

DRILLING INSPECTIONS

GETTING STARTED

From AFMSS Main Menu
»Select Monitoring/Inspections

Generate Drilling Inspection Form

1. Query by Well on Inspection List
2. Highlight Well
3. Click on Foms Button
4. Select 3160-10 (Drilling)
OR
5. From Drilling Inspection Entry (IEP.5b) screen, click Forms tab
6. Click on Drilling Filled Form button or Drilling Blank Form button

Add New Drilling Inspection

1. Query by Well on Inspection List
2. Select well record
3. Click on Drilling button
4. The Drilling Inspection (IEP.5b) entry screen displays
5. Select Inspection Type (DW)
6. Select Inspector Name (place cursor in field then click inspector button; OR right-click mouse; OR use F1 key to display inspector list)
7. Select Activity Code (click Act button; OR right-click mouse)
8. Type in Open Date (or right-click for today or yesterday date selection)
9. Type in Close Date (or right-click for today or yesterday date selection)
10. Enter Purchaser/Contractor if applicable
11. Enter Office, Travel, and Inspection hours
12. Enter number of Trips (optional)
13. Click on Well/Facility Tab
14. Review Well info (make sure you picked the right well)
15. Enter Well Inspection Date (type directly in grid field or use Set Insp Date To field)
16. Enter additional activities on Insp Act tab and Save
17. Click on Remarks button
18. Enter inspection summary Remarks
19. Close inspection by clicking Close button when inspection is complete.
20. Save Record
21. Enter INCs by clicking Enforcement button on Well/Facility tab (if applicable)

Update Existing Drilling Inspection

1. Query by Well on Inspection List
2. Find DW inspection type for well
3. Highlight DW inspection on display
4. Click on the Drilling Button
5. Enter additional information on existing record.
6. Update Well Inspection Date on Well/Facility tab
7. Close inspection if applicable (click Close button)
8. Save the record and exit.

ABANDONMENT INSPECTIONS

Generate Abandonment Inspection Form

1. Query by Well on Inspection List
2. Highlight Well
3. Click on Foms Button
4. Select 3160-13 (A abandonment)
OR
5. From Abandonment Inspection Entry (IEP.5c) screen, click Forms tab
6. Click on Abandonment Filled Form button or Abandonment Blank Form button.

Add New Abandonment Inspection Form

1. Query by Well on Inspection List
2. Select well record
3. Click on Abandonment button
4. The Abandonment Inspection entry (IEP.5c) screen displays
5. Select Inspection Type (PD)
6. Select Inspector Name (place cursor in field then click inspector button; OR right-click mouse; OR use F1 key to display inspector list)
7. Select Activity Code (click Act button; OR right-click mouse)
8. Type in Open Date (or right-click for today or yesterday date selection)
9. Type in Close Date (or right-click for today or yesterday date selection)
10. Enter Purchaser/Contractor if applicable
11. Enter Office, Travel, and Inspection hours
12. Enter number of Trips (optional)
13. Click on Well/Facility Tab
14. Review Well info (make sure you picked the right Well)
15. Enter Well Inspection Date (type directly in grid field or use Set Insp Date To field)
16. Enter additional activities on Insp Act tab and Save
17. Click on Remarks button
18. Enter inspection summary Remarks
19. Close inspection by clicking Close button when inspection is complete.
20. Save Record
21. Update Well Maintenance Screen (if applicable by clicking on Well Insp Mtn button)
22. Enter INCs by clicking on Enforcement button

Update Existing Abandonment Inspection

1. Query by Well Inspection List
2. Find PD inspection type for well
3. Highlight PD inspection on display
4. Click on the Abandonment button
5. Enter Additional inspection information on existing record.
6. Close inspection is applicable (click Close button)
7. Save the record and exit.

****Well records in APD, NOS, UAPD, UNOS, RLOC, or P+A status do not automatically appear on Well/Facility Tab. User must query by well status for these record to appear.**

SURFACE INSPECTIONS

GETTING STARTED

From AFMSS Main Menu

»Select Monitoring/Inspections

Generate Surface Inspection Form

1. Query by Well (or Facility) on Inspection List
2. Highlight Well (or Facility)
3. Click on Forms button
4. Select 3160-WS (Blank Surface or Filled Surface)
OR
5. From Well/Facility Surface (IEP.5) entry screen, click on Forms tab*
6. Click on Surface Filled Form (includes Header and Remarks) or Surface Blank Form

