Deployment Checklist Help Sheet



This is a supporting document for the report: Well P&A Technology Qualification Framework Guidance – Issue 1

Why a Deployment Checklist is recommended

A Deployment Checklist should be prepared as an operational tool to support the verification and installation of alternative well barrier materials. Its purpose is to ensure the material and barrier will perform as intended, in line with established qualification assurance measures.

The checklist template included in the Technology Qualification Framework is influenced by the Offshore Energies UK guidelines for the Use of Barrier Materials in Well Decommissioning and aligned with the Well Barrier Elements Acceptance Criteria (EAC) tables as required by NORSOK D-010. It is designed to meet the expectations of both.

The Deployment Checklist Template presents a structured set of example items to guide the creation of tailored deployment checklists for specific technologies and applications. Actual checklist requirements will vary depending on well characteristics, regulatory frameworks, and the selected materials or technologies involved.

A Technology specific Deployment Checklist may be developed by the Technology Developer and may be used as the basis for various well deployments. However, it should be noted that while well and well architectures are likely to be similar to previous deployments for a specific technology, any differences between deployments should be carefully assessed against the original Requirements Proforma, to ensure any new risks or qualification gaps are identified and appropriately managed. The Deployment Checklist should also be updated to address these changes in these situations.

It is important that any requirements identified in the Deployment Checklist are consistent with the assumed requirements Requirements Proforma, Failure Modes, Effects and Criticality Analysis (FMECA) and Technology Maturity Assessment. Any differences introduced as part of creating the deployment checklist will require updates and re-assessments of the FMECA and Technology Maturity.

Phases, sections and examples of checklist items

The provided Deployment Checklist is initially broken down into the following operational phases Planning and Preparation; Deployment and Execution; Post-deployment and Reporting; and Qualification Status, and these are further split into sections against which example checklist items have been defined. These sections are described in Appendix 4 of the NZTC Technology Qualification Framework for Well P&A Technologies - Guidance Document.

Using the Deployment Checklist worksheet

Once the Deployment Checklist has been created in line with the template and the guidance above, it is then ready to be used to manage the completion of actions. For each checklist item the following columns should be completed, and these are described below.

Complete	Notes	References to procedures/ documents	Sign off	Name	Date
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Complete: Provides a simple check box which can be checked if the item is considered completed, based on the evidence and completeness of the remaining columns. This box should only be ticked off once evidence is available that the action has been fully completed.

Notes: Depending on the phase at which this checklist item is completed, notes may either describe or list the intended evidence, process, and plan to be prepared or provided for the associated activities. If the activity has already been completed, the notes should document the available evidence.

References to procedures/documents: List document references for the evidence described and included in the notes.

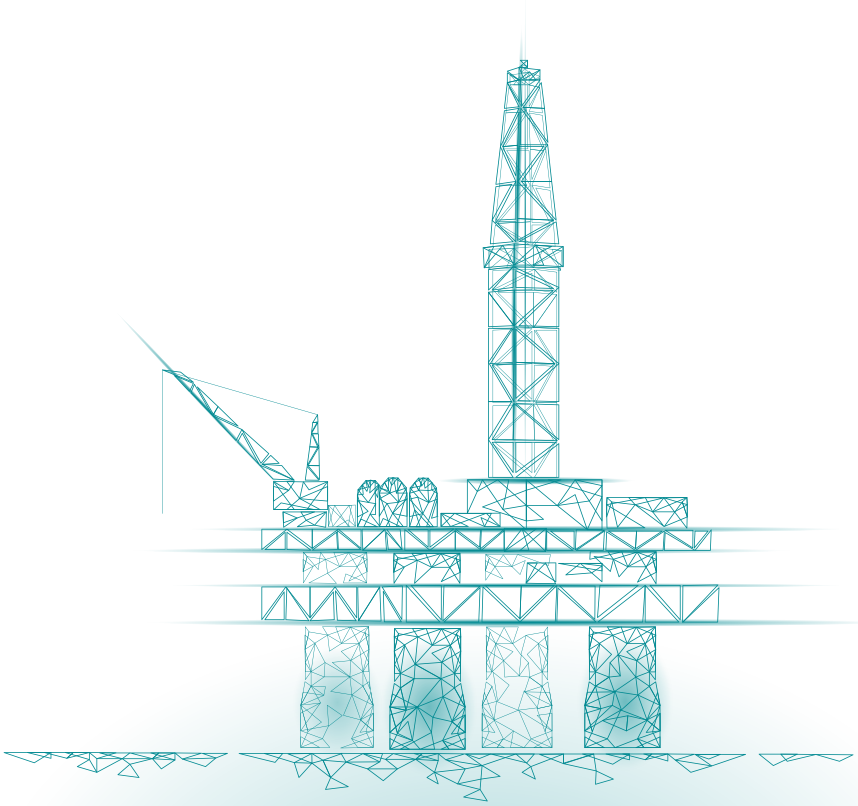
Sign off: Provide the signature of the responsible person for the associated checklist item and activities.

Name: Provide the name of the responsible person for signing off the completion of the associated checklist item and activities.

Date: Record the date that the checklist item was completed and signed off.

The Deployment Checklist Template is designed to be editable and is expected to be tailored to the specific technology and application. In addition to modifying or updating checklist items (as described in the Additional Technology-Specific Checks section), any supplementary information required for the completeness of a checklist activity should also be included. This may involve adding links to external documents, incorporating additional sign offs, or specifying predefined acceptance criteria to ensure the activity is fully and properly completed.

Every checklist item should be completed; however, some items may not be applicable to a specific application. In such cases, a clear justification must be provided explaining why the item is not applicable. Alternatively, certain checklist items may be removed entirely, for example, when deploying in a different region where specific regulations or standards do not apply. If a checklist item could not be completed, the reason must be documented, along with any follow-up actions identified by the responsible person. This should include an assessment of the potential impact on residual risk, for example, if a verification procedure was only partially successful.



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Technology Driving Transition

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