

Appendix 5A Check list - Planning prior to drilling and establishment of a new drilling site.docx

Operation	Always check	Yes	No	Action/Sig.	Responsible	Not relevant
1. Coordination						
1.1	Responsibility for coordination clarified	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
1.2	Division of responsibility for work environment and external environment	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
1.3	BAS-U responsibility (building work environment coordinator for execution) clarified	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
1.4	Responsibility for issuing permits for Hot Work decided					
1.5	Training requirements	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	Exploration permit					
1.6	Exemption from ban on off-road driving	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
1.7	Permits and agreements (valid permits, e.g. plans of operations, exemption from off-road driving ban etc.)	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
1.8	Need for water and water supply	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
1.9	Dealing with cuttings	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
2. Start-up meeting						
	Permits and conditions for the performance of the activities					
2.1	Review of valid plans of operations	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
2.2	Review of applicable permits, e.g. exemption from off-road driving ban, decisions from consultation in acc. with Ch. 12 Sec. 6 of the	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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	Environmental Code etc.)					
2.3	Clarification relating to permits; ensuring that provisions and commitments will be complied with	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	External environment					
2.4	Are there ancient remains or cultural heritage in the area – need for protective measures?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
2.5	Are there natural assets – need for protective measures?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
2.6	Driving routes: need for planning and field visits, and preventive measures to combat ground damage?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
2.7	Are there cables in the ground or overhead power lines in the area around the drilling site or in areas that could affect transport?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
2.8	Suitable water extraction point – and is permission needed?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
2.9	Dealing with cuttings – need to be collected?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	Reporting channels					
2.10	Clear who is to register work environment deviations and to whom these are be reported?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
2.11	Clear who is to register deviations impacting the environment and how these are be reported?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
2.12	Clear who is to report major deviations and	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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	incidents to the right authority, both in the work environment and in the external environment (county administrative board, municipality, Swedish Work Environment Authority)?					
	Preventive work environment and environmental protection					
2.13	Risk assessment carried out and documented?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
2.14	Planning of safety inspections (environment and work environment): who convenes inspections, regularity and participants?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	Other					
2.15	Training requirements for personnel, e.g. specific training in the work environment and safety, Hot Work, CPR, chainsaw training, driving licences, loader/forklift licence	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
2.16	Are there local safety regulations?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	Project folder					
2.17	Has the project folder been completed and reviewed?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
3. Before establishment						
3.1	A project folder has been produced and noted by all personnel, who have also signed it?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
3.2	Have the fire extinguishers been	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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	approved (at least 6 months to next inspection)?					
3.3	Is decontamination equipment (oilcloth and absorbents) present?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
3.4	Is first aid, incl. eyewash, provided? Are there signs for this?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
3.5	Is other relevant safety equipment in place (e.g. protective trousers, visor, fall protection equipment)?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
3.6	Has fall protection equipment been checked and inspected by a qualified person?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
3.7	Are hand-held tools in good condition?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
3.8	Has the functioning of emergency stops and residual-current circuit breakers been checked?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
3.9	Are there safety data sheets for all chemicals?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
3.10	All fuels, oils and chemicals correctly labelled (incl. waste oil)?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
3.11	Only ADR(UN) containers are used to store large volumes of diesel (>20 l).	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
3.12	Functioning of lights, incl. vehicles, checked?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
4. On establishment						
	Communication					
4.1	Has mobile phone coverage at the drilling site been checked?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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	Reconnaissance					
4.2	Has the client suggested a driving route? If not, which is the best driving route from a safety perspective and to minimise ground damage?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
4.3	Has the client decided how the drilling rig will be supplied with water? (If not, see 4.4)	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
4.4	Has the nearest water been identified?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	Placement of equipment					
4.5	Has the equipment been positioned so as to minimise the risk of slipping and tripping?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
4.6	Have floodlights been mounted right from the establishment phase?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
5. After establishment						
5.1	Have the workplace area and walkways been freed of obstructions (e.g. roots, stones, ditches etc.)?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
5.2	Nothing flammable in the vicinity of the exhaust pipe?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
5.3	Hydraulic hoses and fuel hoses checked for damage during transport?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
5.4	Protection in place around hydraulic hoses?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
5.5	Electrical machinery earthed?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
5.6	All lockable legs locked?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

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5.7	Barricade tape around the workplace area and "No access to unauthorised persons" signs by the access roads?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
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EXAMPLE