

## DRILLER'S OFFSIDER COMPETENCY EVALUATION/TRAINING PROGRAM

### Module 1 Occupational Health and Safety in the Work Environment

This module is relevant for employees without managerial or supervisory responsibilities.

Employee Name/ID Number: \_\_\_\_\_

Assessor: \_\_\_\_\_

Element of Competence	Performance Criteria	Assessment Criteria
1.1 Interpret relevant OSH policies, procedures and programs.	a. Identify, clarify and observe all relevant OSH legislation, and site and company policies and procedures.	1. Discuss general aims and objectives of the inter-relationship of relevant State OSH legislation and site/company OSH policies and procedures.
	b. Observe relevant OSH legislation as applicable to a drilling rig on a mineral or coal exploration site.	2. Explain key elements of relevant State Mine Regulations Act as it applies to onshore drilling operations.
	c. Acknowledge and accept employer, employee and manufacturer Duty of Care responsibilities, rights and obligations.	3. Describe Duty of Care requirements of employees, employers and manufacturers.
	d. Information about identified hazards and outcomes of hazard analysis/control procedures regularly received and discussed.	4. Outline process for risk identification, assessment and hazard control.
Assessment (circle one):                      Competent                      Partial                      Needs Training                      Date:		
1.2 Adopt safe work practices.	a. Recognize and report workplace hazards to appropriate personnel.	1. Recognize and report hazards in the work area.
	b. Follow workplace procedures for controlling hazards.	2. Report hazards in the work area to appropriate personnel.
	c. Tag-out procedures understood and carried out, if necessary.	3. Identify workplace procedures for controlling risks.
	d. Manual handling techniques when lifting or moving heavy loads conforms to OSH guidelines.	4. Explain and demonstrate appropriate tag out procedures. 5. Demonstrate safe manual handling techniques when moving or handling loads.
Assessment (circle one):                      Competent                      Partial                      Needs Training                      Date:		

## DRILLER'S OFFSIDER COMPETENCY EVALUATION/TRAINING PROGRAM

### Module 1 Occupational Health and Safety in the Work Environment (cont'd)

1.3 Apply personal safety measures.	a. Wear appropriate PPE where required.	1. Select appropriate PPE and wear it correctly.
	b. Follow all safe work methods and procedures.	2. Follow all safe work methods and procedures.
	c. Identify safety hazards to person and take appropriate action.	3. Discuss potential safety risks to person and required actions.
Assessment (circle one):                      Competent                      Partial                      Needs Training                      Date:		
1.4 Contribute to management of occupational health and safety on site.	a. Occupational health and safety issues are raised with designated personnel in accordance with workplace procedures and relevant OSH legislation.	1. Describe procedures for resolution of OSH issues in accordance with on site requirements and relevant legislation.
	b. Contribute and participate in incident investigation according to responsibilities and relevant legislation.	2. Explain the need to contribute and participate in incident investigation.
Assessment (circle one):                      Competent                      Partial                      Needs Training                      Date:		
1.5 Handle hazardous substances safely.	a. Obtain chemical information from Material Safety Data Sheets, labels or manufacturer's materials when required.	1. Obtain chemical information from Material Safety Data Sheets, labels or manufacturer's materials when required.
	b. Differentiate between types of hazardous substances.	2. Differentiate between types of hazardous substances.
	c. Storage requirements for incompatible substances are understood and fulfilled.	3. Explain and demonstrate storage requirements for incompatible substances.
	d. Replace torn or illegible labels.	4. Replace torn or illegible labels.
	e. Knowledge of potential safety hazards when handling hazardous substances is demonstrated.	5. Explain potential safety hazards when handling hazardous substances.
Assessment (circle one):                      Competent                      Partial                      Needs Training                      Date:		
1.6 Maintain housekeeping standards.	a. Requirements for housekeeping fulfilled, in compliance with industrial standards and those of the work site(s).	1. Demonstrate good housekeeping.
	b. All equipment kept clean and stored in a safe manner.	2. Explain need for keeping equipment clean and stored safely.
Assessment (circle one):                      Competent                      Partial                      Needs Training                      Date:		

