






**DIMENSION BID**  
WELL INTERVENTION | PERFORATION SERVICES

**SERVICE  
PLANNING & PREPARATION  
PROCEDURE  
DBSB-CHS-03**

ORIGINAL ISSUE : 01/08/2012  
REVISION NO : 03  
REVISION DATE : 24/01/2019

PREPARED BY	CHECKED BY	APPROVED BY
 ----- Mohd Zahir Manan Operation Manager	 ----- Sheikh Muzafar Shahrizan Mustafah Chief Operating Officer	 ----- Dato' Aziz Ayob President

**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	11/4/2011	Establishment of Procedure	Nil
Revision 1	01/09/2013	<ul style="list-style-type: none"> <li>Cover</li> <li>Document layout/ content Format</li> </ul>	<ul style="list-style-type: none"> <li>Revise as per current organizational structure</li> <li>As per current documentation format</li> </ul>
	01/06/2014	<ul style="list-style-type: none"> <li>Cover</li> </ul>	<ul style="list-style-type: none"> <li>Revise as per current organizational structure</li> </ul>
	02/01/2015	<ul style="list-style-type: none"> <li>Cover</li> <li>Contents</li> </ul>	<ul style="list-style-type: none"> <li>Revise as per current organizational structure</li> </ul>
Revision 2	01/07/2017	<ol style="list-style-type: none"> <li>Revise procedure title</li> <li>Para 5.0 : New revision and additional reference</li> <li>Para 6.2 : Descriptions of Customer Property Procedure</li> <li>Para 7.0 : Quality Records Retention period to 5 years</li> </ol>	<ul style="list-style-type: none"> <li>ISO 9001:2015 Requirements</li> <li>Compliance to API Spec Q2</li> </ul>
	16/08/2017	New form included: <ol style="list-style-type: none"> <li>CHS-FORM-02: WEM Input Template</li> <li>CHS-FORM-03: PVT Input Template</li> </ol>	To gather job info for well simulation
Revision 3	24/01/2019	New form included: <ol style="list-style-type: none"> <li>CHS-FORM-155: CHS Pre-mob Inspection Checklist</li> <li>CHS-FORM-156: Kick-off Meeting Form</li> <li>CHS-FORM-157: WEM Report Template</li> </ol>	<ul style="list-style-type: none"> <li>Revise as per current organizational structure</li> <li>Revise as per current documentation format</li> </ul>

