

CERTIFICATION TRAINING PROGRAM TRACKING SYSTEM

<u>Reference or Exercise</u>	<u>Target Competency</u>	<u>Completion Date</u>
Review <u>Mineral Leasing Act of 1920</u>	To become familiar with the Act.	_____
Review <u>Federal Oil and Gas Royalty Management Act of 1982</u>	To become familiar with the Act.	_____
Review all current <u>I&E Strategy, Policy, Documentation, and Guidance</u>	To become familiar with the requirements necessary to preform program.	_____
Review 43 CFR 3160, <u>Onshore Oil and Gas Operations</u> . This includes subparts:	To identify the regulatory reference for oil and gas operations and the reporting forms required.	_____
a) 3160, <u>General</u>	To identify the regulatory reference for Purpose, Policy, Authority, Objectives and Definitions.	_____
b) 3161, <u>Jurisdiction and Responsibility</u>	To identify the regulatory reference for Jurisdiction and Responsibility.	_____
c) 3162, <u>Requirements for Operating Rights Owners and Operators</u>	To identify the regulatory reference for general requirements.	_____
d) 3163, <u>Noncompliance, Assessments and Penalties</u>	To identify the regulatory reference for Incidents of Noncompliance (INC).	_____
e) 3164, <u>Special Provisions</u>	To identify the regulatory reference for Onshore Oil and Gas Orders, NTL's, Surface Rights and Damages.	_____

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f) 3165, <u>Relief, Conflict and Appeals</u>	To identify the regulatory reference for Relief, Conflict and Appeals.	_____
Review Onshore Oil and Gas Order No. 1 <u>Approval of Operations</u>	To become familiar with the contents of the order.	_____
Review Onshore Oil and Gas Order No. 2 <u>Drilling Operations</u>	To become familiar with the contents of the order.	_____
Review Onshore Oil and Gas Order No. 3 <u>Site Security</u>	To become familiar with the contents of the order.	_____
Review Onshore Oil and Gas Order No. 4 <u>Measurement of Oil</u>	To become familiar with the contents of the order.	_____
Review Onshore Oil and Gas Order No. 5 <u>Measurement of Gas</u>	To become familiar with the contents of the order.	_____
Review Onshore Oil and Gas Order No. 6 <u>Hydrogen Sulfide Operations</u>	To become familiar with the contents of the order.	_____
Review Onshore Oil and Gas Order No. 7 <u>Disposal of Produced Water</u>	To become familiar with the contents of the order.	_____
Review NTL 3A, <u>Reporting of Undesirable Events</u>	To become familiar with the requirements.	_____
Review NTL 4A, <u>Royalty or Compensation for Oil and Gas Lost</u>	To become familiar with the requirements.	_____

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Review API Recommended Practices and Standards for Oil and Gas Operations including:	To become familiar with industry policies, practices, and procedures.	
a) RP-55, <u>Oil and Gas Production Operations</u>	Operations involving H2S.	_____
b) RP-11ER, <u>Guarding of Pumping Units</u>	Identify public safety problems and recommend corrective action.	_____
c) RP-12R1, <u>Operation of Lease Tanks</u>	Identify proper installation of tank facilities.	_____
d) Standard 2542 (Chapter 10.4), <u>Methods of Test for Water and Sediments in Crude Oil</u>	Identify reference for BS&W content.	_____
e) Standard 2543 (Chpt 7.1) <u>Method of Measuring Temperature of Petroleum and Petroleum Products</u>	Identify reference for measuring temperature.	_____
f) Standard 2545 (Chpt 3.1A), <u>Method of Gauging Petroleum and Petroleum Products</u>	Identify reference for gauging petroleum	
g) Chapter 8.1, <u>Methods of Sampling Petroleum</u>	Identify reference for sampling petroleum.	_____
h) Chapter 9.1, <u>Density Determinations</u>	Identify reference for testing for API gravity.	_____
i) Standard 2540, <u>Petroleum Measurement Tables 5A and 6A</u>	Be able to use correct factor to determine volume reduction and gravity correction.	_____

