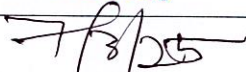




SLICKLINE ASSISTANT WORKBOOK

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	MUURIYAATI QODHAH BIN SOPIAN	
DATE OF JOIN	19 DECEMBER 2024	
CONTACT NO.	017-8159718	GAZALI MEHRY Operation Manager Dimension Bid (M) Sdn Bhd Labuan Warehouse Slickline Services
RECEIVED DATE	10 JANUARY 2025	
DATE COMPLETED	5 MARCH 2025	



A. WIRELINE OPERATION BASIC SAFETY PROTECTION

A.1. PERSONAL PROTECTIVE EQUIPMENT

1.1 What is definition of Person Protective Equipment

Personal protective equipment refers to minimize exposure to hazards that can cause serious injuries. PPE designed to protect various parts of the body, including eyes, head, face, hand and skin, foot, hearing and respiratory system from workplace hazards.

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

- Coverall
- Hard hat
- Safety glass ✓
- Safety shoe
- Impact glove
- Ear plug

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

- Working on or near hot, wet, and slippery surfaces.
- Working in the presence of electrical hazards. ✓
- Handling hazardous substances and uncontained chemicals.
- Working at elevated heights or in areas where falling objects are a risk.
- Working around overhead tools or machinery.
- Working with highly toxic chemicals or in dusty environments.

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

- Impact glove
- Safety glasses ✓
- Safety shoe
- Ear plug / Ear muff
- Coverall
- Hard hat

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

- | | |
|-------------------|------------------------------|
| - Coverall | - Respiratory Protection |
| - Safety Gloves ✓ | - H ₂ S detectors |
| - Safety shoes ✓ | - Latex Glove |
| - Safety Hats | |
| - Safety glasses | |

GAZALI MEHRY
Operation Manager
Dimension Bid (M) Sdn Bhd
Labuan Warehouse
Slickline Services

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A.2. RESPONSIBILITY

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

Responsible for taking reasonable care of your own health, safety, and the workplace environment. Additionally, you must report any injuries, strains, or illnesses you experience because of your work, as your employer may need to adjust your work methods.

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

- Visual check before start work, identify hazard that may cause injury and ask to senior employee before doing any task during tool maintenance.
- The safety precautions to be take include are to ensure proper use of safety equipment (PPE), to eliminate potential safety hazards and to maintain an optimal work environment.

2.3 When should we do housekeeping?

- Before work begin
- During performing work
- After work done/ before leaving worksite area.

2.4 Why housekeeping is important?

Housekeeping is important for several key reasons, such as, prevents accidents and injuries, to improves safety, to enhances productivity and efficiency, and to promotes health and hygiene. In short, good housekeeping is essential to creating a safe, productive, and healthy environment for everyone in the workplace.

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

To ensure they recognize the unsafe act or behavior, approach them and make them aware of the potential risks. Warn them to "stop work" immediately if continuing could lead to injury, emphasizing the importance of safety.

GAZALI MEHRY
Operation Manager
Dimension Bid (M) Sdn Bhd
Labuan Warehouse
Slickline Services



A.3. POLICIES

3.1 List down all DB policies in regards to HSE

- Driving Policy ✓
- Drugs & Alcohol Policy ✓
- Harassment In the Workplace Policy ✓
- HSE Policy ✓
- PPE Policy ✓
- Smoking & Vaping Policy ✓
- Stop Work Policy ✓

3.2 What is HSE Policies

A documented plan that outlines the organization's commitment to Health, Safety, and Environment (HSE), outlining its safety objectives, expectations, and the responsibilities of both management and employees.

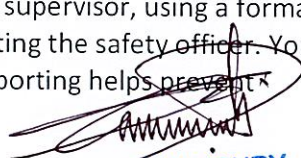
3.3 What is the purpose of 'STOP WORK' policy?

The "STOP WORK" policy allows employees to halt work if they identify immediate safety, health, or environmental risks, promoting a safety-first culture and preventing accidents.

A.4. HAZARD ID AND INCIDENT REPORTING

3.4 How can we report hazard or unsafe act?

Hazards or unsafe acts can be reported by informing a supervisor, using a formal reporting system, filling out an incident report, or alerting the safety officer. You can also mention it during safety meetings. Prompt reporting helps prevent accidents and ensures corrective actions.


GAZALI MEHRY
Operation Manager
Dimension Bid (M) Sdn Bhd
Labuan Warehouse
Slickline Services

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

If an incident occurs at the workplace, we should immediately report it to the appropriate authorities, ensure the safety of everyone involved, and follow procedures for documenting and addressing the situation.



3.6 What is the incident reporting process?

The incident reporting process involves ensuring immediate safety, notifying authorities, documenting the incident and submitting reports to relevant authorities as required.



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

The purpose of a Hazard Hunt is to identify potential risks early and prevent accidents. This promotes a safer workplace by encouraging awareness, corrective actions, and fostering a culture of safety among employees.



3.8 Please explain what is Near Miss

A Near Miss is an incident where harm was avoided by chance or quick intervention, highlighting potential hazards to prevent future accidents.