Add New Surface Inspection

1. Query by Well (or Facility) on Inspection List
2. Select well/facility record
3. Click on Well Surface (or Facility Surface)
4. The Well/Facility Surface entry screen displays
5. Select Inspection Type (ES)
6. Select Inspector Name (place cursor in field then click inspector button; OR right-click mouse; OR use F1 key to display menu to pick inspector name)
7. Select Activity Code (click Act button; OR right-click mouse)
8. Type in Open Date (or right-click for today/yesterday date selection)
9. Type in Close Date (or right-click for today/yesterday date selection)
10. Enter Purchaser/Contractor (if applicable)
11. Enter Office, Travel, and Inspection hours
12. Enter number of Trips (optional)
13. Click on Well/Facility Tab
14. Review Well/Facility info (make sure you have selected correct well/facility)
15. Select additional Wells/Facilities for ES/SP's (unselect 'Show only Selected' box, then query using QBE options. Next, double click on the Sel field next to each well/facility record to add additional records to the SP inspection activity.)
16. Enter the Well/Facility inspection date (type directly in grid field or use 'Set Insp Date To' field, and click button)
17. Set the NEXT inspection date, if applicable (type directly in grid field or use the 'Set NEXT Insp Date To' field and click button)
18. Save record
19. Click on Remarks button
20. Enter inspection summary Remarks
21. Close inspection by clicking Close button when inspection is complete.
22. Save record
23. Enter INCs by clicking Enforcement button on Well/Facility tab (if applicable)**
24. Update Well Insp Mtn or Facility Insp Mtn screen by clicking on appropriate button

Edit Existing Surface Inspection

1. Query by Well (or Facility) on Inspection List
2. Select well/facility record for previous ES inspection this FY.
3. Click on Well Surface (of Facility Surface)
4. Enter additional inspection activity information on existing record (i.e update dates, hours, etc.)
5. Add additional wells/facilities (on ES/SP Surface Production Inspections Only) to the existing inspection by clicking Well/Facility tab
6. Unselect the box that specifies 'Show only Selected'.
7. Select new query parameters (by name, location, wells only, facilities only, etc). Then Query.
8. Once the new listing displays, double click the Sel field to select additional wells/facilities inspected.
9. Enter the newly selected well/facility inspection dates by entering the new inspection dates directly in the grid field or the Well/Facility inspection date tables accessed from the Inspection List screen***
10. When finished close the inspection (click the Close button) and
11. Save the record

*Surface Inspection Form Note: When generating a surface inspection form from the Well/Facility Surface Inspection screen, highlight the well (or facility) you want an inspection sheet for and click the Forms button. Print the form. An inspection sheet will be generated for the highlighted well (or facility).

**When entering enforcement actions for ES inspection:
-Click the Enforcement button on the Well/Facility tab if you want to tie all wells/facilities attached to the inspection type to the enforcement action (i.e. Written Order); or
-if you want to create an Enforcement record for only one of the selected wells/facilities tied to your inspection, highlight the record on the Well/Facility tab. Then right-click with your mouse and select 'Start INC' from the menu that appears. Only the well/facility record highlighted will be attached to the enforcement action.

***To specify a new inspection date for an existing activity, directly type in the Inspection Date field on the inspection grid. If you use the Set Insp Date button, the new date entered will update all wells tied to that activity. If however, you created a brand new activity line, you may use the Set Insp Date and the Set NEXT Inspection Date field to set the appropriate dates for the numerous wells/facilities tied to the inspection.

Copying ES Inspection Information

1. Save first ES inspection, exit to Inspection List
2. Query for ES inspection you want to copy. Highlight the ES Inspection and the Copy button will activate.
3. Press Copy. Select Multiple Wells (IEP.5a) displays.
4. Query to display the well/facility(s) where you want to copy the inspection. Highlight the records. Exit.
5. Message box appears stating copied inspection is complete. Query the newly copied inspections and edit if applicable to enter field, office, and travel hours.

GETTING STARTED

From AFMSS Main Menu

»Select Monitoring/Inspections

Generate Production Inspection Form

1. Query on a Case by Insp Priority
2. Highlight a New Case record for the correct operator (if multiple operators exist)
3. Click on the Forms button
4. Select 3160-11 (Production)
5. The Inspection Case No. (3160-11) print option window will display.
6. Choose the desired Report Sorting Options, Well/Facility Sorting Options, Approval Sorting Options, INC and Approval Options, and Well Options.
7. Click Print to generate form
OR
8. After highlighting a case, click the Production button.
9. Once Production Inspection (IEP.27) displays, click on the 3160-11 tab, OR click on the Forms tab and select '3160-11 Current Insp Activity' to generate a customized inspection sheet that prints only those wells/ facilities/approvals tied to the newly entered activity instead of the entire case.

