



DATE: March 10, 2000

SUBJECT: Portable Torque Guide - Removal

SERIAL NUMBERS: 6, 8, 13, 14, 16, 18-24, 26-33, 36, 38, 40, 41, 42-49, 51-54, 56, 58-65, 67-75, 77-79, 81-95, 97-102, 104-116, 120, 121, 123, 125, 126, 128, 129, 131, 132, 134, 140, 147

DISCUSSION: When rigging down a portable torque guide, the top section of torque guide (section 5) is traditionally laid across the drill floor while removing the rigging assembly from the blocks. A tugger line is attached to the top of section 5 for the final lowering of the last 2 sections down to the truck.

RECOMMENDATION: Before the rigging assembly is removed, the top section of the torque guide **MUST** be chained down to the rig floor even if it looks stable. This prevents the torque guide from suddenly shifting and possibly falling from the rig floor.
See attached 'Rigging Down' instructions for full removal details.

INFORMATION :

For further information contact:

Field Operations Manager
Canrig Drilling Technology Ltd.
14703 FM 1488
Magnolia, Texas 77354
Phone: 281.259.8887
Fax: 281.259.8158

Portable Torque Guide Removal

MAST APPLICATION

DESCRIPTION	DRAWING NUMBER
A Preparation for Removal	M-7-126-01 (0)
B Top Drive Positioning	M-7-126-02 (0)
C Traveling Block Removal	M-7-108-11 (0)
D Erection Rigging	M-7-108-10 (A)
E Torque Guide Untensioning	M-7-108-12 (A)
F Torque Reaction	M-7-108-09 (0)
G Harpoon	M-7-108-08 (A)
H Torque Guide Removal	M-7-109-08 (0)
	M-7-109-07 (A)
	M-7-109-05 (A)
	M-7-126-03 (0)
	M-7-109-04 (B)
	M-7-109-02 (A)

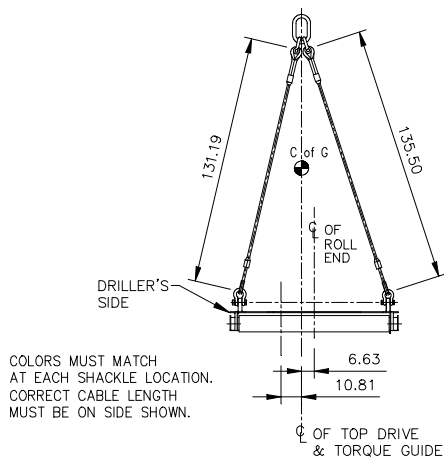
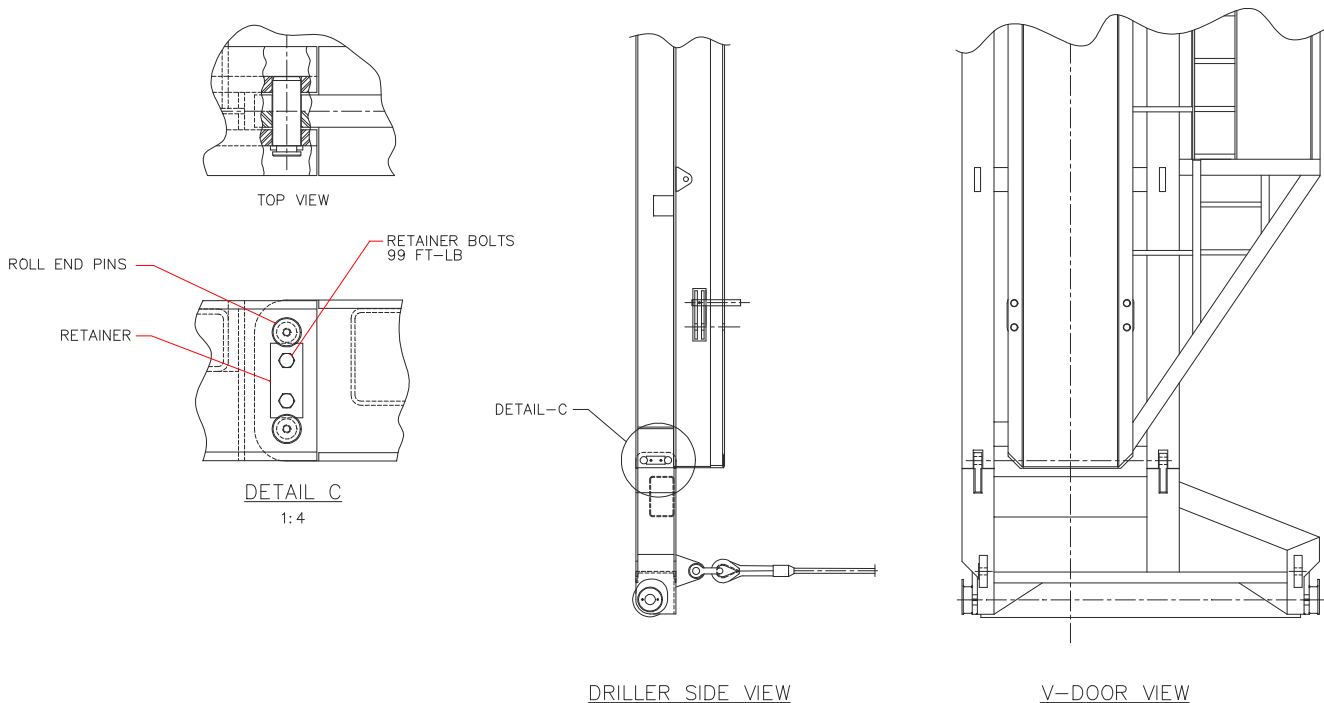
The drawings in this Subsection are provided to represent a TYPICAL PORTABLE TORQUE GUIDE MAST APPLICATION. As applications tend to differ from one rig to the next, the user should refer to the drawings in Section 6 of this Manual for specifications and instructions for the specific application.

Subsection 3B: Top Drive and Torque Guide Installation

Preparation for Removal

Drawing Number: M-7-126-01 (0)

1. Remove Elevators and Lower Links. Disconnect Rotary Hose. Remove Blower Hose.
2. If Lower Well Control Valves or Cross-over Subs require inspection, remove at this time.
3. Raise the Top Drive to allow access to the Torque Guide skid.
4. Raise the Live Roll assembly using the floor winches and insert into the Torque Guide skid. Install the roll end pins and pin retainers.
5. Remove winch lines.