**1.0 FLOW CHART**

**1.1 Planning & Preparation**

**RESPONSIBILITIES**

**PROCEDURE**

**DOCUMENTATION**

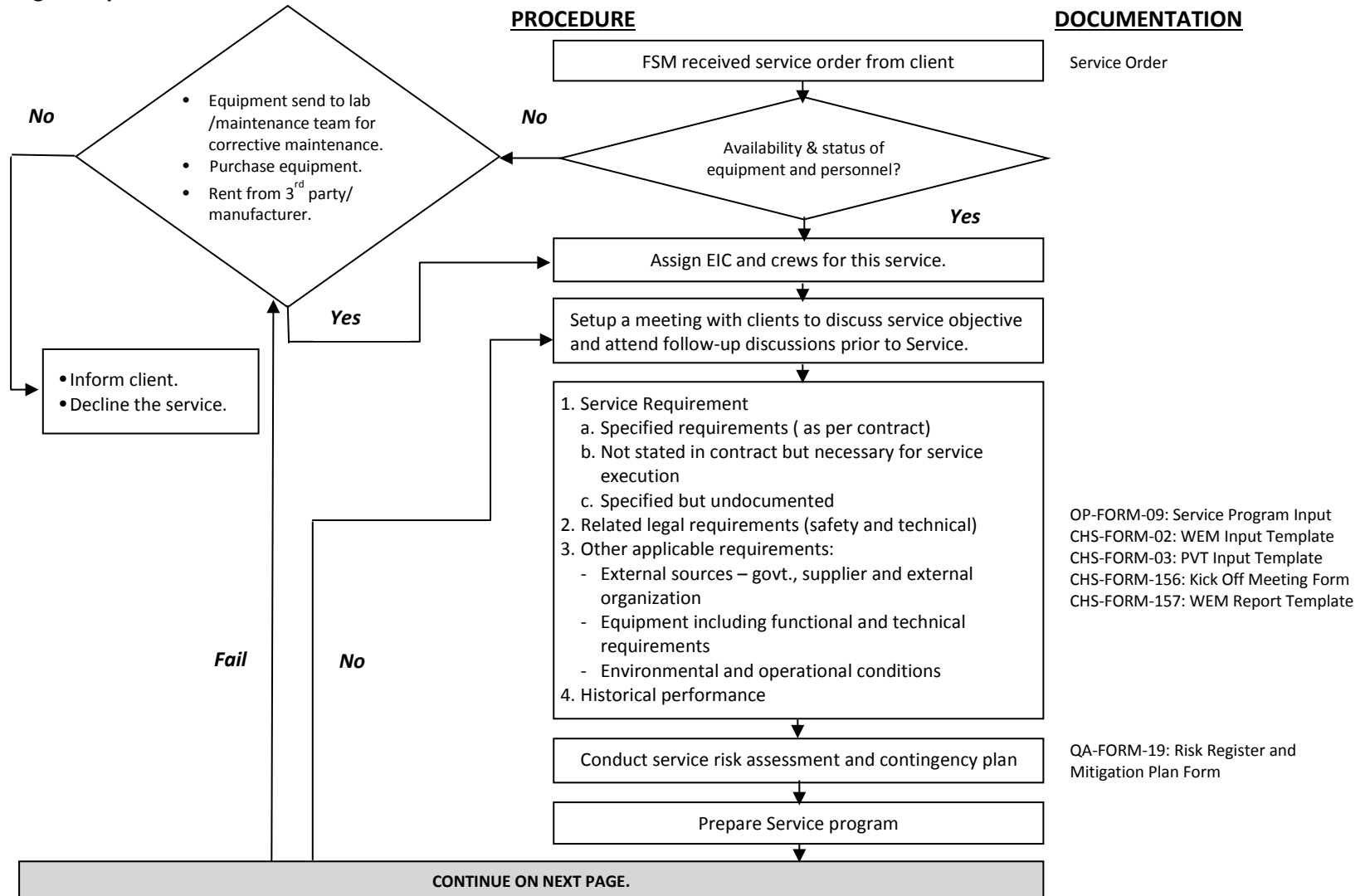
Field Service Manager

Field Service Manager

Field Service Manager/  
Field Engineer in charge/  