**DRILLER'S OFFSIDER COMPETENCY EVALUATION/TRAINING PROGRAM**

**Module 1**

**Occupational Health and Safety in the Work Environment (cont'd)**

1.7 Participate in fire drills.	a. Identify appropriate precautions to take in the work environment to prevent the risk of fire.	1. Identify appropriate precautions to take in the work environment to prevent fire risks.
	b. Recognize and comply with on site fire alarm signals.	2. Recognize and comply with on site fire alarm signals.
	c. Appropriate fire fighting appliances are identified and an understanding of their correct usage is demonstrated.	3. Identify appropriate fire fighting equipment and explain its correct usage.
		4. Explain required actions to be taken in event of fire.
Assessment (circle one):	Competent                      Partial                      Needs Training	Date:

1.8 Apply emergency procedures.	a. Individual responsibility in regard to dealing with accidents, fires and emergencies identified according to approved instructions and procedures.	1. Describe individual roles and responsibilities in emergency situations based on approved procedures
	b. Workplace procedures to be followed in case of accident/incident acted upon as quickly as possible.	2. Explain workplace procedures to be followed in the event of an emergency.
	c. Recognize the nature and circumstances of a casualty and take appropriate action.	3. Identify appropriate first aid and/or emergency personnel contacts.
	d. Emergency first aid administered in accordance with relevant safety procedures.	4. Administer emergency first aid in accordance with relevant safety procedures (as appropriate).
Assessment (circle one):                      Competent                      Partial                      Needs Training                      Date:		
1.9 Identify and reports incidents and accidents.	a. Information on Worker's Compensation received and understood.	1. Describe basic Worker's Compensation procedures to be followed in case of injury.
	b. Incidents and accidents reported and recorded in accordance with site and company policies, and statutory requirements.	2. Report and record incidents and accidents in accordance with site and company policies, and statutory requirements.
	c. Near miss reports are forwarded to proper personnel.	3. Identify proper personnel for forwarding near miss reports. 4. Explain the need for reporting all near misses.
Assessment (circle one):                      Competent                      Partial                      Needs Training                      Date:		

## DRILLER'S OFFSIDER COMPETENCY EVALUATION/TRAINING PROGRAM

### Module 2 Living Away and Interpersonal Skills

Skills needed to live and work with others, away from home, are encompassed within this module.

Employee Name/ID Number: \_\_\_\_\_

Assessor: \_\_\_\_\_

Element of Competence	Performance Criteria	Assessment Criteria
2.1 Prepare adequately for living away.	a. Select appropriate clothes, utensils, equipment and personal necessities for living away from home.	1. Select appropriate clothing, utensils, equipment and personal necessities for living away from home.
	b. Personal and financial arrangements have been set in place prior to departure.	2. Outline personal and financial factors which need to be implemented prior to departure.

Assessment (circle one):                      Competent                      Partial                      Needs Training                      Date: \_\_\_\_\_

2.2 Demonstrate skills required for remote area travel by vehicle.	a. Identify appropriate items of personal equipment and provisions for survival in event of being lost.	1. Identify appropriate items of personal equipment and provisions for survival in the event of being lost.
	b. Pre-start checks to vehicles are carried out.	2. Conduct appropriate pre-start checks to vehicles.
	c. Maps and navigation aids are used effectively.	3. Demonstrate effective use of maps and navigation aids.
	d. Basic survival techniques for a range of situations are recognized and demonstrated.	4. Explain basic survival techniques required in a range of relevant situations.
	e. Requirements for contingency planning are understood.	5. Describe requirements for contingency planning.
	f. Steps are taken to protect the environment.	6. Identify steps which need to be taken to protect the environment.

Assessment (circle one):                      Competent                      Partial                      Needs Training                      Date: \_\_\_\_\_

**DRILLER'S OFFSIDER COMPETENCY EVALUATION/TRAINING PROGRAM**

**Module 2 Living Away and Interpersonal Skills (cont'd)**

2.3 Actively participate in camp life (site specific e.g. mineral exploration and some water boring operations).	a. Plan and assist in setting up and operating an efficient drill camp.	1. Plan and assist in setting up and operating an efficient drill camp.
	b. Plan and cook well balanced meals when required.	2. Plan and cook well balanced meals when required.
	c. Maintain appropriate levels of personal and camp hygiene.	3. Maintain appropriate levels of personal and camp hygiene.
	d. Dispose of waste safely and effectively, taking into consideration relevant environmental issues.	4. Dispose of waste safely and effectively, taking into consideration relevant environmental issues.
	e. The importance of casualty care procedures and safety induction training is identified.	5. Explain importance of casualty care procedures and safety induction training.
	f. Camp is abandoned in an environmentally responsible manner.	6. Explain requirements for and participate in a abandonment of camp in an environmentally responsible manner.