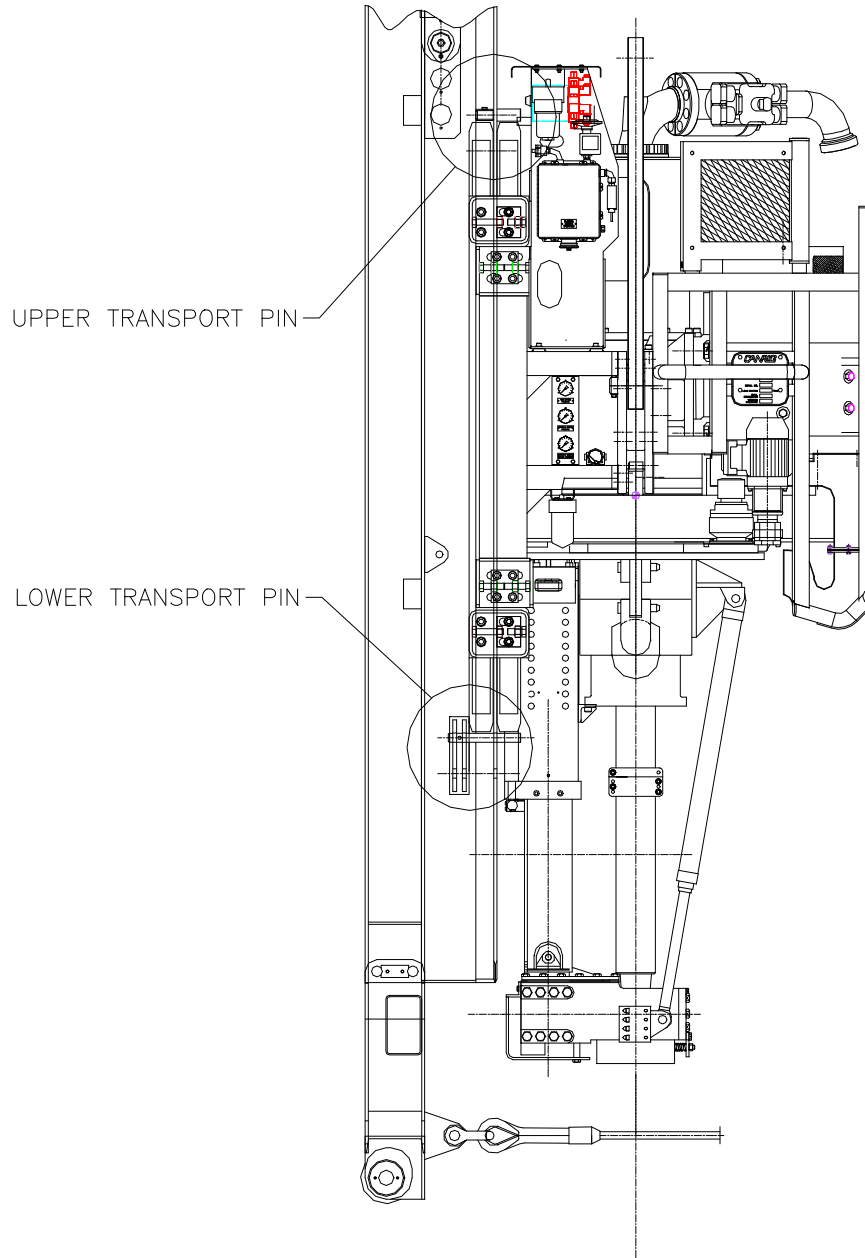


CORRECT CABLE INSTALLATION

Portable Torque Guide – Top Drive Positioning

Drawing Number: M-7-126-02 (0)

1. Install the Lower Transport Pins into the Torque Guide.
2. Lower the Top Drive until the full weight of the Top Drive unit is supported by the Transport Skid.
3. Install the Upper Transport Pins into the Torque Guide.

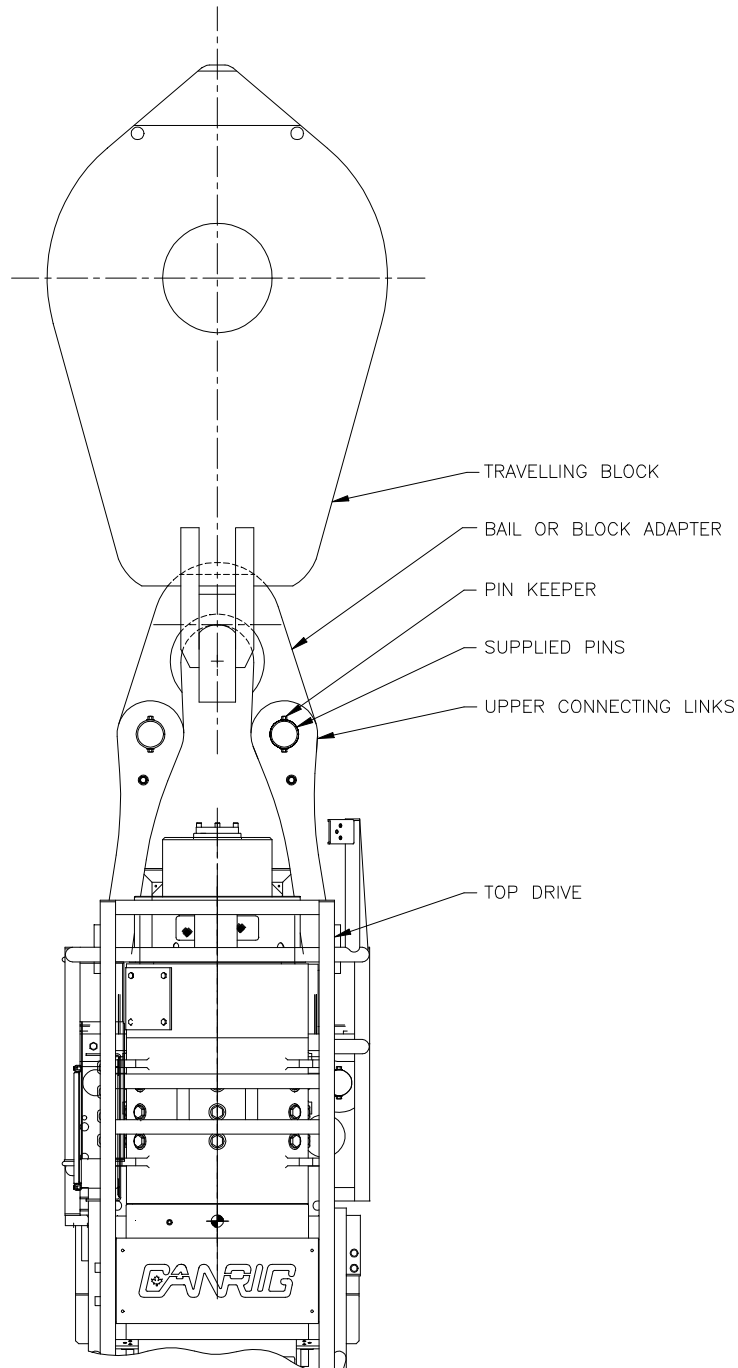


Subsection 3B: Top Drive and Torque Guide Installation

Portable Torque Guide – Traveling Block Removal

Drawing Number: M-7-108-11 (0)

1. With the full weight of the Top Drive on the Transport Pins, position the Block for removal of the Upper Link Pins.
2. Remove Pin keepers and Pins.
3. Raise the Traveling Block so the Bail or Block Adapter is free of the Upper Connecting Links.
4. Prepare to install the Erection Rigging.