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j) Specification 11N, <u>Lease Automatic Custody Transfer</u> equipment.	Identify reference source for LACT equipment.	_____
k) Standard 1101, <u>Measurement of Petroleum Liquid Hydrocarbons by Positive Displacement Meter</u> , and Chapter 6.1, <u>Proving and Calibration</u>	Identify reference for LACT proving.	_____
l) Training Series, Book 4, <u>Well Testing</u>	Determine if proper procedures were used for testing A gas or oil well for production volume.	_____
m) RP-49, <u>Safe Drilling of Wells Containing H2S</u>	Identify safe drilling practices for wells with H2S.	_____
n) RP-53, <u>Blow-out Prevention Equipment Systems for Drilling Wells</u>	Identify the proper use of BOP equipment.	_____
o) RP-54, <u>Oil and Gas Well Drilling and Servicing Operations</u>	Identify the proper equipment, procedures and testing That must be used during drilling operations.	_____
Review <u>AGA Committee Report No. 3, Second Edition</u> 1985c.	Identify industry policies and procedures for natural gas measurement.	_____
43 CFR 3103.4, Review CDM 647.13, <u>Variable Royalty Rate and Well Count</u>	Identify BLM reference for variable royalty well count.	_____
Review BLM Manual 3160-9, <u>Communitization</u>	To become familiar with contracts, authorities and Paragraph 9.	_____

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Review Release 3-101, Manual 3180, Unitization (Exploratory), and Release 3-102, H-3180-1 to:

a) become familiar with authority excerpt from _____ Mineral Leasing Act of 1920; and	To identify BLM reference for unit agreements.	_____
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b) become familiar with contents of Exhibit 4, <u>Model Agreement</u>	To identify the extent of Federal jurisdiction.	_____
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Receive instructions for H2S Five-Minute Escape Pack	To use escape pack in life-threatening circumstances.	_____
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Receive instructions for H2S Monitor	Calibrate and use H2S monitor.	_____
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Review a H2S Contingency Plan	Identify procedures to use and contacts to make if a release of H2S occurs during a field inspection. _____	_____
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PRODUCTION

Review <u>Automated Fluid Minerals Support System (AFMSS)</u>	To become familiar with computerized system and generate Form 3160-11, <u>Inspection Record - Production</u> .	_____
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Tour producing Case operation to:

a) review contingency plan, if applicable.	Evaluate H2S contingency plan contents.	_____
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b) determine tank volumes.	Determine volumes by determining tank size(s).	_____
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c) observe site security methods used.	Determine effective methods of sealing valves required to detect unauthorized access to oil.	_____
d) determine degree of compliance with minimum standards for site security.	Determine compliance with minimum standards.	_____
e) learn how to trace battery flow systems.	Be able to trace flow systems.	_____
f) review battery facility diagram.	Compare accuracy of diagram to actual equipment on site.	_____
g) observe well sign.	Determine if well sign(s) are in compliance.	_____
h) observe battery sign.	Determine if battery sign(s) are in compliance.	_____
i) observe environmental, housekeeping, and safety conditions.	Determine if conditions are satisfactory.	_____
j) determine methods of oil and gas measurement.	Determine if methods of measurement are satisfactory.	_____
k) determine if production is on or off lease. Determine if production is handled as approved.		_____
l) observe commingled production facilities. Determine if production is handled as approved.		_____
m) witness tank gauging to:		
1) observe methods of gauging.	Identify proper gauging techniques.	_____
2) observe methods of sampling.	Identify proper sampling techniques.	_____

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3) observe measured API gravity	Identify proper technique for determining gravity.	_____
4) observe taking of tank temperature	Identify proper technique for determining temperature.	_____
5) observe isolating tank for sales.	Identify proper technique for isolating an oil tank.	_____
6) observe completion of a run ticket.	Determine compliance with minimum requirements.	_____
7) complete Form 3160-16, <u>Measurement Record - Oil</u> by Tank Gauge	Accurately complete required form.	_____
n) gauge and sample production in a oil tank.	Develop skill and ability in the use of gauging equipment.	_____
o) calculate the net oil volume from a sale.	Determine net volume using values from a run ticket	_____
p) witness a LACT meter proving to:		
1) observe procedures.	Determine if procedures meets minimum requirements.	_____
2) complete Form 3160-17, <u>Measurement Record - Oil</u> by LACT Meter	Accurately complete the required form.	_____
q) witness gas meter calibration to:		
1) observe procedures.	Determine if procedures meets minimum requirements.	_____
2) complete Form 3160-15, <u>Measurement Record - Gas</u>	Accurately complete the required form.	_____

