of inaccurate readings are removed from service immediately, repaired and or recalibrated.

Records

Records are maintained in accordance with Document & Records Management

