

Rates

Rates will be agreed annually (by mid-January) between the Drilling Company and Lithos and applied to all jobs. Any rate increases (temporary, permanent or applicable to a particular job) must be discussed with a Lithos Director before commencement of job.

Purchase orders and RAMS

Lithos will usually issue a Purchase Order and RAMS at least 5 working days before works are due to start on site. Subject to approval, Drilling Company invoices will be paid by Lithos within 30 days of invoice date.

Job requirements

Whilst Lithos will usually be able to provide a verbal indication of site conditions, we may request that you visit site and inform us of any potential constraints relevant to your proposed works before accepting an instruction.

H&S and CDM requirements

The Drilling Company must understand its responsibilities under the Construction (Design and Management) Regulations 2015. The Drilling Company is responsible for:

- H&S of its staff on site
- Preparing its own Risk Assessments and Method Statements (RAMS)
- Following all relevant H&S regulations applicable to them

If the Drilling Company is prosecuted, or under investigation by HSE, they must notify Lithos immediately. H&S policy & procedures, accident statistics will be confirmed by the Drilling Company in their annual subcontractor questionnaire.

PPE

The Drilling Company is responsible for supplying its staff with all relevant PPE, including any site specific PPE as documented in Lithos' RAMS. This may include face-fitted particle and vapour masks.

Competency & entitlement to work in UK

The Drilling Company is responsible for ensuring all operatives on site are competent. On each site, the Lithos Engineer will inspect the Lead Driller's and Assistant Driller's certification (e.g. BDA or CSCS card). The Drilling Company is also responsible for ensuring they have seen relevant documents to ensure all operatives are entitled to work in the UK.

Rigs & equipment

The Drilling Company is responsible for ensuring their rigs and equipment are fit for purpose. Test, examination and calibration certificates must be up to date. On each Lithos site, the Drilling Company's Lead Driller may be asked to produce:

- Test & examination certificate for rig and equipment (LOLER and PUWER)
- SPT hammer test report
- Weekly/daily inspection sheet

Gas detection equipment used by the Drilling Company should be calibrated and maintained in accordance with manufacturer and industry guidelines.

All drilling rigs should carry a suitable fire extinguisher.

Welfare

Typical requirements regarding welfare facilities will be agreed annually (by mid-January) between the Drilling Company and Lithos. Any more challenging jobs will be discussed on a site-specific basis.

Insurances

The Drilling Company is responsible for insuring rigs and equipment and complying with any insurance conditions. The Drilling Company must carry Public Liability insurance of at least £5m at all times. Relevant insurances will be confirmed by the Drilling Company in their annual subcontractor questionnaire.

The Drilling Company must inform Lithos' Project Manager of any requirements for security before accepting an instruction.

Subcontracting work

The Drilling Company must inform Lithos in their initial quote, and no later, that they are intending to sub-contract the drilling work in full or in part. The quote must state clearly which elements of work the Drilling Company intends to subcontract and who they intend to sub-contract the work to.

Following any instruction from Lithos, the Drilling Company will not assign, sub-contract, or otherwise any Instruction detailed in our Purchase Order or part thereof without the prior written consent of Lithos.

Any such consent will not relieve the Drilling Company of any obligation or duty under our Instruction, and the Drilling Company will remain wholly responsible for carrying out and completing the work instructed, notwithstanding any sub-contracting.

The Drilling Company will be responsible for the acts, omissions, and defaults of its subcontractors as though they were the Drilling Company's own. Where Lithos has consented to using a subcontractor, the Drilling Company will, if requested, provide Lithos with copies of relevant subcontractor documentation before work commences, including, but not limited to:

- Subcontractor RAMs
- Evidence of subcontractor competency
- Subcontractor insurances
- Subcontractor drilling rig certificates and reports

The Drilling Company shall ensure all subcontracts contain provisions that place obligations on the subcontractor that are no less onerous than those that the Drilling Company is subject to under these terms and conditions.

Waste and pollution

Rigs should be maintained and serviced in accordance with manufacturers' instructions. Should noise or exhaust emissions be excessive, Lithos may ask for the plant to be replaced.

Fuel must only be stored in a secure, bunded bowser – steel jerry cans will not be used for storing fuel on site. Only vegetable oil lubricants shall be used on drilling equipment.

Any refuelling on site must be done in accordance with industry best practice and in accordance with procedures outlined in Appendix A.

A drip tray must be used for refuelling and a spill kit available in close proximity to refuelling. In the event of any spillage or leakage from any of your machinery, you shall be responsible for cleaning up, removing from site and legally disposing of any resulting waste. Should any costs be incurred by Lithos in cleaning up or disposing of plant hire waste, these costs will be invoiced to you directly or deducted from any amounts owed to you

The Drilling Company is responsible for disposing of their own waste (other than surplus arisings).



Drilling sheets

Within 2 working days of completion of works on a given site (or within 3 days of hole completion on larger projects), the Drilling Company will provide Lithos with legible and complete drilling records.

Equality & diversity, bullying & harassment

The Drilling Company is expected to take reasonable, practical steps to eliminate discrimination and promote equality. Bullying or harassment, including sexual harassment, will not be tolerated by anyone on site. Therefore, Drilling Companies should take all reasonable steps to prevent bullying and harassment and to ensure their staff are aware that the following language or behaviour on site is unacceptable:

- Language or behaviour aimed at Lithos engineers which is offensive and/or makes them feel afraid or threatened.
- Language or behaviour aimed at Lithos engineers which is racist, sexist or homophobic.
- Inappropriate comments or behaviours aimed at 3rd parties, which could have a negative impact on our engineers.

AGREED & SIGNED for and behalf of **(Company)**

.....
(signature)

.....
(print name)

.....
(Date)

APPENDIX A – REFUELLING ON SITE – BEST PRACTICE

PREPARATION	
Ensure refuelling is undertaken at least 10m away from streams, watercourses and drains.	
Ensure refuelling is not undertaken within 10m of an open borehole or excavation.	
Ensure spill kit and fire extinguisher in close proximity and Drilling team know emergency procedure for spillage.	
Prohibit use of mobile phones and smoking within 15 metres of refuelling zone.	
Park drilling rig/plant on stable ground and engage emergency brake.	
Turnoff the rig/plant engine, isolate battery if required and allow hot engine to cool.	
Put on chemical resistant gloves and safety glasses.	
Place drip tray beneath fuel tanker filler neck.	
EXECUTION	
Using bowser	Using 20L jerry can
Position fuel bowser and secure wheels.	Position the jerry can on flat, stable ground.
Connect earth bonding cable from the bowser to designated earthing point on rig or the ground.	Touch metal body of vehicle to get rid of static electricity.
Ground the fuel nozzle – make direct metal to metal contact between the dispensing nozzle and the receiving fuel tank before and during fuel transfer. This dissipates static electricity.	Undo safety locking pin on jerry can and open the lever-cam bayonet neck and lock the clamp down firmly.
Fill tank at controlled rate, constantly monitoring levels to prevent overfilling.	Insert nozzle into the fuel tank inlet. Lift the jerry can and position the integrated breather tube at the top to allow smooth, slug free pouring.
Securely replace and tighten fuel tank cap	Hold the lower handle of the jerry can steady to control the flow rate.
Disconnect the earth bonding cable.	Lift the spout clear. Remove metal spout, wipe away drips and relock the cap with the safety pin.
Clean up minor drips. Store delivery hose safely back on bowser.	Clean up minor drips and store jerry can securely.
POST REFUELLING	
Bowser and jerry can	
Drilling Company to store used absorbent waste into sealed, labelled waste carrier.	
Drilling Company to dispose of waste legally.	