



CS-8 Hardcopy Cataloguing

Revised: Aug 2005

1.0 PURPOSE

- 1.1 To be able to uniquely and rigorously identify and catalogue all hard copy items.
- 1.2 To be able to sort hardcopy items by type.
- 1.3 To be able to automatically flag data items as Basic Set.

2.0 STANDARD

- 2.1 Each hard copy well item will be catalogued at three distinct levels:
 - a. The Well it relates to
 - b. The Services run
 - c. Specific descriptive terms for each Item
- 2.2 These are all detailed below. Each index term defined has a description for that term together with a format for the data. (Mandatory items are marked ** at all levels.)
- 2.3 At **Well level** the following only needs to be indexed as all well data is linked to this well name. All other attributes to do with the well are recorded in the well header.

Index term	Format	Description
** DECC Well registration name	Char (16)	The name assigned to the well borehole by DECC.
At Services Level:		
Index term	Format	Description
** Item group	Char (4)	LOG or REPT
** Item type	Char (11)	Generic category for the item. (See list below)
Basic set	Char (3)	YES or NO

3.0 GENERIC ITEM TYPES FOR REPORTS

- 3.1 Every report will be categorised into one of the group types below. The type list will appear as a look-up table where necessary on the Cataloguing database, on digital data submission forms and in the query look-up tables for searches. The field populated into the database will be the short name taken from the first column.

- 3.2 The cataloguing scheme subdivides the item groups into generic groups (shown here in **BOLD**). If a report does not fall into a specific item group then it will take on the Generic Group name.

Example: a drilling costs summary report would not have an existing Item Group so it would be coded as falling under the Generic Group for drilling **DRILL_GEN**.

- 3.3 Where a group of reports covering two or more subject categories have been submitted together as one report the Generic Group **CONC_GEN** should be used to denote that the report is a concatenated collection of reports.
- 3.4 **WELL_COMP** category is used for the Well Completion Report as specified in PON 9. This contains a complete operations, geology and results summary.

For Report Items the Types are:

