

ASSESSMENT CHECKLISTUnit: 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.	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	
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.					C	
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.					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	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"> - he is familiar with wireline procedures governing the running/pulling of the various types of downhole assemblies. - 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	
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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PC	Description of Performance Criteria	Description of Evidence	Source of evidence				Competence	Remarks
			O/I	SD	Q/A		C / NYC	
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

Assessed by: (Operator)	Agreed by: (TSO)	Verified by: (FSM)
<u>ANN HARTMAN Andy RADIN</u>	<u>JOE Shamantles John</u>	
(Name)	(Name)	(Name)
<u>Signature</u> 	<u>Signature</u> 	<u>Signature</u>
<u>Date</u> 23-07-24	<u>Date</u> 23 / 7 / 24	<u>Date</u>

SITE OBSERVATION CHECKLISTUnit: **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	<input checked="" type="checkbox"/>	
	Check integrity of swab and flow-line valves	<input checked="" type="checkbox"/>	
	Check equipment due date and passport still valid	<input checked="" type="checkbox"/>	
	Pre-checks on wireline reel skid and power pack carried out	<input checked="" type="checkbox"/>	
	P.TW applied and duly signed by authorised and approval signatories	<input checked="" type="checkbox"/>	
	Gas test carried out by a certified gas tester prior to starting the wireline power pack	<input checked="" type="checkbox"/>	
	Correct lubricator configuration used and rig up procedure is followed	<input checked="" type="checkbox"/>	
	Safety line for lubricator is in place and properly/correctly secured	<input checked="" type="checkbox"/>	
	Reel skid is properly secured	<input checked="" type="checkbox"/>	
	Work area is cordoned off with barrier tape	<input checked="" type="checkbox"/>	
	SWCP is properly hooked up and function/pressure tested	<input checked="" type="checkbox"/>	
	Well to be worked on is barricaded	<input checked="" type="checkbox"/>	
	H ₂ S personal detector used (where applicable)	<input checked="" type="checkbox"/>	
b, e	Lubricator assembly de-pressurised through properly secured hose to downwind side	<input checked="" type="checkbox"/>	
	Count number of rounds to open/close Christmas tree valves	<input checked="" type="checkbox"/>	
	Service a 'XO' or 'RO' running tool correctly and rectify faults/defects accordingly	<input checked="" type="checkbox"/>	
	Running tools are checked and function tested	<input checked="" type="checkbox"/>	
	Service a 'XX' or a 'RR' plug choke correctly and rectify faults/defects accordingly	<input checked="" type="checkbox"/>	
	Service a 'GS', 'R' & 'S' series and a 'JDC' pulling tool	<input checked="" type="checkbox"/>	
	Assembling a WR SC-SSV to its running tool correctly and pinned properly	<input checked="" type="checkbox"/>	
	Assembling a plug to its running tool correctly and pinned properly	<input checked="" type="checkbox"/>	
	Correct type and size shear pins are used	<input checked="" type="checkbox"/>	
	Correct equalising prongs are used	<input checked="" type="checkbox"/>	

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

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PC	Description	Yes	No
d	Correct speed control while POOH using hydraulic control, not brake control	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f	Real slow while approaching surface, and pulling into lubricator assembly	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Effective jarring evident with appropriate engine RPM	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Where applicable, proper amount of pressure are injected into the well for pressure equalisation prior to pulling downhole assemblies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Demonstrate hydrostatic calculation where applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Demonstrate method of estimating length of wire on reel skid	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Toolstring weight determination to overcome pressure and friction force at stuffing box	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Toolstring weight determination to provide effective jarring force	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Correct toolstring configuration is used for running the downhole assemblies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Control line is flushed for setting WR SC-SSV	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Tap valve or plug into profile of landing nipple	<input checked="" type="checkbox"/>	<input type="checkbox"/>
h	Jar down sufficiently to set downhole assemblies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Bleed control line pressure and check for returns for WR SC-SSV	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	No returns, pressure up control line and confirmed holding for WR SC-SSV	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Line over pulled to check whether downhole assemblies set for plugs and WRDP-2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Release running tool from downhole assemblies after setting and POOH toolstring	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Check running tool tell-tale to confirm downhole assemblies are properly set and locked in profile of landing nipple	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Tubing Inflow test or inject pressure into tubing (where applicable) to test plug properly set/installed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	D/P and slam test for WR SC-SSV (except for the 6" Camco WRDP-2 only D/P test is recommended)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Re-pressure up control line after successful D/P and slam test for WR SC-SSV	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	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	<input type="checkbox"/>	<input type="checkbox"/>