# Contents

Figures and Table vi
Foreword ix
Acknowledgments xi
Units of Measurement xii
Introduction 1

Conventional Rotating System 3

Top-Drive System 7
  To summarize 8

Rotary Table Assembly 9
  Definition 9
  Functions 10
    During Drilling 10
    When Drilling Stops 10
  How the Rotary Table Assembly Works 12
  Size 13
  Components 13
    Base 13
    Rotary Table 15
    Drive-Shaft Assembly 16
    Sprockets 18
    Locking Devices 18
  Maintenance 20
    Installation 20
    Lubrication 24
  To summarize 26

Master Bushing, Kelly Bushing, and Slips 27

Master Bushing 27
  Definition 27
  Functions 29
  Construction 30
  Design 30
  Drives 33
  Size 34
  Additional Equipment 34
  Maintenance 36

Kelly Bushing 38
  Definition 38
  Functions 39
  How the Kelly Bushing Works 40
  Design 43
  Maintenance 46
Slips 48
Definition 48
Function 49
How Slips Work 49
Design 52
Size 54
Handling 55
Repair 57
Maintenance and Inspection 58
Power Slips 61
To summarize 62

Kelly 63
Definition 63
Functions 64
Design 64
How the Kelly Works 66
Kelly Accessories 67
Kelly Saver Sub 67
Upper Kelly Cock 68
Lower Kelly Cock 69
To summarize 70

Swivel 71
Definition 71
Function 72
Design 72
How the Swivel Works 76
Maintenance 77
Replacing Oil Seals and Wear Sleeves 77
Replacing Worn Washpipe Packing 78
Lubrication 79
To summarize 80

