

DIMENSION BID

ASSESSMENT CHECKLIST

Unit: 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.	Examine evidence (e.g. PTW, minutes of pre-job safety/toolbox meeting, job hazard analysis worksheet, job report) provided to confirm compliance. Check candidate's answers to oral/written questions and by direct observation to confirm that he is familiar with : - wireline procedures governing well preparation and equipment rig-up for well entry. - safety precautions to be taken during the well entry work.	✓				C	
b	Downhole service tools are checked and function tested prior to running in.	Examine evidence (e.g. job report, tools/equipment inventory list). Check candidate's answers to oral/written questions and by direct observation to confirm his understanding on : - 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.	✓				C	

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			O/I	SD	Q/A		
c	Faults and defects are accurately identified and appropriate remedial actions taken in accordance with operational requirements.	Confirm via evidence (e.g. job report). 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.	✓			C	
d	Surface and downhole equipment is manipulated within agreed operating limits for the work being performed.	Confirm via evidence (e.g. job report, and work action program). Check candidate's answers to oral/written questions, written assignment and by direct observation to confirm : - 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.	✓			C	
e	Proper installation and manipulation of circulating and communication devices are confirmed in accordance with operational requirements.	Confirm via evidence (e.g. job report). Check candidate's answers to oral/written questions, written assignment and by direct observation to confirm : - 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.	✓			C	

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f	Data is accurately recorded at appropriate times and frequencies in accordance with operational requirements.	Confirm via evidence (e.g. job report, pressure recorder chart(s)). Check candidate's answers to oral/written questions and by direct observation to confirm he understands the importance of recording relevant data with respect to the specific job, e.g. recording of toolstring weight at various mode and depth intervals, monitoring and recording of relevant surface pressures of the well and tagging liquid level in the well.					
g	Calculations required to ensure safe and effective operation are accurate, and are carried out as necessary.	Confirm via evidence (e.g. job report). Check candidate's answers to oral/written questions and by direct observation to confirm that he understand the importance and need to invoke and apply appropriate calculations for certain aspects of the job.					

Legend:

Source of Evidence:	O/I	Observation / Interview	SD	Supporting Document	Q / A	Written Questions & Answers
	C	Competent	NYC	Not Yet Competent		

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

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Assessed by:	Agreed by:	Verified by:
	(TSO)	(HOD)
(Name)	(Name)	Ariel Anderson
Signature	Signature	Me
		Signature
Date	Date	20/3/25
		Date