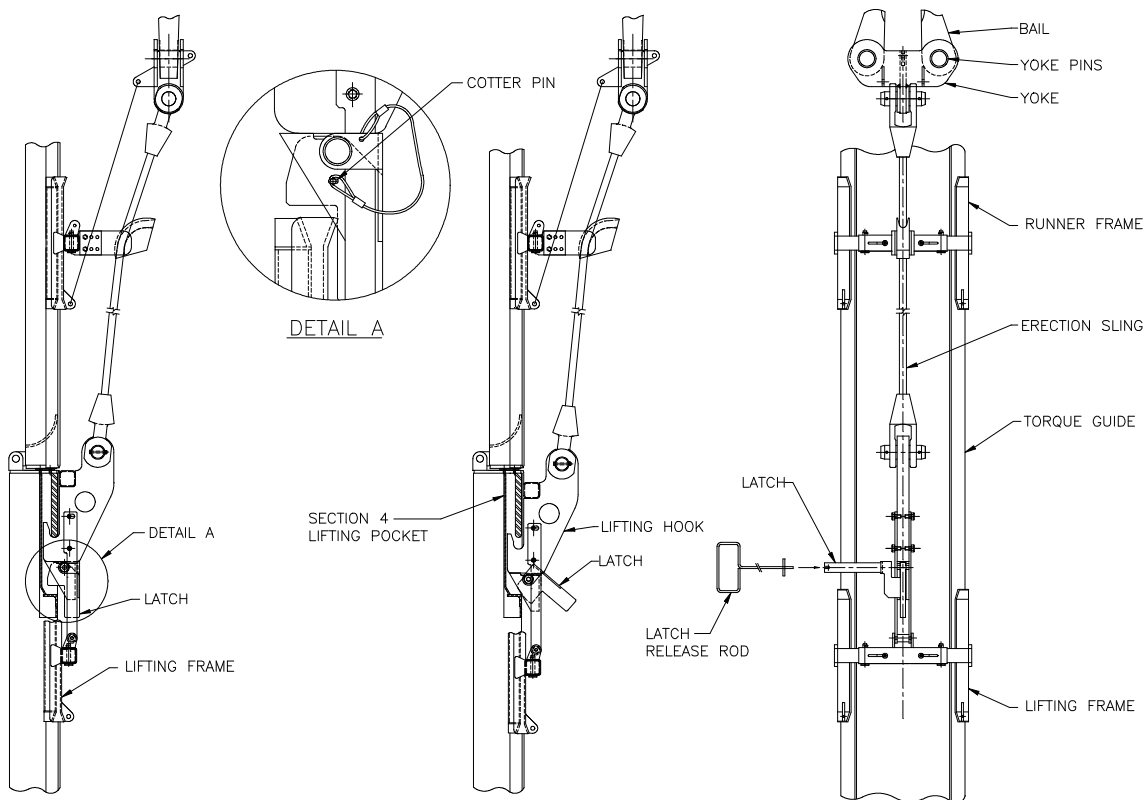


Subsection 3B: Top Drive and Torque Guide Installation

Portable Torque Guide – Erection Rigging

Drawing Number: M-7-108-10 (A)

1. Raise the Erection apparatus by connecting a tugger line to the Yoke. Raise the apparatus into position at the Traveling Block and pin the Yoke into the Bail. Install the keepers into the Bail Pins.
2. Remove the Driller's Side Pin on the runner frame and slide the runner to its extended position. Tilt the Lifting Frame and hook the ODS runner around the Torque Guide track. Slide the Driller's side frame to its retracted position around the Torque Guide track and replace the pin.
3. Raise the Traveling Block and repeat Step 2 for the Lifting Frame.
4. Raise the Traveling Block until the Lifting Hook is near the pocket on section 4 of the Torque Guide. Carefully raise the Block and ensure the Lifting Hook goes into the Lifting Pocket.
5. Insert the Latch Release Rod into the Lifting Hook Latch and turn until the latch is in the locked position as shown below.
6. Insert the $\frac{1}{2}$ " Cotter Pin in the Latch Lock.



DRILLER'S SIDE VIEW
LATCH IN LOCKED POSITION
HOOK IN UPPERMOST POSITION

DRILLER'S SIDE VIEW
LATCH IN UNLOCKED POSITION

V-DOOR VIEW

Subsection 3B: Top Drive and Torque Guide Installation

Portable Torque Guide – Traveling Block Untensioning

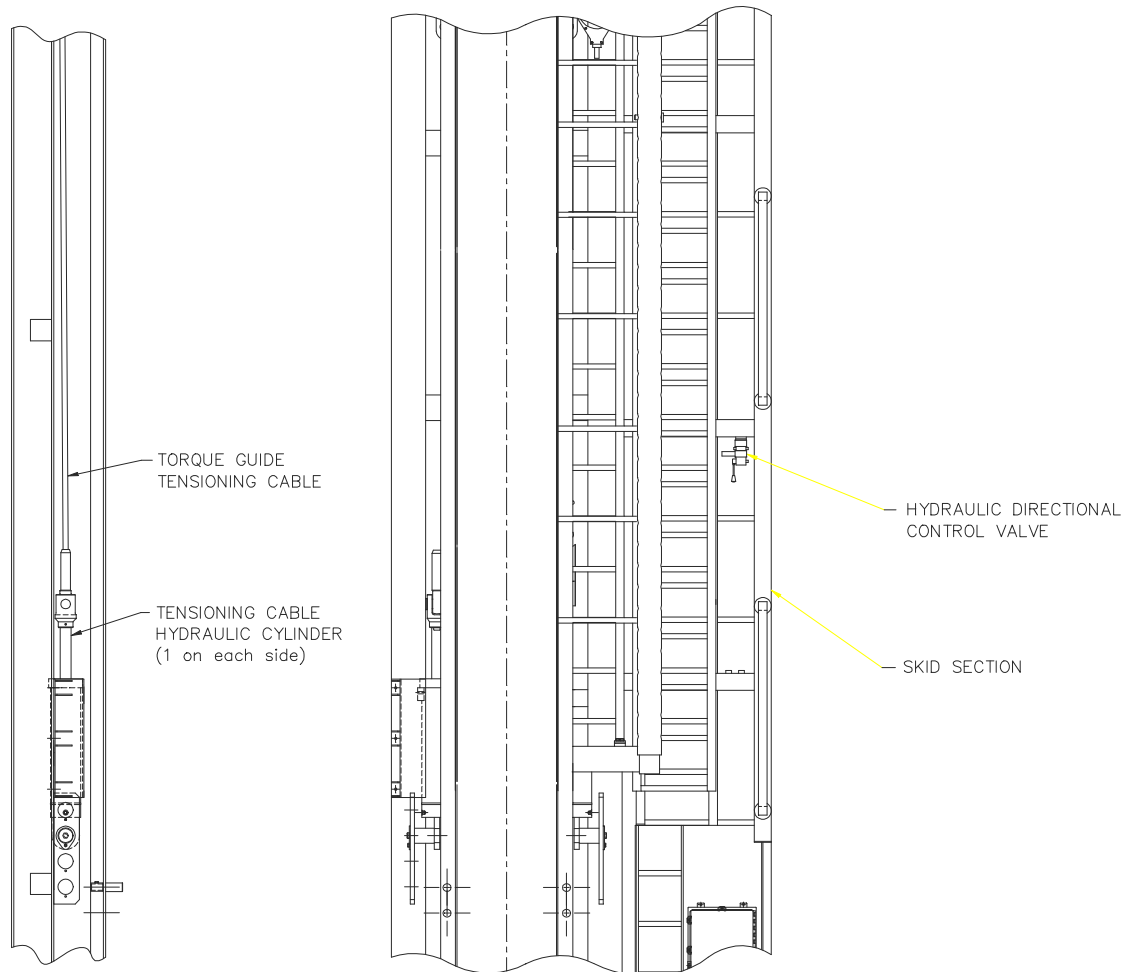
Drawing Number: M-7-108-12 (A)

