SLICKLINE OPERATOR WORKBOOK

IMPORTANT NOTE:

1. Your point of reference to complete this workbook may be obtained from the following
   - Training Manual and any other training materials provided together with this workbook
   - Your Trainer, Assessor (Slickline Operator), Verifier (FSM) or senior colleagues
   - SOP / Quality Procedures & Processors
2. The completion of this Workbook is a joint effort and responsibility between you and your assessor therefore you have the obligation to request from your assessor to be assessed upon your completion of each topic
3. The completion of this Workbook is part of the MANDATORY requirements which you must fulfill to qualify for a promotion
4. Your training program is mostly self-driven, including this Workbook. It requires individual initiatives, dedication and commitment to complete the process.

NAME	**ELDRIAN BIN JUIL**
DATE OF JOIN	**2ND AUGUST 2021**
CONTACT NO.	**0138536077**
RECEIVED DATE	**6TH MARCH 2023**
DATE COMPLETED	**25th July 2024**

D. SUPERVISORY

Legend: C-Competent, **NME**-Need More Exposure

Document No.	Supervisory Quality	Assessment / Verification	Competency		Assessment Date
			C	NME	
Form D.1	**LEAD AND MAINTAIN A MOTIVATED AND PRODUCTION SITE TEAM**				
	1. How do you lead and maintain a motivated Team on site? Give example. • Prevent accidents • Provide and maintain a safe and healthy place of work and working environment. • Provide supervision, information, training, as to enable to contribute positively to their own safety and health at work. • Monitor the effectiveness of their policy and review as necessary to comply with regulation by relevant authority. • Protect the environment				
	2. What are the practices or policies that the Company has in place in your work environment that you think the Company is trying to promote teamwork, effective communications, motivation, people development etc.? • Regulate and encourage all members of the organization, particularly employer, owner, managerial staff, workers and their representative, in a playing appropriate HSE management principle and methods to achieve HSE plans and target and continually improve HSE performance. **The 3 golden rules that the company had in the work area are:** • COMPLY • INTERVENE • RESPECT				

	3. When you noticed a 'breakdown' in working relationship in your team, what would you do? Should you failed to resolve the issue, what would be your next course of action? **When I notice "breakdown" in working relationship in my team I should to do:** • Controlled the situation. • Talk to them consequences if anything happens. • If I failed, I resolved the issue, I will reporte to supervisor on site or to FSM on duty.				
	4. Why must a team have a leader? Explain how you think you can promote teamwork among your team members. **a. In your capacity as a team leader** • Overall responsibility for protection of every team member health and safety. Appropriate responsibility, accountability and authority for the development implementation and performance of the HSE management system b **In your capacity as part of the team** • Responsibility to prevent accidents. • Provide and maintain a safe and healthy place of work and working environment, • Respect all team member and team leader • Work together with them • Create good relationship with the them.				
Form D.2	**MAINTAIN EFFECTIVE UTILISATION OF EQUIPMENT, TOOLS AND MATERIALS**				

	1. What do you know about Wireline Tool Inventory and why do you keep one? **Wireline Tools inventory is a list of tools movements in and out of location and must be updated regularly to make sure all the tools are available onsite for the job. The following must be adhering for the success of the job**. • Required inventory listing in order to plan for the job. • From the listing you are able to identify whether sufficient tools are available from standard tool string listing e.g. oil well/gas well/fishing operation/well completion and work over well and routine job operation.				
	2. Who keep the Inventory Listing? • At worksite the DB Operator and CSR in-charge. • At Labuan for DB warehouse – Amini & Mayble • At Miri DB office – Alleyson & Fadzlin.				
	3. How do you keep track of and record your tools, equipment and material at work site? The track and record are kept by the following method: - • All the data records are stored work site desktop computer in the Supervisor office. Copied are send out to DB Labuan warehouse and DB Miri Office. • If they any changes it is immediately updated by person who received or send back to base and copied to relevant parties. • In order to keep track the inventory listing is updated in every crew change and monthly. • Inventory listing should be accessible to everybody who needs.				

