approved

Operations director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **«\_\_\_» \_\_\_\_\_\_\_\_\_\_ 20\_\_**

# **ORGANIZATION OF WELLS SERVICING OPERATIONS**

1. Introduction

This Procedure was developed basing on the Policy for Drilling and Workover of Wells of \_\_\_\_\_\_\_\_ Company. This Procedure regulates the order of works in wells servicing operations on the Company contract territories.

1. Purpose

This Procedure represents the requirements to conduct of wells servicing operations on the Company contract territories.

1. Sphere of application

The provisions of this Procedure applies to all departments, conducting its operations on wells servicing on the licensed territories of \_\_\_\_\_\_\_ Company, including the contracting organizations.

1. References

Safety rules in oil-and-gas producing industry of the Republic of Kazakhstan.

Rules for development of oil and gas fields.

Instructions for open well flowing control in construction, production and workover operations of oil and gas wells.

International standards of Oil and Gas Industry (API).

1. Preparatory and organizational works before commencement of wells servicing operations

## A decision on conduct of wells servicing operations is to be taken by the Company Management upon written request of Production Manager justifying the necessity of such operations. The list and schedule of works on well servicing is given in the annual work program and estimated in the company annual budget. After the well servicing schedule is approved, the preparatory works shall be started, which include:

* 1. Preparatory works
		1. Prepare the work plan for well servicing operations and agree it with \_\_\_.
		2. Conduct tenders for choice of contractors in accordance with tender procedure FIN.01.07, for the following types of works:
			1. Supply of well servicing rig;
			2. Construction of power transmission line;
			3. Construction of electric power substation;
			4. Construction of sites for assembly of conventional pumping unit;
			5. Supply and servicing the downhole equipment;
		3. Obtain from Contractor the layout of well servicing equipment, including dimensioning specifications (OPS.03.04.03) and requirements to site specification.
		4. Sign a contract with well servicing contractor and with service companies according to the Procedure of contracts signing GEN.11.01.
		5. By conducting a tender, choose the suppliers of:
			1. Tubing;
			2. Chemical agents for mud;
			3. Wellhead equipment;
			4. Conventional pumping units;
			5. Downhole equipment and instruments (for production with use of artificial lift);
		6. Place the orders for delivery of equipment and materials according to the Procedure FIN.01.07.
		7. Ensure obtaining of permission of \_\_\_\_\_\_\_\_\_\_ for rigging up of equipment.
		8. If necessary, provide for Contractor registration and certification of vessels, working under pressure, and hoisting devices by \_\_\_\_\_\_\_\_\_\_ services.
		9. Develop and agree with \_\_\_\_\_\_\_ the BOP hookup scheme for conduct of well servicing operations (OPS.03.04.04).
		10. Before a workover rig is mobilized to a dedicated site, ensure that all required equipment and materials stock are available and reliable source of water, fuel, are in place on the allocated sites.
	2. Assembling works
		1. Upon mobilization of well servicing rig and work crew, and under the condition that well servicing work plan is on place (03.04.01):
			1. Provide contractor with a clear and valid work program, approved by \_\_\_\_\_\_\_\_\_.
			2. Perform pre job meetings with Contractor and Field Personnel;
			3. Field commission shall make an Act on transfer of well from Customer to Contractor for conduct of well servicing operations (OPS.03.04.11).
		2. Contractor shall rig up and assemble the equipment in a safe and timely manner, including, but not limited to the following:
			1. Envisage option for installation of BOP equipment (according to the approved schemes);
			2. For conducting for well servicing operations the well site should be equipped with work site, catwalks and pipe racks;
		3. Test all equipment and execute the following documents:
			1. Maintenance check of rig (OPS.03.04.07);
			2. Act on testing of traveling block limit switch (OPS.03.04.08);
			3. Act on inspection of derrick (OPS.03.04.09);
			4. Act on testing of electric equipment and grounding devices (OPS.03.04.05);
		4. After completion of rig up, all equipment should be operational function tested.
		5. Only Personnel having special education, Licensed and experienced in workover operations are permitted to supervise and conduct the well servicing operations.
		6. The list of technical documentation, necessary to keep on place before commencement of workover operations:
			1. The scheme of wellhead connections with BOP equipment, approved by \_\_\_\_\_\_\_\_ (OPS.03.04.04);
			2. Well servicing work plan, approved by \_\_\_\_\_\_\_\_\_ (OPS.03.04.01);
			3. Passports (certificates) for:

production tree, preventer, conventional pumping unit;

back valves, drill spool adapter;

nonstandard elements of wellhead equipment;

tubing;

load indicator;

set of gas-protecting equipment;

* + - 1. Logs:

shift change;

registration of circulation fluid parameters;

drills conducted with drilling crew on Health and Safety rules, blowout and fire safety rules;

checks of safety measures;

checks of BOP equipment;

Blowout alarms for instruction.