Assessment (circle one):                      Competent                      Partial                      Needs Training                      Date:

2.4 Maintains good relationships with clients, management, co-workers and other relevant parties.	a. Preventative measures are taken to limit damage to property and inconvenience to landowners.	1. Take preventative measures to prevent damage to property and inconvenience to landowners.
	b. Effective skills to resolve conflict are demonstrated.	2. Demonstrate effective conflict resolution skills.

Assessment (circle one):                      Competent                      Partial                      Needs Training                      Date:

## DRILLER'S OFFSIDER COMPETENCY EVALUATION/TRAINING PROGRAM

### Module 3 Mobile Equipment and Materials

This module covers all components of the safe transporting of equipment and materials to a drill site and basic general maintenance of the vehicle.

Employee Name/ID Number: \_\_\_\_\_

Assessor: \_\_\_\_\_

Element of Competence	Performance Criteria	Assessment Criteria
3.1 Prepare for move to site.	a. Observe OHS rules and regulations including site rules, relevant legislation and site specific instruction.	1. Observe safety rules and regulations including site rules, relevant legislation and site specific instruction.
	b. Operational safety ensured by carrying out pre-start inspection procedures according to manufacturer's specifications and/or site requirements.	2. Conduct pre-start checks according to manufacturer's specifications and/or site requirements.
	c. Briefing or handover details are received, interpreted and clarified in accordance with site requirements.	3. Explain and demonstrate site requirements for receiving, interpreting and clarifying briefing or handover details.
Assessment (circle one):                      Competent                      Partial                      Needs Training                      Date:		
3.2 Load and unload vehicles.	a. Observe weight limits and load distribution procedures in accordance manufacturer's specifications.	1. Load vehicles, observing weight limits and load distribution procedures.
	b. Appropriate lifting methods are safely applied.	2. Demonstrate safe application of appropriate lifting methods.
	c. Determine vehicle loads according to manufacturer's design specifications and/or legislative requirements.	3. Determine vehicle loads according to manufacturer's design specifications and/or legislative requirements.
	d. Safely secure the load.	4. Safely secure the load.
	e. Transport of hazardous materials conducted with maximum care using approved safety precautions.	5. Demonstrate and explain safe transport of hazardous materials.
Assessment (circle one):                      Competent                      Partial                      Needs Training                      Date:		

**DRILLER'S OFFSIDER COMPETENCY EVALUATION/TRAINING PROGRAM**

**Module 3 Mobile Equipment and Materials (cont'd)**

3.3 Vehicle operations.	a. Vehicle driven in accordance with endorsed competency standards of road transport.	1. Drive vehicle in accordance with endorsed competency standards of road transport.
	b. Safe driving techniques applied to all vehicles.	2. Apply safe driving techniques to a range of vehicles.
	c. Load hauled to manufacturer's, legislative or site requirements to prevent loss or damage to vehicle/ cargo.	3. Haul load so as to prevent loss or damage to vehicle/cargo.
	d. Identify and assess ground conditions before driving vehicle across country.	4. Identify and assess ground conditions before driving vehicle across country.
	e. Hazards, i.e. power lines, identified and evasive action taken.	5. Identify hazards and take evasive action.
	f. Emergency procedures carried out in accordance with manufacturer's and/or site requirements.	6. Explain procedures that need to be followed in an emergency (in accordance with site and manufacturer's requirements).
	g. Move completed according to agreed plan.	7. Complete move in accordance to agreed plan.
	h. Information communicated to base or other vehicles.	8. Communicate information to base or other vehicles.