	4. How do you plan for your material? Who keep and check the stock level? - By looking at your well access plan and 90 days Plans. - The material is identified and order to Labuan Workshop Mr. Jofri - The material is monitor by SEAH Supervisor on a weekly basis in a form of email or via telephone. - On arrival of material, it is kept and stored at the safe place. - Record down what had been received and send acknowledgement. - Supervisor onsite and wireline crew check the stock level and keep the listing in SJLQ/LABUAN BASE. - All materials must be recorded. - Keep proper material list. - All material stock must be checked regularly. - Keep material inside tools house or place the safe condition place, stored them in their proper storage area / rack.				
	5. What do you understand about critical spares? • Critical spares are very important which not available onsite that required replacement immediately otherwise operation will be jeopardize example O-ring of lubricator, belting, pulley, stuffing box packing, plug packing, safety valve packing, shear pin, martin Decker fluid.				
	6. How do you prepare MR? • Filled in the MR form. • Get all the Detailed of material or equipment to be ordered such as description, dimension, part number, quantity, and requirement. • Upon completion of form to be screened by supervisor before sending out. • Send the MR to Labuan workshop (attention: Leonard), For Db warehouse (attention: HJ Ghazali) • Monitor up with amil, fax or telephone • Monitor and check the status after 1 week.				

Form D.3	EFFECTIVE COMMUNICATION AND REPORTING				
	1. What forms of communication are usually used during operation? • There are many ways and means the messages are conveyed through channels, with verbal channels including face-to-face meetings, telephone and video conferencing and written channel including letters, email, memos and reports. • Effective communication is all about conveying your message to other people clearly and unambiguously. It's also about receiving information that others are sending to you, with as little distortion as possible. • Doing the involves effort from both the sender of the message and the receiver. And it's a process that can be fraught with error, with messages muddled by the sender or misinterpreted by the recipient. When this isn't detected, it can cause tremendous confusion, waste effort and missed opportunity. • In fact, communication is only successful when both the sender and the receiver understand the same information as a result of the communication.				

	2. Explain how do you communicate with your support Team in Town • *Prior to make a call to DB support Team in town it is always proper to discuss with Hibicus site supv. On what is required and sought for. This is to make everybody aware and inform of what is happening on location: -* - *Call DB Miri office base manager (Haji Gazali) for any w/line related matters.* *Call DB duty man maintenance Supervisor. (Leonard ramba or base supervisor. For any w/line unit and hyd.mast related matters.* - *Call DB Miri office DAS maintenance support technician for EMR gauges.* - *Call DB Miri office operation coordinator for crew change, weekend or public holiday.* - *Call DB Miri Office Operation Coordinator for crew* •				
	3. Explain Problem Management Procedure requirements. • Problem Management require personnel to call OM 45 minutes after troubleshooting is failed and to come out with Problem Report 24 hours from the incident. Problem investigation report need to be done 5 days from date of Problem report.				
	4. Give 2 example for each Severity Class of Problems I. Fish in hole II. Wire parted in hole				
	5. What is the timeline to submit Problem Report and Problem Investigation Report? • Within 24hours				
	6. If you have an urgent problem on site during the weekend or public holiday, who do you contact and what is your next course of action? • Informed onsite wireline supervisor. • Contact the duty supervisor (Hj. Ghazali) or the Field service manager (Alleyson) for major problem or issue pertaining to family matters.				

	7. How is the daily wireline operation report done in your area? - The operator compiles and record in the tally book while out in the field - The operator input into the daily w/line report format - Discuss with the w/line supv. before finalizing - Prepared report and submit to OIM for endorsement by the SJLQ w/line supv. - Then report will be sent to the relevant parties in shell office KKOB (Contract Holder/TL Routine operation/well Programmer), DB office miri (operation base manager/Coordinator/Trainer), DB warehouse Labuan (Base Supv./ maintenance supv.) - A copy will be file into the well file for record and reference				
	8. Who need access to the report? For what purpose? **The report will be accessible to the following person:** • DB office Miri operation base manager / coordinator. • DB warehouse Labuan, Base SUPV/ Maintenance SUPV **The purpose is:** • For KPI based on the well access plan/90 days plan-job done versus job planned • For job monitoring on work quality and performance by individual operator • For programmer to decide their next course of action after SGS run whether a need to run/change GLV • For budget forecast on how many wells are required for survey run and acidizing campaign • For fishing operation to decide the next course of action				

	9. If you happen to observe any abnormalities during a wireline operation, what do you do? • To stop work and report the problem to wireline supv. SJLQ • To wait further instruction on the next course of action • If problem persisted / failed on further attempted stop operation and suspended • To study and find out the history of the equipment • To take photograph if found any physical damage • To report all physical observation • If applicable to simulate equipment on how they function and report your observation • To disassemble and report any abnormalities on every component part.				
	10. What is your role in supporting the competency development of your crew's? *(Answer in bullets points)* • Work Book • Give the crew more expose in different client and field. • Provide on the job training, coach / guide and set the work target, share our knowledge • Provided Coaching • Provide feedback				
Form D.4	**OPERATION PLANNING AND COORDINATION**				

