

ASSESSMENT CHECKLISTUnit: CAP 1.3 **EXECUTE THE WELL SERVICES OPERATIONS**Element: CAP 1.3.4 **Install, retrieve and manipulate circulating and communication devices**

PC	Description of Performance Criteria	Description of Evidence	Source of evidence				Competence	Remarks
			O/I	SD	Q/A			
a	Safe working practices and agreed safety measures are implemented and maintained in accordance with statutory and operational requirements.	<p>Examine evidence (e.g. PTW, minutes of pre-job safety/toolbox meeting, job hazard analysis worksheet, job report) provided to confirm compliance.</p> <p>Check candidate's answers to oral/written questions and by direct observation to confirm that he is familiar with :</p> <ul style="list-style-type: none"> - wireline procedures governing well preparation and equipment rig-up for well entry. - safety precautions to be taken during the well entry work. 	O/I	SD	Q/A		C	He daily conducted tool box talk before start any operation.
b	Downhole service tools are checked and function tested prior to running in.	<p>Examine evidence (e.g. job report, tools/equipment inventory list).</p> <p>Check candidate's answers to oral/written questions and by direct observation to confirm his understanding on :</p> <ul style="list-style-type: none"> - the operating principles of the various downhole services tools and what are the essential areas to check. - the correct way of checking and function testing the various wireline services tools. 	O/I		Q/A		C	Checked and service the tool before and after the operation. Changed appropriate pin size if required.

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PC	Description of Performance Criteria	Description of Evidence	Source of evidence				Competence	Remarks
			O/I	SD	Q/A			
c	Faults and defects are accurately identified and appropriate remedial actions taken in accordance with operational requirements.	<p>Confirm via evidence (e.g. job report).</p> <p>Check candidate's answers to oral/written questions and by direct observation to ascertain underpinning knowledge on troubleshooting techniques and ability to rectify faults encountered.</p>	O/I		Q/A		C	Giving an idea when encountered well problems.
d	Surface and downhole equipment is manipulated within agreed operating limits for the work being performed.	<p>Confirm via evidence (e.g. job report, and work action program).</p> <p>Check candidate's answers to oral/written questions, written assignment and by direct observation to confirm :</p> <ul style="list-style-type: none"> - he is familiar with wireline procedures governing the running/pulling of the various types of downhole services tools and the setting/retrieving of circulating and communication devices. - his knowledge on allowable limits on speed, line tension for the specific job. - his understanding on the correct technique of operating the wireline winch unit. 	O/I		Q/A		C	Understand the job programme given. Confident when operated the wireline winch unit.
e	Proper installation and manipulation of circulating and communication devices are confirmed in accordance with operational requirements.	<p>Confirm via evidence (e.g. job report).</p> <p>Check candidate's answers to oral/written questions, written assignment and by direct observation to confirm :</p> <ul style="list-style-type: none"> - he is familiar with wireline procedures governing the setting/pulling of the various types of circulating devices and the closing/opening of communication devices. - his knowledge on allowable limits on speed, line tension for the specific job. - his understanding on the correct technique of operating the wireline winch unit. 	O/I		Q/A		C	Understand the job programme given. Confident when operated the wireline winch unit.

SITE OBSERVATION CHECKLISTUnit: CAP 1.3 **EXECUTE THE WELL SERVICES OPERATIONS**Element: CAP 1.3.4 **Install, retrieve and manipulate circulating and communication devices**

