

## Operate an Oil and Gas Process (Wellheads)

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### Overview

This process involves the operation of wellheads (oil well, gas producing well, water injection well, gas injection well) within operational envelopes in order to maximise the performance and exploitation of the reservoir. The process boundary is from downhole safety valve through the christmas tree and choke, to well fluid entry and to the process facilities.

This Occupational Standard involves:

- 1 Starting up the wellhead process
- 2 Operating and monitoring the wellhead process
- 3 Shutting down the wellhead process
- 4 Isolating and reinstating the wellhead process
- 5 Complying with HSE and safe systems of work

Who is this standard for

This standard is recommended for process operators/technicians working in oil and gas production.

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### Performance criteria

You must be able to:

Start up the process

P1 obtain relevant operational instruction and ensure that information received on current operational status is accurate and complete

P2 brief relevant personnel and organise work of self and others, where appropriate

P3 prepare and integrate plant and utilities

P4 carry out pre-start up checks

P5 start up the process in accordance with procedures

P6 achieve steady state conditions

P7 identify and take relevant action to deal with faults and any operational issues

Operate and monitor the process

P8 monitor and take relevant action to optimise the process

P9 identify and take relevant action to deal with upsets in the process

P10 ensure effective on-going communication of relevant information on operational status

P11 maintain relevant records

Shut down the process

P12 obtain relevant operational instruction and ensure that information received on current operational status is accurate and complete

P13 brief relevant personnel and organise work of self and others where appropriate

P14 shut down the process in accordance with procedures

P15 monitor the shut down and take relevant action to deal with issues

Isolate and reinstate the process

P16 obtain relevant operational instruction and ensure that information received on current operational status is accurate and complete

P17 brief relevant personnel and organise work of self and others where appropriate

P18 isolate plant and equipment for maintenance

P19 carry out integrity testing of the isolation and confirm safety of the plant and equipment

P20 monitor and maintain the integrity of the isolation

P21 confirm completion of maintenance and associated documentation

P22 carry out integrity testing and confirm the plant and equipment safe to return to service

P23 de-isolate and reinstate plant and equipment

Comply with HSE and safe systems of work

P24 carry out relevant risk assessments and ensure that controls are in place to

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ensure that risks are as low as reasonably practicable

P25 ensure that relevant safety briefings are carried out

P26 work in accordance with safe systems of work

P27 take relevant steps to protect the environment

P28 identify issues which may impact on safe systems of work and take relevant action

P29 maintain relevant safety records

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### Knowledge and understanding

You need to know and understand:

#### Process - General

K1 phases of the production process, the reactions taking place and the effect of changes on physical and chemical properties

K2 sources of information

K3 plant procedures and layout and its integration with other processes

K4 functioning of process control

K5 relation to control room operations

K6 how to connect to plant and utilities

K7 effects of loss of any utility and its reinstatement

K8 how to isolate plant and utilities from operating sources,

K9 the principles of de-isolation

K10 how to carry out integrity tests

K11 how to take samples and interpret results

K12 methods and consequences of depressurisation/pressurisation

K13 blowdown and relief systems and their limitations

#### Process – Specific

K14 function and operation of equipment

K15 utilities required for operation of wellheads

K16 normal plant conditions and operating parameters for wellheads

K17 what steady state conditions are for wellheads operations and how they are achieved

K18 factor impacting on performance of wellheads operations and how to achieve optimum processing

K19 types and causes of deviations and faults for wellheads operations and the relevant actions to take when they occur

K20 the effects of changes in ambient conditions on process operations

K21 drain systems associated with the plant and their limitations

K22 flare/vent systems associated with the plant and their limitations

#### Safe Systems of Work

K23 the implications of health, safety and environmental legislation

K24 work area hazards and how to identify/control/minimise them and reduce risks to as low as reasonably practicable

K25 safe systems of work procedure

K26 consequences of emissions to the environment and procedures for dealing with spillages and uncontrolled emissions

K27 segregation of waste materials

#### Critical and Emergency Situations

K28 critical conditions for process and how to control and respond to them

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- K29 the effect and potential implications of loss of any critical process and its reinstatement
- K30 the principles and effect of hydrocarbon hydrate formation, prevention and dispersion
- K31 emergency response procedures for plant and location
- K32 the operation of and implications of the emergency shutdown (ESD) control systems
- K33 the operation of and implications of the fire and gas control systems
- K34 action to be taken in event of critical and emergency situations

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### Scope/range

#### Equipment:

- well head and associated annulus valve
- christmas tree and associated valves
- downhole safety valve and hydraulics
- choke
- control systems

#### Safe working practices

Candidates must demonstrate safe working practices at all times. This will involve:

- wearing correct PPE at all times
- complying with regulations
- proactively raising safety issues and participating in a safety culture
- ensuring work area is kept clear
- disposing of waste in accordance with environmental requirements
- taking part in safety drills and briefings.

#### Working relationships

Candidates must demonstrate effective working relationships at all times.

This will involve:

- making clear efforts to establish and maintain productive working relationships
- ensuring effective communication with colleagues on operational matters
- communicating all relevant information on activities, progress and results to supervisors/managers
- providing support and advice for colleagues within limits of own responsibility and expertise.

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