Operation Engineer

Field Service Manager  
Field Engineer in charge  
Operation Engineer

Field Engineer in charge





**RESPONSIBILITIES**

**DOCUMENTATION**

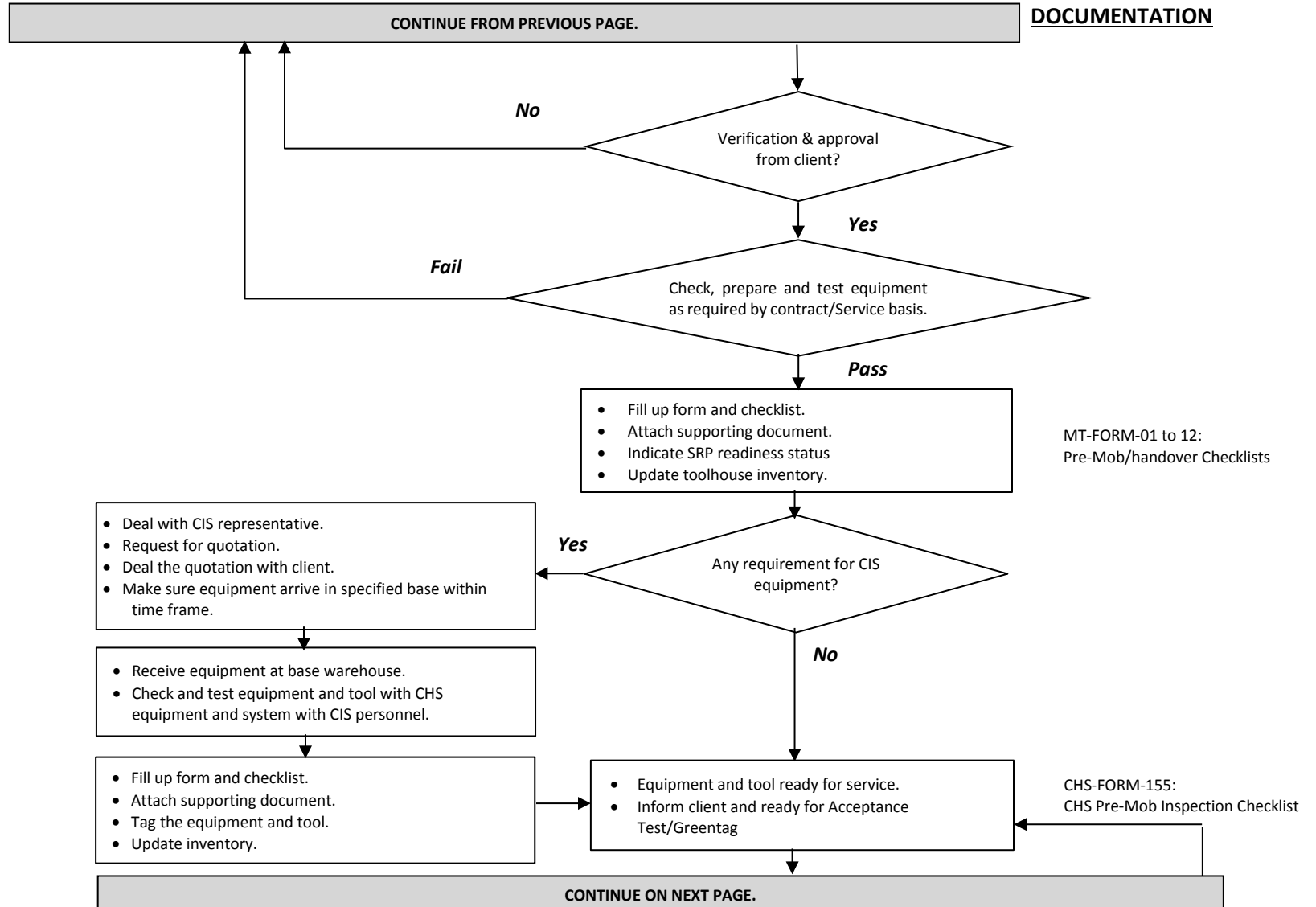
Field Service Manager/  
Field Engineer in charge

