

ASSESSMENT CHECKLIST

Unit: CAP 1.2 PLAN FOR WELL SERVICES OPERATIONS
 Element: CAP 1.2.4 Rig-down Well Services Equipment And Hand Back Well

PC	Description of Performance Criteria	Description of Evidence	Source of evidence			Competence	Remarks
			O/I	SD	Q/A		
a	Assembly is dismantled in the required sequence using tools appropriate for the work.	Check via questioning on the proper equipment rig-down process and the use of the correct hand tools.	✓			✓	
b	Equipment is safely dismantled from the system in accordance with operational requirements.	Permit to Work (PTW) compliance. Check via questioning on safe rigging-down process.	✓			✓	
c	Defects in equipment are identified and appropriate remedial action taken within job holder's responsibility.	Job report. Records/logs on defective equipment repaired and/or returned to workshop. Check via questioning that candidate recognises the individual role and responsibility on this element.	✓			✓	
d	Equipment is handled without damage using safe lifting and handling techniques.	Check via questioning to ascertain candidate's understanding on safe lifting and handling techniques.	✓			✓	

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			O/I	SD	Q/A		
e	Working practices are safe and conform to statutory and operational requirements.	PTW compliance. Job report. Field observation. Check via questioning on candidate's understanding on safe working practices in line with statutory and operational requirements.	✓			C	
f	Well is handed back in accordance with operational requirements.	Job report. PTW compliance – PTW is signed-off accordingly. Third Party feedback. Check via questioning on the importance of proper well hand back.	✓			C	
g	Operational report is produced and submitted to relevant personnel.	Job report. Third Party feedback. Check via questioning on the need for operation report.	✓			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: (Operator)	Agreed by: (TSO)	Verified by: (FSM)
MACDONALD NIAL (Name)	AMMIRAL AHMAD (Name)	ALIYSON Akin (Name)
Signature	Signature	Signature
23/9/23 Date	24/09/23 Date	25/9/23 Date

SITE OBSERVATION CHECKLIST

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PC	Description	Yes	No
a	Removal of safety sling from lubricator	✓	
a, d, e	Wireline is clamped to the lubricator and wireline from the wireline winch is slackened off	✓	
b	Clear wellhead vicinity	✓	
b, e	Lubricator is depressurised before rigging-down	✓	
b, e	Safe rigging-down of lubricator	✓	
c	Check for defect and remedial action taken	✓	
d	Lifting equipment check	✓	
d	Use of thread protectors on lubricator unions	✓	
e	PPE compliance – no unsafe act	✓	
e	Oil/grease wireline	✓	
f	SWCP dismantled and well returned to location emergency system	✓	
f	Removal of hands-off sign from the Christmas tree	✓	
f	Christmas tree cap installed back with o-ring in good condition. Cock valve on cap is closed	✓	
f	Well is handed back and/or returned to original status	✓	
f	Sign off of permit to work	✓	
g	Operation report done	✓	