



CASED HOLE SERVICES DEVELOPMENT PLAN

JFO > FO PROMOTION BOOKLET

FULL NAME: _____
SENIORITY DATE: _____
CONFIRMATION DATE: _____
REGION: _____
DEVISION: _____
CONTROL DATE: _____



JFO Control Process

FO expectation are set your location requirements, but below you will find some guidelines as minimum requirement to help your succeed in the process.

A JFO shall expect to do their FO control within 5 trips or 12-18 months after joining Dimension Bid Sdn. Bhd. The JFO control in on basic knowledge in order meet competency level to CHS common services.

The path for JFO to prepare for FO control will be:

1. Complete task/reports as following:

- a. Operator task
- b. Offshore feedback report
- c. Completed JFO Training & Exam Module

2. Complete paperwork as following:

- a. JFO Evaluation Sheet (JFOES)
- b. JFO Technical Evaluation Sheet (JFOTES)
- c. JFO Evaluation Checklist (JFOEC)

JFO need to prepare 1 HSSE presentation on services that JFO proficient on. They do not have to be self-made. You can use presentation from supplier, training presentation or from others. Target audience to be presented are Engineer, Operators or Support Role at your Location. The management will evaluate the presentation and sign off your control sheet once the presentation have been done. Please practice your presentations and expect questions from audience.

After successfully passing the Management Control and Review, JFO should hand in the complete package of promotion to HR

JUNIOR FIELD OPERATOR EVALUATION SHEET CASED HOLE SERVICES

JUNIOR FIELD OPERATOR DETAILS

FULL NAME

SENIORITY DATE

REGION

DIVISION

UNIT/SECTION

LOCATION

CONFIRMATION DATE

| SAFETY | A | B | C | ASSESSED BY | DATE | EXPLOSIVES SAFETY | A | B | C | ASSESSED BY | DATE |
|---|--------------------------|--------------------------|--------------------------|---|---|-----------------------------------|--------------------------|--------------------------|--------------------------|---|---|
| DB HSE Policy | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/> | Introduction to Explosive Safety | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/> |
| CHS Risk Assessment and Hazard Identification | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/> | Safe Explosive Materials Handling | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/> |
| Field Safety and PTW Familiarization | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/> | Explosive SOP/Guideline | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/> |

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|-----------------------------|--|--------------------------|--|
| Custodian Name and Position | <input style="width: 95%;" type="text"/> | Custodian Signature/Date | <input style="width: 95%;" type="text"/> |
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| SERVICE QUALITY | A | B | C | ASSESSED BY | DATE | EXPLOSIVES SAFETY | A | B | C | ASSESSED BY | DATE |
|------------------------------------|--------------------------|--------------------------|--------------------------|---|---|-----------------------------------|--------------------------|--------------------------|--------------------------|---|---|
| Basic Knowledge of E-line Services | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/> | Introduction to Explosive Safety | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/> |
| Tools and Equipment Handling | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/> | Safe Explosive Materials Handling | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/> |

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|-----------------------------|--|--------------------------|--|
| Custodian Name and Position | <input style="width: 95%;" type="text"/> | Custodian Signature/Date | <input style="width: 95%;" type="text"/> |
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| PERSONAL QUALITY | A | B | C | ASSESSED BY | DATE | EXPLOSIVES SAFETY | A | B | C | ASSESSED BY | DATE |
|------------------------------|--------------------------|--------------------------|--------------------------|---|---|-----------------------------------|--------------------------|--------------------------|--------------------------|---|---|
| Learning Initiative | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/> | Field Operations Readiness Status | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/> |
| Time Discipline | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/> | Stress Management | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/> |
| Command/Instruction Handling | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/> | Communication Skills - Writing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/> |
| Self Confident | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/> | Communication Skills - Speaking | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/> |

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|-----------------------------|--|--------------------------|--|
| Custodian Name and Position | <input style="width: 95%;" type="text"/> | Custodian Signature/Date | <input style="width: 95%;" type="text"/> |
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| MANAGEMENT / ADMINISTRATION | A | B | C | ASSESSED BY | DATE | EXPLOSIVES SAFETY | A | B | C | ASSESSED BY | DATE |
|-----------------------------|--------------------------|--------------------------|--------------------------|---|---|-----------------------|--------------------------|--------------------------|--------------------------|---|---|
| Inventory Planning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/> | Inspection Knowledge | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/> |
| Materials Planning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/> | QMS and ISO Knowledge | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/> |

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| Custodian Name and Position | <input style="width: 95%;" type="text"/> | Custodian Signature/Date | <input style="width: 95%;" type="text"/> |
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|---------------------------|---|
| MANAGER'S COMMENTS | <i>Specify the candidate main strong points and development areas</i> |
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| CANDIDATE'S COMMENTS | <i>Add comments about the support you have received from your tutor/location</i> |
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| RECOMMENDED FOR NEXT POSITION ? | YES <input type="checkbox"/> NO <input type="checkbox"/> | Remark : If NO, please submit e-mail to FSM and specify details here. |
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| CANDIDATE'S SIGNATURE | INSTRUCTOR'S SIGNATURE | MANAGER'S SIGNATURE | DATE |
| <input style="width: 95%; height: 20px;" type="text"/> | <input style="width: 95%; height: 20px;" type="text"/> | <input style="width: 95%; height: 20px;" type="text"/> | <input style="width: 95%; height: 20px;" type="text"/> |

