

## ASSESSMENT CHECKLIST

Unit: **CAP 1.3 EXECUTE THE WELL SERVICES OPERATIONS**

Element: **WSS 1.3.3 Install and retrieve downhole assemblies**

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"> <li>- wireline procedures governing well preparation and equipment rig-up for well entry.</li> <li>- safety precautions to be taken during the well entry work.</li> </ul>				C	
b	Downhole assemblies and running/pulling tools are checked and made up in accordance with operational requirements.	<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"> <li>- the operating principles of the various downhole assemblies and running/pulling tools and what are the essential areas to check.</li> <li>- the correct procedures for making up downhole assemblies to their respective running tools.</li> </ul>				C	
c	Wireline tools are checked and function tested prior to running in.	<p>Examine evidence (e.g. job report).</p> <p>Check candidate's answers to oral/written questions and by direct observation to confirm understanding on the correct way of checking and function testing the various wireline tools.</p>				C	

# DIMENSION BID

Dimension Bid Competency Assurance Program

Element: **CAP 1.3.3** Install and retrieve downhole assemblies

PC	Description of Performance Criteria	Description of Evidence	Source of evidence			Competence	Remarks
			O/I	SD	Q/A		
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"> <li>- he is familiar with wireline procedures governing the running/pulling of the various types of downhole assemblies.</li> <li>- his knowledge on allowable limits on speed, line tension for the specific job.</li> <li>- his understanding on the correct technique of operating the wireline winch unit.</li> </ul>				C	
e	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>				C	
f	Calculations required to ensure safe and effective operation are accurate, and are carried out as necessary.	<p>Confirm via evidence (e.g. job report).</p> <p>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.</p>				C	

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Dimension Bid Competency Assurance Program

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

g	Data is accurately recorded at appropriate times and frequencies 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 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	
h	Proper installation of downhole assemblies is confirmed in accordance to operational requirements.	Confirm via evidence (e.g. job report). Check candidate's answers to oral/written questions and by direct observation to confirm he understands and knows what are the tell-tale signs to look to confirm proper setting/installation of the various downhole assemblies.				C	

**Legend:**

Source of Evidence:

O/I

Observation / Interview

SD

Supporting Document

Q / A

Written Questions & Answers

Competence

C

Competent

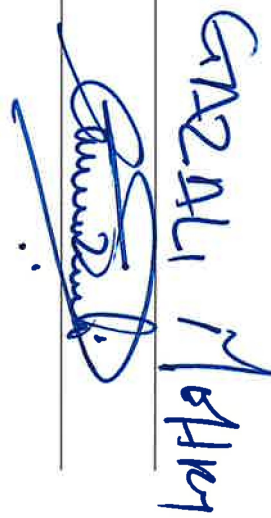
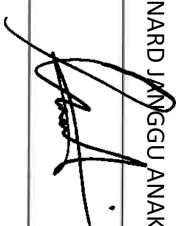
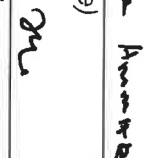
NYC

Not Yet Competent

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

# DIMENSION BID

Dimension Bid Competency Assurance Program

<b>Assessed by:</b>	<b>Agreed by:</b> (TSO)	<b>Verified by:</b> (HOD)
		
(Name)	(Name)	(Name)
Signature	Signature	Signature
14/12/25	20/03/2025	24/12/25
Date	Date	Date