



DIMENSION BID



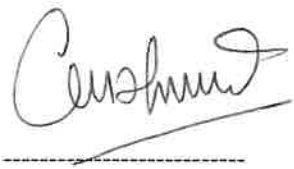
WELL INTERVENTION | PERFORATION SERVICES

TRAINING AND DEVELOPMENT PROCEDURE DBSB-CHS-09

FOR CASED HOLE SERVICES

1. Field Engineer
2. Field Operator
3. Instrument Engineer

ORIGINAL ISSUE : 01/04/2017
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AMENDMENT RECORDS

This sheet will record all amendment of this procedure. All particulars of the amendments shall be stated clearly. The ISO Coordinator of Dimension Bid (M) Sdn. Bhd. (DBSB) shall be responsible for the maintenance and update of this record sheet.

CLASSIFICATION	DATE	REVISION PART	REASON/PURPOSE OF REVISION
Original Issue	01/04/2017	Establishment of Procedure	Nil
Revision 1	15/08/2017	a. Para 1.2 b. Para 6.2.2 c. Para 6.3 - Table # 2 d. Para 6.4.2 e. Para 7.0 – Additional Checklists	To add information on details Training and development for Field Operator (FO)
Revision 2	15/10/2018	1. Cover 2. Para 1.2 – CC flow chart 3. Para 1.3 – IE flow chart 4. Para 6.2 – Training & Development Deliverables 5. Para 6.2.2 – Task 3.1, CC > SCC 6. Para 6.2.3 – IE Module 7. Para 6.3 (C) – IE Plan Matrix 8. Para 6.4.2.5 – Task 3.1, a.CC > SCC 9. Para 6.4.3 – IE Module 10. Para 7.0 – Additional checklist (CHS-FORM-159 & CHS-FORM-160)	1. Revise as per current organizational structure 2. To add information on details Training and development for Crew Chief (CC) and Instrument Engineer (IE)

1.0 FIELD ENGINEER TRAINING & DEVELOPMENT FLOWCHART

1.1 FIELD ENGINEER

RESPONSIBILITIES

PROCEDURE

DOCUMENTATION

Junior Field Engineer
Instructor

**Junior Field Engineer (JFE) to
complete Module 1.1**

CHS-FORM-137: JFE> FE1 Promotion
Booklet
CHS-FORM-138: JFE Break Out Job
Evaluation and Competency

Assessor

Assessment

FAIL

PASS

Field Engineer 1 (FE1)
Instructor

**Promotion to Field Engineer
1 (FE1) and to complete
Module 2.1**

CHS-FORM-139: FE1> FE2 Promotion
Booklet
CHS-FORM-143: CHS Improvement Project
Evaluation Form

Assessor

Assessment

FAIL

PASS

Field Engineer 2 (FE2)
Instructor

**Promotion to Field Engineer
2 (FE2) and to complete
Module 2.2**

CHS-FORM-140: FE2> SFE1 Promotion
Booklet
CHS-FORM-143: CHS Improvement
Project Evaluation Form

Assessor

Assessment

FAIL

PASS

Senior Field Engineer 1
(SFE1)
Instructor

**Promotion to Senior Field
Engineer 1 (SFE1) and to
complete Module 3.0**

CHS-FORM-141: SFE1> SFE2 Promotion
Booklet
CHS-FORM-143: CHS Improvement
Project Evaluation Form

Assessor

Assessment

FAIL

PASS

Senior Field Engineer 2
(SFE2)
Instructor

**Promotion to Senior Field
Engineer 2 (SFE2) and to
complete Module 4.0**

CHS-FORM-142: SFE2> GFE Promotion
Booklet
CHS-FORM-143: CHS Improvement Project
Evaluation Form

