



April 30, 2008

INFORMATION LETTER #OGC 08-10

**Subject: 2008 Archaeology Audit Program Introduced**

**Effective Dates:** April 30, May 26 and September 26, 2008. Please see specific date information under 'Requirement', below.

**To: Industry Clients**

**Regarding the OGAA Implementation:** All necessary regulations, documents and background information on OGAA can be found at [www.ogc.gov.bc.ca/OGAA/](http://www.ogc.gov.bc.ca/OGAA/)

**Background:**

For any questions pertaining to the status of this document, please contact the Commission representative listed below.

The 2008 Archaeology Audit Program (AAP) is outlined in the British Columbia Oil and Gas Commission Guidelines for Performance-Based Approach to Archaeological Assessments. The most recent version of those Guidelines was published on March 10, 2008 (refer to OGC Information Letter # OGC 08-06). The audit gauges the success of archaeological management systems of oil and gas companies operating in British Columbia under the performance-based system.

The AAP Procedure Manual is being published today as the first step in the archaeology audit process. The manual contains details of how the audit process works, as well as the questions included in the audit.

**Requirement:**

The Oil and Gas Commission's archaeology audit activities officially begin April 28, 2008. The steps of the audit process are described in detail in Section 3.1 of the AAP Procedure Manual, but the schedule of events is proposed as follows:

- April 30, 2008: Companies selected for audit will be contacted directly by letter.
- April 30 to May 23, 2008: Companies selected for audit will contact the audit facilitator to make audit activity appointments and prepare required documentation.
- May 26, 2008: Audit commences, including interviews, document review and field investigations. Project specific and field investigations are at the discretion of the audit team, who will contact companies to arrange for field audits.
- July 25, 2008: On-site audit activities conclude.
- August 22, 2008: Draft audit reports will be completed and forwarded to the companies subject to audit.
- September 26, 2008: Deadline for submission by company of comments on draft audit reports.

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- October 24, 2008: Final audit reports submitted to Audit Department for distribution to subject companies; report summarizing audit results published. The names of companies subject to audit will not be attached to the published final report.

**Any company receiving a letter stating that they have been selected for audit should contact Lori Phillips as soon as possible to arrange audit appointments. See contact information below.**

The AAP is not a compliance audit, but is intended to gauge effectiveness of archaeological management systems and provide recommendations to aid in improving these systems as required. Companies receiving recommendations will be expected to provide an action plan detailing how possible issues of non-compliance will be addressed. Any practices that are innovative or represent good management practices will be commended and shared with industry so that all companies may benefit.

**If you have any questions regarding the above, please contact:**

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***Original signed by:***

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