

SITE INSPECTION PROCEDURE FORM

The Oil and Gas Commission, as regulators of British Columbia’s oil and gas industry focuses on effectively regulating and managing the Provinces oil and gas sector. The following procedures are designed to assist the Commission in the fulfillment of its mandate of protecting public safety, conserving the environment, and conserving and supporting resource development. The Commission ensures resources are dedicated by:

1. Helping to ensure Industry compliance with relevant Acts, Regulations, and Permit authorizations.
2. Providing for consistency and transparency in the Commissions inspection processes.
3. Encouraging continuous improvement.
4. Supporting positive working relationships.

Prior to starting inspection ensure proper PPE is being worn and all applicable safety procedures are being adhered to.

Conditions/Site Plans	
Review permit(s) and site plan. Observable permit conditions are met and the site plan is being followed.	
Harvesting activities are in compliance: <ul style="list-style-type: none"> a) Master License to Cut (MLTC) conditions\Requirements are being met. b) Potential fire hazards have been abated as per "Schedule A" of the MLTC. c) Wood has been properly utilized as per "Schedule B" of the MLTC. 	
Gas analysis has been submitted. (Proponent obligated to submit one time).	
Well site status verified.	
Compliance with construction plan verified.	
Equipment list matches equipment on site.	
Site Access	
Road prism appears stable.	
Drainage structures and erosion prevention are functioning properly.	
Bridges, culverts, and other structures associated with access are functional and appropriate for the uses of the access.	

Access can be used safely by the permit holder.	
Drainage is directed around and away from the lease.	
<u>Signage</u>	
Well signage is present and contains all necessary information:	
a) The name of the well permit holder;	
b) Emergency notification information, including a telephone number;	
c) The location of the surface site of the well as specified in the well permit;	
d) If the well may produce flammable gas, a flammable gas symbol;	
e) A poisonous gas symbol if the well is sour. (Sign must not indicate sour if the well is sweet.)	
Each well on the site is identified.	
<u>Wellhead(s)</u>	
No leaks are present.	
Surface casing vent can vent freely (perform flow check).	
Where surface casing leaks have been detected, the company has completed testing and submitted results to the Commission within 30 days.	
Wellhead is protected from excessive force.	
Valves are available and can be operated safely when well is flowing, and chained and locked if inactive.	
Fencing or access control measures are in place for wells within 800 metres of populated area or where a populated area falls within emergency planning zone of the well.	
2 master valves are installed for sour wells.	
Production equipment is not made of wood.	
Oil wells are equipped with shutdown if stuffing box fails, or vibration switch shutdown on artificial lift with H ₂ S content > 100 PPM. (Applies to locations completed on or after 2010/10/04).	
<u>Flowlines</u>	

Sour well(s) has an automated system to isolate the well in the event of an uncontrolled flow of oil or gas.	
Sour well located within 1,600 metres of a populated area contain a hydrogen sulphide detection and alarm system that is continuously monitored and capable of activating the automated isolation system.	
ESD bypass are locked closed.	
Safety device valves are locked open.	
Pressure alert chains are be connected and of correct length (as applicable).	
<u>Process Equipment</u>	
Process building has a safe atmosphere (exhaust, CO levels within acceptable limits)	
<u>Measurement</u>	
Fluid meters are maintained in good operating condition and suitably safeguarded from weather and from interference by unauthorized persons.	
<u>Tanks & Berms</u>	
Dykes and firewalls are free of weeds, grass and combustible material.	
Storage tanks and production equipment are located more than 60 meters from road allowances, public utilities.	
<u>Flare System</u>	
Flare stack is adequately anchored.	
Flaring does not result in the emission of black smoke.	
Venting of gas is not causing off site odors.	
Sufficient area beneath and around the flare stack is free of combustible materials and vegetation.	
Un-supervised flare stacks with intermittent flaring are equipped with an adequate auto-ignition system.	
Sour unsupervised flare stacks with continuous flaring are:	
a) Equipped with a flame-out detection device	

b) Has operation shut down capability	
c) Provides an immediate alarm to the permit holder	
d) Has a flare stack with a minimum height of 12 m.	
<u>Spillage</u>	
Leaks, spills and odours precautions are taken (e.g. bull plugs, sight glass guards).	
If spillage has occurred, the permit holder or person carrying out an oil and gas activity has promptly:	
a) remedied the cause or source of the spillage;	
b) contained and eliminate the spillage;	
c) remediated any land or body of water affected by the spillage.	
Leaks have been fixed as soon as practicable.	
Leaks have been reported to the Commission.	
<u>Shutdown Systems</u>	
Shutdowns are not bypassed and alarms are functional.	
<u>Electrical</u>	
Electrical wiring is free from defects and in good maintained condition.	
<u>Grounding</u>	
For metal barrels, pigging barrel containment is grounded.	
For plastic barrels, the pigging barrel is either be grounded or company has procedures to minimize static electricity.	
Tanks are grounded, with the above considerations kept in mind regarding plastic and metal.	
<u>Exhausts</u>	
Catadyne heaters are hooded and vented outside.	
Ignitable vapours are vented to atmosphere i.e. regulators.	
<u>Vegetation</u>	
No invasive plants have become established on sites.	
Areas of disturbed ground have been re-seeded with ecologically suitable species as soon as practicable.	

<u>Crossings</u>	
All activities are proceeding in accordance with approval and/or permit conditions.	
Crossing(s): <ul style="list-style-type: none"> a) are built and maintained in a manner unlikely to harm fish or destroy, damage or harmfully alter habitat to do no harm to fish or fish habitat. b) do not prevent fish movement or impede them in harmful way. c) protect the sides of stream, lake, or wetland. d) disturbances have been mitigated in or around the stream, lake and/or wetland. 	
<u>Environment</u>	
Hazards on the site have been eliminated or minimized (e.g. cellars, rat holes).	
The site is free of garbage and debris	
The site is not used to store un-used equipment.	
Earthen pits used for drilling fluids are made not to leak and built with suitable clearances to water courses and other structures.	
The site does not cause excessive noise. (Refer to noise guidelines for noise level parameters).	
During construction schedule A and/or B are followed and soil piles are separated.	
Lease area drainage is controlled to prevent erosion.	