Assessor

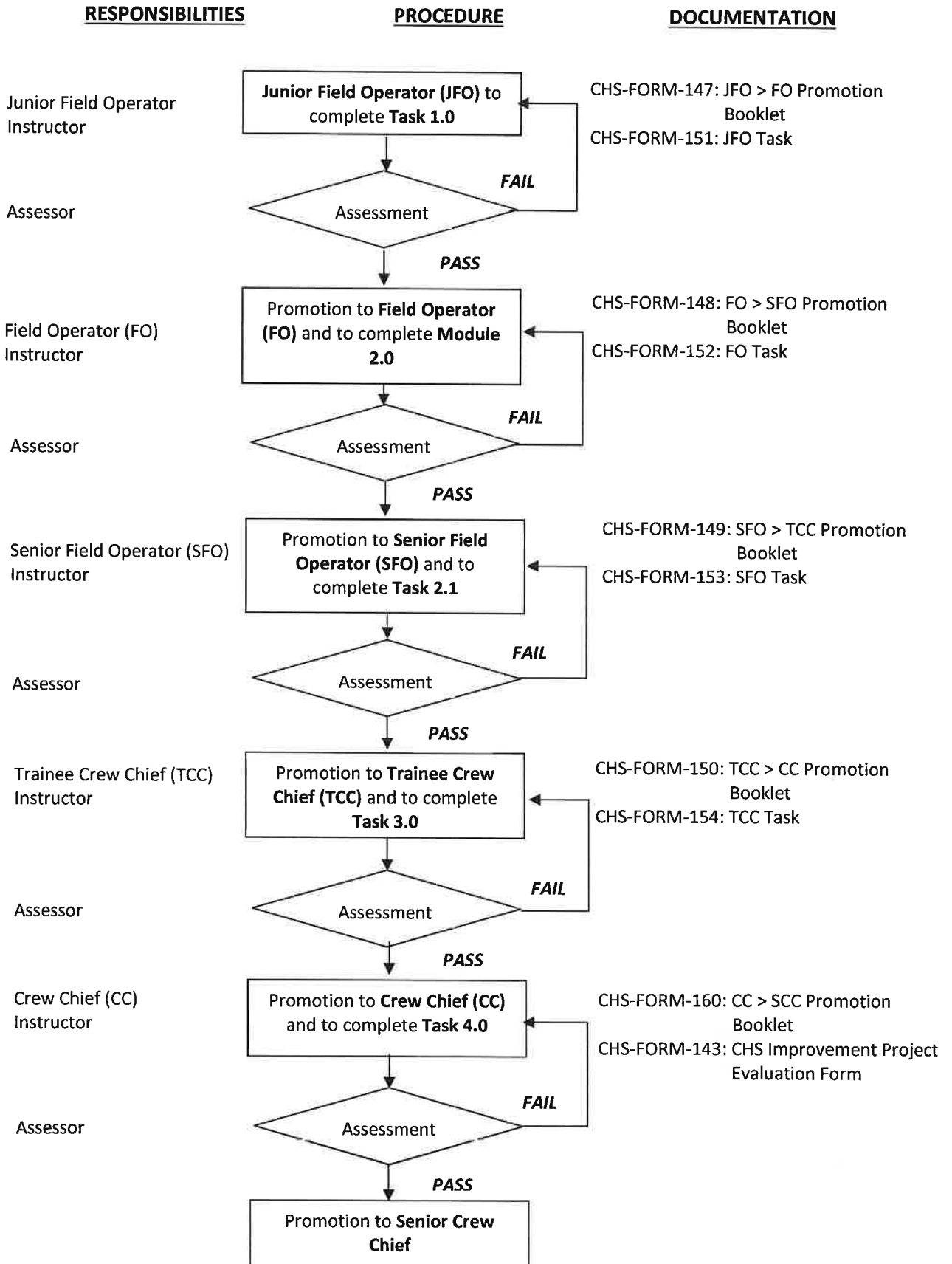
Assessment

FAIL

PASS

**Promotion to General Field
Engineer (GFE)**

1.2 FIELD OPERATOR

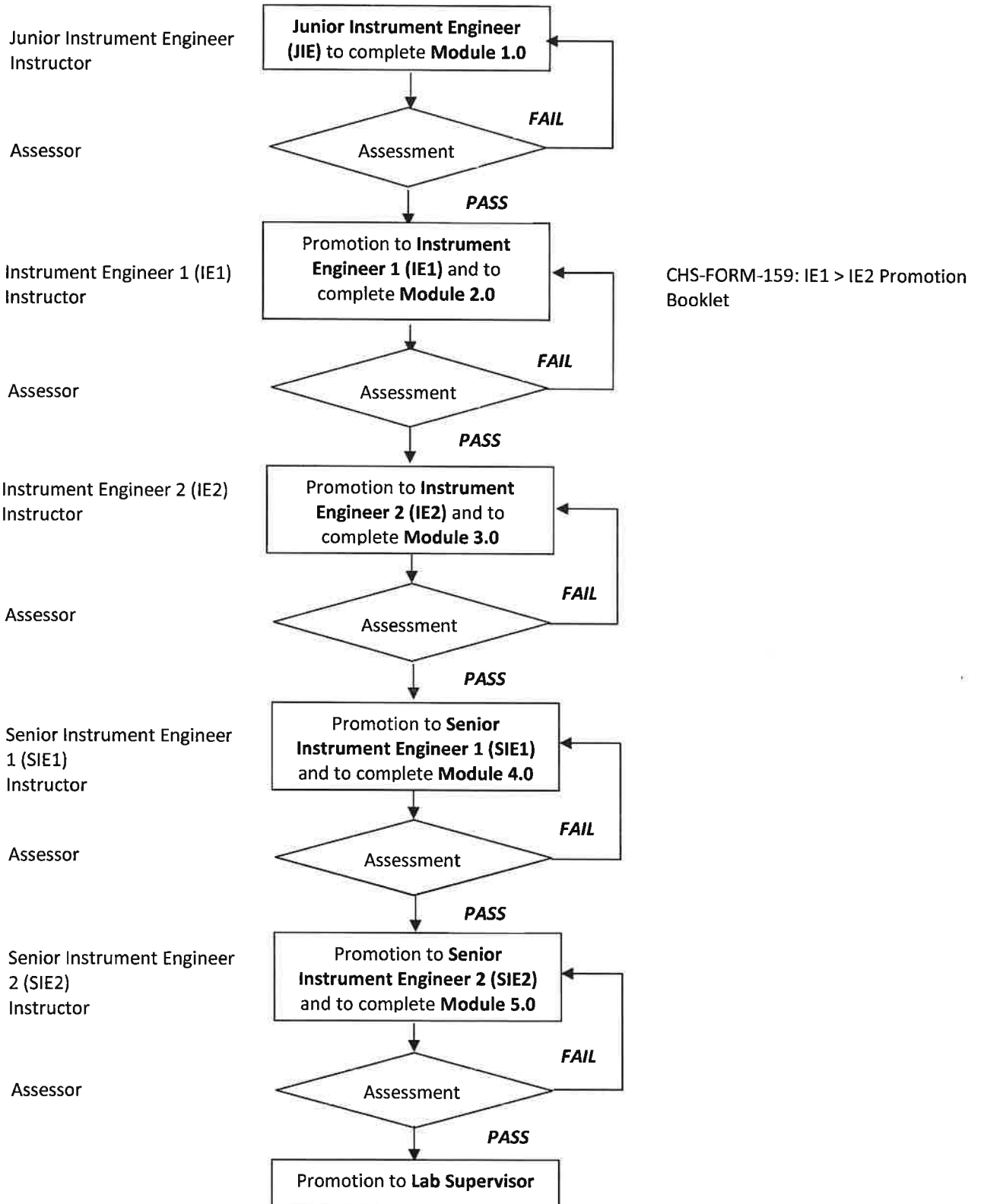


1.3 INSTRUMENT ENGINEER (IE)

RESPONSIBILITIES

PROCEDURE

DOCUMENTATION



2.0 POLICY

CHS want to commit to superior training and development to our employees.

3.0 OBJECTIVE

CHS is committed to having competent personnel performing all offshore services and job functions safely and effectively. Training and Development play a key role in enhancing the abilities of our people. Individual competency shall be trained and assessed against their education, knowledge, skills and experience.

4.0 SCOPE

This procedure is to provide a guideline for CHS Department in performing matrix system Competency & Training of Personnel. These procedures shall be treated as general guidelines to carry out the Competency & Training System of Personnel.

5.0 ABBREVIATION /DEFINITION

- 5.1** CHS - Cased Hole Service *(Usually refers to department)*
- 5.2** JFE - Junior Field Engineer
- 5.3** JFO - Junior Field Operator
- 5.4** FO - Field Operator
