



PTW CHECKLIST - NO. 35		Title: Well Services Offshore / Onshore Operations	
Owner: Capability Coordinator			
Approver: Capability Coordinator		Max Validity Period: 5 yrs	
Permit No.:		Date:	
Latest Rev	Date	Details	Authorised By
13.0	Jan 2016	Full revision	S Elliott

Other Checklists That May Be Relevant: [24](#), [25](#), [29](#), [30](#), [51](#)

HRA Checklists:

PRIOR TO PERMIT ISSUE:

Tick when done

- | | Y | N | NA |
|---|--------------------------|--------------------------|--------------------------|
| 1. Agree location of equipment with PI.
NOTE: Equipment should always be placed as far away from process equipment as practical
Specify Location: _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have all required parties signed off the work programme? | <input type="checkbox"/> | | |
| 3. Confirm if gas and flame detectors require isolation in the vicinity of work area. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Onshore: If explosives are being used, has Section 36.0.0, Perforating Operations, in document A-73.04.03.002 General Well Services Procedures been reviewed and Checklist 36.1.0 Kapuni Wellsites been completed? | <input type="checkbox"/> | | <input type="checkbox"/> |
| 5. Offshore: If explosives are being used, has Section 37.0.0 Safe Firing Systems Offshore in document A-73.04.03.002 General Well Services Procedures been reviewed and Checklist 37.01.0 Platform Safety Checklist Prior to Perforating been completed? | <input type="checkbox"/> | | <input type="checkbox"/> |
| 6. Is this system one that may contain Mercury contamination? (Refer to Site Mercury Register) If the answer is yes, refer to Standard Operating Procedure (SOP) STA-01.43 and PTW Checklist 25 | <input type="checkbox"/> | <input type="checkbox"/> | |

PRIOR TO WORK COMMENCING:

- | | |
|--|--------------------------|
| 7. Well Handover Sheet completed (isolation of subsurface safety valve and actuated OMV is handled under CMI). | <input type="checkbox"/> |
| 8. The "Under Well Services Control" signs been placed on the UMW 3-way valve and the SCSSSV hydraulic supplies. | <input type="checkbox"/> |
| 9. A portable dry powder extinguisher is present at the engine site. | <input type="checkbox"/> |
| 10. Barriers and warning signs are erected to exclude persons not involved. | <input type="checkbox"/> |
| 11. A windsock or equivalent device is visible. | <input type="checkbox"/> |
| 12. Secure all loose handrails, grating, hatches and fixed ladders. | <input type="checkbox"/> |
| 13. Physical barriers are erected around open hatches and removed gratings. | <input type="checkbox"/> |

SET UP EQUIPMENT:

Tick when done

- | | Y | N | NA |
|---|--------------------------|---|----|
| 14 All work shall be carried out as per Well services procedures. | <input type="checkbox"/> | | |
| 15 All personnel are competent with the equipment to be used, including procedures for any hazardous substances. | <input type="checkbox"/> | | |
| 16 Bond equipment to earth where necessary. | <input type="checkbox"/> | | |
| Measure resistance between well entry equipment and plant earth. Readings must be below 10 Ω ohms. Record reading on continuity Section of HW2 permit. | <input type="checkbox"/> | | |

CARRY OUT OPERATION:

Tick when done

- | | Y | N | NA |
|--|--------------------------|---|----|
| 17 Function test Emergency Shut Down Systems and ensure personnel are competent and willing to operate them in an emergency. (Well Control Panel winch panel and site ESD) | <input type="checkbox"/> | | |
| 18 The winch is not left unattended in gear or with the power pack running. | <input type="checkbox"/> | | |
| 19 The pump relief valves are set and direction of relief flow is checked. | <input type="checkbox"/> | | |
| 20 Prior to bleeding down well to atmosphere check wind direction and inform AT. | <input type="checkbox"/> | | |

ON COMPLETION OF THE JOB:

Tick when done

- | | Y | N | NA |
|--|--------------------------|---|----|
| 21 Function / inflow test SCSSSV after well entry and reinstate control panels. | <input type="checkbox"/> | | |
| 22 The Well Handover Sheet been completed. (NB: This can only be done after / during completion of the deisolation process). | <input type="checkbox"/> | | |
| 23 Remove all the "Under Well Services Control" signs. | <input type="checkbox"/> | | |
| 24 Ensure all chemicals and hazardous materials have been disposed of appropriately. | <input type="checkbox"/> | | |

**WELL HANDOVER SHEET
STL Well Services – Operations**

WELL:

Permit #(s):

Date/Time Well Closed In:

		Operations to Well Services			Well Services to Operations		
THP & Time/Date recorded		Pressure		Time/Date	Pressure		Time/Date
A/B/C Annulus Pressures		A	B	C	A	B	C
Lower Master Valve		OPEN/CLOSED			OPEN/CLOSED		
Upper Master Valve (SSV)		OPEN/CLOSED			OPEN/CLOSED		
Flow Wing Valve		OPEN/CLOSED			OPEN/CLOSED		
Outer Flow Wing Valve (where installed)		OPEN/CLOSED*			OPEN/CLOSED*		
Kill Wing Valve		OPEN/CLOSED			OPEN/CLOSED		
Outer Kill Wing Valve (where installed)		OPEN/CLOSED*			OPEN/CLOSED*		
Swab Valve		OPEN/CLOSED			OPEN/CLOSED		
SCSSV (WR or TR)		OPEN/CLOSED			OPEN/CLOSED		
SCSSV On facility supply and locked open		YES/NO			YES/NO		
SSV On facility supply and locked open		YES/NO			YES/NO		
Control line Pressure							
Chemical injection system		OPEN/CLOSED			OPEN/CLOSED		
Annulus valve checks offshore only	A Annulus Valve (to sensor/gauge)	Inner valve OPEN/CLOSED	Outer valve* OPEN/CLOSED		Inner valve OPEN/CLOSED	Outer valve* OPEN/CLOSED	
	A Annulus Valve (opposite side to sensor/gauge)	Inner valve OPEN/CLOSED	Outer valve* OPEN/CLOSED		Inner valve OPEN/CLOSED	Outer valve* OPEN/CLOSED	
	B Annulus Valve (to sensor/gauge)	Inner valve OPEN/CLOSED	Outer valve* OPEN/CLOSED		Inner valve OPEN/CLOSED	Outer valve* OPEN/CLOSED	
	B Annulus Valve (opposite side to sensor/gauge)	Inner valve OPEN/CLOSED	Outer valve* OPEN/CLOSED		Inner valve OPEN/CLOSED	Outer valve* OPEN/CLOSED	
	C Annulus Valve (to sensor/gauge)	OPEN/CLOSED			OPEN/CLOSED		
	C Annulus Valve (opposite side to sensor/gauge)	OPEN/CLOSED			OPEN/CLOSED		
	Notes - NORM readings, hydrates, other issues, etc.						
Is there a relief path Downstream of FWV and Xmas tree during Pressure pumping ops:				NA			

***If no valve fitted then write "N/A"**

WELL HANDED OVER TO WELL SERVICING TEAM BY/DATE :

WELL ACCEPTED BY WELL SERVICING TEAM BY/DATE :

WELL HANDED BACK TO OPERATIONS BY/DATE :

WELL ACCEPTED BACK BY OPERATIONS BY/DATE :