1. Shift the Hydraulic Valve to extend the two hydraulic Tensioning Cable cylinders. The Valve is located on the lower skid section as shown below.
2. Any remaining torque in the Tensioning Cables can be eliminated by rotating the tensioning cable in the proper direction with a pipe wrench.

NOTE: Do not use a pipe wrench on the cylinder rod.

3. The Tensioning Cables can be unpinned from the Tensioning Cylinder to allow cable movement during the Rig-down procedure. Remove pins when Tensioning Cylinder rods are fully extended. Stand clear while retracting the cylinder rods.

CAUTION: The tensioning cables may spin rapidly when they become free from the tensioning cylinder rod.



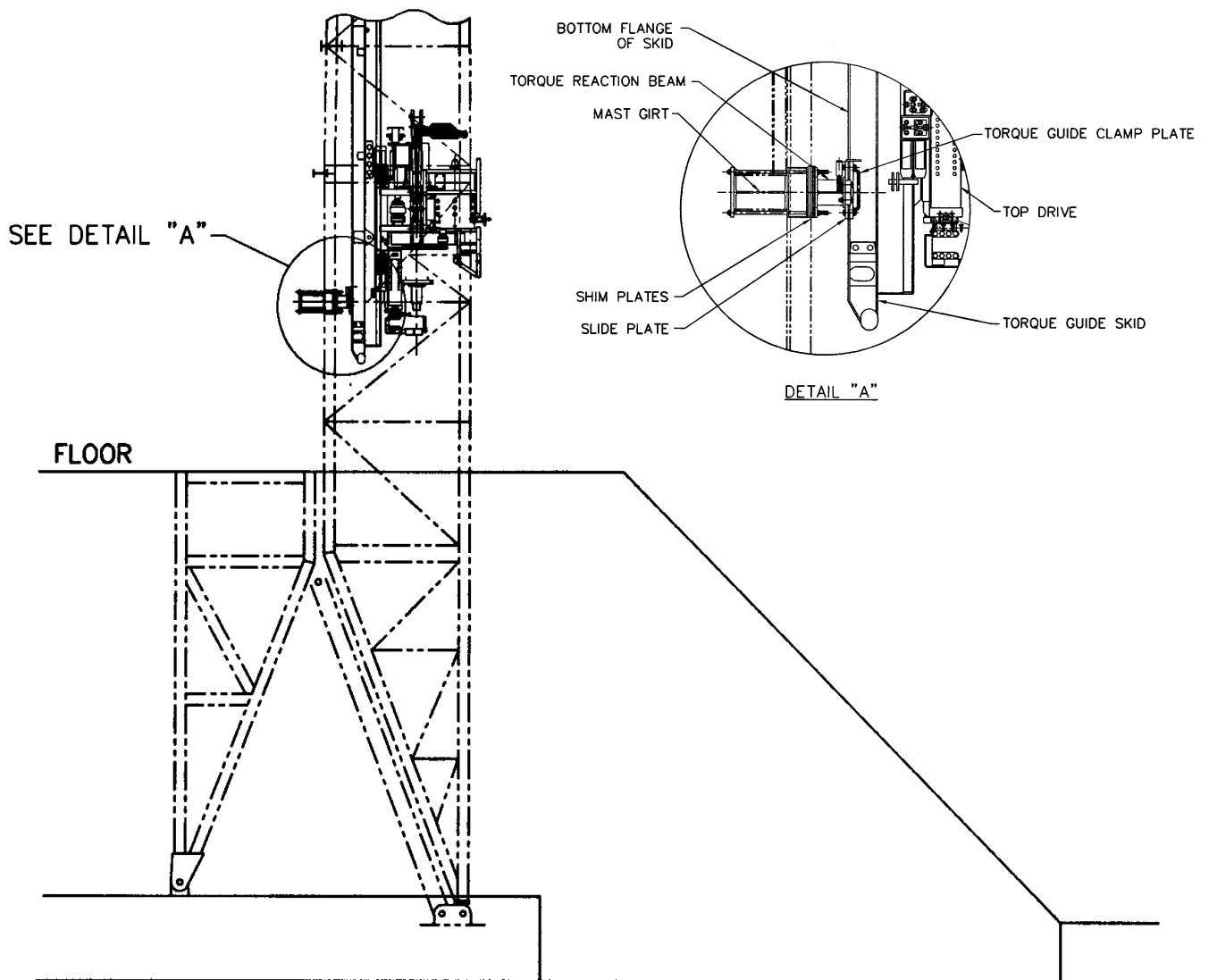
V-DOOR VIEW
(TOP DRIVE NOT SHOWN FOR CLARITY)

Subsection 3B: Top Drive and Torque Guide Installation

Portable Torque Guide – Torque Reaction

Drawing Number: M-7-108-09 (0)

1. Remove the Torque Guide clamp plates to allow the skid section to be free of the Torque Reaction Beam.
2. The clamp plates can be re-installed on the Torque Reaction Beam for transport purposes.
3. Ensure the main breakers are turned off in the TDSU and no power is going to the Top Drive.
4. Disconnect electrical and hydraulic lines from the Torque Guide.