- 5.5** FE - Field Engineer
- 5.6** SFE - Senior Field Engineer
- 5.7** SFO - Senior Filed Operator
- 5.8** GFE - General Field Engineer
- 5.9** TCC-Trainee Crew Chief
- 5.10** CC- Crew Chief
- 5.11** JFECL - Junior Field Engineer Evaluation Checklist
- 5.12** IPEF - Improvement Project Evaluation Form
- 5.13** FE2CL - Field Engineer 2 Evaluation Checklist
- 5.14** FSM - Field Service Manager
- 5.15** CMS - Competency Management System
- 5.16** SQC - Service Quality Controller
- 5.17** API - American Petroleum Institute
- 5.18** ISO - International Organization for Standardization
- 5.19** EMITE - Electronic Memory Intervention Technologies

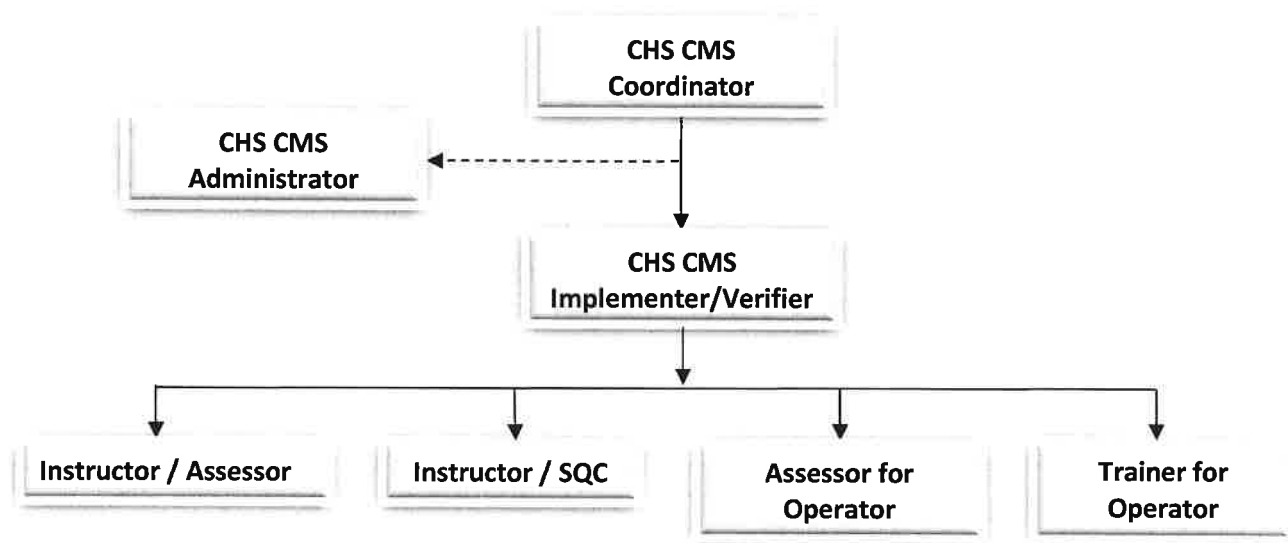
- 5.20** ELITE - Electric Line Intervention Technologies
- 5.21** HOD - Head of Department
- 5.22** DESC - Design & Evaluation Services for Clients
- 5.23** TSSE - Technical Support Services Engineer
- 5.24** R&D - Research & Development
- 5.25** HSE - Health Safety & Environment
- 5.26** HR - Human Resources
- 5.27** JIE – Junior Instrument Engineer
- 5.28** IE – Instrument Engineer
- 5.29** SIE – Senior Instrument Engineer
- 5.30** SCC – Senior Crew Chief