Spinning and Torquing Devices 81
Spinning Devices 82
Spinning Chain 82
Kelly Spinner 84
Spinning Wrenches 85
Torquing Devices 86
Conventional Tongs 86
Power Tongs 91
Hydraulic Torque Wrench 92
Combination Power-and-Spinning Wrenches 93
Tong Safety 94
Maintenance 95
To summarize 96
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top Drives</td>
<td>97</td>
</tr>
<tr>
<td> Definition</td>
<td>97</td>
</tr>
<tr>
<td> Functions</td>
<td>98</td>
</tr>
<tr>
<td> Design</td>
<td>100</td>
</tr>
<tr>
<td> How a Top Drive Works</td>
<td>103</td>
</tr>
<tr>
<td>Maintenance</td>
<td>104</td>
</tr>
<tr>
<td> Visual Inspection</td>
<td>104</td>
</tr>
<tr>
<td> Lubrication</td>
<td>105</td>
</tr>
<tr>
<td>To summarize</td>
<td>106</td>
</tr>
<tr>
<td>Conclusion</td>
<td>107</td>
</tr>
<tr>
<td>Appendix A</td>
<td>108</td>
</tr>
<tr>
<td> Maintenance Checklist for One Brand of Rotary Table Assembly</td>
<td></td>
</tr>
<tr>
<td>Appendix B</td>
<td>110</td>
</tr>
<tr>
<td> Rotary Table Assembly Troubleshooting Guide</td>
<td></td>
</tr>
<tr>
<td>Appendix C</td>
<td>112</td>
</tr>
<tr>
<td> Lubrication and Maintenance Checklist for One Brand of Swivel</td>
<td></td>
</tr>
<tr>
<td>Appendix D</td>
<td>115</td>
</tr>
<tr>
<td> Swivel Troubleshooting Guide</td>
<td></td>
</tr>
<tr>
<td>Appendix E</td>
<td>116</td>
</tr>
<tr>
<td> Hydraulic Spinning Wrench Lubrication</td>
<td></td>
</tr>
<tr>
<td>Appendix F</td>
<td>118</td>
</tr>
<tr>
<td> Torque Wrench Lubrication</td>
<td></td>
</tr>
<tr>
<td>Appendix G</td>
<td>120</td>
</tr>
<tr>
<td> Torque Wrench Troubleshooting Guide</td>
<td></td>
</tr>
<tr>
<td>Appendix H</td>
<td>122</td>
</tr>
<tr>
<td> Top-Drive Maintenance and Lubrication</td>
<td></td>
</tr>
<tr>
<td>Appendix I</td>
<td>124</td>
</tr>
<tr>
<td> Top-Drive Torque Wrench Troubleshooting Guide</td>
<td></td>
</tr>
<tr>
<td>Glossary</td>
<td>127</td>
</tr>
<tr>
<td>Review Questions</td>
<td>141</td>
</tr>
<tr>
<td>Answers to Review Questions</td>
<td>147</td>
</tr>
</tbody>
</table>
1. A conventional rotary system
2. As the bit drills, drilling fluid circulates.
3. A top-drive system does not use the rotary table to turn the drill stem.
4. A conventional rotary table assembly
5. The rotary table assembly and slips hold the drill stem.
6. Sprockets, chains, and gears drive the rotary table.
7. Rotary table base
8. Top and side (cutaway) views of rotary table assembly
9. Exploded view of rotary table
10. Exploded view of rotary table drive shaft assembly
11. An electric motor drives this rotary table assembly.
12. Rotary locking devices
13. Rotary table assembly maintenance points
14. Rotary drive chain guard
15. Oil bath lubrication
16. Grease fittings
17. Relief fitting at base of rotary drive shaft
18. Tapered bowl that fits inside the master bushing
19. Four-pin-drive kelly bushing
20. Square-drive kelly bushing
21. Slips in the master bushing hold the pipe.
22. Split master bushing
23. Solid, or single-piece, master bushing with split, or two-piece, insert bowl
24. Hinged master bushing
25. Long and extra-long slips
26. Lifting slings for a master bushing
27. Bit breaker adapter for a pin-drive master bushing
28. Worn parts cause damage
29. A worn rotary table can damage a split master bushing.
30. Kelly bushing, master bushing, and rotary table
31. Kelly bushing and master bushing
32. Kelly and kelly bushing set back in the rathole
33. Rollers fit the kelly’s shape.
34. Roller assemblies
35. A square kelly and a hexagonal kelly
36. Lock assembly for kelly bushing and master bushing
37. Single-plane rollers in a split-body bushing 45
38. Double-plane rollers 45
39. Kelly bushing roller assembly 46
40. Kelly bushing components 47
41. Crew members setting slips 48
42. Top joint of drill pipe positioned inside the master bushing 49
43. Slips around drill pipe 50
44. Slips set in master bushing 50
45. Crew members breaking out pipe 51
46. Slips transfer downward (axial) force to sideways (transverse) force. 51
47. Rotary slips for use with drill pipe 53
48. Drill collar slips 53
49. Properly sized slips uniformly grip the pipe. 54
50. Slips that are the wrong size for the pipe being run may damage both the slips and the pipe. 54
51. Pipe stretched (bottlenecked) by the slips suddenly stopping the drill stem 55
52. Drill stem set in slips at the correct height above the rotary table 56
53. A mixture of old and new inserts (dies) can cause damage. 57
54. Clean and lubricate slips and master bushing regularly. 58
55. Exploded view of rotary slips 59
56. A straightedge is used to check the front and back of the slips. 59
57. Slip test 60
58. Kelly and attachments 63
59. Four-sided (square) kelly 64
60. Six-sided (hexagonal) kelly 65
61. Kelly saver subs 67
62. Upper kelly cock 68
63. Lower kelly cock 69
64. Traveling block, hook, and swivel 71
65. Parts of a swivel 73
66. Swivel lubrication system 75
67. Fluid circulation through the swivel 76
68. Washpipe and packing 78
69. Using manual tongs to tighten a joint 81
70. Spinning chain 82
71. Kelly spinner 84
72. Spinning wrench 85
73. Tong counterbalance in derrick 86
74. Conventional tongs 88
75. Tong inserts (dies) 89
76. Power tongs 91
77. Hydraulic torque wrench 92
78. Combination power-and-spinning wrenches (Iron Roughneck™) 93
79. Top drive in derrick 97
80. Built-in inside blowout preventer on top drive 99
81. Top-drive parts 100
82. Portable top drive 102
83. Making a connection with a top drive 103

Table

1. Insert bowl sizes 31