PC	Description	Yes	No
a	Approved PPEs are used by self and crew members	Y	
	Check integrity of swab and flow-line valves	Y	
	Check equipment due date and passport still valid	Y	
	Pre-checks on wireline reel skid and power pack carried out	Y	
	PTW applied and duly signed by authorised and approval signatories	Y	
	Gas test carried out by a certified gas tester prior to starting the w/line power pack	Y	
	Correct lubricator configuration used and rig up procedure is followed	Y	
	Safety line for lubricator is in place and properly/correctly secured	Y	
	Reel skid is properly secured	Y	
	Work area is cordoned off with barrier tape	Y	
	SWCP is properly hooked up and function/pressure tested	Y	
	Hands-off sign is appropriately placed at well to be worked on	Y	
	H ₂ S personal detector used (where applicable)	Y	
	Lubricator assembly de-pressurised through properly secured hose to downwind side	Y	
Count number of rounds to open/close Christmas tree valves	Y		
b, c	All tools are checked and function tested correctly prior to RIH	Y	
	Service a 142BO positioning tool correctly and rectify faults/defects accordingly	Y	
	Service a KOT correctly and rectify faults/defects accordingly	Y	
	Bottom cap (correct size) is used in conjunction with the 42BO up shifter tool.	Y	
	Correct type/size shear pins are used on the service tools for the specific job	Y	
	Correct type running/pulling tool are used for GLV, CIV and dummy	Y	
	GLVs configuration are checked against requirements	Y	
	GLV, CIV and dummy are pinned to running tool correctly	Y	

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PC	Description	Yes	No
b, c	Proper handling of tools and equipment	Y	
	Rope socket is checked and wire knot made up correctly	Y	
	Stems are checked for defects	Y	
	Knuckle joints checked for integrity	Y	
	Link jars are checked and function tested	Y	
	Hydraulic jar/Spring jar is checked and function tested	Y	
	Service a hydraulic or a spring jar	Y	
	Weight indicator system properly checked for satisfactory operations	Y	
	Carry out torsion or wrap test on wire to ensure integrity	Y	
	Check conditions of measuring and pressure wheels and hay pulley	Y	
	Check depth counter, cable and accessories to ensure correct function	Y	
d	Zero setting for toolstring is done correctly and depth counter set accordingly	Y	
	KOT is zero at the top rather than the bottom of the tool	Y	
	Toolstring RIH using hydraulic control, not brake control	Y	
	Check brake system functioning satisfactorily	Y	
	Slow down line speed and take extra precautions when passing through tubing accessories	Y	
	Read weight indicator correctly to check HUD	Y	
	Use hydraulic control to pull service tools instead of the brake to hold line tension	Y	
	When opening link jars to tap through SSDs or L/nipples the services tool (142BO) is not lifted up	Y	
	No pre-mature tripping of KOT and 142BO positioning tools	Y	
	No excessive number of jars are executed to set/install downhole assemblies	Y	
	Line tension is kept within its operating limits	Y	
	Correct speed control while POOH using hydraulic control, Not brake control	Y	
	Real slow while approaching surface, and pulling into lubricator assembly	Y	
Effective jarring evident with appropriate engine RPM	Y		

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PC	Description	Yes	No
e	Correct use of hydraulic or spring jar	Y	
	While picking up to jar down to open SSD, the tool is seated rather than being lifted with the whole toolstring	Y	
	142BO positioning tool is tripped correctly	Y	
	KOT is tripped correctly at SPM	Y	
	Effective and productive jarring up while pulling GLV, CIV or dummy	Y	
	Effective and productive jarring down while installing/setting GLV, CIV or dummy	Y	
	No premature shearing of releasing shear pins on the GA-2 running tool	Y	
	Is able to observe (from the depth counter, wire and weight indication) GLV, CIV or dummy entering the pocket of the SPM	Y	
	Sufficient jars are executed to install/set a GLV, CIV or dummy	Y	
	While opening SSD, rest tool down during influx and stabilisation of pressure	Y	
	42BO up shifter is run to confirm SSD fully closed	Y	
f	Record toolstring assembly	Y	
	Record toolstring weight prior to RIH	Y	
	Check toolstring hanging and pulling weights at regular intervals	Y	
	Relevant well pressures are recorded before and after change in well status	Y	
	Surface recorder is used to monitor THP during a ZOC operation	Y	
g	Demonstrate hydrostatic calculation where applicable	Y	
	Demonstrate method of estimating length of wire on reel skid	Y	
	Toolstring weight determination to overcome pressure and friction force at stuffing box	Y	
	Toolstring weight determination to provide effective jarring force	Y	