6.0 REFERENCE

- 6.1** Quality Manual
- 6.2** ISO 9001:2015, Para 7.2 : Competence
- 6.3** API Spec Q2, Para 4.3.2 : Human Resources

7.0 PROCEDURE

7.1 CHS COMPETENCY MANAGEMENT SYSTEM TRAINING & DEVELOPMENT ORGANIZATION CHART



7.1.1 Roles and Responsibility

a. Coordinator

- i. Ensure that Training and Development Program implemented throughout the CHS Department
- ii. Ensure that the employee are sufficiently conversant with the relevant Training and Development Program and updated to any modification made.

b. Implementer / Verifier

- i. Ensure that Training and Development program is maintained to keep it relevant with operation requirements.
- ii. Plan and organize work so that only competent employees or those under competent supervision perform it and ensure that Employees and Mentors comply with the Training and Development Program
- iii. Provide opportunities for the Employees to be evaluated
- iv. Provide Mentors with the necessary resources and adequate guidance to complete the evaluation
- v. Ensure the evaluation systems in place are coordinated and verified

c. **Assessor**

- i. Ensure competency assessment based on training module
- ii. Mark test paper
- iii. Review test paper and training module

d. **Trainer**

- i. Providing guided instruction, training and reference material
- ii. Demonstrating the correct, safe method for carrying out the job process in accordance with all relevant procedures.
- iii. Conduct Classroom Training and Planning
- iv. Mentor/ Mentee Assignment

e. **SQC**

- i. Verify task and process done
- ii. Verify quality of assessment
- iii. Maintain Record/ Documentation for API Q2/ISO
- iv. Maintain Operation, Equipment & Tool Manual
- v. Continues Learning
- vi. Monitor Field Operation Competency

f. **Administrator**

- i. Compile assessment records
- ii. Submit assessment records to HR for personnel profiling update

**Note: This Organization Chart must be registered with HR and updated accordingly.
It shall be visible among CHS team.**

7.2 CHS TRAINING & DEVELOPMENT DELIVERABLES

CHS Development Plan divided to five (5) modules for FE, five (5) modules for FO and five (5) modules for IE. Purpose of each module and their deliverables are as below:

7.2.1 FIELD ENGINEER

a. Module 1.1: JFE -> FE1

Focus on basic operation, basic CHS and basic EMITE training module. **Apart from it, FE2 will cross train as an EMITE engineer.**

b. Module 2.1: FE1 -> FE2

Focus on most CHS services which is memory logging real time logging and perforation where soft skill and troubleshooting skill developing stage.

c. Module 2.2: FE2 -> SFE1

By this stage Engineer should master on operation. SFE1 was expected to become mentor and helping on training and development of training module. **By this stage, SFE is competent to do Electric Real-time and Memory Logging.**

d. Module 3.0: SFE1 -> SFE2

On this stage, SFE2 is expected to continue contributing on training and mentoring, aside from developing skill on client engagement for sales and marketing. SFE2 function to verify technical part such as job program and technical trouble shooting.

e. Module 4.0: SFE2 -> GFE

Final stage of Field Engineer and as GFE expected to be a 2nd man behind FSM. GFE expected to have management skill and able to support the company side by side with FSM.

7.2.2 FIELD OPERATOR

a. Task 1.0 : JFO -> FO

Focus on basic operation, basic CHS and basic training module.

b. Task 2.0: FO -> SFO

Focus on most CHS services equipment and operation.

c. Task 2.1: SFO -> TCC

Focus on most CHS services equipment, operation and troubleshooting skill developing stage.

d. Task 3.0: TCC -> CC

By this stage TCC should master on operation. TCC was expected to become CC and helping on training and development of training module. Final stage of Field Operator and as Crew Chief expected to be a 2nd man behind FE. CC expected to have management skill and able to support the company side by side with FE.

e. Task 3.1: CC -> SCC

By this stage SCC should master on operation. SCC was expected to help on training and development of training module. Final stage of Field Operator and as Senior Crew Chief expected to be a leader behind FE. SCC expected to have management skill and able to support the company side by side with FE.

7.2.3 Instrument Engineer

a. Module 1.0 : JIE -> IE1

Focus on basic handtools, basic measurement metering, familiar with o-ring size and familiar with PLT set tools.

b. Module 2.0: IE1 -> IE2

Focus on soldering knowledge, familiar with manual and circuit diagram, understand and know how to use metering and measurement equipment and know the knowledge function of tools.



c. Module 2.1: IE2 -> SIE1

Focus on troubleshoot, testing and repairing, can decide condition of tools either “ready to go” or “not ready to go” and familiar with SRO system. IE 2 also able to power up the tools by themselves.

d. Module 3.0: SIE1 -> SIE2

By this stage SIE1 should master on tools and unit operation. SIE2 should be done maintenance for all services such as memory, eline tools and perforation tools.

e. Module 4.0: SIE2 -> Supervisor

By this stage SIE2 should continue on tool and unit operation. SIE2 was expected to become mentor and helping on training and development of training module and help on service quality and management side.



