

Tools Management Procedure

Product Safety (NS HSE Management System p.7)

Management will incorporate appropriate considerations for HSE into all stages of each product including design and development, manufacture/formulation/assembly, distribution, storage, end use and final disposal. These considerations will include the facilities and equipment used to manufacture, store and distribute NS products.

Tools and equipment are certified with GOST standard. GOST is the state industry standard in Russian Federation. All equipment is controlled and manufactured in correspondence with GOST standard.

Tools and equipment are sent along with Tools Manuals provided by manufacturer according to the Tools specification and model.

North Side has the following tools management procedure:

- Equipment is first tested in the manufacturer lab prior mobilization;
- Secondly North Side has equipment log where all parameters of MPLT tools sensors and modules are checked;
- Prior to mobilization to well site. North Side engineers visually check equipment, replace parts if necessary, perform test programming of MPLT tools to make sure they are within the manufacturing parameters. Test data is recorded in the log;
- Pre-Job Tool Checklist, Post-Job Checklist are filled and signed. Tool Post-Job Damage reported is completed if required;
- North Side checks tools and equipment regularly in the workshop, replace parts if required;
- North Side always has spare set of equipment and tools on location;

Pre-Job Tool Assessment Checklist

Location/Department:	
Assessment Date:	
Assessment Time:	
Name/Description of tools:	
Function of tools:	
Modifications:	

Acceptable: A
Unacceptable: UA

				Comments
1	Visual Check	A	UA	
1.1	Tool housing condition			
1.2	Sensors condition			
1.3	Threads condition			
1.4	Sealing elements condition			
1.5	Batteries condition / Charge			
1.6	Connecting cable condition			
2	Working Condition	Yes	No	
2.1	Tool is in working condition.			
2.2	Batteries voltage test performed.			
2.2.1	Is replacement required?			
2.3	Sensors are in working condition.			
2.3.1	Is replacement required?			
2.4	Sealing elements are lubricated.			
2.5	Threaded connections are lubricated.			

Tools Checked by: _____ Signature: _____

Designation: _____

Post-Job Tool Assessment Checklist

Location/Department:	
Assessment Date:	
Assessment Time:	
Name/Description of tools:	
Function of tools:	
Modifications:	

Acceptable: A
Unacceptable: UA

		A	UA	Comments
1	Visual Check	A	UA	
1.1	Tool housing condition			
1.2	Sensors condition			
1.3	Threads condition			
1.4	Sealing elements condition			
1.5	Batteries condition			
1.6	Connecting cable condition			
2	Working Condition	Yes	No	
2.1	Tool is in working condition.			
2.2	Batteries voltage test performed.			
2.2.1	Is replacement required?			
2.3	Sensors are in working condition.			
2.3.1	Is replacement required?			
2.4	Sealing elements are lubricated.			
2.5	Threaded connections are lubricated.			

Tools Checked by: _____ Signature: _____

Designation: _____

Tool Post-Job Damage Report

Location/Department:	
Assessment Date:	
Assessment Time:	
Name/Description of tools:	
Function of tools:	
Modifications:	
Staff in charge:	
Supervisor:	

		Damage to	Damage description
1	Housing		
2	Sensors		
3	Batteries		
4	Sealing Elements		
6	Connecting cable		
7	Thread		

Description of breakdown (possible reasons)

Completed by: _____

Designation: _____

Signature: _____