Table of Contents

DRILLING OPERATIONS		19
a)	Preparation for spudding the well:	20
b)	Pre-spud meeting:	24
c)	Common drilling practices for all phases:	29
d)	Drilling 26" hole section:	34
e)	Drilling 17 ½" hole section:	36
f)	Drilling 12 1/4"/8 1/2"/6" hole section:	37
g)	Casing Integrity Test (CIT):	40
h)	Casing Shoe Integrity Test (SIT):	41
i)	Leak-off Test (LOT):	42
j)	Extended LOT:	4 4
k)	Recommended practices for tripping out:	49
1)	Recommended practices for tripping In:	50
m)	Recommended practices for reaming:	51
n)	Recommended practices for back-reaming:	51
o)	Recommended practices for wiper trips in deviated hole:	53
p)	Recommended practices to clear pack-off:	53
q)	Recommended practices for surface seepages:	54
r)	Coring:	55

BOT	TOM HOLE ASSEMBLIES	60
a)	BHA Design	60
b)	BHA Operational Guidelines:	63
c)	Guidelines on WOB	64
d)	Use of stabilizers	65
e)	Critical points while making BHA for various hole sizes:	65
f)	Various BHAs:	67
g)	Drilling Jar	67
DRII	LLING BITS	70
a)	Basics about Drill bits:	71
b)	Bit Operating Guidelines:	72
c)	Optimizing Drilling Parameters:	73
d)	Drill-off test procedure:	73
e)	Do's & Don'ts for Roller Bits:	74
f)	Bit Selection:	76
g)	IADC Dull Bit Grading:	83
h)	New Generation Bits & Cutter Technology:	87
DRII	LLING HYDRAULICS	103
a)	General Guidelines:	104
b)	Hydraulics in vertical hole	104
c)	Hydraulics & Hole Cleaning in Intermediate & High Angle Sections	120
d)	Hole Cleaning and Monitoring:	122
	2	

e)	Remedial Hole Cleaning Practices:	122
f)	Cleanup Cycle:	123
DRII	LLING FLUID MANAGEMENT	124
a)	Pre-requisite for Drilling Fluid Management:	125
b)	Preparation of Drilling Fluid Tanks/ Circulating System	127
c)	Preparation Method of Different Drilling Fluid System	129
CAS	ING OPERATIONS	172
a)	Casing Plan:	172
b)	Casing preparation at site:	173
c)	Hole preparation prior to casing lowering:	174
d)	Rigging up for lowering casing:	175
e)	Casing lowering Procedure:	175
f)	Casing Landing Practices:	177
g)	Phase wise checklist/ running procedures for all casings/ liners:	178
CEM	IENTING OPERATION	198
a)	Bulk cement storage and BHP (Bulk Handling Plant)	199
b)	Preparation Prior to Spudding/pre-operation of the well	200
c)	Planning and Execution of Casing/Liner Cementation Job	201
d)	Secondary Cementation	214
e)	Cement squeeze procedures	218
f)	Well Abandonment Procedure	221

g)	Cementing Considerations for HPHT wells	226
h)	Safety in Cementing Operations	239
INST	TALLATION OF WELL HEAD	241
a)	Installation of casing head housing (Section-A):	243
b)	Installation of casing spool (Section- B and C)	252
c)	Pressure Testing of Well Head:	257
DIRI	ECTIONAL DRILLING	293
a)	Conventional direction drilling survey tools	294
b)	Steerable Downhole Mud Motor (SDMM)	297
c)	Measurement While Drilling (MWD)	305
d)	Rotary Steerable System	306
e)	Time drilling for side-track	309
f)	Cased hole Side-tracking with Whipstock:	310
FISH	IING	316
a)	General Fishing Practices:	317
b)	Fishing Procedures:	317
c)	Margin of Over Pull (MOP):	318
d)	Determination of Length of Free Pipe (in a stuck string)	319
e)	String Shot Operation:	322
f)	Mechanical Back-off:	324
g)	External Catch Fishing Tools:	325

h)	Internal Catch Fishing Tools:	333
i)	Junk Catch	338
j)	Milling Tools	341
k)	Accessory Tools	347
WEL	L CONTROL	356
a)	Identification of a kick and precautions	357
b)	Shut-in Line Up for Well Closure:	363
c)	Stripping Procedures:	369
d)	Handling of shallow Gas:	370
e)	Blowout Prevention Equipment:	372
f)	Choke & kill manifolds, BOP Control System, MGS & Diverter Unit:	374
g)	Function and pressure testing of equipment and various drills	379
h)	Well Control Drills:	405
i)	Well Killing Methods-Driller's, Wait & Weight:	409
j)	Volumetric Method	412
k)	Common Well Killing Problems:	415
1)	References:	417
m)	Formats:	418
WIR	E ROPE & BULL LINE	423
a)	Specification of Wire Ropes	423
b)	Care during storage of Wire ropes :	426
c)	Care while handling the wire rope reel:	426
	5	

d)	Replacement of casing line during operation:	427
e)	Casing line slip and cut:	428
f)	Care of wire rope during service:	431
g)	Calculation of Work done by Casing Line:	433
h)	Inspection of Wire rope :	442
i)	Wire Rope Replacement Criteria	445
j)	Bull Line	453
SAF	ETY	461
a)	Rotary slips	462
b)	Power tongs:	462
c)	Rotary Table:	464
d)	Cat Heads:	464
e)	Air winch:	465
f)	Rig floor:	465
g)	Hot Job (Gas Welding/Cutting):	466
h)	Hot Job (Electric Arc Welding):	467
i)	High pressure pumping & testing Job:	468
j)	Important Safety Points:	468
COM	MPLETION FLUID MANAGEMENT	491
a)	Definitions	491
b)	Functions and Characteristics of Completion Fluid	491
c)	Types of Completion / Work over Fluid	492

d)	Preparation of Completion / Work over Fluid	495
e)	Field Testing of Brines:	499
f)	Criteria for Brine Selection	500
g)	Effect of temperature & pressure on density of brine under down hole co 504	nditions:
h)	Facilities / Infrastructure Required for Storing, Recycling and Reuse of I	Brines505
NEW	TECHNOLOGIES	518
a)	Managed Pressure Drilling(MPD):	518
b)	Casing While Drilling:	546
c)	Liner While Drilling:	562
d)	Axial Oscillation Tool:	582
e)	Stick/Slip Mitigation Tool:	584
f)	Auto-Driller System:	588
RIG -	- LESS TESTING	592
a)	INTRODUCTION	592
b)	Rig-Less Well Testing:	594
c)	Well Activation	597
d)	GR-TCL PRIOR TO TTP	604
e)	Through Tubing Perforation Operations	607
f)	BHS & SUB SURFACE SAMPLING	614
DEEI	P WATER OPERATIONS	617
a)	Sequence of drilling operation for a floater rig/deep water drilling	617