PROJECT PLANNING TOOL

Well Closure Readiness Checklist

Use this checklist to organize the records, field information, and project decisions that may be needed before an engineering review or abandonment program begins.

1. Well identity and responsibility

- ■ Legal well name, unique identifier, and surface location confirmed
- ■ Current owner, operator, licensee, or responsible authority identified
- ■ Landowner, access, and surface-right information available
- ■ Applicable regulator and jurisdiction confirmed

2. Well construction and history

- ■ Drilling, completion, casing, cement, and formation records available
- ■ Production, injection, suspension, intervention, and pressure history available
- ■ Current wellbore schematic prepared or verified
- ■ Prior abandonment devices, plugs, squeezes, or repairs identified

3. Current field condition

- ■ Wellhead, valves, casing, and surface equipment inspected
- ■ Tubing, rods, pumps, packers, or other equipment inventory confirmed
- ■ Surface casing vent flow, gas migration, leaks, or pressure concerns assessed
- ■ Access, seasonal, weather, terrain, utility, and overhead hazards reviewed

4. Environmental and surface scope

- ■ Flowlines, tanks, buildings, pads, pits, debris, and utilities inventoried
- ■ Potentially affected soil, groundwater, surface water, or vegetation identified
- ■ Sampling, waste classification, transportation, disposal, or treatment needs considered
- ■ Cut-and-cap, backfill, contouring, revegetation, and reclamation expectations defined

5. Engineering and execution

- ■ Closure objective and regulator requirements confirmed
- ■ Barrier philosophy, isolation depths, materials, verification, and contingencies defined
- ■ Qualified service rig, cementing, wireline, environmental, excavation, and support resources identified

- Safety plan, emergency response, permits, notifications, and stakeholder coordination prepared

6. Documentation and closeout

- Daily operations, volumes, depths, pressures, returns, and field changes will be recorded
- Final downhole schematic and abandonment report responsibilities assigned
- Cut-and-cap, disposal, remediation, reclamation, and monitoring evidence requirements confirmed
- Closeout package, regulator submission, and document-retention responsibilities assigned

Project notes

Important

This checklist is an educational planning aid, not an engineering program, regulatory approval, legal opinion, or substitute for a site-specific review by appropriately qualified and authorized professionals.

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