PROCEDURE WHEN TRIPPING

I. 1) Immediately prior to starting trip, pick up string. Position first tool joint approximately 3' above the rotary table.
2) Shut down pump and watch annulus for mud flow for 5 minutes. (If rotating head rubber is in place - watch for mud flow at shaker end of the flow line).

II. 1) If mud flow stops when pump is shut down, proceed with trip.
2) Pull 10 stands. If hole is not full, fill and record number of strokes to fill.
3) Pull 10 stands. If hole is not full, fill and record number of strokes to fill.
4) Pull 10 stands. If hole is not full, fill and record number of strokes to fill.
5) Continue this sequence. Upon reaching drill collars, leave pump on hole until bit is pulled through rotary table.

III. 1) If any interval requires a less number of strokes to fill the hole, shut down the pump and inspect the flow line (annulus) for natural flow.

IV. 1) If flow appears.
2) Install floor valve on drill pipe.
3) Install Kelly instring - position top tool joint 3' above rotary table.
4) Close Hydril. (If in casing - close pipe rams, leave Hydril open).
5) Close all chokes (positive, adjustable, hydraulic) and also valves next to the drilling spool. Check to be sure well is completely shut in.
6) Notify the Company Representative and Rig Superintendent. DO NOT leave the floor. Send a crewman if necessary.
7) Start raising mud weight of entire surface mud system.
8) Record stand pipe and casing pressure at 5 minute intervals. If necessary to read casing pressure, open valve or valves next to the drilling spool. Make certain that no mud is allowed to flow from the hole.
9) If drill pipe pressure reaches _____ pounds close Kelly cock. *
10) Keep well shut in while waiting for further instructions.

* Limiting pressure dependent on depth of last casing string in hole with maximum pressure limit to be the pressure rating of BOP stack in service.