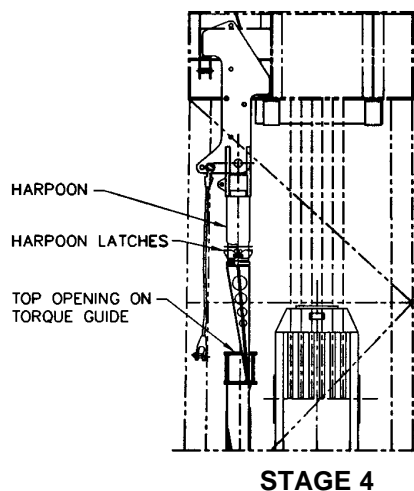
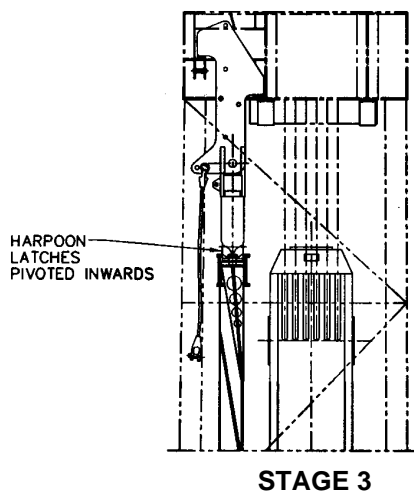
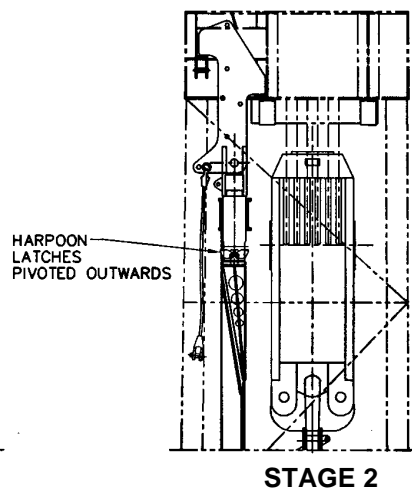
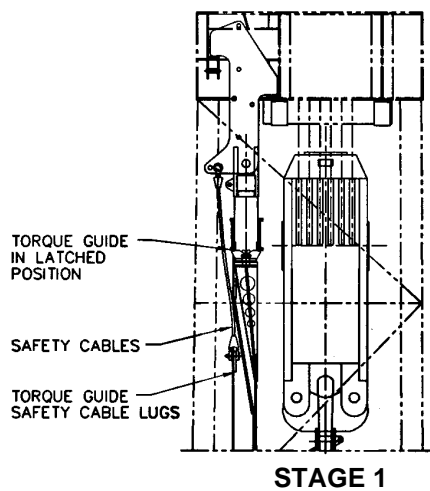


Subsection 3B: Top Drive and Torque Guide Installation

Portable Torque Guide – Harpoon

Drawing Number: M-7-108-08 (0)

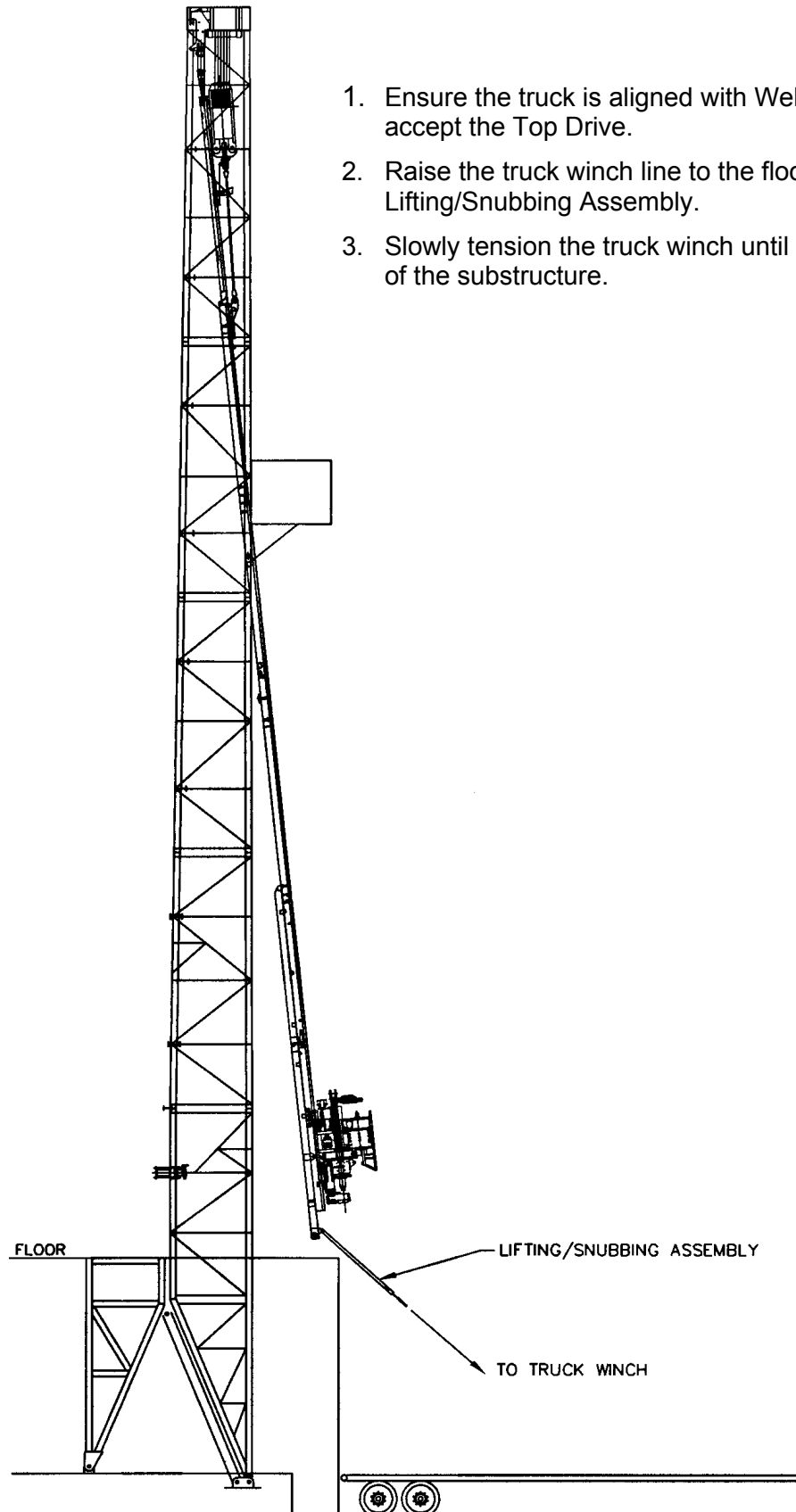
1. Remove the Safety Cables from the Torque Guide Section 5.
2. Slowly raise the Traveling Block so the Harpoon Latches are free from the top opening on the Torque Guide.
3. Pull on the Harpoon Latch Cables to pivot them inward. Lower the Torque Guide until the top opening is below the Harpoon Latches. Release the Harpoon Latch Cables.
4. The Torque Guide and Top Drive are now suspended from the Traveling Block.