Assessment (circle one):                      Competent                      Partial                      Needs Training                      Date:

3.4 Carry out basic operator maintenance.	a. Conduct periodic routine inspections according to manufacturer's specifications.	1. Conduct periodic routine inspections according to manufacturer's specifications.
	b. Carry out minor repairs and replacements as required by manufacturer's specifications.	2. Carry out minor repairs and replacements as required by manufacturer's specifications.
	c. Minor breakdowns are overcome using recovery techniques such as jacking, lifting, winching, rigging and/or towing.	3. Use appropriate recovery techniques to overcome minor breakdowns.
	d. Vehicle washing and housekeeping is regularly carried out according to site requirements.	4. Wash vehicles regularly.
5. Demonstrate appropriate housekeeping standards in the maintenance of vehicles		

Assessment (circle one):                      Competent                      Partial                      Needs Training                      Date:

## DRILLER'S OFFSIDER COMPETENCY EVALUATION/TRAINING PROGRAM

### Module 4 Set-up/Pack-up Drill Site

This module encompasses all components of organizing and setting up/packing up a drill rig and ancillary equipment.

Employee Name/ID Number: \_\_\_\_\_

Assessor: \_\_\_\_\_

Element of Competence	Performance Criteria	Assessment Criteria
4.1 Undertake site safety procedures.	a. Check access to drill site.	1. Check access to drill site.
	b. Test working order of site safety equipment.	2. Test working order of site safety equipment.
	c. Erect warning signs and barriers when necessary.	3. Erect warning signs and barriers when necessary.
	d. Arrange appropriate storage of hazardous materials.	4. Arrange appropriate storage of hazardous materials.
Assessment (circle one):                      Competent                      Partial                      Needs Training                      Date:		
4.2 Communicate effectively with other crew members.	a. Contribute to conversations requiring discussion or negotiation for the purpose of maintaining relationships, exploring issues or problem solving.	1. Contribute to conversations requiring discussion or negotiation for the purpose of maintaining relationships, exploring issues or problem solving.
	b. Exchange ideas and information among crew members to facilitate a good working relationship.	2. Exchange ideas and information among crew members to facilitate a good working relationship.
		3. Demonstrate or explain skills required for effective communication.
Assessment (circle one):                      Competent                      Partial                      Needs Training                      Date:		

**DRILLER'S OFFSIDER COMPETENCY EVALUATION/TRAINING PROGRAM**

**Module 4 Set-up/Pack-up Drill Site (cont'd)**

4.3 Set-up drill rig.	a. Verify preferred drill rig sites.	1. Identify ground features affecting site and verify preferred drill rig sites.		
		2. Identify hazards affecting drill set-up and operation.		
	b. A range of instructions on work scheduling are carried out in logical sequence.	3. Carry out a range of instructions on work scheduling in a logical sequence.		
	c. Unload rig using a range of measures to ensure no damage.	4. Unload rig using a range of measures to ensure no damage.		
	d. Set-up and align drill rig.	5. Set-up and align drill rig.		
	e. Tools and equipment needed to complete hole are stored at the back of the rig.	6. Store tools and equipment needed to complete hole are stored at the back of the rig.		
	f. Mud pits and drains are cleaned or dug in accordance with environmental codes.	7. Clean or dig mud pits and drains in accordance with environmental codes.		
	g. Drill string is made up and tool set out, making sure they are clean and operational.	8. Demonstrate safe and correct procedures to follow when drill string is made up and tool set out, ensuring they are clean and operational.		
Assessment (circle one):	Competent	Partial	Needs Training	Date:
4.4 Set-up and dismantle ancillary equipment.	a. Ancillary equipment set-up and dismantled in accordance with manufacturer's instructions.	1. Set-up and dismantle ancillary equipment in accordance with manufacturer's instructions.		
	b. Provide connecting services to and from equipment.	2. Provide connecting services to and from equipment.		
	c. Carry out pre-start check of equipment in accordance with manufacturer's and/or site requirements.	3. Carry out pre-start check of equipment in accordance with manufacturer's and/or site requirements.		
Assessment (circle one):	Competent	Partial	Needs Training	Date:

**DRILLER'S OFFSIDER COMPETENCY EVALUATION/TRAINING PROGRAM**

**Module 4 Set-up/Pack-up Drill Site (cont'd)**

4.5 Pack up drill site.	a. Drilling rig removed from site, cleaned, maintained and stored.	1. Demonstrate safe procedures for removal of drill rig from site.
	b. Clean area to specifications.	2. Clean, maintain and store drill rig.
	c. Remove waste and clean, maintain and store tools and equipment.	3. Clean area to specifications.
	d. Completion of abandonment of a hole or bore is prepared and carried out according to site requirements, company policy, environmental and legislative specifications.	4. Remove waste and clean, maintain and store tools and equipment.
		5. Explain appropriate steps to be followed when completing abandonment of bore or hole (taking into consideration site/company requirements, environmental and legislative concerns).