* + - 1. Health and Safety and Blowout safety caution boards.
1. Well servicing operations

Well servicing operations should be conducted strictly in accordance with the International Standards in Oil and Gas industry and current «Safety rules in oil and gas production industry of the Republic of Kazakhstan», reserves conservation and environment protection requirements in accordance with «Unified rules of reserves conservation and development of mineral resources», as well as the current normative documents on use of equipment and operating procedures. Well servicing operations shall be conducted in accordance with work plan, agreed and approved with Blowout emergency response service, which shall include, but not be limited with the following:

* 1. Preparation of necessary backlog of kill mud with parameters according to the work plan.
	2. Killing of well.
	3. Rig and equipment assembly.
	4. Obtaining of permission from representative of \_\_\_\_\_\_\_ for teardown of production tree (OPS.03.04.02).
	5. Before commencement of works, horsehead of beam unit shall be thrown back or drawn aside. Such works, as well as taking off and putting on of cable hanger, shall be conducted with use of devices which would exclude the necessity to lift the worker on horsehead of beam unit.
	6. Demount the polished rod and mount the rod preventer. Pressure test with participation of \_\_\_\_\_\_\_ representative and execute the respective Act (OPS.03.04.13).
	7. Pull out rods and demount rod preventer.
	8. Assemble BOP with shear rams of size suitable for tubing working assembly and pressure test it with participation of \_\_\_\_\_\_\_\_\_\_ representative. Upon results, execute the Act (OPS.03.04.13, OPS.03.04.18).
	9. Pull out tubing, revise and make control measures, execute the Act (OPS.03.04.15).
	10. Replace and run in the pump on tubing (OPS.03.04.19).
	11. Demount ram BOP and mount rod BOP on wellhead (OPS.03.04.13).
	12. Run plunger piston on rods. Demount rod BOP.
	13. Revise and assemble well head equipment.
	14. Test the wellhead connection with pressure, envisaged in work plan. On the results of pressure test, execute the Act (OPS.03.04.14).
	15. Rig down.
	16. Put the well into production in accordance with technology in the work plan.
	17. If during conduct of operations under points 6.7; 6.9; 6.10; 6.12 direct signs of well flowing appear, the well shall be sealed and further works conducted in accordance with the plan of liquidation of possible emergency situations (OPS.06.01).
1. Putting of well into production
	1. Rig down and demobilize equipment and instruments from the well site.
	2. Restore the well site.
	3. The commission, headed by the field manager, will inspect and accept the well from contractor after completion of well servicing operations, and provided that wok is found satisfactory, execute the «Act on well servicing completion and putting of well into production» (OPS.03.04.17) and «Act of works performed on well» (OPS.03.04.16). The act shall be executed in 4 originals and sent to:
		1. well passport on site – 1 original.
		2. works executor – 1 original.
		3. company geological department – 1 original.
		4. company accounting department – 1 original.
	4. The information on works conducted on well, description of works and well working regime between the servicing operations, shall be inserted to the well passport and stored on the field during the whole period of object exploitation.
2. Exceptions

Any exceptions from this Procedure are allowed only upon consent of Operation Director.

1. Reporting

There are no requirements to reporting under this procedure.

1. Effective date

This Procedure comes into effect on \_\_\_ 20\_\_.

1. Revision date

This Procedure shall be revised once a year.

1. Supervisor

Drilling Manager

Attachment

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| OPS.03.04.01 |  | Approved plan of well servicing operations  |
| OPS.03.04.02 |  | Permission of governmental authorities and agencies |
| OPS.03.04.03 |  | Equipment location layout |
| OPS.03.04.04 |  | BOP hookup scheme |
| OPS.03.04.05 |  | Act on testing of electric equipment and grounding devices |
| OPS.03.04.06 |  | Engineering documentation for drilling equipment |
| OPS.03.04.07 |  | Act on maintenance check of drilling equipment |
| OPS.03.04.08 |  | Act on testing of traveling block limit switch |
| OPS.03.04.09 |  | Act on inspection of drill rig |
| OPS.03.04.10 |  | Act on well readiness for conduct of works  |
| OPS.03.04.11 |  | Act on well transfer from Customer to Contractor well servicing operations |
| OPS.03.04.12 |  | Act on BOP leak test before installation  |
| OPS.03.04.13 |  | Act on BOP leak test after installation |
| OPS.03.04.14 |  | Act on leak test  |
| OPS.03.04.15 |  | Act on leak test  |
| OPS.03.04.16 |  | Act on control measurements  |
| OPS.03.04.17 |  | Act on completion of well servicing operations and well transfer into production |
| OPS.03.04.18 |  | Register of BOP equipment and casing head installed  |
| OPS.03.04.19 |  | Record on length of tubing and list of subsurface equipment run in well  |
| OPS.03.04.20 |  | Daily operations workover and servicing report |