
	Definitive Optimization Safety Practices		Doc No:	1118
			Initial Issue Date	Nov. 22, 2011
			Revision Date:	Feb. 24, 2017
Suspended Well Inspection Procedure			Revision No.	3
Preparation: Safety Mgr.	Authority: President	Issuing Dept.: Safety	Page:	Page 1 of 2

Overall Level of Hazard: 1.8
<p>SCOPE OF PROCEDURE: Suspended Well Inspections are an OGC and ERCB regulated inspection, required annually to ensure all suspended wells are maintained to a specific standard.</p>
<p>Hazards involved in this task include:</p> <ol style="list-style-type: none"> 1. Driving to/from location. 2. Damaged, seized or frozen Equipment. 3. Slips, Trips, and Falls. 4. Hydrate plugs. 5. Venting of Hydrocarbons. 6. Deep Wellhead Cellars. 7. Excessive Wellhead Pressure. 8. Discharge of Fluids. 9. Non-compliance may lead to serious injury or death.
<p>Hazard Controls recommended for this task include:</p> <ol style="list-style-type: none"> 1. Refer to Suspended Wellhead Entry Procedure Doc. No. 1148 2. Refer to Safe Driving Practices Doc. No. 1100 3. Refer to Hydrate Awareness Doc. No. 1119 4. CSA Approved Hard Hat 5. CSA Approved Steel Toed Footwear 6. Fire Retardant-High Visibility Coveralls 7. Safety Glasses 8. Proper Fitting Ear Plugs 9. Leather Work Gloves 10. Personal 4-Way Gas Detection Monitor 11. MSA P-100 Breathing Mask 12. SCBA (if H₂S gas is present)
<p>The following are specialty tools and materials required to perform the task:</p> <ol style="list-style-type: none"> 1. Digital Camera 2. Copy of ERCB Directive 13 3. Assorted 2" and ½" plugs and fittings 4. ½" Needle Valves
<p>Pre Job Instructions and Preparation:</p> <ol style="list-style-type: none"> 1. Get all information that is possible from salesman and/or Calgary contact. <ul style="list-style-type: none"> - Field contact numbers - Quote - Billing Information (In care of ???) 2. TALKING PERSONALLY to Field Foreman/Operator: <ul style="list-style-type: none"> - Map/Directions - SWEET or SOUR - Work permit required/safety orientation required.

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- Defined Well Types to determine scope of work.
 - Check to see if there are any wells out of the ordinary.
 - Access – truck/quad. Do we have to pack equipment on foot?
 - Time allowed to work.
3. If H2S is present, refer to Hazardous Environment Procedures Doc. No. 1107.

Job Description, Procedure and Safety Practices

1. Inform operator of your work plans and proposed locations and where applicable, obtain a safe work permit (Obtain Emergency’s Contact Numbers).
2. Wear all required personal protective equipment.
3. Find and confirm a well location sign for the correct site, take a picture to verify in report.
4. Perform complete On Site Hazard Assessment.
5. Take photo of wellhead (valves frontward).
6. Remove Wellhead Isolation Chain and slowly re-energize the wellhead, refer to Re-Energizing Wellhead or Wellhead Component, Doc. No. 1143.
7. Record all available Surface Pressures (Tubing and Casing).
8. Refer to Depressurize Wellhead or Wellhead Component, Doc. No. 1105, and depressurize the wellhead.
9. If Wellhead Seal Testing is required, refer to Pressure Test Wellhead Seals Procedure, Doc. No. 1144, to Pressure Test the Wellhead Seals.
10. Refer to SCVT Bubble Test Procedure, Doc. No. 1115, to check the Surface Casing Vent for Gas Migration.
11. For Medium Risk Inspections, refer to Pressure Testing Casing and Tubing Procedure, Doc. No. 1145.
12. Ensure all fittings are plugged with the appropriate plugs.
13. Fill out Definitive Optimization or Customer Suspended Well Inspection Sheet.
14. Record any abnormalities.
15. Once completed, clean up any mess made during the inspection and contact the Work Permit Authorization to let them know you are off site.