Assessment (circle one):

Competent

Partial

Needs Training

Date:

## DRILLER'S OFFSIDER COMPETENCY EVALUATION/TRAINING PROGRAM

### Module 5 Support Drilling Process

This module covers a broad range of tasks required to assist in drilling operations, including operation and cleaning of ancillary equipment, welding and cutting processes, and controlling damage to the environment.

Employee Name/ID Number: \_\_\_\_\_

Assessor: \_\_\_\_\_

Element of Competence	Performance Criteria	Assessment Criteria
5.1 Comply with OSH procedures.	a. Wear appropriate PPE for task being performed.	1. Wear appropriate PPE for task being performed.
	b. Malfunctioning safety equipment reported/replaced.	2. Report, repair or replace any malfunctioning safety equipment
	c. Safety related information on labels, tags and signs is read and instructions followed.	3. Read and comply with any safety information on labels, tags and signs.
	d. Fire extinguishers operational and stored properly.	4. Identify the requirement of fire extinguishers to be kept functional and at appropriate locations.
	e. Demonstrate knowledge of the range and use of different types of fire extinguishers.	5. Demonstrate knowledge of the range and use of different types of fire extinguishers.
	f. First aid administered when qualified.	6. Administer appropriate first aid measures when qualified.
	g. First aid materials are used correctly, according to instructions.	7. Demonstrate and explain correct usage of first aid materials.
	h. Symptoms/effects of contaminants, toxic materials and thermal stress are recognized and action taken to receive/mitigate the symptoms.	8. Discuss actions required to relieve symptoms and effects of toxic materials and thermal stress. 9. Describe and explain the symptoms and effects of toxic materials and thermal stress.

Assessment (circle one):

Competent

Partial

Needs Training

Date:

**DRILLER'S OFFSIDER COMPETENCY EVALUATION/TRAINING PROGRAM**

**Module 5 Support Drilling Process (cont'd)**

5.2 Hazards identification	a. Identify potential hazards and rectify or minimize when appropriate.	1. Identify potential hazards and rectify or minimize when appropriate.
	b. Report any hazards or faults immediately.	2. Report any hazards or faults immediately.
Assessment (circle one):                      Competent                      Partial                      Needs Training                      Date:		
5.3 Receive and interpret work instructions.	a. Instructions are received and ambiguities clarified, using a variety of communication media.	1. Receive instruction and clarify ambiguities using a variety of appropriate communication media.
	b. Work tasks carried out efficiently and in correct sequence.	2. Carry out work tasks efficiently and in correct sequence.
Assessment (circle one):                      Competent                      Partial                      Needs Training                      Date:		
5.4 Add and remove rods and downhole tools.	a. Drill string components for job are applied in correct sequence.	1. Apply drill string components for job safely and in correct sequence.
	b. Use rod handling equipment according to manufacturer's recommendations and Company procedures.	2. Use rod handling equipment according to manufacturer's recommendations and Company procedures.
Assessment (circle one):                      Competent                      Partial                      Needs Training                      Date:		
5.5 Operate ancillary equipment.	a. Ancillary equipment is started, run and closed down according to manufacturer's instructions.	1. Set-up ancillary equipment according to manufacturer's instructions.
		2. Run ancillary equipment according to manufacturer's instructions.
		3. Shut-down ancillary equipment according to manufacturer's instructions.
Assessment (circle one):                      Competent                      Partial                      Needs Training                      Date:		



