

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		
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
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
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
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

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			O/I	SD	Q/A			
e	Working practices are safe and conform to statutory and operational requirements.	PTW compliance. Job report. Field observation. Check via questioning on candidate's understanding on safe working practices in line with statutory and operational requirements.	✓		✓		C	
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.	✓		✓		C	
g	Operational report is produced and submitted to relevant personnel.	Job report. Third Party feedback. Check via questioning on the need for operation report.	✓		✓		C	

Legend:

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Source of Evidence: O/I Observation / Interview

SD Supporting Document

Q / A Written Questions & Answers

Competence C Competent

NYC Not Yet Competent

OVERALL SCORE	STRONG			ADEQUATE			IMPROVEMENT NEEDED		
	10	9	8	7	6	5	4	3	2

Assessed by: ALLEYSON AKIN DIMENSION BID (M) SDN BHD East Malaysia Operation	Agreed by: (TSO) Ammal A	Verified by: (HOD) Afiq Ammar
(Name)	(Name)	(Name)
Signature	Signature	Signature
20.9.24	20.9.24	10th Oct 2024
Date	Date	Date

QUESTIONS TO ASSESS UNDERPINNING KNOWLEDGE (Written/Oral Answers Required)

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No.	Question	Relevant PC
1	What are the pre-checks and sequence for safe rigging-down of lubricator?	a, b, d, e
2	What would you do to ensure the wellhead area is clear before rigging-down?	b, e
3	Explain why is it important to report any defective equipment and remedial action taken?	c
4	It is necessary to hand back well to the frontline personnel to open up well as soon as possible after rigging-down. However, you may sometimes be requested to open up well on their behalf. Why is it important to inform the frontline personnel before you open up the well?	f
5	How is the daily wireline operation report done in your area? Who needs access to the report? For what purpose?	g
6	Under what circumstances that you have to rig-down the lubricator even though the job is not completed. Consider both oil and gas operations when answering.	e
7	How do you prevent damaging the lubricator and wireline during rigging-down?	d
8	With respect to safety, what checks would you carry out on the following prior to rigging-down lubricator? a) the Christmas tree swab valve b) the lubricator c) well head vicinity d) lifting equipment e) housekeeping	a, b, d
9	What is the use of the following when rigging down wireline lubricators? a) wire clamp b) lubricator guy line	a, b, d
10	Why is it necessary to sign off PTW as part of well hand back?	e, f
11	What would you do when you couldn't loosen the lubricator union by hand?	b
12	In the process of rigging-down, you notice the rig saver of the wireline power pack unit is damaged, what would you do even though the unit is working?	c
13	How do you prevent damage on the lubricator union's pin and box threads during rigging-down and dismantling of the lubricator?	a, d
14	Who are involved in producing, authorising and approving the wireline	g

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	operation report in your area before sending out the report?	
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