

AWHEM RECOMMENDED PRACTICE

COMMON SERVICES PRACTICE

RECOMMENDED PRACTICE RP 0201

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ASSOCIATION OF WELL HEAD EQUIPMENT MANUFACTURERS

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1.0 SCOPE

This AWHEM Recommended Practice applies to Wellhead Equipment as defined in API 6A (ISO 10423) and API 17D (ISO 13628).



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2.0 SAFETY

2.1 MEDICAL CERTIFICATE

It is mandatory that all personnel travelling to offshore locations have certification of medical and dental fitness. This certification can be issued by any of the recognised occupational health practitioners qualified in the requirements of the UKOOA recommendations for medical certification. Personnel travelling to offshore facilities/installations should carry a copy of their valid Medical/Dental Certificate.

2.2 SURVIVAL TRAINING

It is mandatory that all personnel travelling to offshore locations have undertaken Offshore Survival Training. This training can be provided by any of the recognised training providers in this specialised field. Pan European Offshore Survival Training is a five day duration course providing the necessary certification to work offshore on both UK and Norwegian installations. Attendance at a three day refresher course is required after three years. A basic Offshore Safety Induction and Emergency Training course of two and a half days duration is available for personnel travelling to UK offshore destinations only.

Survival suit re breather training is a requirement of some operators. This is normally provided at the point of embarkation as part of the pre flight induction.

Note: Under special circumstances, some rig operators may wave the need for Offshore Survival Training for day trip or limited duration visits. This is entirely at the discretion of the operator and must be confirmed prior to embarkation.

2.3 SAFETY TRAINING

2.3.1 Local Requirements

Operators of UK and Norwegian Offshore installations expect service personnel to have undergone training in basic safety procedures. "Safety Passport" training meets these requirements.

The "Safety Passport" course is a two day; ECITB approved training course providing a basic level of safety awareness with demonstrated competence through examination. The course covers: Health and Safety Law, Work Permits, working practices, safe access and egress, accident and First Aid, fire precautions, manual handling, etc. There are several training providers for this course.

Some operators have developed their own safety programmes, eg STOP. Normally the Site Induction or pre job preparation meetings will provide training in these operator specific schemes.



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2.4 HEALTH SAFETY AND THE ENVIRONMENT

2.4.1 Local Requirements

Many UK and Norwegian operators have Environmental Management Systems certified to ISO 14001 and are also obliged to meet strict Governmental Legislation on permissible discharges into the environment. Personnel travelling to UK and Norwegian offshore installations are expected to be familiar with such systems and work within the practices and procedures applicable to each work site. Operators will normally provide training in their particular Environmental Management System practices and procedures as part of the Site Induction or at pre job preparation meetings.

2.4.2 COSHH

All non metallic materials transported offshore require to be accompanied by a Control of Substances Hazardous to Health (COSHH) Assessment generated from the appropriate COSHH Data Sheet. All service personnel working with these materials must be familiar with the assessments on the materials they are using, wear personal protective equipment (PPE) appropriate for the material and work strictly within the exposure times permissible

2.5 SITE INDUCTION/INTRODUCTION

All personnel travelling offshore are expected to attend an induction training session on their first visit to an installation. This induction training will cover all mandatory requirements and conditions of working for that operator, on board that installation. Training will include, but will not be limited to safety procedures on board, emergency drills, muster points, lifeboat drills, permit to work system, contractor reporting responsibilities.

Personnel with no previous experience on any given installation may be required to wear a **green hat** in compliance with local policy to identify them as "new on board" and potentially not fully familiar with the installation and its operating requirements.



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2.6 RISK ASSESSMENTS/TOOLBOX TALKS

Service personnel travelling to worksite must be fully trained in the generation and use of risk assessments. Risk assessments and the application of appropriate control measures to reduce risks to levels as low as are reasonable practicable, are a legislative requirement in compliance with the Health and Safety at Work Act 1974 and the Management of Health at Work Regulations 1999.

Risk assessments require personnel to follow these five steps:

- look for the hazards
- decide who might be harmed and how
- evaluate the risks and decide whether the existing precautions are adequate or whether more should be done
- record your findings
- review your assessment and revise it accordingly

Note. The five steps are taken from HSE document INDG163 (rev1) 5/98 C5000.