7.3 TRAINING AND DEVELOPMENT PLAN MATRIX

a. CHS Field Engineer as Table 1 below:

Module 1	Module 2	Module 3	Module 4
Basic Operation	Field Operation	Field Operation WITH Marketing And Sales	Field Operation WITH Management
	Basic Interpretation	Advance Interpretation	
JFE	FE1		
	FE2		
	SFE1		
		ELINE SFE2	
		EMITE SFE2	
		GFE	
			FSM
			LOG ANALYST
			DESC
			TSSE
			R&D ENGINEER
			HOD
			MAINTENANCE MANAGER
			SER. QUALITY COACH
			TECHNICAL EXPERT
0 -> 1 YEAR	1 -> 3 YEARS	3 -> 5 YEARS	5 -> 7 YEARS
			7 -> 9 YEARS
			9 -> 12 YEARS
			12 YEARS ->
Cross training under EMITE will equip engineers with memory logging skills.			

Table 1: Training and Development Plan Matrix for FE



b. CHS Field Operator as Table 2 below:

Module 1	Module 2		Module 3		Module 4	
	Field Operation	Field Operation	Field Operation	Field Operation	Field Operation with Management	Field Operation with Management
Basic Operation	Basic Maintenance	Advance Maintenance (troubleshooting)	Management System			
JFO						
	FO					
		SFO				
			TCC			
				CC		
					ST. CREW CHIEF	
					FOREMAN	
					CABLE SPECIALIST	
					PCE SPECIALIST	
					TRAINER	
0 ->1 YEAR	1->2 YEARS	3->4 YEARS	5->6 YEARS	7->9 YEARS	10-> YEARS	

Table 2: Training and Development Plan Matrix for FO

7.4 TRAINING AND DEVELOPMENT MODULE

7.4.1 Field Engineer

7.4.1.1 Module 1.0

a. JFE to FE1

1. Focus on basic training for ELITE/EMITE.
2. Focus on Operation Safety, Crew Management, Field Operation, Offshore Client Engagement and Performed Run for CHS Common Services (Logging, WHE and Perforation)
3. ELITE FE2 will cross train to EMITE while EMITE FE2 will cross train to ELITE.
4. Performed at least:
 - i. 2 x job as JFE under supervision
 - ii. 1 x Pre-Break Out job (including Job Preparation, Job Execution and Post Job)
 - iii. 1 x Break Out Job (including Job Preparation, Job Execution and Post Job)
 - iv. 1 x EMITE or ELITE cross job under supervision
 - v. 1 x EMITE or ELITE cross job as supervisor
 - vi. 2 x Perforation job with supervision and another (including Job Preparation, Job Execution and Post Job)
 - vii. 2 x Perforation job without supervision (including Job Preparation, Job Execution and Post Job)
5. Form need to accomplish and completed in order to get promoted.

JFE > FE1 Promotion Booklet:

- i. CHS-FORM-137, Pg.3 : Junior Field Engineer Evaluation sheet (JFE-1)
- ii. CHS-FORM-137, Pg.4 and 5 : Junior Field Engineer Technical Evaluation sheet (JFE-2)
- iii. CHS-FORM-137 ,Pg. 6 : JFE Evaluation Checklist (JFECL-1)
- iv. CHS-FORM-138: JFE Break Out Job Evaluation and Competency Form

7.4.1.2 Module 2.0

a. FE1 to FE2

1. Focus on gaining experience and more CHS services on intermediate level
2. Competence on basic tool maintenance and major of CHS services operation.
3. Learning curve for basic Interpretation.
4. Performed at least:
 - i. 4 x Logging job as FE1 (including Job Preparation, Job Execution and Post Job)
 - ii. 2 x Perforation job as FE1 (including Job Preparation, Job Execution and Post Job)
 - iii. Involved on client engagement during job preparation (for all job).
 - iv. Completed 1ea x CHS Improvement Project (CHS Improvement Focus)
 - v. 1ea x Technical Presentation at Location.
 - vi. 1ea HSE Contribution Activity (HSE monthly presentation or handling 1 of HSE activity for CHS)
5. Form need to accomplish and completed in order to get promoted.

FE1 > FE2 Promotion Booklet

- i. CHS-FORM-139, Pg.3 : Field Engineer 1 Evaluation Sheet (FE1-1) ,
- ii. CHS-FORM-139, Pg.4 and 5 : Field Engineer 1 Technical Evaluation Sheet (FE1-2)
- iii. CHS-Form-139, Pg.6 : FE 1 Evaluation Checklist (FE1CL-1)
- iv. CHS-Form-143 : CHS Improvement Project Evaluation Form (IPEF-1)