## DRILLER'S OFFSIDER COMPETENCY EVALUATION/TRAINING PROGRAM

### Module 5 Support Drilling Process (cont'd)

5.8 Clean all equipment at drilling site (drilling equipment, vehicles, tools and equipment)	e. Observe appropriate safety precautions when cleaning with high pressure or electrical equipment.	5. Observe appropriate safety precautions when cleaning with high pressure or electrical equipment.
	f. Apply approved instructions and OSH requirements for the use of hazardous substances while cleaning.	6. Apply approved instructions and OSH requirements for the use of hazardous substances while cleaning.
	g. Keep cleaning equipment in good working condition.	7. Keep cleaning equipment in good working condition.
Assessment (circle one):                      Competent                      Partial                      Needs Training                      Date:		
5.9 Assemble, dismantle and maintain downhole tools.	a. Demonstrate correct assembling and checking of core barrels and downhole hammers.	1. Demonstrate correct assembling and checking of core barrels and downhole hammers.
	b. Basic maintenance of downhole tools is carried out as required.	2. Conduct basic maintenance of downhole tools as required.
	c. Carry out grinding and sharpening of drill bits on a regular basis.	3. Carry out grinding and sharpening of drill bits on a regular basis.
Assessment (circle one):                      Competent                      Partial                      Needs Training                      Date:		
5.10 Carry out routine checks and basic maintenance.	a. Pre-start and daily engine checks, fueling and fluid level maintenance are carried out regularly.	1. Conduct appropriate pre-start checks.
	b. Observe appropriate safety procedures while servicing hydraulic systems and dealing with high pressure air, electrical circuits and batteries.	2. Conduct daily engine checks, fueling and fluid level maintenance regularly. 3. Observe appropriate safety procedures while servicing hydraulic systems and dealing with high pressure air, electrical circuits and batteries.
Assessment (circle one):                      Competent                      Partial                      Needs Training                      Date:		
5.11 Maintain levels of supplies.	a. Driller is kept informed of current stock levels.	1. Keep driller informed of current stock levels.
	b. Carry out a check on consumer items in the workplace on a regular basis.	2. Carry out a check on consumer items in the workplace on a regular basis.
Assessment (circle one):                      Competent                      Partial                      Needs Training                      Date:		

**DRILLER'S OFFSIDER COMPETENCY EVALUATION/TRAINING PROGRAM**

**Module 5 Support Drilling Process (cont'd)**

5.12 Perform basic calculations as required to undertake work activities.	a. Tape measure is read accurately to carry out simple measurements of casing and core lengths.	1. Read tape measure accurately to complete measurements of casing and core lengths.
	b. Cores estimated and calculator used for confirmation.	2. Estimate cores and used calculator for confirmation.
	c. Conduct simple calculations on diameters of drill bits, casing, rods, etc., in an accurate manner.	3. Conduct simple calculations on diameters of drill bits, casing, rods, etc., in an accurate manner.
	d. Complete time sheets accurately and legibly.	4. Complete time sheets accurately and legibly.

Assessment (circle one):                      Competent                                      Partial                                      Needs Training                                      Date:

5.13 Work in a team environment.	a. Identify and clarify team goals.	1. Identify and clarify team goals.
	b. Clarify team roles and the range of contributions required for team effectiveness.	2. Clarify team roles and the range of contributions required for team effectiveness.
	c. Individual contribution to team goals is agreed with driller or drill supervisor.	3. Agree on individual contribution to team goals with driller or drill supervisor.
	d. Agreed work commitments are completed in a proficient, co-operative and timely manner.	4. Complete agreed work commitments in a proficient, co-operative and timely manner.
	e. Assistance is openly offered or sought as appropriate to work flow and commitments.	5. Offer or seek assistance as appropriate to work flow and commitments.
	f. Demonstrate correct radio communication technique and procedures.	6. Demonstrate correct radio communication technique and procedures.

Assessment (circle one):                      Competent                                      Partial                                      Needs Training                                      Date:

**DRILLER'S OFFSIDER COMPETENCY EVALUATION/TRAINING PROGRAM**

**Module 5 Support Drilling Process (cont'd)**

5.14 Mix drilling fluids.	a. Wear appropriate PPE when required.	1. Wear appropriate PPE when required.
	b. Labels checked and safety information/hazard codes read and interpreted.	2. Check labels to read and interpret safety information/hazard codes.
	c. Apply correct mixing procedure for drilling fluids.	3. Use correct safe work procedures when handling hazardous fluids or chemicals.
	d. Precautions taken to minimize health and safety hazards using correct OSH procedures when handling toxic or hazardous chemicals.	
	e. Manual handling techniques when lifting or moving heavy loads conform to OSH guidelines.	4. Use safe manual handling techniques when moving or lifting loads.
	f. Carry out storage of drilling mud components and additives safely and correctly.	5. Carry out storage of drilling mud components and additives safely and correctly.
	g. Basic tests are performed on the fluids and the results are recorded and/or reported as required.	6. Perform basic tests on the fluids and recorded and/or reported the results as required.

