

Location: \_\_\_\_\_

## **Well(site) Handing Over/ Taking Over Checklist**

Nomenclature of Well(site): \_\_\_\_\_

Date: \_\_\_\_\_

#	DESCRIPTION	Yes	No	RESPONSIBILITY
01	Dismantling/ removal of unnecessary auxiliaries from the well(site) have been ensured in a safe manner.			Drilling/ Production
02	Installation/ condition of Xmas Tree and provision of necessary auxiliary equipment at safe distance have been ensured.			Drilling/ Production
03	Installation/ condition of H2S/ HC detectors and fire protection fusible plugs have been ensured.			Drilling/ Production
04	WBM/ OBM drill cuttings have been removed and safely disposed.			Drilling/ C&ESS
05	Pits with "no" future use have been treated/ safely restored and rehabilitated.			Drilling/ C&ESS
06	Pits with future use have been treated/ maintained, decanted and properly fenced.			Drilling/ C&ESS
07	All chemicals and associated areas have been safely cleaned and cleared.			Drilling/ Production
08	All temporary installations have been safely removed.			Drilling/ C&ESS
9	Wellhead cellar pit has been decanted and properly cleaned.			Drilling
10	Wellhead area has been fenced as per requirement.			C&ESS
11	Proper safety signboards have been configured at appropriate places.			Drilling/ Production

 Field HSE Rep.  
**Prepared & Initiated by:**

 Drilling Services/ Production Rep.  
**Checked & Verified by:**

 OM/ PM/ FM  
**Endorsed by**

**It is hereby endorsed that all of the above requisite HSE aspects have been duly checked and found properly addressed and in compliance before handing over/ taking over of the well(site).**

**Handed Over By:**  
 (Sign & stamp)

**Taken Over By:**  
 (Sign & stamp)