Short Name	Description	Detailed Description	BASIC SET?
PRE_GEN	PRE-DRILL REPORTS (GENERAL)	Reports prepared before the well is drilled	YES
PRE_PROP	WELL PROPOSAL	Report generally used to present and justify the well to management and partners. AFE may be included.	NO
PRE_GPROG	GEOLOGICAL PROGRAMME	Report detailing the expected geological considerations and aims and how the well design will be influenced by geology. Target information and geological context.	YES
PRE_DPROG	DRILLING PROGRAMME	Report detailing the expected design of the well from an operations perspective	YES
PRE_SITE	SITE SURVEY	Report detailing rigsite conditions, shallow gas considerations and other location factors such as bathymetry and anchorages. Shallow seismic is often included as enclosures.	YES
PRE_MOVE	RIG MOVE, RIG POSITIONING	Report detailing the operations of siting the rig accurately on location	YES
DRILL_GEN	DRILLING REPORTS (GENERAL)	Reports on any aspect of drilling not covered elsewhere	YES
DRILL_DEV	DEVIATION SURVEY	Report detailing the deviations in the wellbore trajectory from vertical. Report will contain lists of values which may also be stored digitally.	YES
DRILL_HIST	DRILLING HISTORY	Report detailing drilling operations	YES
DRILL_MUD	MUDLOGGING END OF WELL REPORT	Contractor report detailing mudlogging activity and results	YES
DRILL_MWD	MWD END OF WELL REPORT	Contractor report detailing MWD logging activity and results	YES
CORE_GEN	CORE REPORTS (GENERAL)	General core reports such as coring operations and sidewall cores	YES
CORE_CCA	CONVENTIONAL CORE ANALYSIS/CORE PHOTOGRAPHS	Report detailing routine or conventional core analysis methodology and results. Core photographs.	YES
CORE_SCAL	SPECIAL CORE ANALYSIS	Report detailing special core analysis methodology and results	NO
GEOL_GEN	GEOLOGICAL REPORTS (GENERAL)	General reports on geology or geological analysis and interpretation not covered elsewhere	YES
GEOL_DIP	DIPMETER	Report detailing dipmeter operations and interpretation	YES
GEOL_SED	SEDIMENTOLOGY, PETROGRAPHY	Report detailing sedimentological facies description and interpretation and/or the detailed description and classification of rock type	NO
GEOL_BIO	BIOSTRATIGRAPHY	Analysis and interpretation of fossil organisms to determine rock age and sequence stratigraphy. Will include micropalaeontology and palynology	NO
GEOL_GEOW	GEOLOGICAL END OF WELL REPORT	Report detailing geological operations, results and interpretation. May include the Composite Log as an enclosure.	YES
GEOL_PPHYS	PETROPHYSICAL REPORT	Report detailing the rock properties as determined by wireline and MWD logging. Will include details of logging programmes, processing and analysis of logs and results in a geological context.	NO
GEOL_CHEM	GEOCHEMISTRY	Report detailing methodology, results and interpretation of any geochemical work undertaken on samples collected.	NO
GPHYS_GEN	GEOPHYSICAL REPORTS (GENERAL)	General reports on geophysics, borehole seismic and velocity surveys not covered elsewhere	YES
GPHYS_VSP	VSP	Report detailing borehole seismic acquisition, processing and interpretation	YES
GPHYS_QCVSP	QC REPORT ON VSP	Report detailing the operations and positioning information for offset VSPs	YES
GPHYS_CSHOT	CHECKSHOTS	Report detailing checkshot velocity analysis operations, time depth listing and results	YES
GPHYS_SONIC	ARRAY SONIC, DSI, WAVEFORMS	Report detailing acquisition, processing and interpretation of array sonic data	NO
TEST_GEN	TESTING REPORTS (GENERAL)	Testing reports including well production tests, laboratory tests and downhole measurements not covered elsewhere	YES
TEST_FLUID	FLUID ANALYSIS, RFT	Reports detailing analysis and interpretation of fluid samples and formation fluid pressure	YES
TEST_PLT	PLT, TDT REPORTS	Reports detailing PLT and TDT cased hole monitoring of reservoir flow and performance	YES
TEST_DST	DST REPORTS	Reports detailing well testing through the drill stem for reservoir performance evaluation	YES
TEST_PERM	PERMEAMETRY	Reports detailing acquisition, results and interpretation of core permeability measurements	NO
TEST_LUM	LUMINESCENCE FINGERPRINTING	Reports detailing the acquisition, results and interpretation of luminescence fingerprinting measurements	YES
ENG_GEN	WELL ENGINEERING REPORTS (GENERAL)	Reports detailing well engineering operations not covered elsewhere	YES
ENG_PROD	PRODUCTION ENGINEERING FINAL REPORT	Reports detailing production engineering operations	YES
ENG_COMPS	COMPLETIONS, WORKOVERS	Reports detailing well completions and workover operations	YES
ENG_ABAND	ABANDONEMENT	Reports detailing well suspension and abandonment operations	YES
CONC_GEN	CONCATENATED WELL REPORT (GENERAL) Combined reports of more than one type in one volume	Category used to detail reports that are actually made up of two or more distinct reports presented together in one volume	YES
WELL_COMP	WELL COMPLETION REPORT The complete well operations and results summary as defined by PON 9	General summary report detailing in brief the operations, geology, data collection, interpretation and well results.	YES

4.0 GENERIC ITEM TYPES FOR LOGS

Every log will be categorised into one of the group types below. The type list will appear as a look-up table where necessary on the Cataloguing database, on digital data submission forms and in the query look-up tables for searches. The field populated into the database will be the short name taken from the first column.

