



SLICKLINE ASSISTANT WORKBOOK

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INTRODUCTION

CORPORATE PROFILE

Dimension Bid is a Malaysia-based International Well Intervention and Perforation Services company, specializing in Slickline Intervention, Cased Hole Electric Line Logging, Coiled Tubing Services and Braided Line Fishing. Established in 1994 and home-grown, Dimension Bid has developed into a full-fledged intervention service company, having more than 20 years of experience in providing services to National Oil Companies and Multi-National Oil Companies domestically and internationally. Our footprint is located across Malaysia, South East Asia and Central Asia, reflecting our ambition to be a truly global Well Intervention Solutions Partner.

THE GROWTH

Growing from strength to strength our list of client includes Sarawak Shell, ExxonMobil, PCSB and Talisman-Energy Malaysia Limited, ROC Oil, just to name a few. Our involvement expanded from production drilling operations

OUR TEAM

From a humble beginning of 18 employees in 1997, Dimension workforce has now grown to over 200 employees. we believe in realizing full potential of every employee - reason for substantial investment allocated to train everyone, both locally and abroad, in order to achieve the expected high performance and professionalism.

MISSION

To enrich client's business through our expertise in providing an integrated, high-value added solutions in the oil and gas industry.

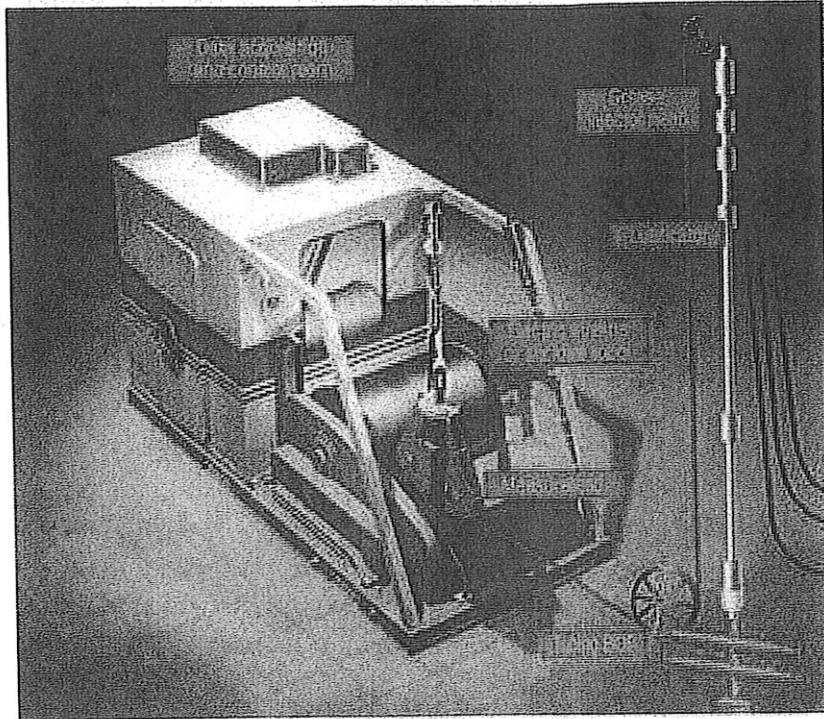
VISION

To be a Solution Partner of choice to our clients.

THE PHILOSOPHY

Continuous pursuit of excellence in anything we do.

Module 1: Basic of Wireline - Equipment and Operation





A. Wireline Operation Basic Safety Protection

1. Personal Protective Equipment

1.1 What is definition of Person Protective Equipment

- Personal protective equipment is designed to protect the worker's body from hazards and injuries.

1.2 List out all compulsory PPE required to be worn while perform job offshore

- coverall, hard hat, safety glass, safety shoe, impact glove, and ear plugs.

1.3 List the area where the PPE should be worn while working

- work at height
- has a H₂S sign warning sign
- working around overhead tools or machinery.
- working when electrical hazards are present.

1.4 List the PPE should be worn while doing maintenance at tools and equipment

- coverall, safety helmet, goggles, hand gloves and safety boots.

1.5 PPE should you wear while working in mercury and H₂S are

- coverall, safety gloves, safety boots, safety hat, safety glasses, respiration protection, H₂S detectors.

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2. Responsibility

2.1 Employee Responsibilities towards Health, Safety and Environmental (HSE)

~~is protective clothing such as safety helmet, safety footwear, hand gloves, harness and goggles to minimize exposure to a variety of hazards.~~

- Respect the environment - making rational use of natural resources and taking steps to prevent pollution
- for health and safety part, employee have to follow the S.O.P that given at workplace to prevent an injury.

2.2 What are the safety precautions to be taken during tool maintenance at warehouse?

- ~~coverall.~~ - Be aware of your surroundings
- ~~safety helmet.~~ - wear appropriate PPE
- ~~Goggles.~~ - use the right tools when service tools.
- ~~Impact hand gloves.~~ - keep area clean and organized.
- ~~Safety boots.~~

2.3 When should we do housekeeping?

- ~~Hazardous area at working place.~~
- ~~work site at platform.~~
- Before and after work

2.4 Why housekeeping is important?

~~coverall, safety helmet, goggles, hand gloves and safety boots.~~

- Good housekeeping can help control or eliminate workplace hazards.

