

SAMPLE ONLY

(not for use)

INFORMATION REQUIRED FOR AUDITING and REVIEW

1. Emergency Procedures Manual or Procedures or Policy that addresses the following:
 - firefighting, mobilization of firefighting assets
 - organizational structure for emergencies such as blowouts, well fires, oil spills, pipeline ruptures, tanker leaks, and related incidents
 - incident command structure (if it is in place)
 - duty roster system for reaction to emergencies
2. BOP equipment guidelines (or standard practices) for the specification, installation (rig up), testing and maintenance of the same complete with illustrations showing the stack arrangements and choke and kill lines. Illustrations showing the choke manifold arrangements. Illustrations showing the gas handling equipment (kick control)
3. Existing Blowout Contingency Plan or standing orders if a blowout occurs
4. Typical inventory of the rig that is performing the development drilling that describes:
 - general equipment arrangement
 - BOPE specifications (BOP, choke, gas buster with piping arrangements)
 - Mud system
 - Toxic gas handling equipment, PPE (example: gas packs, cascade system, etc.)
5. Description of the drilling, workover, completion operations group including the following:
 - Organization charts
 - Lines of authority
 - Interfaces to other groups within the company, maintenance, purchasing, etc.
 - Resume of key personnel (one page summary)
6. Description of the main reservoirs that are developed and producing.
 - Pressures, temperatures, characteristics, H₂S, etc?
 - Casing programs rotational for setting casing
 - Casing safety factors, expected life of casing and tubulars
 - Well head equipment design criteria and typical installation drawings
 - Typical production histories of typical development wells
7. Description of the exploration program and target reservoirs that are developed and producing:
 - Pressures, temperatures, characteristics, H₂S, etc?
 - Casing programs rotational for setting casing
 - Casing safety factors, expected life of casing and tubulars
 - Well head equipment design criteria and typical installation drawings
 - Typical production histories of typical development wells

8. Typical Drilling Program for Development Type Well with sufficient detail to include:
 - 8.1 Casing running and cementing details
 - 8.2 Surveying details
 - 8.3 Mud programs
 - 8.4 BOP testing and installation
 - 8.5 Drilling parameters
 - 8.6 Completion details
 - 8.7 Casing SF and load lines
 - 8.8 Lithology and drilling hazards
 - 8.9 Directional drilling program
9. Map of the fields and production areas in questions with all wells shown.
10. Company policy and procedure manuals that may be referred to by the drilling, testing and completion program.
11. Next 12 months drilling schedule with depths of wells.
12. Service companies that provide oilfield services locally:
 - Pumping/cementing/fracturing
 - Drilling/workover rigs
 - Mud chemicals
 - Casing/tubulars
 - Safety (H2S consultants)