Field Engineer in charge  
Maintenance Team

Field Engineer in charge  
Procurement Team  
Sales & Marketing Team

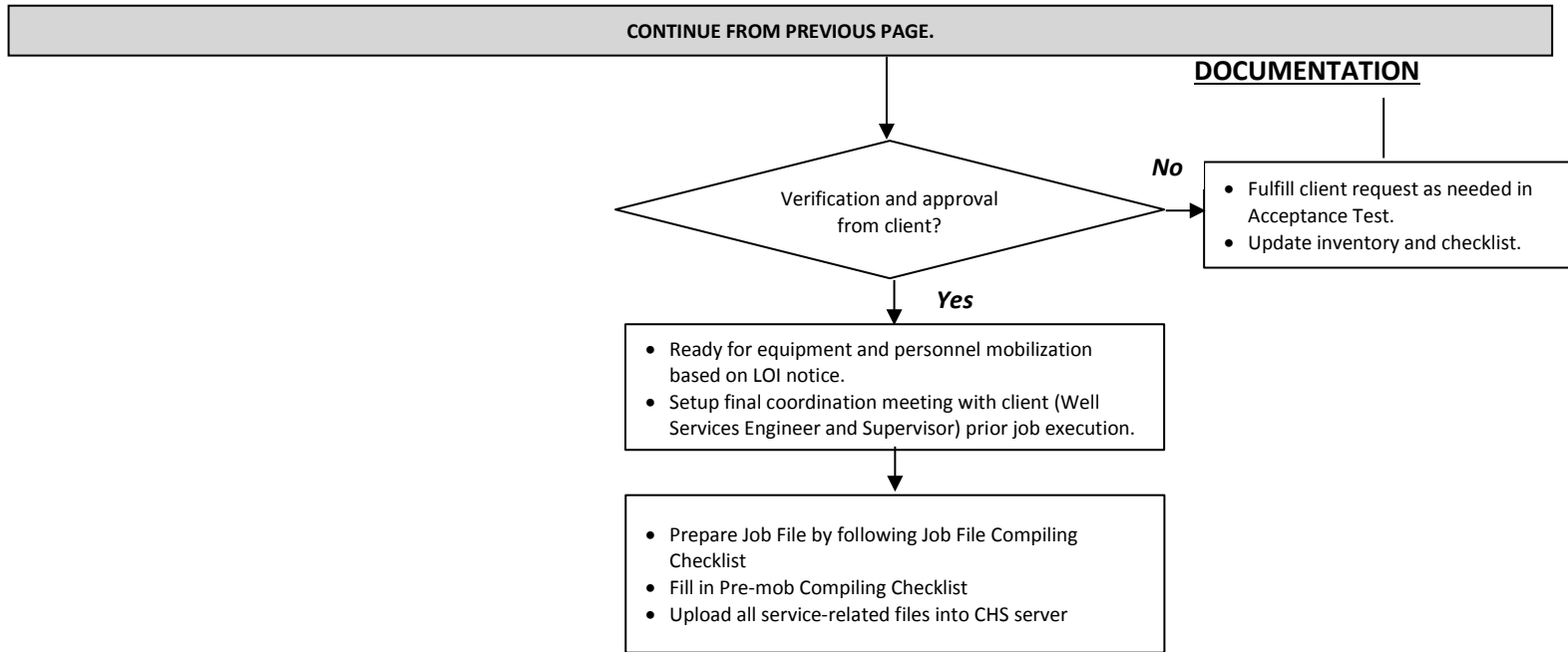
Field Engineer in charge  
Maintenance Team  
Logistic Team