3160-11 Form Options

Report Sorting Options:

-All Wells then Facilities - prints all wells and then facilities on the inspection sheet
-Wells then Associated Facilities - prints well record(s) followed by the facilities record (s) to which it is tied.
-Facilities then Associated Wells - prints facility record first and then lists all wells to which it is tied.
-Wells then All Association Facilities - prints each well record and all facilities to which it is tied; then lists the next well record and the facilities, etc. Multiple listing of facility records will occur if the facility is tied to more than one well.

Approval Sorting Options - self explanatory - select the option you want.

Well Options:

-You must select NOS & APD, ABD, or P&A or Loc options if you want them to print on the 3160-11 form

Well/Facility Sort Options:

-which ever sorting selection you pick will be **printed in bold** on the inspection sheet.

Approval Types:

-You may select specific approval types to print on the form, or leave on default where all approvals attached to case print on the inspection sheet.

INC & Approval Options - select as appropriate

Wells/Facility for Current Inspection Activity - Prints only the well/facility records tied to a selected activity instead of the entire case.

Add New Production Inspection

1. Query on a Case by Insp Priority
2. Highlight the NEW line for the current operator
3. Click on the Production button
4. If the case contains less than 100 well/facility records the Production Inspection screen (IEP.27) displays.
5. If the case contains more than 100 well/facility records, you will receive a message box informing you of the number of records the case contains and that you must query for a set of well/facility records when entering inspection information (on the Well/Facilities tab). If this message appears, read it and then click the OK button. IEP.27 will appear.
6. Select an Inspection Type (PI) by clicking the arrow at the end of the Inspection Type display field.
7. Select an Inspector Name (place cursor in field then click inspector button; OR right-click mouse; OR use F1 key to display menu to pick inspector name)
8. Select an Activity Code (Click Act button above column, OR right-click mouse and select activity)
9. Enter Open Date (or right-click for today/yesterday date selection)
10. Enter Close Date (or right-click for today/yesterday date selection)
11. Skip the Well and Facility columns (They are just display fields. The system counts the number of wells/ facilities selected on the Wells/Facilities tab and enters that number in the corresponding field.)
12. If you selected a measurement activity from the activity list, enter the number of that activity type conducted (if no volume discrepancies found). If gained, lost, or accounted for volumes were discovered during the inspection measurement activity, create a separate line for these volumes and tie it only to the facility (or well) applicable. If you conducted a non-measurement activity leave the default display of '1' in the count field.
13. Enter Purchaser/Contractor if applicable
14. Enter the Office, Travel, and Field hours for the inspection activity.
15. Enter the number of trips (optional)
16. Skip past the Total hours column (display only)
17. Enter the Referral code if applicable (right-click mouse to obtain valid code options on menu)
18. Enter oil and/or gas gained, lost, or accounted for volumes if applicable.
19. Now, tie your wells/facilities to the inspection activity by Clicking on the Well/Facility tab.**
20. If less than 100 well/facility records are tied to the case, the system will automatically display all records.
21. If more than 100 well/facility records are tied to the case, the well/facility screen is blank when you click on the tab. You must 'un-check' the 'Show Only Selected' box, and query for records using the different query parameters available on the screen.

Add New Production Inspection, cont....

22. After the well/facility records display, select the records you want to tie to your inspection activity by double-clicking in the 'Sel' column next to each entry.
23. Set the inspection date(s) for the records by either entering the date in the grid field next to the record, or by using the 'Set Inspection Date To' feature. Enter the inspection date in the field next to the button and then press the 'Set Inspection Date To' button. The system will then tie that inspection date to all records selected for that activity.
24. To view Sundry Notice approval Information for those records that display a 'Y' in the SN column, highlight the record and click on the Sundry button, OR right-click and select Sundry List.
25. Update the well/facility maintenance screen for selected records by clicking on the Well (or Facility) Insp Mtn button. If you only want to edit one of the records, highlight the record, right-click the mouse and select Maintenance from the menu. This will bring up the maintenance record for the selected well or facility.
26. To enter additional inspection activities, click on the Insp Activity tab and then click in the inspector field on the next activity grid line.
27. You will notice the measurement count field defaults to '1' and the line is activated.
28. To copy the entire activity line above: Use the Ctrl-W feature, or highlight row above, right-click with mouse and select Copy Row, then click on next line, right-click mouse again and select Paste Row from menu.
29. To copy the info from the column above use Ctrl-R feature or right-click mouse and select Copy Value Above from menu items.
30. Enter or edit additional activity information following steps 19-23 above. (When clicking on the Well/Facility tab for additional activities, the info defaults to the well/facility info tied to the activity above. Un-check the 'Show Only Selected' box and continue.)
31. Add enforcement actions by clicking Enforcement button on the Well/Facility tab. This will create an enforcement record that automatically ties all wells/facilities selected to the activity record; OR highlight an individual record, right-click mouse and select Start INC to automatically tie the enforcement action to one selected item.
32. Close the inspection (Click the Close button if applicable)
33. Save the record
34. Click on Remarks button and add (or edit) summary remarks for PI. Exit when finished.