7.4.1.3 Module 2.1

a. FE2 to SFE1

1. Focus on gaining experience and more CHS services on advance level.
2. Competence on basic tool maintenance and major of CHS services operation.
3. Basic on management with sales & marketing.
4. Module will cover basic cross train.
5. By this stage, module will cover Interpretation as well.
6. Performed at least:
 - i. 4 x Logging job as FE2 (including Job Preparation, Job Execution and Post Job) – for EMITE or ELINE
 - ii. 3 x Perforation job as FE2 (including Job Preparation, Job Execution and Post Job) - for EMITE or ELINE
 - iii. Involved on client engagement during job preparation.(for all job)
 - iv. 1ea HSE Contribution Activity as FE2 (HSE monthly presentation or handling 1 of HSE activity for CHS)
 - v. Completed 1ea x CHS Improvement Project (DB Improvement Focus)
 - vi. Completed SFE Training and Exam Module
7. Form need to accomplish and completed in order to get promoted. **FE2 > SFE1 Promotion Booklet**
 - i. CHS-FORM-140,Pg.3 : Field Engineer 2 Evaluation Sheet (FE2-1)
 - ii. CHS-FORM-140,Pg.4 and 5 : Field Engineer 2 Technical Evaluation Sheet (FE2-2)
 - iii. CHS-FORM-140,Pg.6 : FE 2 Evaluation Checklist (FE2CL-1)
 - iv. CHS-Form-143 : CHS Improvement Project Evaluation form (IPEF-1)

7.4.1.4 Module 3.0

a. SFE1 to SFE2

1. Performed at least:
 - i. 5 x Logging job as SFE1 (including Job Preparation, Job Execution and Post Job)
 - ii. 3 x Perforation job as SFE1 (including Job Preparation, Job Execution and Post Job)
 - iii. 2 x EMITE Job as SFE1
 - iv. Involved on client engagement during job preparation.(for all job)
 - v. 1ea HSE Contribution Activity as SFE1 (HSE monthly presentation or handling 1 of HSE activity for CHS)
 - vi. Completed 1ea x CHS Improvement Project (DB Improvement Focus)
 - vii. Completed SFE2 Training and Exam Module
 - viii. Handle 2ea training for juniors
 - ix. Completed 2ea training aids for CHS

2. Form need to accomplish and completed in order to get promoted. **SFE1 > SFE2 Promotion Booklet**
 - i. CHS-FORM-141, Pg.3 : Sr. Field Engineer 1 Evaluation Sheet (SFE1-1)
 - ii. CHS-FORM-141, Pg. 4 and 5 : Sr. Field Engineer 1 Technical Evaluation Sheet (SFE1-2)
 - iii. CHS-FORM-141 , Pg.6 : SFE 1 Evaluation Checklist (SFE1CL-1)
 - iv. CHS-Form-143 : CHS Improvement Project Evaluation Form (IPEF-1)

7.4.1.5 Module 4.0

a. SFE2 to GFE

1. Performed at least:

- i. 5 x Logging job as SFE2 (including Job Preparation, Job Execution and Post Job)
- ii. 3 x Perforation job as SFE2 (including Job Preparation, Job Execution and Post Job)
- iii. Involved on client engagement during job preparation.(for all job)
- iv. 1ea HSE Contribution Activity as SFE2 (HSE monthly presentation or handling 1 of HSE activity for CHS)
- v. Completed 1ea x CHS Improvement Project (CHS Improvement Focus)
- vi. Completed GFE Training and Exam Module
- vii. Handle 2ea training for juniors
- viii. Completed 2ea training aids for CHS

2. Form need to accomplish and completed in order to get promoted.

SFE2 > GFE Promotion Booklet

- i. CHS-Form-145, Pg. 3 : Sr. Field Engineer 2 Evaluation Sheet (SFE2-1)
- ii. CHS-Form-145, Pg. 4 and 5 : Sr. Field Engineer 2 Technical Evaluation Sheet (SFE2-2)
- iii. CHS-Form-145, Pg. 6 : SFE 2 Evaluation Checklist (SFE2CL-1)
- iv. CHS-Form-143 : CHS Improvement Project Evaluation Form (IPEF-1)



7.4.2 Field Operator

7.4.2.1 Task 1.0

a. JFO to FO

1. Focus on basic training for ELITE.
2. Focus on Operation Safety, Crew Management, and Field Operation.
3. Performed at least:
 - i. 2 x Job as JFO under supervision
 - ii. 1 x Oral Test
 - iii. 1 x Completed Task Operator
 - iv. 1 x Completed Operator Training & Exam Module
 - v. 10 x Completed Training In-House
 - vi. 36 x HSE Contribution Activity (stop card/year)
4. Form need to accomplish and completed in order to get promoted.

JFO > FO Promotion Booklet

- i. CHS-FORM-147,Pg.3: Junior Field Operator Evaluation sheet (JFOES)
- ii. CHS-FORM-147, Pg.4 and 5 : Junior Field Operator Technical Evaluation sheet (JFOTES)
- iii. CHS-FORM-147, Pg.6 and 7: JFO Evaluation Checklist (JFOEC)
- iv. CHS-FORM-151: JFO Promotion Task



7.4.2.2 Task 2.0

a. FO to SFO

1. Focus on gaining experience and more CHS equipment services on intermediate level.
2. Competence on basic tool maintenance and major of CHS services operation.
3. Learning curve for basic Interpretation.
4. Performed at least:
 - i. 1 x Oral Test.
 - ii. 1 x Completed Task Operator.
 - iii. 1 x Completed Practical Test.
 - iv. 1 x Completed Operator Training & Exam Module.
 - v. 10 x Completed Training In-House.
 - vi. 36 x HSE Contribution Activity (stop card/year)
5. Form need to accomplish and completed in order to get promoted.

