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|  | **Oil Gas Development Company Limited**  Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **OGC/HSE-33A(00)** |
|  | **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. Drilling/ Production Rep. OM/ PM/ FM

**Prepared & Initiated by: Checked &Verified by: 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: Taken Over By:**

(Sign & stamp) (Sign & stamp)