For **LOG** Items the Types are:

Short Name	Description	Detailed Description	BASIC SET?
LOG_BIO	Biostratigraphical Data Log	Summary log or chart detailing the results of biostratigraphical analysis	NO
LOG_COMP	Composite Log, Completion Log	Final well log showing well header information, lithology, casing joints, core intervals, geological zones and tops and basic petrophysical logs	YES
LOG_CORE	Core Description Log, Core Gamma	Logs depicting core descriptions and gamma response from core	YES
LOG_CPI	Computer processed interpretation (not Dipmeter)	CPI generated from wireline or MWD log data, correlation panels	NO
LOG_DIP	Dipmeter	Graphical plot of dipmeter results	YES
LOG_CASE	Casing and tubing	Engineering logs including CBL, CCL, perforating and junk catching usually correlated by GR to Surface	YES
LOG_LITH	Lithological	Log of lithological descriptions	YES
LOG_MUD	Mudlog, FEL, PEL	Mudlog, Formation Evaluation Log, Pressure Evaluation Log, Gas Detection Log and any other drilling data logs	YES
LOG_MWD	Measurements while drilling, LWD	Logs recorded by MWD or LWD techniques	YES
LOG_SEIS	Seismic information	Borehole seismic logs, VSP plots and Synthetic Seismograms	YES
LOG_SUM	Summary Charts	Summary charts not covered elsewhere	NO
LOG_VEL	Velocity log, Seismic Calibration Log	Velocity Log and Two Way Travel Time Log	YES
LOG_WIRE	All Wireline Logs	Logs recorded by sensors on wireline or on coiled tubing not covered elsewhere	YES
LOG_TEST	Test Log Data, PLT, TDT, RFT	Testing logs run in casing or open hole	YES

At **Item** Level (for logs):

Index term	Format	Description
**Accession number	Free text	The unique number allocated to the specific item for final digital storage.
Original Item UID	Free text	Barcode or other UID used by storage contractor or data owner for referencing original copy.
Original Logging contractor	Char ()	Company that did the work
**Tool combination/ Services run	Free text	The combination of tool strings run to produce the curves (equivalent to Title in reports)
**Creation date	DD/MM/YYYY	The date the item was created - For LOGS this will be Run Date (For MWD logs this will be the end date of the run)
Run number	Free text	As it appears on log
Depth type	Char (1)	M = Measured Depth T = True Vertical Depth Subsea
Units	Char (1)	I = Imperial M = Metric
Top depth	No.([5].[2])	The shallowest of the two depths as recorded on the log.
Bottom depth	No.([5].[2])	The deepest of the two depths as recorded on the log.
Relative Scale (1)	Char (5)	200, 500, 1000 etc.
Absolute Scale (1)	Free text	For old data; e.g. 1" to 1'
Relative Scale (2)	Char (5)	
Absolute Scale (2)	Free text	
Media	Char (1)	F= Film I = Scanned Image M= Microfiche P = Paper S = Sepia
Status	Char (1)	F = Final (Final data from the logging contractor) P = Provisional (Field print)
Quality flag	Char (1)	Blank or X (X indicates a value judgement by the cataloguer that the data is of poor quality).
Comments	Free text	Can contain anything. Mandatory if Quality Flag = X.

At **Item** level (for reports):

Index term	Format	Description
**Accession number	Free text	The unique number allocated to the specific item for final digital storage.
Original Item UID	Free text	Barcode or other UID used by storage contractor or data owner for referencing original copy.
**Title	Free text	The title of the report.
**Company Name	Char ()	The company who compiled the report.
Author	Char ()	The name(s) of the person(s) who authored the report.
Originator	Char ()	The company who commissioned the report.
Report Reference Number	Free text	The reference number that appears on the report.
Date	DD/MM/YYYY	The date that appears on the report.
Total number of pages	No. ()	Total number of A4 pages including appendices.
Comments	Free text	Can contain anything.
Number of enclosures	No. ()	Total number of enclosures.
Enclosures bigger than A4	No. ()	Total number of enclosures bigger than A4 size.
Colour enclosures/ photographs	Char (1)	Y = Yes N = No
Monochrome photographs	Char (1)	Y = Yes N = No
CD-ROM/Floppy Discs	Char (1)	Y = Yes N = No

5.0 REPORT ENCLOSURES

Report enclosures are to be stored together with the report, while remaining uniquely and separately identifiable. A report may thus consist of 1 to n items, where n-1 is equal to the number of enclosures. The Item type of an enclosure will match that of the report as this attribute belongs to the report. Therefore where a composite log is enclosed, it will require a separate reference.