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		C / NYC	
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	OK
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	- selective or non selective for running 1.42 BO to open SSD - KOT, check leaf spring & opening

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PC	Description of Performance Criteria	Description of Evidence	Source of evidence				Competence	Remarks
			O/I	SD	Q/A		C / NYC	
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	- use ~~bottom~~ rope socket below yo-yo to protect the thrusters
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	- zero KOT @ pulling / running tool - communicate with WSS if incidently sit at different SPM from program - AA value when approaching lubricator
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	- how to check SSD is already fully opened & pass thru - tap down SSD, if see pressure build up, stop, before continue

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PC	Description of Performance Criteria	Description of Evidence	Source of evidence				Competence	Remarks
			O/I	SD	Q/A		C / NYC	
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.	✓				C	OK
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.	✓				C	- hydrostatic calculation - ensure over balance before glvc

Legend:

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:	**Agreed by:**	**Verified by:**
(Operator)	(TSO)	(FSM)
James Brody	M. Yani	AFIQ AIMAN BIN HASSAN Field Service Manager DIMENSION BID (M) SDN BHD
(Name)	*(Name)*	*(Name)*
Signature	*Signature*	*Signature*
08/7/24.	08/07/2024	8/7/24
Date	*Date*	*Date*

SITE OBSERVATION 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	Yes	No
a	Approved PPEs are used by self and crew members	✓	
	Check integrity of swab and flow-line valves	✓	
	Check equipment due date and passport still valid	✓	
	Pre-checks on wireline reel skid and power pack carried out	✓	
	PTW applied and duly signed by authorised and approval signatories	✓	
	Gas test carried out by a certified gas tester prior to starting the w/line power pack	✓	
	Correct lubricator configuration used and rig up procedure is followed	✓	
	Safety line for lubricator is in place and properly/correctly secured	✓	
	Reel skid is properly secured	✓	
	Work area is cordoned off with barrier tape	✓	
	SWCP is properly hooked up and function/pressure tested	✓	
	Hands-off sign is appropriately placed at well to be worked on	✓	
	H_2S personal detector used (where applicable)	✓	
	Lubricator assembly de-pressurised through properly secured hose to downwind side	✓	
	Count number of rounds to open/close Christmas tree valves	✓	
b, c	All tools are checked and function tested correctly prior to RIH	✓	
	Service a 142BO positioning tool correctly and rectify faults/defects accordingly	✓	
	Service a KOT correctly and rectify faults/defects accordingly	✓	
	Bottom cap (correct size) is used in conjunction with either the 42BO up shifter or 42XO positioning tool	✓	
	Correct type/size shear pins are used on the service tools for the specific job	✓	
	Correct type running/pulling tool are used for GLV, CIV and dummy	✓	
	GLVs configuration are checked against requirements	✓	
	GLV, CIV and dummy are pinned to running tool correctly	✓	

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

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