Portable Torque Guide - Torque Guide Removal

Drawing Number: M-7-109-08 (A)

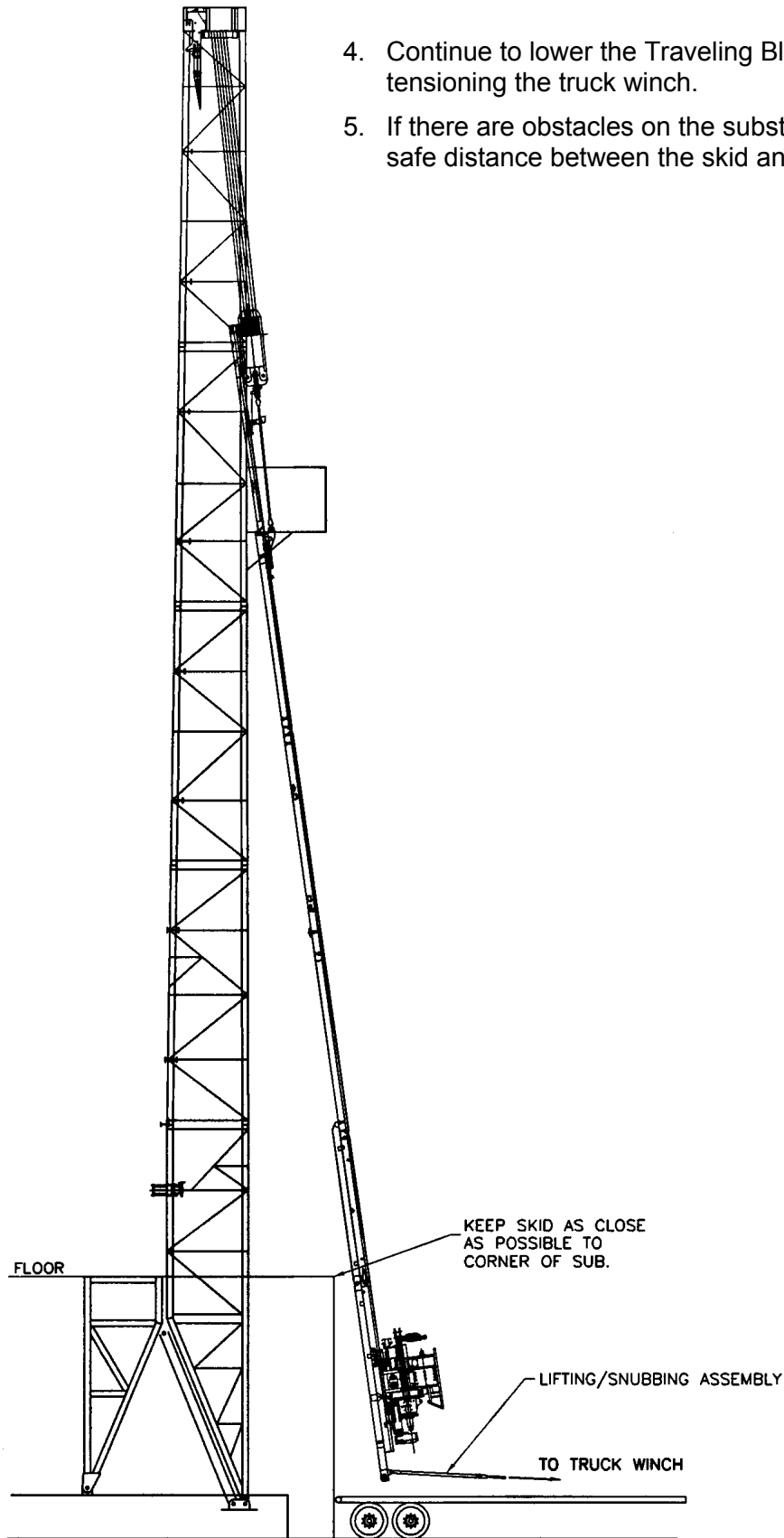
1. Ensure the truck is aligned with Well Center and in position to accept the Top Drive.
2. Raise the truck winch line to the floor and attach to the Lifting/Snubbing Assembly.
3. Slowly tension the truck winch until the Torque Guide Skid is clear of the substructure.



Portable Torque Guide – Torque Guide Removal

Drawing Number: M-7-109-07 (A)

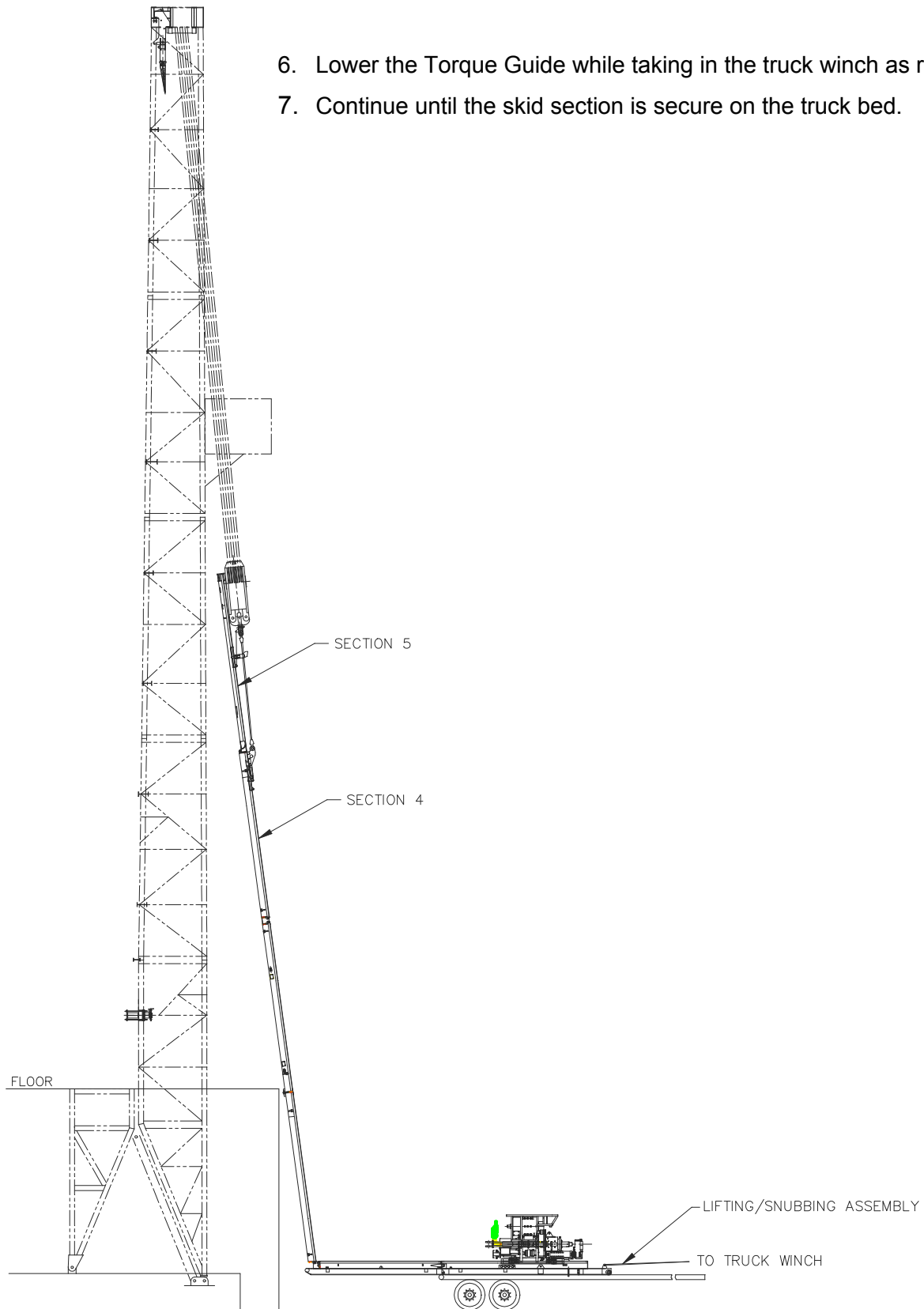
4. Continue to lower the Traveling Block/Torque Guide while tensioning the truck winch.
5. If there are obstacles on the substructure be sure to maintain a safe distance between the skid and substructure while lowering.



