

**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		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.	O/I	SD	Q/A		C	He daily conducted tool box talk before start any operation.
b	Downhole assemblies and running/pulling tools are checked and made up in accordance with operational requirements.	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 assemblies and running/pulling tools and what are the essential areas to check. - the correct procedures for making up downhole assemblies to their respective running tools.	O/I				C	Observed he checked and prepared tool according to the operational / Job's programme given.
c	Wireline tools are checked and function tested prior to running in.	Examine evidence (e.g. job report).  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.	O/I		Q/A		C	He checked and function tested tools for the next operation.

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>	O/I		Q/A		C	Understand the job programme given. Confident when operated the wireline winch unit.
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>	O/I		Q/A		C	Giving an idea when encountered well problems.
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 understands the importance and need to invoke and apply appropriate calculations for certain aspects of the job.</p>	O/I		Q/A		C	Performed simple calculation. Still need to improve in calculation.

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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.	<p>Confirm via evidence (e.g. job report).</p> <p>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.</p>	O/I	SD	Q/A		C	Observed he frequently took, recorded the weight of tool string (R/W H/W P/W) and the well pressure.
h	Proper installation of downhole assemblies is confirmed in accordance to 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 confirm he understands and knows what are the tell-tale signs to look to confirm proper setting/installation of the various downhole assemblies.</p>	O/I		Q/A		C	He able to know when the downhole is properly setting/installed. He runs the wireline unit to set various downhole assemblies.

**Legend:**
**Source of Evidence:**

O/I
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 Observation / Interview

SD
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 Supporting Document

Q / A
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 Written Questions & Answers

**Competence**

C
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 Competent

NYC
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 Not Yet Competent

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

### **SITE OBSERVATION CHECKLIST**

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

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

PC	Description	Yes	No
a	Approved PPEs are used by self and crew members	Y	
	Check integrity of swab and flow-line valves	Y	
	Check equipment due date and passport still valid	Y	
	Pre-checks on wireline reel skid and power pack carried out	Y	
	PTW applied and duly signed by authorised and approval signatories	Y	
	Gas test carried out by a certified gas tester prior to starting the wireline power pack	Y	
	Correct lubricator configuration used and rig up procedure is followed	Y	
	Safety line for lubricator is in place and properly/correctly secured	Y	
	Reel skid is properly secured	Y	
	Work area is cordoned off with barrier tape	Y	
	SWCP is properly hooked up and function/pressure tested	Y	
	Well to be worked on is barricaded	Y	
	H <sub>2</sub> S personal detector used (where applicable)	Y	
	Lubricator assembly de-pressurised through properly secured hose to downwind side	Y	
	Count number of rounds to open/close Christmas tree valves	Y	
b, e	Service a 'XO' or 'RO' running tool correctly and rectify faults/defects accordingly		
	Running tools are checked and function tested	Y	
	Service a 'XX' plug choke correctly and rectify faults/defects accordingly	Y	
	Service a 'GS', 'R' & 'S' series and a 'JDC' pulling tool	Y	
	Assembling a WR SC-SSV to its running tool correctly and pinned properly		
	Assembling a plug to its running tool correctly and pinned properly	Y	
	Correct type and size shear pins are used	Y	
	Correct equalising prongs are used	Y	

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

PC	Description	Yes	No
b, e	Proper handling of tools and equipment	Y	
c, e	Rope socket is checked and wire knot made up correctly	Y	
	Stems are checked for defects	Y	
	Knuckle joints checked for integrity	Y	
	Link jars are checked and function tested	Y	
	Hydraulic jar/Spring jar is checked and function tested	Y	
	Service a hydraulic or a Spring jar	Y	
	Servicing of tools are carried out as and when deemed required	Y	
d, e, g	Zero setting of toolstring is done correctly and depth counter set accordingly	Y	
	Toolstring RIH using hydraulic control, not brake control	Y	
	Check brake system functioning satisfactorily	Y	
	Check weight indicator system functioning satisfactorily and effectively	Y	
	Torsion or wrap test on wire done to ensure integrity	Y	
	Checked depth measuring assembly to confirm proper function	Y	
	Record toolstring assembly	Y	
	Record toolstring weight prior to RIH	Y	
	Record relevant pressures, e.g. CITHP, CHP, etc.	Y	
	Surface recorder is used to monitor THP during plug equalization	Y	
	Check toolstring hanging and pulling weights at regular intervals	Y	
	Slow down line speed and take extra precautions when passing through tubing accessories	Y	
	Read weight indicator correctly to check HUD	Y	
	Use hydraulic control to pull downhole assemblies instead of the brake to hold line tension	Y	
	When opening link jars to tap through tight spot or landing nipple the downhole assemblies is not lifted up	Y	
	No pre-mature tripping of running tool	Y	
	Only sufficient or adequate number of jars are executed to set/install downhole assemblies	Y	
	Line tension is kept within its operating limits	Y	

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

PC	Description	Yes	No
d	Correct speed control while POOH using hydraulic control, not brake control	Y	
f	Real slow while approaching surface, and pulling into lubricator assembly	Y	
	Effective jarring evident with appropriate engine RPM	Y	
	Where applicable, proper amount of pressure are injected into the well for pressure equalisation prior to pulling downhole assemblies	Y	
	Demonstrate hydrostatic calculation where applicable	Y	
	Demonstrate method of estimating length of wire on reel skid	Y	
	Toolstring weight determination to overcome pressure and friction force at stuffing box	Y	
	Toolstring weight determination to provide effective jarring force	Y	
h	Correct toolstring configuration is used for running the downhole assemblies	Y	
	Control line is flushed for setting WR SC-SSV	Y	
	Tap valve or plug into profile of landing nipple	Y	
	Jar down sufficiently to set downhole assemblies	Y	
	Bleed control line pressure and check for returns for WR SC-SSV	Y	
	No returns, pressure up control line and confirmed holding for WR SC-SSV	Y	
	Line over pulled to check whether downhole assemblies set for plugs and WRDP-2	Y	
	Release running tool from downhole assemblies after setting and POOH toolstring	Y	
	Check running tool tell-tale to confirm downhole assemblies are properly set and locked in profile of landing nipple	Y	
	Tubing Inflow test or inject pressure into tubing (where applicable) to test plug properly set/installed	Y	
	D/P and slam test for WR SC-SSV	Y	
	Re-pressure up control line after successful D/P and slam test for WR SC-SSV	Y	
	In older remote Jackets where the C.O.M is still in use, check that the control line pressure is initially introduced to the point where valve is in the equalized position. When full pressure equalization across the valve has taken place, the control line pressure is then pumped up to its pre-set pressure	Y	