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r) conduct a Production Inspection.	Accurately complete the AFMSS Form 3160-11.	_____
<u>DRILLING</u>		
Review <u>Automated Fluid Minerals Support System(AFMSS)</u>	To become familiar with computerized system and generate Form 3160-10, <u>Inspection Record - Drilling.</u>	_____
Tour drilling operation to:	Identify equipment, procedures and testing used during drilling operations as per approved APD.	
a) recognize circulation system.	Identify pumps, pits, rotary hose, storage, return line, shale shaker(s) and their purpose.	_____
b) recognize rotating system.	Identify swivel, kelly, kelly bushings and rotary table and their purpose.	_____
c) recognize hoisting system.	Identify crown block, monkey board, mast, cathead, traveling block, hook, elevators, drawworks, etc. and their purpose.	_____
d) recognize power system.	Identify generating plant, fuel tanks, motors, engines, and their purpose.	_____
e) recognize pipe-handling equipment.	Identify drill pipe, drill collars, drill bit, rat hole, mouse hole, tongs, pipe ramps, etc. and their purpose.	_____
f) recognize well control equipment.	Identify annular preventer, blind ram, pipe ram, choke manifold, accumulator, mud-gas separator, etc. and their purpose.	_____

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g) observe key drilling functions, including		
1) routine drilling.	Identify and understand procedures.	_____
2) tripping operations.	Identify and understand procedures.	_____
3) running casing.	Identify and understand procedures.	_____
4) cementing.	Identify and understand procedures.	_____
h) observe safety equipment.	Identify and understand explosion-proof lighting, hard hats safety lines, H2S sensors, hand rails, alarms, etc. and their purpose.	_____
i) witness well control system test to:		
1) identify equipment.	Determine if blow-out preventer type, pressure rating and arrangement meets minimum requirements.	_____
	Determine if choke line and manifold fill line and kill lines are properly installed.	_____
	Determine if controls; i.e., automatic on floor, remote automatic and locking device hand wheels are properly installed properly.	_____
	Determine adequacy of accumulator system to activate the blow-out preventer equipment, i.e. volumes and back up system.	_____
	Identify all safety valves and handles for all safety valves.	_____

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	Identify and understand operation of upper and lower kelly cocks.	_____
2) observe procedures.	Determine if procedures meets minimum requirements.	_____
j) witness a casing and cementing job to:		
1) identify equipment	Identify casing by size, weight, grade, and thread type.	_____
	Calculate the volume of cement.	_____
2) observe procedures.	Determine if procedures meets minimum requirements.	_____
k) review a drilling mud program to:		
1) Identify materials and equipment.	Identify mixing and monitoring equipment and additives used to condition the mud.	_____
	Calculate the pressure needed to conduct a mud weight equivalent test and casing shoe test.	_____
	Determine mud viscosity (Marsh Funnel) and weight.	_____
	Calculate hole volume.	_____
	Calculate hydrostatic head at total depth.	_____
l) review special drilling operations to:		
1) Identify equipment.	Identify rotating head.	_____

<u>Reference or Exercise</u>	<u>Target Competency</u>	<u>Completion Date</u>
	Determine proper installation of a blooie line and explain mud circulation requirements.	_____
2) observe procedures.	Determine if procedures meets minimum requirements.	_____
m) review driller's log or equivalent	Verify log complies with the approved Form 3160-3, <u>Application for Permit to Drll (APD)</u> .	_____
n) witness cement bond log (CBL) or request log.	Identify cement bond.	_____
o) review Surface Use Plan	Determine if surface use complies with APD conditions of approval (COA)	_____
p) conduct a Drilling Inspection.	Accurately complete the AFMSS Form 3160-10.	_____
<u>ABANDONMENT</u>		
Review <u>Automated Fluid Minerals Support System(AFMSS)</u>	To become familiar with computerized system and generate Form 3160-13, <u>Inspection Record - Abandonment</u> .	_____
a) witness abandonment of a well to:		
1) Identify equipment.	Identify tubing, casing or hole to be plugged by size and, if applicable, weight, grade and thread type.	_____
	Determine proper plug depths.	_____
	Calculate plug cement volumes.	_____

<u>Reference or Exercise</u>	<u>Target Competency</u>	<u>Completion Date</u>
2) observe procedures.	Determine if procedures meets minimum requirements.	_____
b) conduct an Abandonment Inspection.	Accurately complete the AFMSS Form 3160-13.	_____