Portable Torque Guide – Torque Guide Removal

Drawing Number: M-7-109-05 (A)

6. Lower the Torque Guide while taking in the truck winch as required.
7. Continue until the skid section is secure on the truck bed.

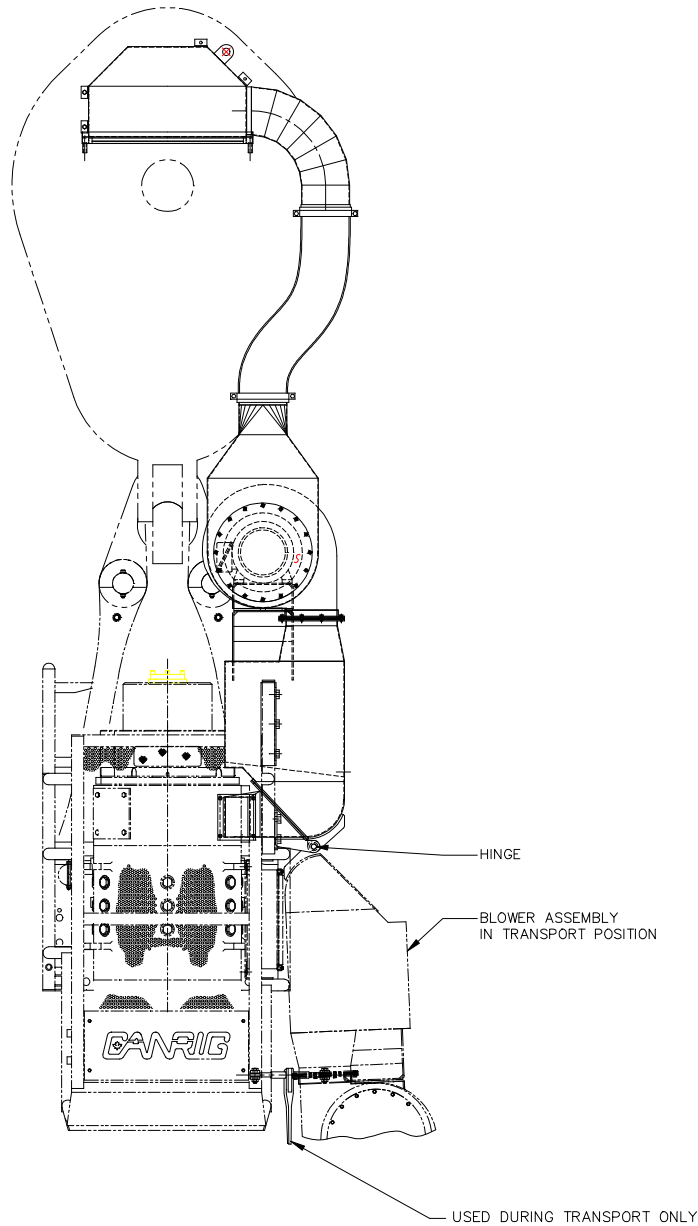


Subsection 3B: Top Drive and Torque Guide Installation

Portable Torque Guide – Torque Guide Removal

Drawing Number: M-7-126-03 (0)

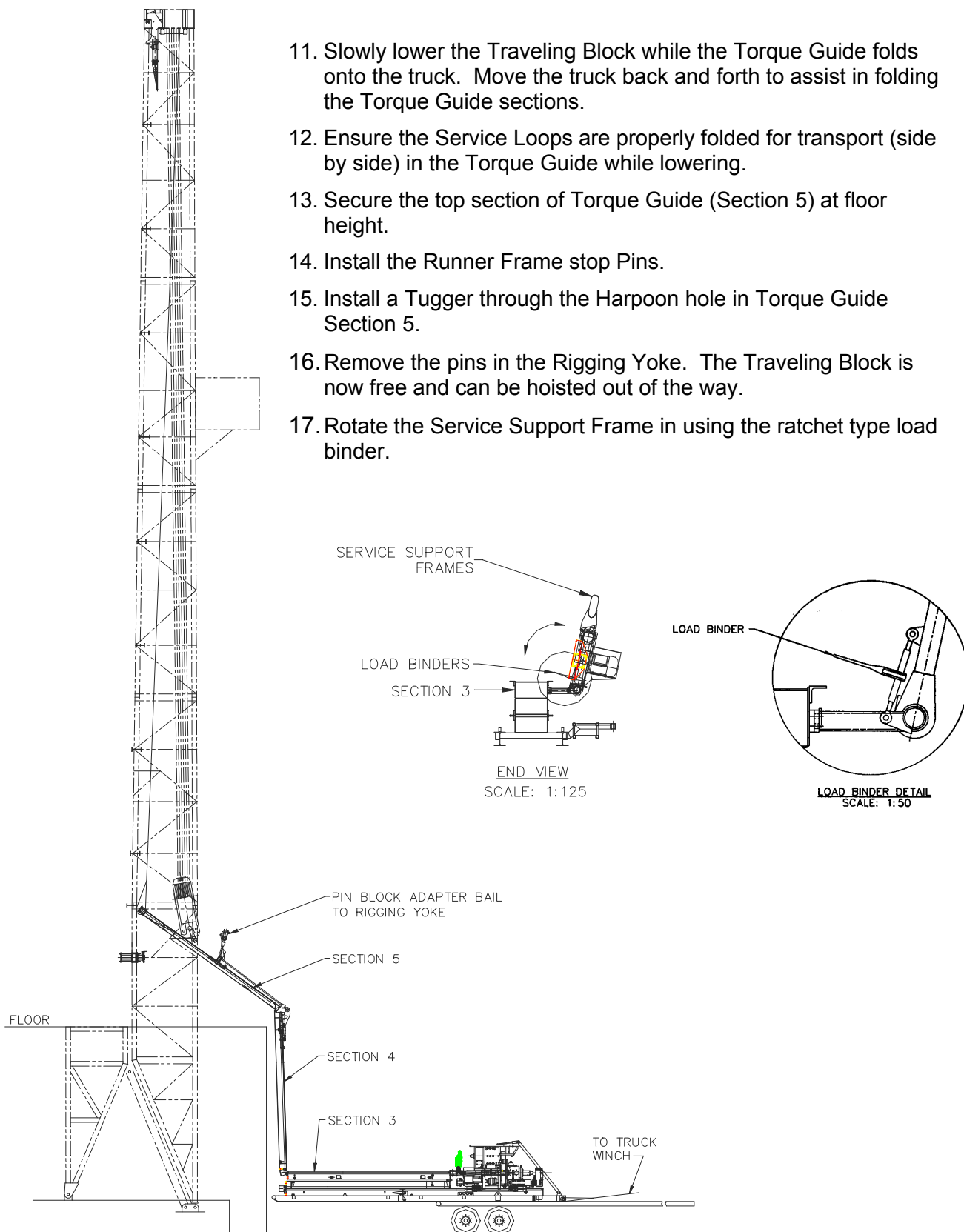
8. Unbolt the Blower from the working position.
9. Swing the Blower into transport position and install load binder.
10. If extended Upper Links were in use, one or both may have to be removed from the Top Drive to allow clearance for the Torque Guide to fold into the transport position.