JUNIOR FIELD OPERATOR TECHNICAL EVALUATION SHEET CASED HOLE SERVICES

JUNIOR FIELD OPERATOR DETAILS

FULL NAME

SENIORITY DATE

REGION

DIVISION

UNIT/SECTION

LOCATION

CONFIRMATION DATE

TECHNICAL EVALUATION

Mark below the achieved competency levels (Basic "C", Intermediate "B" or Advanced "A") for the Field Operator

| BASIC WIRELINE | A | B | C | BASIC PERFORATING | A | B | C |
|----------------------|--------------------------|--------------------------|--------------------------|----------------------------------|--------------------------|--------------------------|--------------------------|
| Oil & Gas Principles | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Explosives Safety | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Well Completion | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Explosives Level 1 & level 2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Wireline | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Explosive Service | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Cable | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Safe Explosive Material Handling | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PPM Tool | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |

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|-----------------------------|--|
| Custodian Name and Position | <input style="width: 95%; height: 20px;" type="text"/> |
| Custodian Signature/Date | <input style="width: 95%; height: 20px;" type="text"/> |

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|-----------------------------|--|
| Custodian Name and Position | <input style="width: 95%; height: 20px;" type="text"/> |
| Custodian Signature/Date | <input style="width: 95%; height: 20px;" type="text"/> |

| BASIC SURFACE EQUIPMENT | A | B | C | BASIC PCE | A | B | C |
|-------------------------|--------------------------|--------------------------|--------------------------|----------------------------|--------------------------|--------------------------|--------------------------|
| Unit ASEP/SOP | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Rig Up & Rig Down | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Power Pack | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Control Module | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Winch | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pressure Control Equipment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Generator | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Single Well Control Penal | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mast | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pressure Test Pump | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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|-----------------------------|--|
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| Custodian Signature/Date | <input style="width: 95%; height: 20px;" type="text"/> |

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|-----------------------------|--|
| Custodian Name and Position | <input style="width: 95%; height: 20px;" type="text"/> |
| Custodian Signature/Date | <input style="width: 95%; height: 20px;" type="text"/> |

| BASIC MEASUREMENT | A | B | C | GENERAL | A | B | C |
|-------------------|--------------------------|--------------------------|--------------------------|----------------------|--------------------------|--------------------------|--------------------------|
| Depth Control | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Basic Down Hole Tool | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Meter | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Winch Man Signal | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pressure | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | PTW Familiarization | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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|-----------------------------|--|
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| Custodian Signature/Date | <input style="width: 95%; height: 20px;" type="text"/> |

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| Custodian Name and Position | <input style="width: 95%; height: 20px;" type="text"/> |
| Custodian Signature/Date | <input style="width: 95%; height: 20px;" type="text"/> |

| INSTRUCTOR'S COMMENTS |
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JUNIOR FIELD OPERATOR TECHNICAL EVALUATION SHEET CASED HOLE SERVICES

CANDIDATE'S COMMENTS *Add comments about the support you have received from your tutor/location*

| | | | |
|---|---|--|---|
| INSTRUCTOR Recommend Promotion to Next Level? | Y <input type="checkbox"/> N <input type="checkbox"/> | DIVISION MANAGER Approve Promotion To Next Level ? | Y <input type="checkbox"/> N <input type="checkbox"/> |
|---|---|--|---|

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| CANDIDATE'S SIGNATURE <div style="border: 1px solid black; height: 30px; width: 100%;"></div> | INSTRUCTOR'S SIGNATURE <div style="border: 1px solid black; height: 30px; width: 100%;"></div> | MANAGER'S SIGNATURE <div style="border: 1px solid black; height: 30px; width: 100%;"></div> | DATE <div style="border: 1px solid black; height: 30px; width: 100%;"></div> |
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JUNIOR FIELD OPERATOR EVALUATION CHECKLIST CASED HOLE SERVICES

JUNIOR FIELD OPERATOR DETAILS

| | | | | | |
|-----------|----------|--------------|----------|-------------------|--|
| FULL NAME | | | | SENIORITY DATE | |
| | | | | | |
| REGION | DIVISION | UNIT/SECTION | LOCATION | CONFIRMATION DATE | |
| | | | | | |

JUNIOR FIELD OPERATOR CHECKLIST

Done prior to final submission to HR

No Operator Package will be processed by the HR if any of the points are missing.

TASK & REPORTS

- Completed Task Junior Field Operator (Please attach task and verified by FSM)
- Completed Practical (Please attach task)
- Offshore Trip (Please attach Feedback Form by FSM)
- Oral Test
- 1ea x Technical Presentation **OR** 1ea x HSE Contribution Activity
- Completed Operator Training & Exam Module
- Completed 3ea x Inhouse Training (TCC)

PAPERWORK

- Junior Field Operator Evaluation Sheet
- Junior Field Operator Technical Evaluation Sheet

VERIFICATION

I hereby verify that the above paperworks and documents above has been checked and confirmed true. I further certify that all information contained herein is true and accurate.

I understand that any falsifying of any document above could result in disciplinary action and being denied access to Field Operator program in future.

PREPARED AND SUBMITTED BY

SIGNATURE

NAME :

POS :

DATE :



ENDORSEMENT

All check points listed above have been verified completed by myself or my delegates.

I Deem This Junior Field Operator Candidate **READY** to be Promoted to Next Level

VERIFIED BY

AGREED BY

SIGNATURE

NAME :

POS :

DATE :

SIGNATURE

NAME :

POS :

DATE :

FOR HR USAGE

I hereby received this Junior Field Operator package for processing

I deem this Junior Field Operator Candidate **READY** to be promoted to Next Level.

RECEIVED BY

SIGNATURE

NAME :

POS :

DATE :