

Safe Work Procedure

Name of Task:	
SENTINEL Polished Rod Guide Retrieval (existing well w\ rods)	
Performed by	
Chris Colenutt	
Position/Job : Owner/Developer	Department/Unit: SENTINEL Guides
Hazards:	
Pressure, hoisting equipment, energy isolation, lock-out/tag out, pinch points	
Equipment:	
Pipe wrenches, Rod rig, Hammer wrenches hand tools, rig pump	
Education and training prerequisites:	IRP-16 compliant, IRP-7 compliant
e.g. instructions or other SWPs→→	
Purpose: Install SENTINEL Polished Rod Guide to mitigate scoring.	
Steps to be taken to complete task safely:	
<i>(clear description in order of steps to follow to safely perform the task. If required add attach an additional form to list all steps)</i>	
<i>Include do's and don'ts</i>	
1	Fill tubing with sufficient kill fluid and bleed off.
2	Latch onto the polished rod and measure while picking up to unseat BHP.
3	Unseat BHP without tagging stuffing box. If required break out the stuffing box to complete unseating on pump.
4	Once the BHP is unseated, ensure tubing is on vac. Break out stuffing box.
5	Hoist the rod string from the tubing to bring the bottom polished rod coupling above wellhead flow tee, and set rod elevators
6	Break out polished rod from rod string and recover SENTINEL Insert bushing.
7	Continue with rod operations.
Responsibilities, Completion and Review	
<i>Performs all duties in accordance with established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal protective equipment and devices as per safe work procedures). Notifies their Manager or their designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, their co-workers, or any others who enter the premises.</i>	
Completed / Approved By: Chris Colenutt	Date Completed: Feb 13, 2026
SWP Last Reviewed / Revised by and date: Feb 13, 2026	Note: This task will be monitored periodically to ensure compliance and effectiveness.