



Rockwell Corporation (Pvt) Ltd.

STANDARD OPERATING PROCEDURES

- ☞ Upon receipt of RFQ or in response to an advertisement/quotation a technical and financial proposal for the project is prepared and submitted.
- ☞ Upon receipt of letter of award, detail drilling plans are developed as per scope of work.
- ☞ After successful completion of above Step, the drilling rig and associated equipment are mobilized to the site along with qualified participants.
- ☞ Prior to entering the field, the project manager indicates to the field team what pertinent information has to be collected during field activity in order to meet the desired objectives of the data collection.
- ☞ A site sketch is then prepared on the first day of field activities to indicate prominent site and environmental features. The sketch may be either to scale or by noting the approximate distances between site features. Area-specific sketches are also prepared as work is undertaken in such areas, and updated sketches are drawn as work progresses.
- ☞ Weather conditions may have an impact on the work to be performed or the amount of time required to perform the proposed work; therefore, all weather on-site weather are noted and updated as necessary.
- ☞ Any modifications requested by the client or client's representative that



are contradictory to the contract or outside of the existing scope of work is documented in detail because the cost of the project could be affected by such modifications.

- ☞ The project manager (PM or the field team leader (FTL) are responsible for ensuring that logbook entries provide sufficient information for the completion of an accurate and detailed description of field operations and meets the requirements of the contract or technical direction document (TDD).
- ☞ Any conditions that prevent the completion of the field effort, or that result in additional fieldwork must be noted (i.e., weather delays, government actions, physical obstructions, personnel/ equipment problems, etc.). Persons from whom permission has to be obtained to make such changes are clearly documented.
- ☞ Safety requirements at the site are assessed. QC procedures for data collection begin with the complete and systematic documentation of all persons, duties, observations, activities, and decisions that take place during field activities.
- ☞ If necessary, the working space is barricaded properly in order to ensure the safety of surrounding public.
- ☞ Drilling equipment is unloaded from vehicle while keeping in mind the entire safety measure and procedures.
- ☞ Demarcation of exploratory boreholes/ testpits are carried out according to layout provided by the client/consultant.



- ☞ The entire field activities are carried out in the presence of client/consultant representative in accordance with ASTM or British standards as specified by the client/consultant .
- ☞ Field logs are prepared by the field team leader field which also include complete sampling documentation.
- ☞ Complete Daily Activity Log forms are prepared with completed records for all Field Logging, Handling, Documentation, and Storage of Borehole Materials.
- ☞ After the completion of field activities, samples are loaded on the vehicle carefully and are transported to the laboratory approved by the client/consultant.
- ☞ On basis of the field logs, laboratory testing program is prepared. sometimes, the laboratory testing program was prepared by the consultant and handed over to us to subsequent testing.
- ☞ Laboratory testing is carried out as per laboratory testing program in accordance with prescribed standard.
- ☞ Samples which are not used for laboratory testing are stored until finally directed by the design consultant.
- ☞ Field logs prepared at the site are once again reviewed by the engineers on the basis of laboratory test results.
- ☞ Finally factual or comprehensive design geotechnical report is prepared and submitted as per required by the consultant.

Manager
Admin/Projects