

Production Record Review Checklist

Case # _____ Operator: _____.

GOAL: ENSURE OGOR DATA IS ACCURATE BY RECALCULATING PRODUCTION DATA SUBMITTED BY OPERATOR

➤ **Print new PI/PR Worksheet:**

- Do initial check for documents received.
- Track notes and time.

➤ **AFMSS: Wells Found:**

- Review wells: verify status per field inspection info, are the right wells tied to the case?

➤ **AFMSS: OGOR—OGOR Reports:**

- Review/Print OGOR A-D.

➤ **AFMSS: Monitoring—Inspections:**

- Print Inspection Report (3160-11).
- Track time with PR code.

➤ **State Oil & Gas Website, if applicable):**

- Print Well header & Sales pages (Production & Injection for prod. days) to compare with OGOR.

➤ **LR2000: Serial Registration Page:**

- Highlight Unit, change of operator, etc.

➤ **MMS Brio: Agency Lease #:**

- Review/Print OGOR Pivot A, B, C.

➤ **Oil Verification:**

- Calculate run (or LACT) ticket verification
- LACT: Verify prover statements.
- Check that strapping tables match tank #s, well location and date.
- Check that pumper's log shows the same:
 - Barrels of oil.
 - Tank #s.
 - Seals on/off.
- Compare to reported OGOR; Summarize findings & total over/under reported amounts.

➤ **Seal Records-Check for:**

- Seal #, valve, date, removal reason.
- Seals line up; no gaps.

➤ **Pumper's Log:**

- Verify oil & water volumes with OGORs.
- Beginning & ending inventory lines-up and is reasonable.
- Verify no undocumented movement of oil or water (see also Seal Records).

➤ **Oil Sales Statements:**

- Volume matches run tickets.
- Volume matches OGORs.
- API gravity is correct and matches OGORs (weighted average).

➤ **Gas Verification:**

- Verify meter calibration error
 - Check Beta Ratio (orifice plate size/run size) (tolerance .15-.70)
 - Specific Gravity (.57-1.00)
- EFM: Verify volume reports:
- Check for matching orifice plate sizes in:
 - Calibration Reports.
 - EFM Event Log & Configuration setup.
- (Configuration report needs brand & # of meter.)
- Charts:
 - Square-root or not?
 - Correct well#, orifice size, run size.
 - All info matches: back of chart, calibration, integration, gas analysis.
- Verify Integration reports
- Summarize findings; total over/under reported gas volumes.

➤ **Gas Sales Statements (Monthly Volumes):**

- Check weighted average BTUs.
- Compare with Daily Volume reports (add up the same days!).
- Check (add up) monthly volumes.
 - Compare with OGORs and Lease-Use volumes.

➤ **OGORs:**

- Used-on-lease is reasonable and matches company documents.
- Codes are correct and applicable.
- Compare company-submitted records (oil, gas, water, lease-use, production, sales) with AFMSS OGOR:
 - Do they match?

➤ **Make Comparison Chart:**

- Clearly display found discrepancies per well.

➤ **Wrap-Up:**

- Check water disposal method is approved in sundry.
- Verify Royalty Rate.
- Field-check site facility.
- Enter time in AFMSS.
- Enter remarks in all appropriate areas (wells, facilities) and seal record insp.
- Enter findings in AFMSS-Inspections-Remarks.
- Write remarks in printed Inspection Record.
- Make cover sheet for inspection file.
- Write company with final review findings.
- Send any necessary INCs.