FO > SFO Promotion Booklet

- i. CHS-FORM-148, Pg.3 : Field Operator Evaluation Sheet (FOES)
- ii. CHS-FORM-148, Pg.4 and 5 : Field Operator Technical Evaluation Sheet (FOTES)
- iii. CHS-FORM-148, Pg.6 and 7 : Filed Operator Evaluation Checklist (FOEC)
- v. CHS-FORM-152: FO Promotion Task

7.4.2.3 Task 2.1

a. SFO to TCC

1. Focus on gaining experience and more CHS services on advance level.
2. Competence on basic tool maintenance and major of CHS services operation.
3. By this stage, module will cover Interpretation as well.
4. Performed at least:
 - i. 1 x Oral Test.
 - ii. 1 x Completed Task Operator.
 - iii. 1 x Completed Practical Test.
 - iv. 1 x Completed Operator Training & Exam Module.
 - v. 10 x Completed Training In-House.
 - vi. 36 x HSE Contribution Activity (stop card/year)
5. Form need to accomplish and completed in order to get promoted. **SFO > TCC Promotion Booklet**
 - i. CHS-FORM-149,Pg.3 : Senior Field Operator Evaluation Sheet (SFOES)
 - ii. CHS-FORM-149,Pg.4 and 5 : Senior Field Operator Technical Evaluation Sheet (SFOTES)
 - iii. CHS-FORM-149, Pg.6 and 7 : Senior Field Operator Evaluation Checklist (SFOEC)
 - iv. CHS-FORM-153: SFO Promotion Task

7.4.2.4 Task 3.0

a. TCC to CC

1. Focus on gaining experience and more CHS services on advance level.
2. Competence on basic tool maintenance and major of CHS services operation.
3. By this stage, module will cover Interpretation as well.
4. Performed at least:
 - i. 1 x Oral Test.
 - ii. 1 x Completed Task Operator.
 - iii. 1 x Completed Practical Test.
 - iv. 1 x Completed Operator Training & Exam Module.
 - v. 10 x Completed Training In-House.
 - vi. 36 x HSE Contribution Activity (stop card/year)
 - vii. Handle 2ea training for juniors
 - viii. 5 x Job as CC under supervision
5. Form need to accomplish and completed in order to get promoted. **TCC > CC Promotion Booklet**
 - i. CHS-FORM-150,Pg.3 : Trainee Crew Chief Evaluation Sheet (TCCES)
 - ii. CHS-FORM-150,Pg.4 and 5 : Trainee Crew Chief Technical Evaluation Sheet (TCCTES)
 - iii. CHS-FORM-150,Pg.6 and 7 : Trainee Crew Chief Evaluation Checklist (TCCEC)
 - iv. CHS-FORM-154: TCC Promotion Task



7.4.2.5 Task 3.1

a. CC to SCC

1. Focus on gaining experience and more CHS services on advance level.
2. Competence on basic tool maintenance and major of CHS services operation.
3. By this stage, module will cover Interpretation as well.
4. Performed at least:
 - i. Offshore feedback report.
 - ii. 1 x Completed CHS Improvement Project.
 - iii. 1 x HSE SQ Presentation or 1 HSE Contribution Activity
 - iv. Held 3ea x CHS In-house Training (1 x PCE, 1 x Surface Equipment, 1 x Tools)
 - v. All certification Client Related Valid and Endorsed
 - vi. Completed all job logging, perforation, WSO, Tractor
 - vii. 4 stop card contribution activity per month
5. Form need to accomplish and completed in order to get promoted. **CC > SCC Promotion Booklet**
 - i. CHS-FORM-160: Crew Chief > Senior Crew Chief Promotion Booklet
 - ii. CHS-FORM-143: CHS Improvement Project Evaluation Form



7.4.3 Instrument Engineer

7.4.3.1 Module 2.0

a. IE 1 to IE 2

1. Focus on soldering knowledge, familiar with manual and circuit diagram, understand and know how to use metering and measurement equipment, know the knowledge function of tools.
2. Performed at least:
 - i. Submit IE Maintenance Report – Weekly basis
 - ii. 4 x Completed Major Tool Service
 - iii. Attended In House Training or External Training
 - iv. 1 x Technical Presentation at location
 - v. CHS Tool Tracking Participation
 - vi. 1 x HSE SQ Presentation or 1 x HSE Contribution Activity
 - vii. 1 x Completed Technical Training Related to CHS Tool
3. Form need to accomplish and completed in order to get promoted.
IE 1 > IE2 Promotion Booklet
 - i. CHS-FORM-159: IE1 to IE2 Promotion Booklet

7.5 CHS JOB TRACK RECORD (FOR FE)

- a. Once complete all the tasks, **CHS CMS FE Job Track Record** need to fill up and attach with all the form/checklist involved in order to get promote.
- b. Document Reference:
 - a. **CHS-FORM-144 : CHS CMS FE Job Track Record**

7.6 CHS IMPROVEMENT PROJECT (FOR FE)

- a. The last task for all Field Engineer need to complete in order to get promote is preparing the Final Project. In order to propose the project, **CHS CMS Improvement Project Abstract Template** has to prepare to get approval from management.