Portable Torque Guide – Torque Guide Removal

Drawing Number: M-7-109-04 (B)

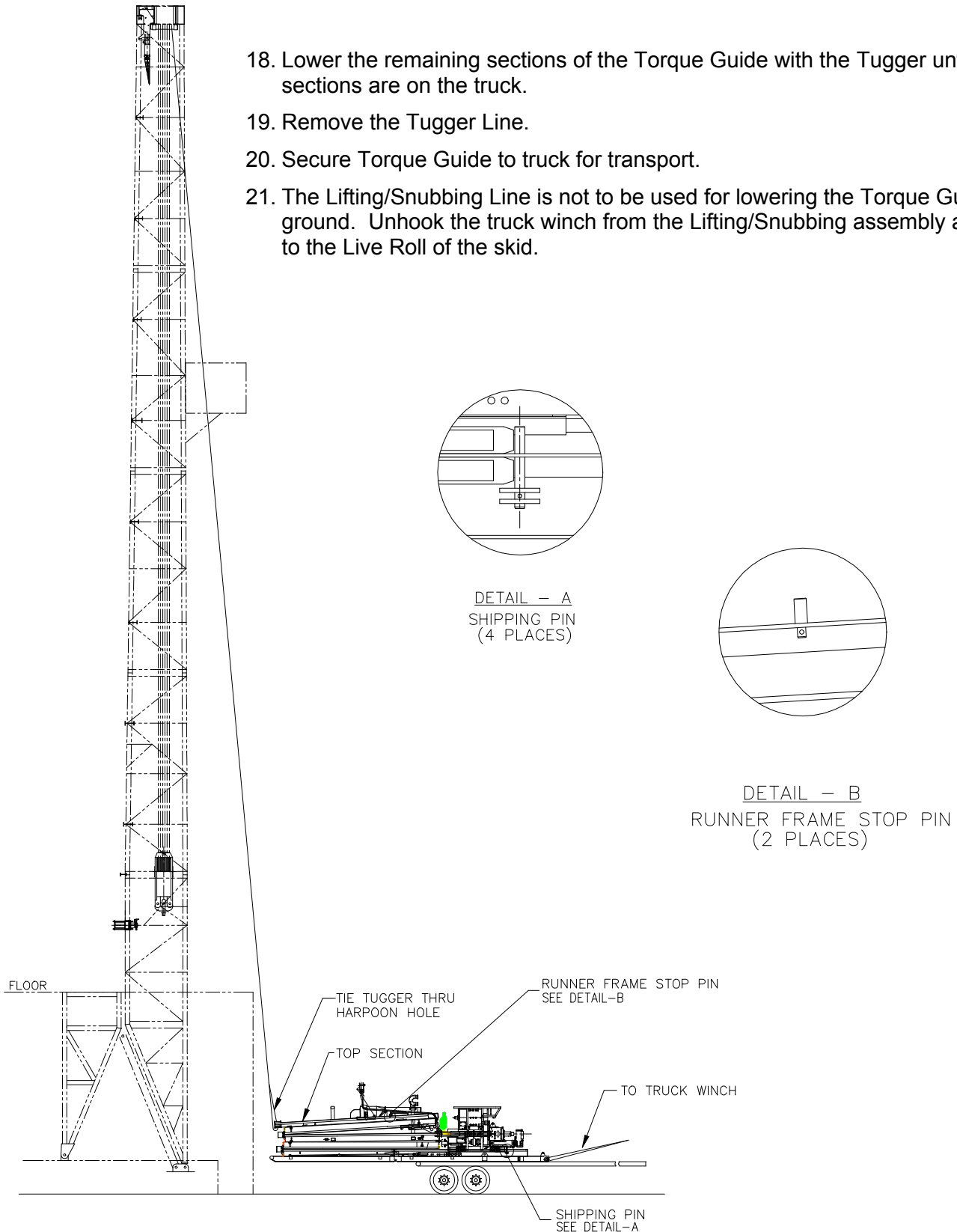
11. Slowly lower the Traveling Block while the Torque Guide folds onto the truck. Move the truck back and forth to assist in folding the Torque Guide sections.
12. Ensure the Service Loops are properly folded for transport (side by side) in the Torque Guide while lowering.
13. Secure the top section of Torque Guide (Section 5) at floor height.
14. Install the Runner Frame stop Pins.
15. Install a Tugger through the Harpoon hole in Torque Guide Section 5.
16. Remove the pins in the Rigging Yoke. The Traveling Block is now free and can be hoisted out of the way.
17. Rotate the Service Support Frame in using the ratchet type load binder.



Portable Torque Guide – Torque Guide Removal

Drawing Number: M-7-109-02 (A)

18. Lower the remaining sections of the Torque Guide with the Tugger until all sections are on the truck.
19. Remove the Tugger Line.
20. Secure Torque Guide to truck for transport.
21. The Lifting/Snubbing Line is not to be used for lowering the Torque Guide to the ground. Unhook the truck winch from the Lifting/Snubbing assembly and attach to the Live Roll of the skid.



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