

ASSESSMENT CHECKLIST

Unit: CAP 1.2 PLAN FOR WELL SERVICES OPERATIONS

Element: CAP 1.2.4 Rig-down Well Services Equipment And Hand Back Well

PC	Description of Performance Criteria	Description of Evidence	Source of evidence	Competence	Remarks
			O/I	SD	Q/A
				C / NYC	

a	Assembly is dismantled in the required sequence using tools appropriate for the work.	Check via questioning on the proper equipment rig-down process and the use of the correct hand tools.	✓						C	HE KNOW HOW TO PROCEED WHILE RIG DOWN PROCESS AND USE OF THE CORRECT HAND TOOL
b	Equipment is safely dismantled from the system in accordance with operational requirements.	Permit to Work (PTW) compliance. Check via questioning on safe rigging-down process.	✓						C	HE UNDERSTANDING CONDUCT PRE-JOB BRIEFING BEFORE START ANY JOB
c	Defects in equipment are identified and appropriate remedial action taken within job holder's responsibility.	Job report. Records/logs on defective equipment repaired and/or returned to workshop. Check via questioning that candidate recognises the individual role and responsibility on this element.	✓						C	HE IMMEDIATELY REPORT TO OUI CREW & CSR ON SITE WHEN FOUND ANY FAILURE TOOL'S OR EQUIPMENT ON SITE
d	Equipment is handled without damage using safe lifting and handling techniques.	Check via questioning to ascertain candidate's understanding on safe lifting and handling techniques.	✓						C	HE AWARE OF THE HAZARD WHEN PERFORM LIFTING AND ALWAYS USE CORRECT HANDLING TECHNIQUES

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e	Working practices are safe and conform to statutory and operational requirements. Job report. Field observation. Check via questioning on candidate's understanding on safe working practices in line with statutory and operational requirements.	PTW compliance. Job report. PTW compliance - PTW is signed-off accordingly. Third Party feedback. Check via questioning on the importance of proper well hand back.	✓					HE UNDERSTAND PTW VERY IMPORTANT BEFORE START JOB, ALSO ENVIRONMENT AT FIELD & JOB REPORT
f	Well is handed back in accordance with operational requirements. Job report. PTW compliance - PTW is signed-off accordingly. Third Party feedback. Check via questioning on the importance of proper well hand back.	Job report. Third Party feedback. Check via questioning on the need for operation report.	✓					HE UNDERSTAND SIGN OFF IS IMPORTANT AFTER FINISH THE TASK, AND AT THE END TO DO ACCORDANCE WITH OPERATIONAL REQUIREMENT
g	Operational report is produced and submitted to relevant personnel. Job report. Third Party feedback. Check via questioning on the need for operation report.	Job report. Third Party feedback. Check via questioning on the need for operation report.						HE ALSO DO OPERATIONAL REPORT EVERY THE QUARTY AT FIELD

Legend:

Source of Evidence: O/I

C

Competent

SD

Supporting Document

NYC

Not Yet Competent

Q/A

Written Questions & Answers

SITE OBSERVATION CHECKLIST

PLAN FOR WELL SERVICES OPERATIONS

Unit: **CAP 1.2** Element: **CAP 1.2.4**
PLAN FOR WELL SERVICES OPERATIONS
Rig-down Well Services Equipment And Hand Back Well

PC	Description	Yes	No
a	Removal of safety sling from lubricator	✓	
a, d, e	Wireline is clamped to the lubricator and wireline from the wireline winch is slacked off	✓	
b	Clear wellhead vicinity	✓	
b, e	Lubricator is depressurised before rigging-down	✓	
b, e	Safe rigging-down of lubricator	✓	
c	Check for defect and remedial action taken	✓	
d	Lifting equipment check	✓	
d	Use of thread protectors on lubricator unions	✓	
e	PPE compliance – no unsafe act	✓	
e	Oil/grease wireline	✓	
f	SWCP dismantled and well returned to location emergency system	✓	
f	Removal of hands-off sign from the Christmas tree	✓	
f	Christmas tree cap installed back with o-ring in good condition. Cock valve on cap is closed	✓	
f	Well is handed back and/or returned to original status	✓	
f	Sign off of permit to work	✓	
g	Operation report done	✓	

He did the daily operation report.