- b. The presentation should be conduct by FE to present about the project and it will be evaluated by Manager. **CHS Improvement Project Evaluation Form** has to fill up to complete the task.
- c. Any project shall be controlled and safe keep by the process owner.
- d. Document Reference:
 - a. **CHS-FORM-143 : CHS Improvement Project Evaluation Form (IPEF-1)**
 - b. **CHS-FORM-145: CHS CMS Improvement Project Abstract Template**

7.7 DOCUMENTATION

- a. All the paperwork/document will be submit to FSM for evaluation and the original will be record by HR as evidence for the promotion purpose.
- b. FE must scan copy their document for future reference to avoid any problem.
- c. For Field Operator, **CHS-FORM-32 Evaluation Survey Form** is required as an additional document to be evaluated for promotion. Administrator shall make a copy of this form and submitted to FSM along with their promotion task/booklet.
- d. Administrator shall be responsible to update CHS FE and FO personal profile.

8.0 QUALITY RECORDS

No.	Title of Records	Person In-Charge	Retention Period (Year)
1.	CHS-FORM-137 : JFE > FE1 Promotion Booklet <ul style="list-style-type: none"> • Junior Field Engineer Evaluation Sheet (JFE-1) • Junior Field Engineer Technical Evaluation Sheet (JFE-2) • JFE Evaluation Checklist (JFECL-1) 	Human Resource	Throughout employment with additional two (2) years upon resignation date
2.	CHS-FORM- 138 : FE Break Out Job Evaluation And Competency Form		
3.	CHS-FORM-139 : FE1 > FE2 Promotion Booklet <ul style="list-style-type: none"> • Field Engineer 1 Evaluation Sheet (FE1-1) • Field Engineer 1 Technical Evaluation Sheet (FE1-2) • FE 1 Evaluation Checklist (FE1CL-1) 		
4.	CHS-FORM-140 : FE2 > SFE1 Promotion Booklet <ul style="list-style-type: none"> • Field Engineer 2 Evaluation Sheet (FE2-1) • Field Engineer 2 Technical Evaluation Sheet (FE2-2) • FE 2 Evaluation Checklist (FE2CL-1) 		
5.	CHS-FORM-141 : SFE1 > SFE2 Promotion Booklet <ul style="list-style-type: none"> • Sr. Field Engineer 1 Evaluation Sheet (SFE1-1) • Sr. Field Engineer 1 Technical Evaluation Sheet (SFE1-2) • Sr. Field Engineer 1 Evaluation Sheet (SFE1CL-1) 		
6.	CHS-FORM-142 : SFE2 > GFE Promotion Booklet <ul style="list-style-type: none"> • Sr. Field Engineer 2 Evaluation Sheet (SFE2-1) • Sr. Field Engineer 2 Technical Evaluation Sheet (SFE2-2) • Sr. Field Engineer 2 T Evaluation Sheet (SFE2CL-1) 		
7.	CHS-Form-143: Field Engineer CHS Improvement Project Evaluation Form (IPEF-1)	CHS Personnel	5
8.	CHS-FORM-144 : CHS CMS FE Job Track Record		
9.	CHS-FORM-145 : CHS CMS Improvement Project Abstract Template		
10.	CHS-FORM-147 : JFO > FO Promotion Booklet <ul style="list-style-type: none"> • JFO Evaluation Sheet (JFOES) • JFO Technical Evaluation Sheet (JFOTES) • JFO Evaluation Checklist (JFOCL) 	Human Resource	Throughout employment with additional two (2) years upon resignation date
11.	CHS-FORM-148 : FO > SFO Promotion Booklet <ul style="list-style-type: none"> • FO Evaluation Sheet (FOES) • FO Technical Evaluation Sheet (FOTES) • FO Evaluation Checklist (FOEC) 		
12.	CHS-FORM-149 : SFO > TCC Promotion Booklet <ul style="list-style-type: none"> • SFO Evaluation Sheet (SFOES) • SFO Technical Evaluation Sheet (SFOTES) • SFO Evaluation Checklist (SFOEC) 		

13.	CHS-FORM-150 : TCC > CC Promotion Booklet <ul style="list-style-type: none"> • TCC Evaluation Sheet (TCCES) • TCC Technical Evaluation Sheet (TCCTES) • TCC Evaluation Sheet (TCCES) 	Human Resource	Throughout employment with additional two (2) years upon resignation date
14.	CHS-FORM-160 : CC > SCC Promotion Booklet <ul style="list-style-type: none"> • CC Evaluation Sheet (CCES) • CC Technical Evaluation Sheet (CCTES) • CC Evaluation Sheet (CCES) 		
15.	CHS-FORM-151 : JFO Promotion Task		
16.	CHS-FORM-152 : FO Promotion Task		
17.	CHS-FORM-153 : SFO Promotion Task		
18.	CHS-FORM-154 : TCC Promotion Task		
19.	CHS-FORM-32 : Evaluation Survey Form	CHS Personnel	5
20.	CHS-FORM-159 : IE 1 > IE 2 Promotion Booklet <ul style="list-style-type: none"> • IE 1 Evaluation Sheet • IE1 Technical Evaluation Sheet (CCTES) • IE1 Evaluation Checklist (CCEC) 	Human Resource	Throughout employment with additional two (2) years upon resignation date