2.5 How should you react while seeing somebody committing into unsafe act/behavior?

- ~~chemical protective clothing, chemical boots, chemical safety goggles, chemical gloves, chemical boots and respiratory protection.~~
- Approach the personal stop her/him from doing the unsafe act / behavior and explain the consequences that might caused from the act.
- Raise stop card.

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3. Policies

3.1 List down all DB policies in regards to HSE

- stop work -
- Drug and alcohol
- PPE
- Diving
- Harassment in workplace
- smoking
- HSE

3.2 What is HSE Policies

- written statement by employe stating the company comitment to the protection, health and safety of employees and to public.

3.3 What is the purpose of 'STOP WORK' policy?

A policy designed to provide employees and contract workers a responsibility and obligation to stop any works when observing unsafe condition or act that may result into a undesired event.

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4 Hazard ID and Incident Reporting

4.1 How can we report hazard or unsafe act?

- observe
- Action
- Finding / Report
- Agreed solution - follow up if necessary.

4.2 If there is an incident happened at workplace what should we do?

- stop work
- write report
- Forward the report to HSE officer, HSE manager, FSM/ GM
- Report immediately within 24 hours.

4.3 What is the incident reporting process?

- Report near miss (if necessary) stop work
- Report near miss (if necessary)
- Report must be made via verbal / written report.
- Forward the report to HSE officer, HSE Manager, FSM / GM.

4.4 What is the purpose of Hazard Hunt? And how does that help to be safe?

- stop work - Report immediately within 24 hours.
- Report near miss (if necessary)
- Report must be made
- To be always aware and more careful in avoiding any incident happen.

4.5 Please explain what is Near Miss

Near miss is an incident no property was damaged and no personal injury was sustained.

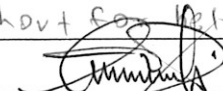
4.6 In case of emergency,

a) Firstly what should you do?

stop work, report to HSE officer, shout for help and raise the alarm.

b) Where is DB assembly point (Base)?

outside the main gate.


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4.7 Where can you find the emergency contact Number?

- Smoking Area, Pantry, meeting room.

5. Operational Safety

5.1 How to prevent an accident before executing certain job or activities

Tool box talk must be done and all workers involved at the activities must pay attention and discuss about the hazards and how to prevent them.

5.2 What is the purpose of Safety Morning Meeting

- To keep workers and customers safe and to create awareness or encourage active participation concerning a specific topic.

5.3 What is the purpose of briefing and Debriefing

- Briefing provides the info needed to direct deployed resources. This info also used for debriefing personal in order to obtain further relevant / available info.

5.4 What is Permit To Work (PTW)

PTW refers to management system used to ensure the work is done safely and efficiently. A document procedure that authorize certain people to carry and specific work within a specific time frame.

5.5 Explain what do you understand from Job Safety Analysis and how does this help you to be safe?

JSA is a technique to identify the danger or specific task in order to reduce the risk of injury to the workers.

5.6 What are the safety precautions to be taken during tool maintenance at warehouse?

- keep area of workplace clean and organized
- wear appropriate PPE.
- Barricade work area
- provide training.

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5.7 What are the safety precautions to be taken during topping up the fuel into Power Pack Tank?

- wear appropriate PPE, use caution and fill the tank slowly to avoid spoiling fuel.
- Avoid any spark at workplace.
- Diesel container must have flammable logo.

5.8 What is work permit & why do we need them?

- work permit is to ensure the work is done safely.
- work permit is the permission to take a job.
- warning of possible hazards.
- To alert all precaution needed for the job to be done safely.

5.9 When do we apply the work permit before do certain job.

5.10 What are the safety precautions to be taken during test lubricator and BOP?

- Barricade the workplace.
- Test the lubricator and Bop at test bay.
- Attend JSA.

5.11 What are the safety precautions to be taken during test Control Panel?

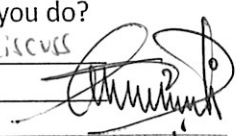
- Barricade the workplace.
- make sure no leaking to all holes connection and be guided by competent person.
- Attend JSA.

5.12 Why JSA, Risk Assessment and Job Plan need to be discussed among the team member? How does that work?

To ensure the member aware of activity procedure and risk so that the team member will work in accordance to procedures set out and be careful in avoiding any risk/hazards.

5.13 While working, you found that there is something unsafe. What should you do?

- Stop work immediately Report to supervisor and discuss how to solve the unsafe condition/act.
- Raise stop card.
- Intervene
- Report to HSE officer.


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5.14 Before performing a hot work, what must you do/have to ensure the work is safe

- Attend the toolbox talk and understand the job description properly, considering the risk that may be applied during operation.
- Barricade the area.

Others

1. Please attach the supporting documents that you participated in Dimension Bid's Safety program.
 - a) Job Safety Analysis for each activity that you involve during probation period
 - Chipping
 - Painting
 - Lifting
 - Spooling
 - Pressure Test
 - b) Hazard Hunt
 - c) Safety Talk


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