Field Engineer in charge



**RESPONSIBILITIES**

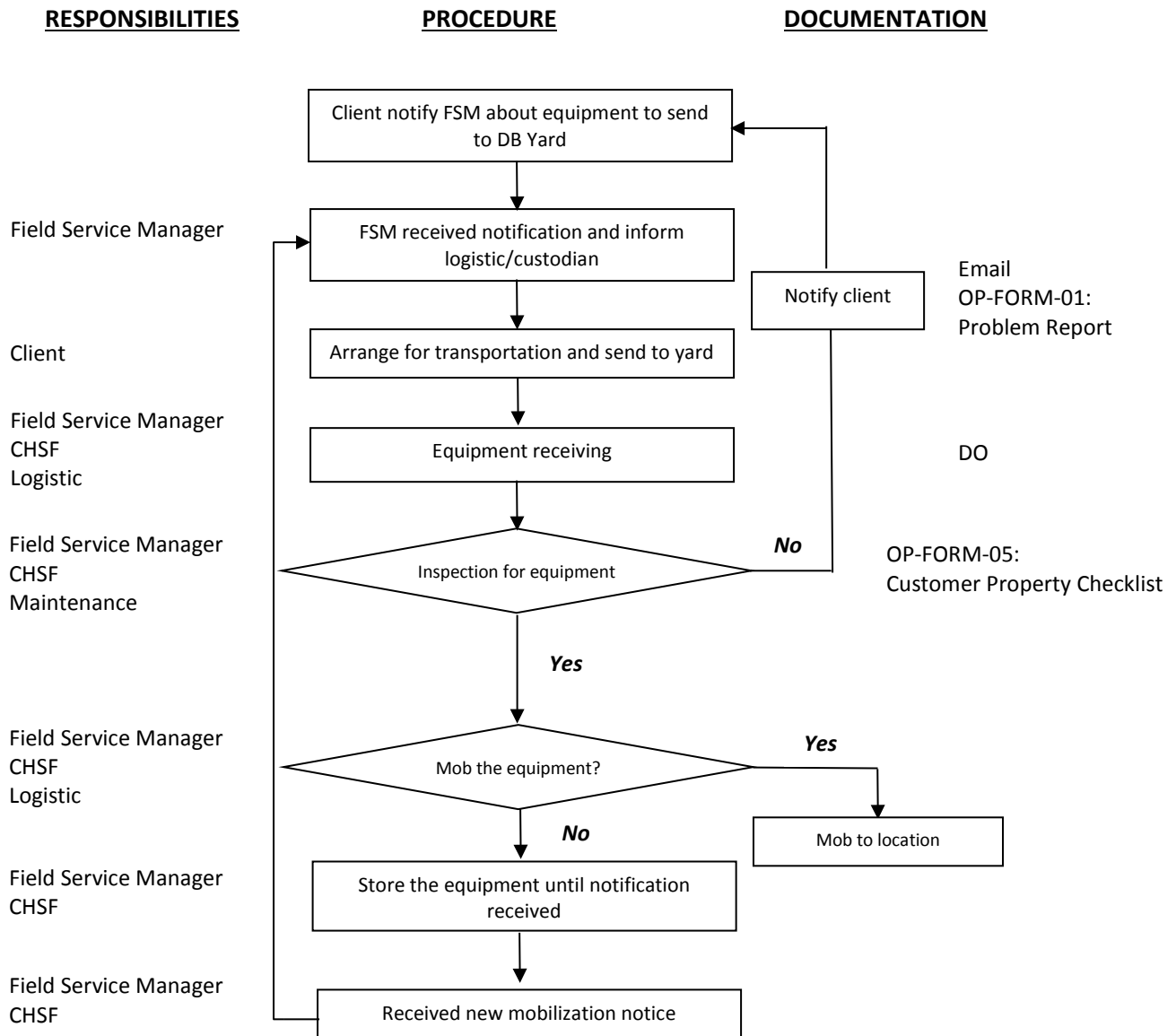
**DOCUMENTATION**



Field Service Manager/  
Field Engineer in charge

Field Service Manager/  
Field Engineer in charge

**1.2 Customer Property**





## **2.0 OBJECTIVE**

2.1 As a standard guideline for CHS department to execute Service Planning and Preparation, ensuring service goes smoothly and meet our clients' requirement and expectation within a time frame given as stated in contract term and condition

2.2 This guideline involves FSM and FEIC, Field Operation teams (FE, Chief Crew and Field Operator), Maintenance teams (Mechanic, Well Control technician, Electronic Technician, Base Coordinator) and Operation support teams (CHS Coordinator, Technical Engineer and Administrator).

## **3.0 SCOPE**

This procedure applies to CHS Department on its general process and detailed procedure to properly execute planning and preparation stage smoothly, maintaining a high standard and efficient service quality and safety.

## **4.0 ABBREVIATION/ DEFINITION**

- 4.1 DB - Dimension Bid (M) Sdn Bhd
- 4.2 CHS - Cased Hole Services Department
- 4.3 FSM - Field Service Manager
- 4.4 FEIC - Field Engineer In-Charge
- 4.5 FE - Field Engineer
- 4.6 OE – Operation Engineer
- 4.7 LOI - Load Out Instruction
- 4.8 WCE - Well Control Equipment
- 4.9 SRO - Surface Read Out
- 4.10 CIS - Customer Instrument Services
- 4.11 D&D - Design & Development
- 4.12 WEM – Well Entry Modelling
- 4.13 PVT – Pressure versus Temperature



## **5.0 REFERENCE**

- 5.1 Quality Manual
- 5.2 ISO 9001:2015, Para 8.3 : Design and Development of Products and Services
- 5.3 API Spec Q2, Para 5.4 : Design and Development

