

ASSESSMENT CHECKLIST

Unit: **CAP 1.3 EXECUTE THE WELL SERVICES OPERATIONS**Element: **CAP 1.3.1 Enter the well bore**

PC	Description of Performance Criteria	Description of Evidence	Source of evidence			Competence
			On	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 on 'PTW', pre-job briefing, 'Unsafe act auditing', 'Risks and Hazards assessment (where applicable)', understanding in dealing with differential pressures, safe materials handling, correct and proper materials usage. Check candidate's under-pinning knowledge on operation procedures via questioning (oral/written) or by natural direct observation. Also where available, reports to support e.g. copy of 'PTW' and work reports.	✓			C
b	Running controls are confirmed as pre-set to required datum.	Examine evidence on well services toolstring 'zero' reference point ('BDF' and 'BTHF'), interpretation of well diagrams, depth correlation, zero setting on depth counter. Check candidate's under-pinning knowledge via questioning (oral/written), or direct field observation.	✓			C
c	Pressures are equalised in accordance with operational requirements and instructions.	Check evidence on handling types of well services tasks related to differential pressures, well pressures, control-line pressure, & sub-surface safety valve status. Check candidate's under-pinning knowledge via questioning (oral/written), or direct field observation.	✓			C

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PC	Description of Performance Criteria	Description of Evidence	Source of evidence			Competence	Remarks
			O/I	SD	Q/A		
						C / NYC	
d	The well bore is entered in accordance with operational requirements and instructions.	Check candidate's under-pinning knowledge via questioning (oral/written), or direct field observation on well services objective programs, operation guidelines, toolstring and lubricators configurations.	✓				C
e	Faults and defects are accurately identified and appropriate remedial action taken in accordance with operational requirements.	Check evidence on job reports and replacement requisitions. Check candidate's under pinning knowledge on identifying faults and defects as well as actions to remedy such faults and defects via questioning (oral/written).	✓				C
f	Data is accurately recorded at appropriate times and frequencies in accordance with operational requirements.	Check evidence on operation reports (e.g. FTTHP, CITHP, CHP, FLP). Check candidate's under-pinning knowledge via questioning (oral/written).	✓				C
g	Operational report is presented in an appropriate format and submitted to the relevant personnel.	Confirm with product evidence. Operation reports required.	✓				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

Assessed by:		Agreed by:		Verified by:	
(Operator)		(TSO)		(FSM)	
					
(Name)		(Name)		(Name)	
Larry Pugh		Henry Ayon		AMINI FADZLAN ABU ZAMIR	
Signature		Signature		Signature	
					
Date		Date		Date	
23-11-2024		23-11-2024		17-DEC-24	

SITE OBSERVATION CHECKLIST

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

Element: **CAP 1.3.1 Enter the well bore**

PC	Description	Yes	No
a	A valid PTW in place	✓	
a	Use proper PPE at the work-site	✓	
a, d	Discard of wire	✓	
e	Torsion testing of wire end	✓	
a, d	Correct lubricator, BOP configuration in the rig up	✓	
a	Safety sling used on lubricator after rig-up	✓	
b	Correct size of measuring wheel in use	✓	
a	Check sufficient stock of diesel fuel prior to well entry	✓	
d	Proper toolstring configuration make-up for the job	✓	
e	Service tools 'pre-check' prior to make-up and run-in-hole	✓	
a, c	Checking of well pressures	✓	
a, c, d	Isolate and switch over of SSV & SC-SSV from station ESD system to SWCP	✓	
c	Ensure the SC-SSV is equalised and in 'open' position prior to well entry	✓	
b, d	Proper toolstring 'zero' reference point	✓	
b	Well diagram for well entry reference	✓	
d	Check toolstring 'hanging' weight and 'pulling' weight	✓	
d	Operator's awareness of gas or liquid column inside the well	✓	
f	Operator's awareness on data recording – time and depth	✓	
g	Preparation of operation report. A copy required for evidence	✓	