**Safe Work Requirement**

Blackout and Startup Procedure

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| PURPOSE The purpose of this procedure is to ensure that employees of and contractors to ECDC Carry out the tasks and duties of each crew member in a safe and efficient manner in accordance with operational process and work instruction.  This procedure provided to all crew members to understand in accordance with all required procedures and systems if a **“Black Out”** occurs during night operations. SCOPE The elements held within contain emergency response that should become monthly training for the all crew members as they operate at the workplace, and shall ensure that these are carried out to the highest of standards and in accordance with all required procedures and systems. DEFINITIONS **Competence** – is a measurement of a person’s ability in a particular task.  **Skills** – Things you do in a particular work activity.  **Knowledge** – The things you know about a work activity.  **Experience** – Time spent undertaking a particular work activity.  If you have the required amount of skills, knowledge and experience you are deemed as being competent, it’s really that simple! PROCEDURE:       While tripping pipe in/out Driller will be responsible instruct crew members.   1. Set tool joint at working height to install safety valve. 2. Set slips. 3. Unlatch elevators and clear blocks. 4. Install, tighten and close safety valve. 5. Close appropriate BOP. (Pipe rams or annular) 6. Close any work valves on BOP and or choke manifold that are in the open position. 7. Inform derrick man to secure pipe in derrick. 8. Egress form derrick using ladder. 9. Gather to muster point and perform head count. 10. Assist mechanic if required to start up backup generator or make repairs.  While circulating well Driller will be responsible instruct crew members.  Set tool joint at working height.   1. Close safety valve. 2. Gather to muster point and perform head count. 3. Assist mechanic if required to start up backup generator or make repairs.  While drilling or milling Driller will be responsible instruct crew members.For electric rigs：   1. Stop milling and or drilling operations.   Set string weight on bit to ensure the string in spiral condition, so that string and bore hole touched by points.  Designate chief mechanic to start up generator ASAP.   1. Gather at muster point and perform head count. 2. Assist mechanic if required to start up backup generator or make repairs.  While Well Shut In Driller will be responsible instruct crew members.   1. Gather at muster point and perform head count. 2. Assist mechanic if required to start up backup generator or make repairs.  While Logging, Cementing, CT, Perforating and Slick line If a Black Out should occur during Logging, Cementing, CT, Perforating, and Slick line Operations. The PTW must include a course of action should a Black Out occur. |