	1 When do you start planning for a wireline job? State in sequence how it is done from planning to job completion. • The job plan started when the 90 days/well access plan is issued out by programmer to well services planner and copied to wireline • **Sequence planning Job: -** - Received program Job work Supervisor - Analyzed and discuss the job with work supervisor - Checked that previous report - Checked tool inventory list - Checked equipment validation/expired - Execute job as per w/line program issued by programmer via the wireline site supervisor. - Report work done / completed and sent to relevant parties - Copies to be filled in individual well file kept on site				
	2 Why is it important to have a pre-job briefing/discussion before rigging up? • It's important because of*:* - Any routine or non-routine work JHA/PTW is to be prepare during pre-job meeting on shore - Toolbox meeting to be conducted at work site and safety is discussed along with operational matters. - To make sure everyone involve in the operation understands the work program detail. - Their respective responsibilities are clearly defined and spelt out - All relevant personnel are to attend this meeting in order to be briefed - To make sure everyone involve in the operation understands the work program detail. - Their respective responsibilities is clearly defined and spelt out - All relevant personnel are to attend this meeting in order to be briefed				

	3 What pre-checks are required prior to rigging up Well Services surface equipment? • **The pre-check required as followed**: - Make sure area is safe and clean condition where no top-side maintenance and rig activity is going on - barricade work area and display "hand off wireline in progress" - make up surface equipment are as per client safety requirement. I. Lubricator/stuffing box/BOP/crossover connection. Note to check all thread connection on the quick union pin by box. II. Hose connection (s/box, BOP, control line, bleed line, power pack, RSU and air hose are intact no leakage. Ensure safety line is attached for client units and safety lock ring is in lock position for SOP (DB) III. Prepared w/line tools and check all thread connection and shoulder are in good condition, IV. Wire are torsion tested V. Other accessories such as actuated valve for acidizing are function tested and in good condition. VI. Surface Operation personnel after gas tested hand over well to wireline crew for isolation and hook up control line from (SSV/SCSSV or TRSCSSV) to SWCP. The control line is tested to 3,800 psi for 15 mins supply from SWCP and maintenance throughout the operation. VII. Rig Up riser, BOP, Lubricator and stuffing box. VIII. Perform pressure test from swab valve to stuffing box for 15 mins with closed in well with maximum pressure. IX. If ok, proceed with preparation for w/line entry as per specified job. X. If not ok, identified the problem and rectify root of caused.				

	4 List down a standard lubricator configuration. Describe the sequence of assembling the lubricator followed by safe rigging up process. • The standard lubricator configuration is as per listed below: - The stuffing box - 8 feet lubricator sections x 2 pcs. - Dual BOP x 1 pcs - 4 feet lubricator pup X 1 PCE. (depending on platform or jacket) - 8 feet riser x 1 PCE - wellhead adapter x 1 PCE (Depending on Christmas tree configuration) • The sequences are as follows: - Lay out the lubricator assembly components on the wireline deck in the vicinity of the hydraulic mast unit after carrying out all necessary check. - Assemble the required number of sections for use. Make up all the quick unions hand-tight. Ensure the lifting clamp is positioned in such a way that the whole lubricator assembly will be balanced bottom heavy, and there is sufficient room for traversing upward movement during the course of removal/insertion of tools from the lubricator. - Make up and insert the standard wireline toolstring with approximately 1-foot left protruding. - Run out sufficient wire and take the stuffing box and wire attached with the rope socket to the lubricator top end, taking care not to bend sharply or kink the wire at any time. Make up tight the rope socket to the protruding stem, and then push the complete t/string down into the lubricator. - Pull wire from the stuffing box sheave wheel end and at the same push the stuffing box pin end in the top box end of the lubricator, ensuring the wire between the rope socket and stuffing box is keep good. When connections are shouldered up, m/up the quick union hand-tight. - Pull wire taut from the stuffing box down along the length of the lubricator and clamp the wire using a wireline clamp anchored onto the body of the lowermost lubricator section.				