A risk rating is normally applied to each risk identified with demonstrated reduction in the rating through application of control measures.

Toolbox talks are normally held immediately prior to an activity starting at the worksite. Toolbox talks are intended to provide an opportunity for all participants in the work to ensure that they understand the scope of the job, who will be performing each task and what responsibilities each member of the team has in performing their task. Review of risk assessments is an integral part of the toolbox talk.

2.7 LIFTING/HANDLING

All personnel must have undertaken training in manual handling prior to commencing work on any work site. Knowledge of the correct methods needed to lift and handle the range of equipment that they would normally encounter is essential for the safety of all personnel.

Man riding is a specialised form of lifting and handling operations and requires specific training for winch men, observers and riders. Operators requiring this method of access to equipment normally provide training courses.

2.7.1 Local Regulations

PUWER

All equipment supplied to platforms and rigs must comply with the **PROVISION AND USE OF WORK EQUIPMENT REGULATIONS.**

LOLER

All lifting operations undertaken at the work site must be done to the requirements of the **LIFTING OPERATIONS AND LIFT EQUIPMENT REGULATIONS.** The planning of lifts should form part of the toolbox talk held prior to lifting operations.



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2.8 PERSONAL PROTECTIVE EQUIPMENT

Personnel travelling to work sites must ensure that they have Personal Protective Equipment (PPE) appropriate for the conditions in which they will be working. Coveralls, hardhat, safety glasses, gloves and boots are the minimum that will be accepted. Specialised personal Protective equipment may be required for specific jobs. This must be sourced and worn as appropriate. When travelling to offshore installations by helicopter, clothing layers appropriate to the season must be worn. Personnel may be asked to confirm they are wearing three layers before being permitted to embark on flights.

2.9 COMPANY COMPETENCY (CAPABILITY) SYSTEMS

Under the provisions of Statutory Instrument (SI) 913, the Design and Construction Regulations, all personnel must be able to prove they have demonstrated competency (capability) in the work disciplines in which they are involved. Employers will do this in a manner suited to their own management system.

2.10 SAFETY NOTICES

Service personnel must ensure that they are familiar with their own employer's system of advising on safety related matters through the issue of Safety Notices or Safety Advisories. When arriving on a platform or installation, service personnel should review the operator's Local Safety Notices to ensure they are familiar with any changes that have been made since they were last on board.

2.11 INCIDENT REPORTING

Service Personnel must be familiar with their own employer's Safety Incident Reporting procedures.

2.11.1 Local Regulations, North Sea, UKCS

In compliance with the Health and Safety at Work Act 1974 and the Management of Health at Work Regulations 1999, certain categories of accident and incident must be reported to employers, those responsible for the work site (normally the operator or rig owner) and the Health and Safety Executive.



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3.0 PRODUCT

3.1 EQUIPMENT OPERATIONS AND MAINTENANCE MANUALS/PROCEDURES

3.1.1 Revision Status

Service personnel must ensure that they use only the latest revision of manuals and procedures when working with equipment, this is essential for their own safety and the efficiency of operations being undertaken. Familiarity with their own employer's Operating Manual revision procedures is required in order that they can make the necessary checks on documentation.

3.1.2 Cautionary Notes

Operations and maintenance manuals frequently contain cautionary notes about particular operational requirements or safety related conditions. It is imperative that service personnel work strictly in accordance with these notes for their own safety and the safety of anyone working in close proximity to them. Company representatives responsible for work areas should be made aware of any cautions relating to safety, prior to work starting on that phase of operations.

3.2 PRESSURE TESTING

3.2.1 Isolation

It is imperative that service technicians are aware of the Isolation Barrier Policy applicable to the customer equipment/installation on which they are working. It is not sufficient to assume that all Isolation Barrier Policies are the same. Operators develop their own policies applicable to the type and criticality of the equipment on each installation. Before working on any equipment, service technicians must ensure that the equipment is isolated from pressure ingress from adjacent sources in compliance with the applicable Barrier Policy.

3.2.2 Check Valves/Fittings

The majority of oilfield equipment is supplied with fittings to facilitate pressure testing, relief of pressure from voids or grease/lubricant injection. These test fittings must be treated with caution, since, dependent on their age; they may not conform to current standards for the design and manufacture of this item. It must be recognised that different manufacturers incorporated features into test fittings that are unique to their equipment, therefore interchangeability between equipment that appears to be the same cannot be assumed. Prior to working on any test fitting the service technician must assure that they are familiar with the type of fitting on the equipment and that they have the correct tools to interface with that fitting.



