Instruction Document:
Building a Call Sheet

Document Number: Instruction Document – Building a Call Sheet	Revision No: 000	Approval Date: June 14, 2017
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PURPOSE & SCOPE

- This instruction document outlines the minimum requirements that must be met when building a call sheet.

ROLES & RESPONSIBILITIES

The instruction document activities described below must be completed by competent personnel. Every effort has been made to ensure the accuracy and reliability of this information.

1) Implementation

- The Lead - Logistics provides direction to Coordinators and provides resources to allow consistent rollout, training, implementation, and evaluation of all procedures; as well as ensuring implementation of this instruction document.

2) Supervision

- The Coordinator team performs the activities of this service under the supervision of the Lead - Logistics.

3) Risk Management

- The Lead - Logistics oversees requirements for the communication, implementation and monitoring of this instruction document. It is the responsibility of the Lead - Logistics to assess operations against documented processes.

4) Other (if applicable)

TASK	STEPS	NOTES/HAZARDS/ COMMENTS
PRE-JOB PREPARATION		
Preparation	1. Print off a PDF copy of the cementing program (if applicable). 2. Open two instances of eService on the same computer. 3. Primary/Remedial Call Taking Sheet – Refer to WI: Taking a Client Call – First Notice for more information	
Tools/Equipment Required	Ensure that you have the following items before you begin: 1. Access to the internet and email 2. Access to eService 3. Hard copy of the cementing program	All coordinators should have the ability to send and receive e-mails from their respective dispatch's shared e-mail account.
INSTRUCTION DOCUMENT		
Only Multiwell programmed call sheets should be cloned. All other call sheets must be created from a program.	1. In eService, under the "Call Sheets From Server" tab, click on New, on the left hand menu.	Open 2 instances of eService. The second instance will only be used as a reference to previous jobs and call sheets.
	2. Import the cement program to the Call Sheet Template, using the exact program number on the cover page. NOTE: if the program is not in the system, send a note to the program writer to have it uploaded.	If program is still not importable, you may have to create a call sheet from scratch.
	3. Review each section to ensure that all information has been input properly. Some fields will be left blank intentionally, these will be covered in the following sections.	Even if a section has been auto-populated, check the information against the cement program to sure it was input correctly.
	4. Client contact information must be input manually. This will be the OSR who placed the cement order. If cross shift is known, input this information as well. a. First AND last name (correct spelling) b. Phone number c. E-mail address	
	5. The rig name, type, and directions require manual entry. If this job is on the same location as a previous job (ie. Surface casing or pad work) the directions may be copied from a previous call sheet.	If copying directions, use the second instance of eService on the computer, and ensure everything in the directions box is

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	NOTE: All new locations must have updated directions confirmed/	copied. There may be directions or instructions at the bottom of the text box.
	6. Confirm that the billing information is correct. On the Pricing Information page, the Groups and Bundles* Line item “All” should equal the grand total on the cement program’s pricing page.	
	7. Wellbore fluids and tubulars may have to be input manually. Enter at minimum: a. Open Hole/Previous Casing b. Current casing c. Drill pipe or tubing (if required) d. Mud type e. Mud weight f. Date/time mud properties were recorded g. H2S presence/concentration	If wellbore information is uploaded with program, confirm that it is consistent with information gathered from OSR.
	8. Hazards and Special Instructions sections will both have to be input manually. It’s important not to copy and paste these sections, and do not use any “pre made” Hazards or Special Instructions notes. Examples could be: a. Muddy conditions, chain up! b. Radio channel LADD 1 on ANC Road c. Stay tight to rig while driving around location d. Dust hazards, wear proper PPE	Rather than having a premade set of Hazards, choose a few which are specific to this particular job or location.
	9. Special instructions must include: a. Chemical additives b. Heads/plugs/top drive etc c. Sample reminder d. Any additional charges (lab testing, bin cartage) e. Additional equipment (BOM, H2S monitors, extra radios etc.)	
	10. Downhole tools and additional equipment will have to be filled in manually as well. Downhole tools may be left blank to be filled in by the supervisor on location. Additional equipment must be filled in correctly.	

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	11. Confirm that the cement blend(s) and other products are correct, under the Products tab. By clicking on each line item in the Acids/Blends/Fluids – Base section, the Additives section beneath will populate to each particular line item. Ensure that all of the information is correct.	
	12. If there is (or will be) a bin(s) on location, it will have to be input manually. If a bin(s) is already associated with the rig, it will be on the Rig Board. If a bin is not yet on the rig and it requires one, contact the district for the bin number, and confirm with the OSR whether they will be picking up the bin or if we are responsible to have it delivered. If we are responsible, refer to WI: Requesting a PO for further information.	Enter the starting tonnage in the bin as "1". Entering a zero tonnage or leaving it blank will cause errors.
	13. Client Solutions representative and the Job Designer will have to be input. These are in the drop down menus, and can be found on the cover page of the cement program.	
	14. Once all of the relevant information has been checked and/or input, save the call sheet. Depending on whether an arrival time has been input, the call sheet may or not save as "In Progress" or "Ready"	To save the Call Sheet, click Finish in the bottom right hand corner.
	15. On the left hand side of the eService screen, click Attach File, and attach the following files to the Call Sheet: PDF cement program, SCORE Alerts, SCM Checklist.	If there are road usage permits pertaining to this location or job, attach a copy of them as well.
	16. Once the MTS has been completed by the bulk plant, it must be attached to the Call Sheet. For information pertaining to MTS, refer to WI: Blend Confirmation.	

If there any requests or discrepancies are found in this instruction document, please complete an MOC (if required) and email Instructions@sanjel.com to review.