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Revised 5/15/03

**WELL CONTROL PROCEDURE DURING  
SURFACE HOLE (DIVERTER) DRILLING OPERATIONS  
2 VALVE SYSTEM**

1. Detect kick, alert drill crew.
2. At first indication of increased flow, raise Kelly to have tool joint above rotary. Continue pumping.
3. Actuate diverter system control.  
Note: When annular preventer control valve is moved to "closed" position, both port and starboard diverter valves will automatically open.
4. Notify Company Representative and OIM/Toolpusher.
5. Increase pump speed to maximum rate.
6. Should the wind condition at the time the diverter is actuated and causes the flow from either diverter line to be carried back on the rig or platform, close the valve attached to the offending line while the opposing valve and line remain open where mud can be blown away from the rig.
7. Alert derrickman to be ready to line pumps up on kill mud or seawater when drilling mud is used up, keeping hole full at all times.
8. Alert all personnel to stand by for orders.



**HERCULES**  
Offshore

9 GREENWAY PLAZA,  
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HOUSTON, TX 77046

Revised 5/15/03

**WELL CONTROL PROCEDURE DURING  
SURFACE HOLE (DIVERTER) TRIPPING OPERATIONS  
2 VALVE SYSTEM**

1. Detect kick, alert drill crew.
2. Position drill pipe where safety valve can be installed by floorman as soon as possible. After valve is installed, close valve.
3. Actuate diverter system control.  
NOTE: When annular preventer control valve is moved to "closed" position, both port and starboard diverter valve will automatically open.
4. Notify Company Representative and OIM/Toolpusher.
5. Should the wind condition at the time the diverter is actuated cause the flow from either diverter line to be carried back on the rig or platform, close the valve attached to the offending line while the opposing valve and line remain open where mud can be blown away from rig.
6. Make up Kelly to drill pipe string.
7. Open safety valve.
8. Start pumping with rig pump while notifying derrickman to line pumps up on kill mud, reserve pit or seawater as situation dictates, keeping hole full.
9. Alert all personnel to stand by for orders.

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## WELL CONTROL PROCEDURE DURING DRILLING OPERATION

### **DRILL CREW:**

1. Detect Kick, alert drill crew.
2. Position Kelly/drill pipe tool joints so connections are clear of sealing elements in stack.
3. Stop pumps and check for flow.
4. Close in the well, if flowing.
5. Notify Company Representative & OIM/Toolpusher.
6. Record time.

### **DRILLER, OIM/TOOLPUSHER, COMPANY REPRESENTATIVE:**

Record drill pipe and casing pressure.

Measure pit gain, mark new level on PVT and flo-show equipment.

### **DERRICKMAN:**

Measure pit gain and mark new level at mud pits.

Line up mixing pumps and bulk barite system.

### **DRILLER, DERRICKMAN, MUD ENGINEER:**

Estimate volume of additional mud pits.

Weigh sample of mud from suction pit and immediately notify driller.

### **FLOORMAN (BACK UP TONG):**

Check all valves on choke manifold for leaks and BOP stack for correct position.

Standby to follow Drillers Instructions.

### **FLOORMAN (LEAD TONG):**

Check BOP stack and choke manifold for leaks and report to driller.

Stand by to follow Drillers Instructions.

### **FLOORMAN (SHAKERMAN):**

Check flowline and choke exhaust line for flow and report to driller. Line up mud gas separator and degasser. Stand by to follow Drillers Instructions.

### **DRILLER:**

Check accumulator pressure.

### **MECHANIC, ELECTRICIAN OR MOTORMAN:**

Prepare to shutdown/isolate equipment to eliminate sources of ignition.

### **MAINTENANCE SUPERVISOR:**

Ensure bulk system is charged & ready for use. Ensures readiness of evacuation equipment.

Standby to respond to emergencies.

### **CRANE OPERATOR:**

Alert standby boat or prepare safety capsule for launching.

Place crane operator in crane for possible personnel evacuation.

### **ROUSTABOUT #1:**

Stand by personnel basket for possible evacuation.

### **ROUSTABOUT #2, #3 & #4:**

Prepare to lower all escape ladders and prepare other abandonment devices for possible use.

### **COMPANY REPRESENTATIVE, OIM/TOOLPUSHER:**

Determine materials needed to circulate out "Kick". Time the steps and enter report on driller's log (IADC Report). Record time it takes to complete the Kill procedure.

### **MUD ENGINEER:**

Report to pit room. Confirm AD/derrickmans preparation, coordinate building and maintain mud system. Monitor mud properties and flow.

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## WELL CONTROL PROCEDURE DURING TRIPPING OPERATION

1. Detect Kick, alert drill crew.
2. Position drill pipe where safety valve can be installed by floorman as soon as possible. After valve is installed, close valve.
3. Install inside BOP valve and open safety valve.
4. Driller: Close hydrill, open HCR valve, close adjustable choke. Record time and casing pressure.
5. Notify Company Representatives OIM/Toolpusher.
6. Floorman (Backup Tong): Check all valves on choke manifold and BOP system for correct position.

Floorman (Lead Tong): Check for leaks on BOP system and choke manifold.

Floorman (Shakerman): Check flow line and choke exhaust lines for flow.

Derrickman: Check accumulator pressure.

7. Prepare to extinguish source of ignition.

Mechanic, Electrician or Motorman: Stand by SCR Room.

Welder: Secure welding machine and equipment.

8. Crane Operator: Alert standby boat or prepare safety capsule for launching. Ensure bulk system is charged & ready for use.
9. Crane Operator On Duty: Stand by crane for possible personnel evacuation.
10. On-Duty Roustabout: Prepare to lower escape ladders and prepare other abandonment devices for possible use.
11. Prepare to strip back to bottom.
12. Alert galley and all off-duty personnel to stand by for orders. 13.

Record time it takes to complete the kill procedure on driller's report.