	- Tie a guy line to the neck of the stuffing box. The lubricator assembly is now ready for rigging up. - Prior to rigging up ensure all lifting gear is valid for use and have updated colour-coded. Also ensure that the rig up structure (permanent gin pole, gantry crane, hydraulic mast) is in good condition and appropriately valid for use, notwithstanding the use of hydraulic crane for r/up. - Ensure that the lubricator assembly is close to the rig up structure (Permanent gin pole, gantry crane, hydraulic mast) when it is being hoisted into upright position to prevent unnecessary bending stress when the full weight of the lubricator assembly is taken up initially. - After hoisting the lubricator assembly into upright position, a safety sling from the r/up structure to the lubricator clamp shall be installed to provide additional safety if the chain block should give Way. - The lubricator assembly can now be stab onto the lubricator riser installed on the Xmas tree				

	5 After completing the job what do you do? *(Answer in sequence order, step by step)* • **When the job is completed R/down on the well or move to other location or job suspended due to other specified reason as per instructed from base.** - After job completed r/down immediately and returned well to its original status. - Open well and hand over to process operation. - Lay down riser, BOP, Lubricator, and stuffing box. - Disconnect all hose connection and quick union connection on BOP, lubricator and stuffing box. - Clean up all equipment / tools and store them in the long toolbox, covered up all w/line units and hydraulic mast tarpaulin. - Update w/line inventory lifting and record all inspection test date on the unit and slings. - Carry out housekeeping and secure working area				
Form D.5	**POLICIES PROCEDURES AND MANUAL**				
	1 All new employees in DB had been briefed on Company Policies, Rules and Regulation what are they? • **All new staff will undergo safety induction course. The subject covers will be company policy such as** - HSE Policy (Health, safety and environment policy) - Quality Policy - Stop Work Policy - Alcohol and drug policies - Harassment in the workplace				

	2 Name 5 statements from Company HSE Policy • Prevention of accidents, injuries and pollution. • Comply with all applicable health, safety and environmental or other relevant laws and regulations. • Continuously in prove our health, safety and environment performance • Communicate and promote health, safety and environmental awareness among employees, customers, suppliers and contractors. • Foster a culture where accidents, incidents and near miss are reported and investigated and the lesson learned is shared throughout the organization. Ensure that all employees and contractor's personnel are continuously provided with adequate and appropriate HSE trainings				
	3 Where can you find the procedures and manual? Do you know what they are, please explain. • The procedures and manual can be found at wireline supervisor office at SJLQ, DB warehouse Labuan and DB office miri. This should be accessible to all DB staff and SEAH personnel. These procedures and manual must be known and understood for all in order perform safe working practice at worksite				
	4 If you find the job unsafe and unsure, what should you do and what is your next course of action? • **Apply STOP WORK Policy** - Approached and highlight the unsafe observation - Discussed what will be the consequences if done the wrong way and tell the person the correct way or method - both parties agreed with the discussion - record down or filled up stop card form for record and sharing in the toolbox safety meeting - After taken all necessary precaution to make job safe continue as per programmed				
Form D.6	**QUALITY**				

	1. DB is an ISO 9001:2015 certified Company, what does that mean? • Commit to comply with ISO 9001:2015 • Plan, monitor and review the quality objective of services and equipment at all stages of operations with a goal to achieving a fully functional and productive performance standard. • Understand and comply with client requirements, delivering services of the highest standard. • It is the responsibility of every individual in the company to apply quality principles to all work process. • Ensure that staff are equipped with the highest level of necessary skills and training. • Demonstrate commitment to HSE requirement whilst protecting the environment in communities where we work and live.				
	2. Please state DB Quality policy • Commit to comply with ISO 9001:2000 and applicable customer satisfaction. • Plan, monitor and review the quality objective of services and equipment at all stages of processes with the goal of achieving zero defect performance standard. • Understand and clearly define our customer requirements, and deliver services of the highest standard.				
	3. Where do you find the updated DB Procedures & Forms? • At miri office, Kl office KSB office and Labuan Office				

	4. How do you ensure there is quality in the work done after servicing the wireline unit, surface equipment and tools? • All wireline units, surface equipment after service and when mobilize to offshore must carry the equipment passport indicating that they fully complied to zone II checklist and as for wireline tools they are labelled and tagged.				
	5. Are you aware of STAMs requirements? • Yes				
	6. Please elaborate on your roles within STAMs (3 roles) • DOCUMENTATION • PROCEDURE • RESPONSIBILITIES				
	7. Are you aware of Asset Management System Procedure? • Yes, I am aware of Asset management system procedure				
	8. Name the Asset Lifecycle • Asset planning, asset request, asset purchase, factory acceptance test, operation, maintenance (preventive and corrective), asset database.				
	9. Elaborate your roles within the Asset Lifecycle • To ensure asset technical compliance and standardization while at the same time improving asset management, traceability and information availability.				

Assessed By:		Verified By	
Name		Name	
Position		Position	
Date		Date	