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3.2.3 Abandonment

Service personnel must be familiar with the Barrier Policy adopted by the operator when working on abandonment. It is essential that the procedures that will be adopted in removing items from the well are available, understood, and strictly followed, to ensure the safety of all personnel and the integrity of the well during the abandonment. Equipment removed from an abandoned well must be prepared for back loading in a safe and secure manner. Consideration must be given to lifting and handling equipment removed from the well, as it may not be as it was when originally installed, for example, with cut casing still attached. See sections 2.7 and 4.0.



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4.0 BACK LOADING EQUIPMENT

4.1 EQUIPMENT RECEIPT AND LOW SPECIFIC ACTIVITY (LSA) SCALE

The presence of Low Specific Activity radioactive contaminants (LSA Scale) is normally suspected before equipment is recovered from a well that has been in production. Operators have their own procedures for dealing with contaminated equipment. Service Technicians must make themselves aware of these procedures and work strictly in accordance with them. In all cases where LSA is suspected, or proved to be present, care should be taken to ensure that dust particles from equipment that has been allowed to dry out are not inhaled or ingested. Operator procedures will ensure that contaminated equipment is suitably identified and quarantined. Normally the operator will route the back loading of any contaminated items via a facility designed and licensed to handle the de contamination of equipment. If the back loading of equipment is the responsibility of the Service Technician's employer, then the service technician should make their company aware of the status of the contaminated items before they are returned. This is essential to ensure that receiving personnel and premises are suitably prepared to deal with contaminated equipment in a controlled manner or re routing to an alternative facility if appropriate.

4.2 SECURING EQUIPMENT FOR SHIPMENT

To ensure that all equipment can be safely handled during transport from an installation, it is essential that all items be shipped either in purpose built frames, containers or baskets, appropriately certified for their intended use. Care should be taken to ensure that frames, containers and baskets are not loaded over their designed gross weight. Loose items must be restrained from moving within container or basket. When back loading equipment, the Service Technician should ensure that all items are correctly identified and manifested to the appropriate destination. Reference should be made to any local guidelines on shipping requirements; eg "Guidelines for the Safe Handling of Cargo to and from Offshore Locations" issued by UKOOA.



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5.0 DOCUMENTATION

5.1 EQUIPMENT

When initially installed equipment may have been accompanied by documentation as to its origin, design/configuration and material certification. In the majority of cases it is necessary to maintain this documentation for the life of the equipment on an installation. This should be confirmed with the owner or operator of the equipment. Where documentation must be maintained, the type and detail should be confirmed, in compliance with the operators procedures. The type of documentation normally expected includes but is not limited to: amendment of the assembly traceability record to include any item replaced on the assembly, a record of any spares used on the assembly, a record of the maintenance performed on the assembly, including, for example, the bolt torque applied to flanges and fittings as they are replaced or refitted.

5.2 FAILURES

When replacing any failed items, the operator will normally expect the equipment to be returned for repair/refurbishment as appropriate. Dependent on the nature of the failure, the operator may expect a report from the equipment supplier on what was found during removal of the item and subsequent disassembly for repair. Service Technicians should ensure they are aware of the customer's expectations during such work and ensure that they adequately document the items removed. Typically the service technician should record the part number, serial number/unique identifier of the subject part/assembly. Items subject to failure investigation should be returned, correctly identified, for the attention of the appropriate recipient. As with back loading other equipment, each item should be suitably secured for transporting to the required destination.

5.3 REPORTING

When completing a job, each service technician should ensure that they have their "Service Ticket" or appropriate document signed by the responsible company or operator representative. A documented record of the work undertaken is essential for both the customer and the technician's employer. Increasingly customers are providing feedback on the performance of the service technician and his supporting organisation. It is in the interest of both the technician and their employing company that this feedback, whether positive or negative, is accepted and acted upon in an appropriate manner in order to improve the working relationship between the customer and the service provider.

The Association of Well head Manufacturers acknowledges HSE Document INDG163 (rev1) dated 5/98 reference C5000 for the 5 Steps to Risk Assessment as used in section 2.6.