Update Existing Production Inspection

1. Query case by Insp Priority on Inspection List
2. Find the PI inspection for the FY
3. Highlight the PI inspection on display
4. Click on the Production button
5. Enter additional inspection activities or edit existing activities.
6. Tie well/facility records to additional activities***
7. Close the inspection (if applicable)
8. Save the record and exit.

***To specify a new inspection date for wells/facilities on an existing activity, you must directly type in the Inspection Date field on the inspection grid. If you use the Set Insp Date button, the new date that you enter will update all wells tied to that activity. If however, you created a brand new activity line, you may use the Set Insp Date to set the appropriate dates for the numerous wells/facilities tied to the inspection.

*****Well records in APD, NOS, UAPD, UNOS, RLOC, or P+A status do not automatically appear on Well/Facility Tab. User must query by well status for these record to appear.***

UNDESIRABLE EVENT INSPECTIONS

GETTING STARTED

From AFMSS Main Menu

- »Select Monitoring
- »Select Undesirable Events

Generate Inspection Form

*An Undesirable Event record must be entered in AFMSS before an inspection form can be generated.

1. Query on Undesirable Event Finder (IEP.39)
2. Highlight the applicable undesirable event.
3. Click on the 3160-UE button and form will print or print the form from the Undesirable Event Detail (IEP.37) screen or the Undesirable Event Inspection (IEP.36) Forms Tab.

Add New Undesirable Event Inspection

1. Query on Undesirable Event Finder (IEP.39)
2. Highlight the applicable undesirable event.
3. Click on the Inspection button
4. The UE Inspection Entry screen (IEP.36) appears.
5. The Inspection Type is auto-selected.
6. Select Inspector Name (place cursor in field then click inspector button; OR right-click mouse; OR use F1 key to display inspector list)
7. Select Activity Code (Click Act button; OR right-click mouse to get list of options)
8. Type in Open Date (or right-click for today or yesterday date selection)
9. Type in Close Date (or right-click for today or yesterday date selection)
10. Enter Purchaser/Contractor if applicable
11. Enter Office, Travel, and Inspection hours
12. Enter number of Trips (optional)
13. Click on Wells/Facilities tab
14. Review Well info (make sure selects are accurate)
15. Enter Well/Facility Inspection date (type directly in grid field or use Set Insp Date To field)
16. Close inspection by clicking Close button when inspection is complete.
17. Save Record.
18. Click on Remarks button
19. Enter inspection summary remarks
20. Save Remarks and exit.
21. Enter INCs by clicking Enforcement button on Wells/Facility tab (if applicable)

The UE Inspection Entry Screen can also be accessed from the Undesirable Event Detail (IEP.37) screen by clicking on the Inspection button.

Update Undesirable Event Inspection

From AFMSS Main Menu

- » Select Monitoring/Inspections

1. Query on Inspection List (GLB.92)
 2. Highlight existing NU inspection
 3. Click on the Undesirable Events button
- OR
1. Select Monitoring/Undesirable Events
 2. Query on Undesirable Even Finder (IEP.39). Make sure the radio button is set to display all events instead of pending inspection records.
 3. Highlight Event
 4. Click on Inspections button
 5. Existing Inspection record will display.
 6. Update as necessary
 7. Close inspection by clicking Close button
 8. Save record when complete.
 9. Update Remarks as applicable
 10. Add enforcement actions, if applicable by clicking on the Enforcement button.

*The Undesirable Event form will print off with just the header information if the remarks regarding the event are entered and tied to the Undesirable Event Remark Category on the Undesirable Events Remarks Screen (IEP.37R). In order for the different types of remarks to print under the correct section on the form (Cause, Action to Control, General, Action Taken to Prevent, etc), the information must be saved under the applicable Remarks Category. The individual remarks categories are set by clicking on the Add New button, clicking the down arrow at the end of the Category field and selecting the appropriate listing from the eight categories. Add the remark text and save. Continue adding new remarks for the other subsections of the form using the same technique until you are finished. The inspection form will then contain the Undesirable Event information received from the contact point who reported the event.