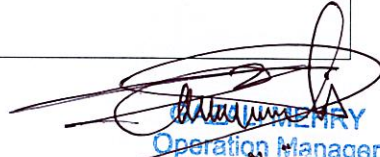


3.9 In case of emergency,

a) Firstly what should you do?



In case of an emergency, the first step is to ensure your own safety and the safety of others, then immediately alert emergency services or the appropriate authorities, and follow emergency procedures.


Operation Manager
Dimension Bid (M) Sdn Bhd
Labuan Warehouse
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b) Where is DB assembly point (Base)?

In front of the DB entrance gate. ✓

3.10 Where can you find the emergency contact Number?

Near to the First Aid Box. ✓

A.5. OPERATIONAL SAFETY

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

To prevent accidents before starting a job or activity, perform a risk assessment, ensure proper training, use required safety equipment, and adhere to established safety protocols. ✓

5.2 What is the purpose of Safety Morning Meeting

The purpose of a Safety Morning Meeting is to go over potential hazards, review safety procedures, and ensure everyone is informed about risks and safety measures before beginning the day's work, promoting a safe workplace. ✓

5.3 What is the purpose of briefing and Debriefing

Briefing ensures clear communication on risks and objectives before a task, while debriefing reviews the task, addresses issues, and identifies improvements for safety and performance. ✓

5.4 What is Permit To Work (PTW)

Permit To Work (PTW) is a written record which authorized specific work at specific location for a specific period of time. ✓

GAZALI MEHRY
Operation Manager
Dimension Bid (M) Sdn Bhd
Labuan Warehouse
Slickline Services

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

Job Safety Analysis involves assessing a job or task to identify potential hazards and evaluate risks, followed by implementing safety measures to reduce those risks. It helps ensure safety by addressing hazards before the task begins.

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

Safety precautions during tool maintenance in a warehouse include using appropriate personal protective equipment (PPE), be aware of pinch points, ensuring tools are in good working condition, following manufacturer guidelines, and keeping the work area clean and free of hazards.

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

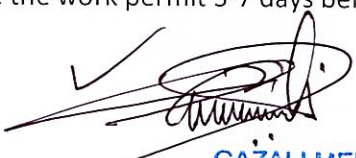
Safety precautions during topping up fuel into a Power Pack Tank include ensuring wearing the necessary PPE, using correct fueling equipment, preventing static discharge, avoiding smoking or flames nearby, and checking for fuel leaks before and after fueling.

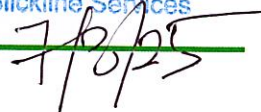
5.8 What is work permit & why do we need them?

A work permit is an official document that grants approval for a specific task, ensuring safety procedures are adhered to. It is necessary to manage high-risk activities, prevent accidents, and ensure compliance with safety regulations.

5.9 When do we apply the work permit

A work permit should be applied for before going to a specific location for a particular task. Applicants are advised to prepare the work permit 3-7 days before the day of mobilization (MOB).


GAZALI MEHRY
Operation Manager
Dimension Bid (M) Sdn Bhd
Labuan Warehouse
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5.10 What are the safety precautions to be taken during test lubricator and BOP?

Safety precautions during lubricator and BOP testing include ensuring personnel are properly trained, wearing the correct PPE, ensuring all connections are fully tightened and O-rings are in great condition, checking pressure levels before testing and keeping the area clear of unnecessary personnel.



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

Safety precautions during Control Panel testing include ensuring personnel are properly trained, wearing the correct PPE, checking the condition of the hose and replacing it if damaged, then apply pressure slowly and gradually. Check that the pressure gauge is in good condition and ensure that the test pressure does not exceed the working pressure. Verify that all needle valves and the air regulator are closed, then confirm that the pressure reads "0" before disconnecting the hose.

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

Discussing the Job Safety Analysis (JSA), Risk Assessment, and Job Plan among team members ensures everyone is aware of potential hazards, understands the task and their roles, and can identify and address risks proactively, leading to a safer and more efficient work environment.



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

Stop the task immediately, assess the situation, and inform supervisor or safety officer. Take necessary actions to secure the area and prevent any potential harm. Report on the hazard following company procedures and ensure the issue is addressed before continuing work.

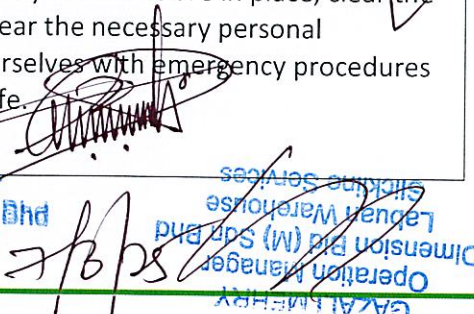


5.14 Before performing a hot work, what must you do/ have to ensure the work is safe

Before performing hot work, we must obtain a hot work permit, conduct a risk assessment, inspect equipment, ensure fire safety measures are in place, clear the area of combustible or hazardous materials, wear the necessary personal protective equipment (PPE), and familiarize ourselves with emergency procedures and safety equipment to ensure the work is safe.



GAZALI MEHRY
Operation Manager
Dimension Bid (M) Sdn Bhd
Labuan Warehouse
Slickline Services



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 ✓




GAZALI MEHRY
Operation Manager
Dimension Bid (M) Sdn Bhd
Labuan Warehouse
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c) Safety Talk

