

Safe Work Procedure

Name of Task:	
SENTINEL Polished Rod Guide Install (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: e.g. instructions or other SWPs→→	IRP-16 compliant, IRP-7 compliant
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) Include do's and don'ts</i>	
1	Hoist rod string to unseat BHP.
2	Flush tubing string with sufficient amount and weight of fluid to kill tubing.
3	Break stuffing box connection and hoist rod string
4	Break bottom polished rod connection but DO NOT back off.
5	Lower rod string and reseat BHP in nipple. Top fill tubing w\ kill fluid to ensure tubing dead and isolated. Perform positive and negative test.
6	Slack off entire rod string and back off polished rod connection.
7	Pull and lay out polished rod and stuffing box
8	Remove top pumping section of production tree to expose tubing hanger.
9	Install SENTINEL sleeve into tubing hanger to snug
10	Reinstall top section of production tree and pressure test flange seals.
11	Lower damaged polished rod into tubing to top of backed off rods. Thread polished rod onto slacked off rods.
12	Hoist rod string to bring loose coupling to surface. Install rod elevator and slack off weight
13	Remove damaged polished rod and lay out.
14	Strip SENTINEL Insert Guide onto replacement polished rod below stuffing box
15	Pick up replacement polished rod w\ stuffing box and SENTINEL guide installed. Make polished rod coupling up to manufacturer's specification.
16	Lower rod string enough that the bottom polished rod coupling is below the tubing hanger.
17	Slide the SENTINEL Insert Guide down polished rod into the wellhead