## 6.0 PROCEDURE

### 6.1 SERVICE PLANNING AND PREPARATION

- 6.1.1 Client shall issue an acceptable written Service Order for FSM to design and develop the required service client.
- 6.1.2 FSM shall check the availability of equipment, tool (that is specified within the contract, or not stated in contract but is necessary for service) and personnel at specified base with the relevant custodian. Custodian will check the availability of service status with their tracking (tool tracking, equipment tracking and personnel tracking). Custodian should inform FSM if any tools and equipment are unavailable or defective.
- 6.1.3 If the equipment or tool is not available or under maintenance or under CIS requirement, FSM and FEIC should be informed immediately. FEIC shall look for alternative plans such as rental or purchasing.
- 6.1.4 At the same time, FSM shall also select and assign qualified field engineers (Field Engineer In-Charge, FEIC) to the service. FSM will inform FEIC about Service Order from the client.
- 6.1.5 The FEIC and equipment are reserved for the service. FSM, FEIC and maintenance team shall commence job preparation. Job preparation include checking and testing all required specified equipment as per contract/ Service Order or unspecified equipment but necessary for service.
- 6.1.6 In the event that equipment or personnel requirement cannot be fulfilled after exhausting alternative options, FSM shall inform client, and negotiate job requirements. If the requirements are unnegotiable, FSM shall decline the Service Order.
- 6.1.7 OE/FEIC shall fill in Service Program Input Checklist after meeting with client, recorded and kept into job files and filing system for internal reference.
- Refer: **OP-FORM-09: Service Program Input Form.**

***Note: Please note that you should look into local server for any data input especially on wells database (such as well schematic, well history, survey data etc) prior to ask from client to avoid any redundancy of request. Refer to CHS-Synology/13\_OE & Log Analyst/03 Wells Database***

6.1.8 FEIC will communicate with FSM and OE to setup a kick-off meeting with client.

The kick-off meeting shall at least discuss:-

- i. Job Objective
- ii. Service requirement (Detailed Equipment & Personnel)
- iii. Related legal requirement
- iv. Other applicable requirements
- v. Well history & condition
- vi. Risk assessment and contingency plan

6.1.9 OE shall ensure that minute meeting of Kick-Off Meeting shall be recorded, shared and kept for internal reference. Please Refer to CHS-FORM-156 Kick-off Meeting Form.

6.1.10 For perforation or add-perf job, OE/FEIC shall complete WEM Input Template, do the simulation for shape charges and prepare WEM Report. This report will be submitted to client for their evaluation and approval. Please refer to CHS-FORM-02 WEM Input Template and CHS-FORM-157 WEM Report.

6.1.11 If there are further discussions or follow-up meetings, FSM & FEIC attendance are compulsory.

6.1.12 FSM shall request Risk Register Checklist from the FEIC to be recorded and kept into job files and filing system for internal reference. Refer: **QA-FORM-19: Risk Register.**

6.1.13 FEIC shall gather any related info on requested service with client and simulate service sequence & timing. A Service Program containing a finalized service sequence and equipment & tool to be used for the service shall be prepared

by the FEIC. A final Service Program shall be reviewed, verified and approved before submission to client.

6.1.14 If the client does not approve or any revisions to the Service Program post-approval are to be made, a discussion shall be made with the FSM, FEIC and client to maintain the Service Program are in agreement.

6.1.15 Any changes in the approved design shall use the MOC Process. Refer **DBSB-QA-06: MOC and Exemption Standard**.

6.1.16 FEIC and crew member with support of Maintenance teams shall start final checks and testing all specific equipment and tool as required in the Service Order. The equipment and tools shall be tagged with a visible green 'Ready to Go' tag and 'name of client location' once completed and passed testing.

6.1.17 Maintenance team shall fill up the related Pre-Mob/Handover Checklists and gain FEIC approval.

6.1.18 Inventories should be updated for the whole packages (e.g. Toolhouse inventory), recorded and kept into job files, filing system and database for internal reference.

6.1.19 If the equipment or tool is not available or under maintenance or under CIS requirement, FSM and FEIC should be informed immediately. FEIC shall look for alternative plans such as rental or purchasing.

6.1.20 If any equipment or services or tool unable to be delivered on time as stated in the contract, the client should be informed immediately and further discussion should be made between clients and FSM and Sales and Marketing Team.

6.1.21 Once any rental or new purchase has arrived or received at specified base, it should be checked and tested with our SRO system and existing equipment or tool by FEIC. Any discrepancy or anomaly should be informed immediately to FSM.

- 6.1.22 For equipment or tool under CIS requirement, it should be checked and tested with DB SRO system and existing equipment or tool by their personnel with support and co-operation of FEIC.
- 6.1.23 For equipment or tool that has passed the testing process, FEIC should update in the Equipment and Tool Pre-mob checklist. Equipment or tool should be tagged with a visible green '**Ready to Go**' and '**Name of Client Location**' tag.
- 6.1.24 All the pre-mob/handover checklists, radioactive checklist (if any), Service Program, tool house inventory and etc. should be compiled in Job Files.
- 6.1.25 FEIC should prepare the Job Files as per **CHS-FORM-30: Job File Compiling Checklist** and also to fill in the **CHS- FORM-01: Pre-Mob Compiling Checklist**, recorded and kept into **Job Files**.
- 6.1.26 Once everything is ready, FEIC should update to FSM. The FSM will inform to client and Acceptance Test should be done immediately. The equipment and tools package will be mobilized on the date stated in LOI notice.
- 6.1.27 FEIC shall fill up CHS Pre-mob Inspection Checklist and get approval from client representatives. Recorded and kept all checklists into job files. Refer to **CHS-FORM-155 CHS Pre-mob Inspection Checklist**.
- 6.1.28 Should client have their own document/checklist during inspection, FEIC shall get sign copy of the document/checklist to be recorded and kept as internal reference in job file. Client Inspection Checklist will overwrite CHS Pre-mob Inspection Checklist.
- 6.1.29 FEIC with FSM should setup final Co-ordination Meeting with client (Well Services Engineer and Supervisor) prior to job execution.

## 6.2 CUSTOMER PROPERTY PROCEDURE

- 6.2.1 Client will notify FSM on equipment to send to DB Yard.
- 6.2.2 FSM will inform to logistic teams/custodian about equipment to send to DB Yard.
- 6.2.3 Client representative will communicate with Logistic Team about transportation arrangement.
- 6.2.4 FSM/Logistic have to instruct client representative to prepare DO and bring together with equipment.
- 6.2.5 Once the equipment has arrived or received at DB Yard, it should be checked to confirm equipment received as per DO.
- 6.2.6 CHSF/FSM/Maintenance Team should arrange for equipment inspection for equipment received and fill in Customer Property Checklist. Refer: **CHS-FORM-148: Customer Property Checklist.**
- 6.2.7 If the equipment need for function test, Maintenance Checklist or Pre-mob/handover checklist can be used. (Refer: **DBSB-MT-01: SRP Maintenance, Inspection and Test Program procedure**) OR client also can provide their own checklist. (Which one is applicable)
- 6.2.8 For the equipment or tool not insufficient amount or working well after testing process, CHSF/FSM/Maintenance Team should notify client via email and attach with supporting document such as Problem Report.
- 6.2.9 If the equipment passed the testing process and client has issued mobilization notice, FSM/CHSF should update Logistic team for mobilization process.  
Refer to **DBSB-CHS-05 for Mobilization and Demobilization Procedure.**
- 6.2.10 CHSF/FSM to ensure that the equipment/tools is set up and securely stored in/at suitable place or container if the mobilization date is delayed, until Client issues a new mobilization notification.



- 6.2.11 Once a new mobilization notification has been issued by client, the process shall recommence from **process 6.2.2.**
  
- 6.2.12 CHSF/FSM to ensure that all the record should be kept in a proper filing system for internal reference.



**7 QUALITY RECORDS**

No.	Title of Records	Person In-Charge	Retention Period (Year)
1.	MT-FORM-02,04,06,07,08,10 and 12: Pre – Mob/Handover Checklists	Technical Assistant (Maintenance)	5
2.	CHS- FORM-01: Pre-Mob Compiling Checklist	CHS personnel	
3.	CHS- FORM-02: WEM Input Template		
4.	CHS- FORM-03: PVT Input Template		
5.	CHS-FORM-30 : Job Files Compiling Checklist		
6.	CHS-FORM-99: Radioactive Checklist		
7.	OP-FORM-09: Service Program Input		
8.	CHS-FORM-155: CHS Pre-Mob Inspection Checklist		
9.	CHS-FORM-156: Kick-Off Meeting Form		
10.	CHS-FORM-157: WEM Report Template		
11.	QA-FORM-19: Risk Register and Mitigation Plan		
12.	OP-FORM-05: Customer Property Checklist		