Assessment (circle one):

Competent

Partial

Needs Training

Date:

## DRILLER'S OFFSIDER COMPETENCY EVALUATION/TRAINING PROGRAM

### Module 6 Collect and Record Samples

This module covers all components of core, soil and water sampling and secondary procedures.

Employee Name/ID Number: \_\_\_\_\_

Assessor: \_\_\_\_\_

Element of Competence	Performance Criteria	Assessment Criteria
6.1 Obtain required samples.	a. Samples carefully removed to ensure integrity.	1. Remove samples carefully to ensure integrity.
	b. Recognize any hazardous situations and take appropriate action immediately.	2. Recognize any hazardous situations and take appropriate action immediately.
	c. Record relevant information in driller's log.	3. Record relevant information in driller's log.
Assessment (circle one):                      Competent                      Partial                      Needs Training                      Date: _____		
6.2 Carry out chip sampling. (Job Specific - Air Drilling)	a. Cyclone cleaning process carried out thoroughly.	1. Carry out cyclone cleaning process in a thorough manner.
	b. Splitting process carried out with or without splitter.	2. Complete splitting process with or without splitter.
	c. Splitter used to accurately split samples to specific percentage.	3. Use splitter to accurately split samples to specific percentage.
Assessment (circle one):                      Competent                      Partial                      Needs Training                      Date: _____		
6.3 Core handling (Job Specific - Diamond Drilling)	a. Load samples into core tray in correct sequence.	1. Load samples into core tray in correct sequence.
	b. Demonstrate correct placement of any section retained within the core spring.	2. Demonstrate correct placement of any section retained within the core spring.
	c. Record information on core marker block and core box accurately and legibly.	3. Record information on core marker block and core box accurately and legibly.
	d. Take appropriate precautions to ensure no surface contamination of core occurs.	4. Take appropriate precautions to ensure no surface contamination of core occurs.

**DRILLER'S OFFSIDER COMPETENCY EVALUATION/TRAINING PROGRAM**

**Module 6 Collect and Record Samples (cont'd)**

6.3 Core handling (cont'd) (Job Specific - Diamond Drilling)	e. Follow safe stacking procedures during transport.	5. Follow safe stacking procedures during transport.
	f. Carry out collection of sludge sampling when required.	6. Carry out collection of sludge sampling when required.
	g. Apply appropriate lifting techniques when lifting full core boxes.	7. Apply appropriate lifting techniques when lifting full core boxes.
	h. Care is taken not to place hand under the end of the inner core tube when loading core into core boxes.	8. Load core into boxes in a safe manner.
Assessment (circle one):                      Competent                      Partial                      Needs Training                      Date:		
6.4 Carry out soil sampling.	a. Collect quality disturbed or undisturbed samples with the minimum disturbance or alteration.	1. Conduct periodic inspections according to manufacturer's specifications.
	b. Clean augers thoroughly while out of hole.	2. Carry out minor repairs and replacements as required by manufacturer's specifications.
	c. Cleanliness around hole collar maintained.	3. Use appropriate recovery techniques to overcome minor breakdowns.
	d. Accurately label all samples.	4. Wash vehicles regularly.
Assessment (circle one):                      Competent                      Partial                      Needs Training                      Date:		
6.5 Apply safety measures.	a. Precautions taken to avoid exposure when handling potentially contaminated samples, e.g. PPE.	1. Precautions taken to avoid exposure when handling potentially contaminated samples, e.g. PPE.
Assessment (circle one):                      Competent                      Partial                      Needs Training                      Date:		
6.6 Carry out water sampling.	a. Water samples collected and carefully stored.	1. Collect water samples in a careful manner and store appropriately.
	b. Special sample bottles are prepared/obtained for water samples for special tests, e.g. bacteriological.	2. Prepared/obtained sample bottles for special testing of water samples.
	c. Sample bottles sealed and correctly labeled.	3. Seal and correctly label sample bottles.

**DRILLER'S OFFSIDER COMPETENCY EVALUATION/TRAINING PROGRAM**

**Module 6    Collect and Record Samples (cont'd)**

6.6 Carry out water sampling.

d. Correct volume of water obtained in accordance with instructions, depending on the type of test required.

4. Obtain the correct volume of water in accordance with instructions for relevant testing method.

Assessment (circle one):

Competent

Partial

Needs Training

Date: