

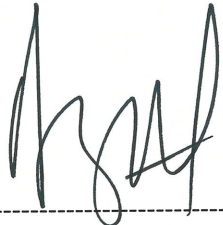




DIMENSION BID
WELL INTERVENTION | PERFORATION SERVICES

MOBILIZATION AND DEMOBILIZATION PROCEDURE DBSB-CHS-05

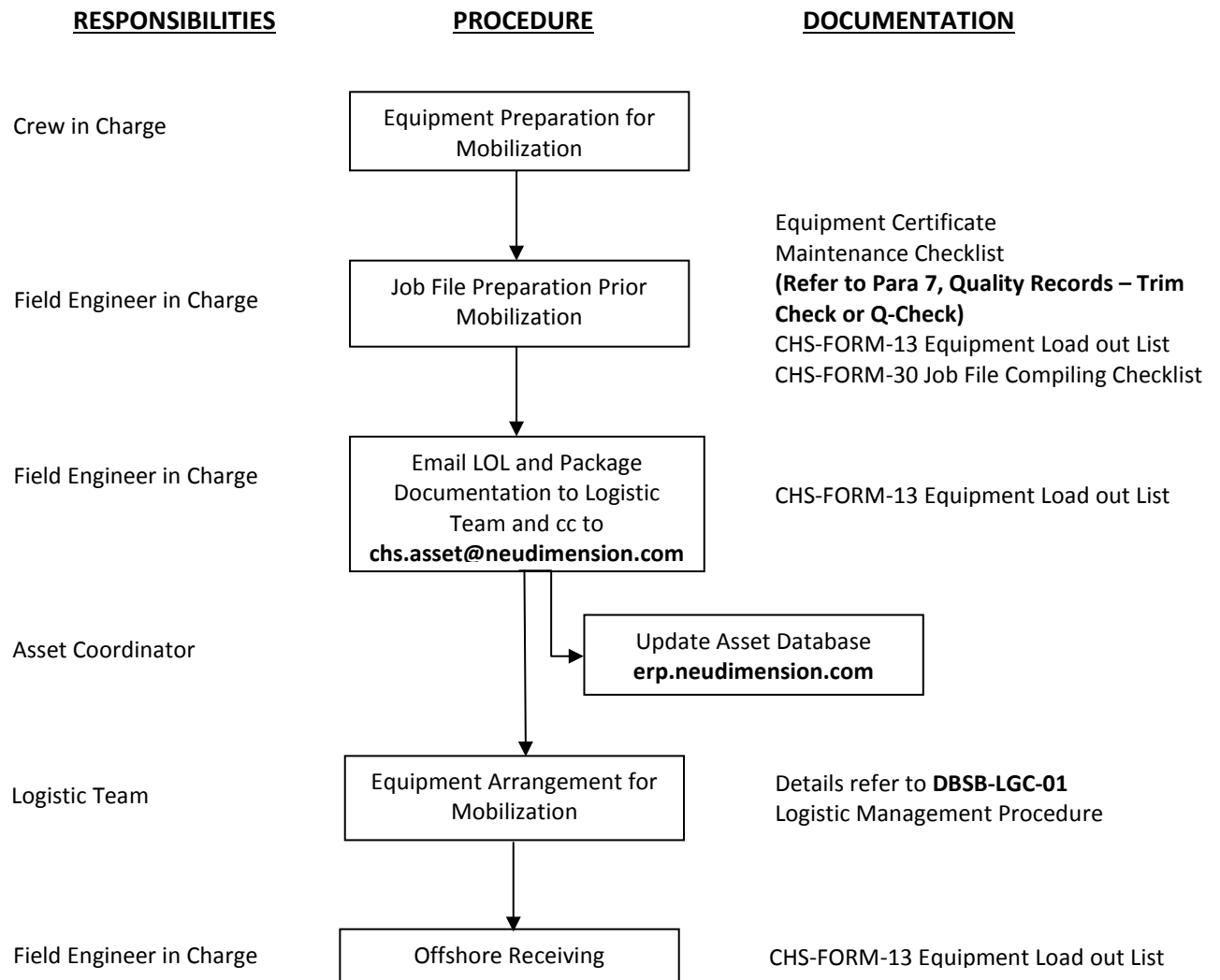
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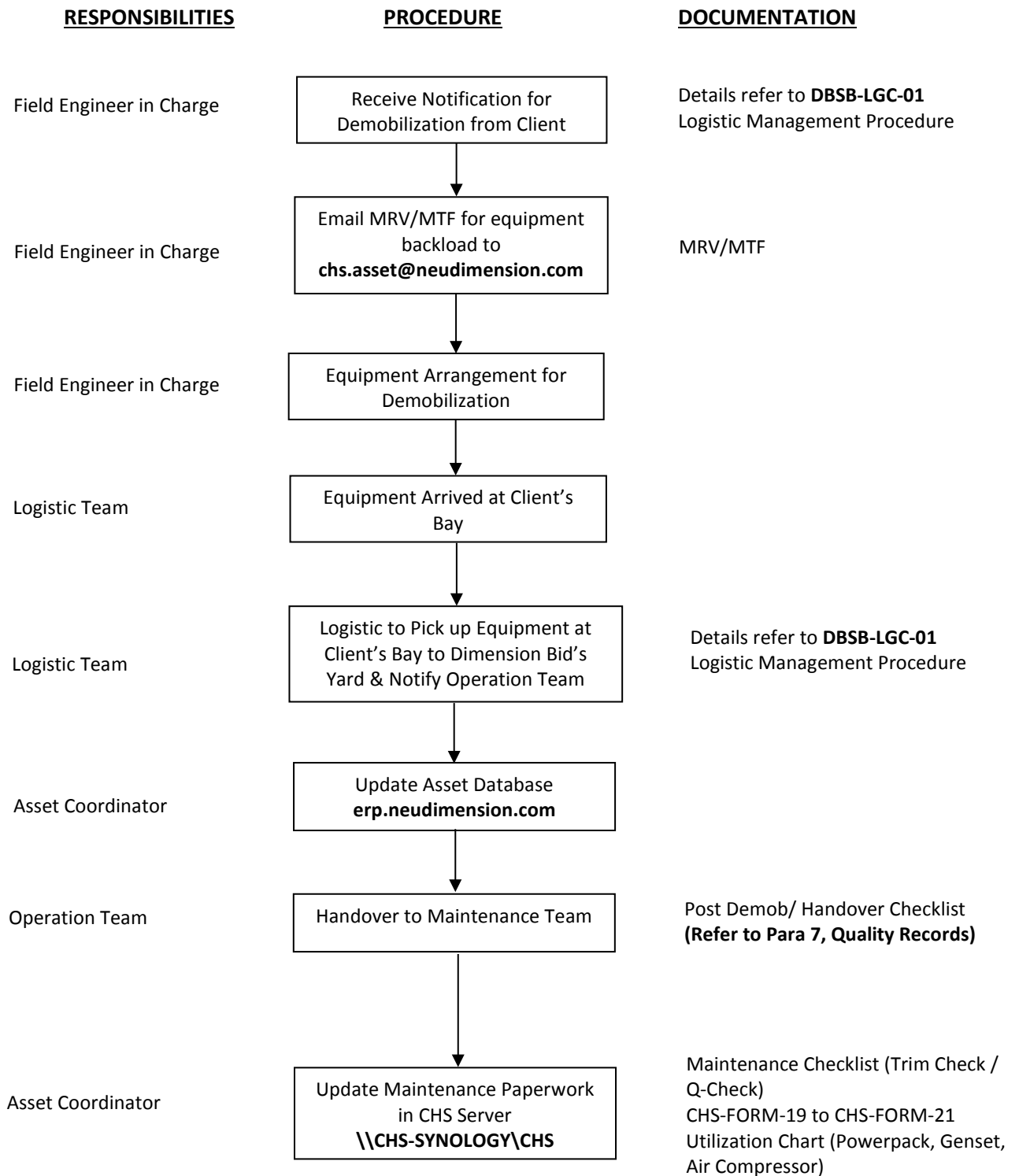
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AMENDMENT RECORDS

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	01/08/2011	Establishment of Procedure	Nil
Revision 1	01/09/2013	1. Cover 2. Document layout/ content Format	<ul style="list-style-type: none"> Revise as per current organizational structure As per current documentation format
	01/06/2014	Cover	<ul style="list-style-type: none"> Revise as per current organizational structure
	02/01/2015	1. Cover 2. Contents	<ul style="list-style-type: none"> Revise as per current organizational structure
Revision 2	01/07/2015	1. Revise procedure title 2. Para 5.0: New revision and additional reference. 3. Para 6.1.2.1 b ii to v. Description on preservation of equipment 4. Para 7.0 : Quality Records - Retention period to 5 years	<ul style="list-style-type: none"> ISO 9001:2015 Requirements Compliance to API Spec Q2
Revision 3	24/01/2019	1. Revise flowchart A and B (CHS Asset Tracking Process Flow) 2. Para 6.1.2.1 b ii to v. Description on preservation of equipment changed to Para 6.1.1 b to e. 3. Revise procedure description as per latest flowchart.	<ul style="list-style-type: none"> Revise as per current organizational structure Revise as per current documentation format

1.0 FLOW CHART
A. CHS ASSET TRACKING PROCESS FLOW (MOBILIZATION)


B. CHS ASSET TRACKING PROCESS FLOW (DEMOBILIZATION)


2.0 OBJECTIVE

- 1.1 To ensure that the asset transfer process from the company's facility (Warehouse) to client's facility (Warehouse / Open Yard / Platform) are handled properly according to client and Kemaman Supply Base regulations.
- 1.2 To ensure all asset movement is properly controlled, traceable and meet Client delivery expectations without any delay.
- 1.3 To ensure Cased Hole Services (CHS) asset movement are properly tracked and updated through existing website.
- 1.4 To ensure all Cased Hole Services (CHS) asset are fully utilized for operation.

3.0 SCOPE

This procedure is to provide a guideline for mobilizing equipment required that may affect the quality of services.

4.0 ABBREVIATION / DEFINITION

- 4.1 DBSB - Dimension Bid (M) Sdn Bhd
- 4.2 CC – Crew Chief
- 4.3 KSB - Kemaman Supply Base
- 4.4 FE - Field Engineer
- 4.5 CHS - Cased Hole Services Department
- 4.6 LT – Logistic Team
- 4.7 DO - Delivery Order
- 4.8 PO - Purchase Order
- 4.9 MT – Maintenance Team
- 4.10 MC - Material Coordinator
- 4.12 LOI - Load out Instruction
- 4.13 CHSF – CHS Foreman
- 4.14 TE - Technical Engineer
- 4.15 CSR - Client Site Representative

- 4.16 MSDS - Material Safety Data Sheet
- 4.17 MTF - Material Transfer Form
- 4.18 MRV - Material Return Voucher
- 4.19 RO - Radio Operator
- 4.20 FO - Field Operator
- 4.21 DG - Dangerous Goods
- 4.22 FEIC – Field Engineer in charge
- 4.23 FPIC - Field Personnel in charge
- 4.24 ERP – Enterprise Resource Planning
- 4.25 OT – Operation Team

5.0 REFERENCE

- 5.1 Quality Manual
- 5.2 ISO 9001:2015, Para 8.5.1 : Control of Production and Service Provision
- 5.3 API Spec Q2, Para 5.7 : Execution of Service
- 5.4 DBSB-LGC-01 : Logistic Management Procedure
- 5.5 DBSB-MT-01: SRP Preventive Maintenance, Inspection and Test Program Procedure

6.0 PROCEDURE

6.1 MOBILIZATION

6.1.1 Equipment Preparation for Mobilization

- a. Crew to carry out inventory check on inventory system to know equipment status and condition.
- b. To arrange for equipment function test prior mobilization.
- c. Crew to prepare all items as per Doghouse Inventory and update the stock balance in inventory system.
- d. Pack and label tools accordingly prior mobilization.
- e. Attached a copy of Load out List with the tools/equipment to mob.
- f. Crew must ensure all equipment are tagged with a green "Ready to Go" tag.
- g. Crew to make sure that the equipment is packed properly with the lifting slings securely pinned and tagline attached prior to mobilization and demobilization.
- h. Crew to make sure roof canvas set on correct equipment prior mobilization and demobilization.
- i. Crew to make sure that the tools are securely stored in a suitable container or box as per inventory.
- j. Field Engineer in Charge to declare Dangerous Goods accordingly and attach the Material Safety Data Sheet (if any).
- k. Logistic Team deliver equipment to client yard and standby until all equipment are safely secured on boat.

6.1.2 Job File Preparation Prior Mobilization

- a. Field Engineer in Charge to prepare and submit all documents according to clients and customs requirement (Load out List, C-8, Commercial Invoice).
- b. All the pre-mob/handover checklist, radioactive checklist (if any), Service Program, Toolhouse Inventory and etc should be compiled in Job File.
- c. Field Engineer in Charge should prepare Job File 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 File.

6.1.3 Email Load out List to Logistic Team (cc to chs.asset@neudimension.com)

- a. Once all equipment preparation completed and client has approved acceptance check or green tag, Field Engineer in Charge to email Load out List to chs.asset@neudimension.com prior equipment mobilization.

6.1.4 Update Asset Database (erp.neudimension.com)

- a. Asset Coordinator shall update Asset Database as per Load out List emailed by Field Engineer in Charge to chs.asset@neudimension.com.
- b. Asset Coordinator shall update the movement of equipment such as Client's Information, Type of Job, Location, Mobilization Date, Quantity of Equipment, and etc.

6.1.5 Equipment Arrangement for Mobilization

- a. Logistic Team will check with client's Logistic Team on boat details and to confirm on the load out plan.
- b. Logistic Team will liaise with client logistic team to check on boat schedule and space availability and update to Operation Team.

Refer to DBSB-LGC-01 Logistic Management Procedure for details regarding mobilization and demobilization process.

6.1.6 Offshore Receiving

- a. FEIC to confirm equipment and items received as per Load out List/Packing List by sign at **offshore receiving acknowledgement** column.
- b. FEIC to return the 'acknowledged' of Load out List/Packing List after receiving equipment/items to chs.asset@neudimension.com for compilation.

6.2 DEMOBILIZATION

6.2.1 Receive Notification for Demobilization from Client

- a. Client (Well Services Team) to notify Operations Crew (offshore) to demobilize the equipment from location to Kemaman Supply Base.
- b. Field Engineer In-Charge to notify in chs.asset@neudimension.com on the Client Demobilization notice.

Refer to DBSB-LGC-01 Logistic Management Procedure for details regarding mobilization and demobilization process.

6.2.2 Email Load out List for Equipment Backload to chs.asset@neudimension.com

- a. Prior to equipment demobilization, offshore crew will pack and prepare all equipment and update tool house inventory.
- b. Crew Chief/Field Engineer in Charge to finalize the Load out List/Packing List for equipment to be sent back to Kemaman Supply Base and get Client Site Representative's verification.
- c. After finalizing the Load out List/Packing List for equipment and tools, Field Engineer in Charge to email Load out List to chs.asset@neudimension.com prior equipment demobilization.
- d. Clearly annotate equipment status on the equipment accordingly prior to sending back to Kemaman Supply Base.

6.2.3 Equipment Arrangement for Demobilization

- a. Field Engineer in Charge to arrange with Platform Material Coordinator on shipping the equipment back to Kemaman Supply Base.
- b. Platform Material Coordinator will prepare the Material Transfer Form/Material Return Voucher for sending back the equipment to Kemaman Supply Base.
- c. Field Engineer in Charge to get Material Transfer Form/Material Return Voucher number and notify in chs.asset@neudimension.com.
- d. Field Engineer in Charge to check on boat schedule with Platform Radio Operator or Material Coordinator and inform in chs.asset@neudimension.com for equipment's backload.

6.2.4 Equipment Arrived at Client's Bay and Equipment Pick up

- a. Logistic Team will arrange transportation to pick up equipment at client's bay to Dimension Bid yard.
- b. CHS Foreman/Maintenance Team/Logistic Team to check with Client's Kemaman Supply Base logistic team if the sent items are not received within the expected time frame.
- c. CHS Foreman/Maintenance Team/Logistic Team to check all items (as per Load out List/Packing List) received in good condition.
- d. Logistic Team will notify Operation Team through chs.asset@neudimension.com once equipment already at Dimension Bid Yard.

6.2.5 Update Asset Database (erp.neudimension.com)

- a. Asset Coordinator shall update Asset Database as per Load out List emailed by Field Engineer in Charge in chs.asset@neudimension.com.

- b. Asset Coordinator shall update the movement of equipment such as Client's Information, Type of Job, Location, Mobilization Date, Quantity of Equipment, and etc.

6.2.5 Handover to Maintenance Team

- a. Upon receiving of the equipment at base, Operation Team shall clean up and setup all equipment for function test prior handover the equipment to maintenance team. Maintenance Person in Charge shall identify any damages and/or dysfunctionality during the handover witnessed by the Operation Team. The process shall be documented in **MT-Form-14 to 26: Post Demob/Handover Checklists**.

Refer to DBSB-MT-01 SRP Preventive Maintenance, Inspection and Test Program Procedure for details.

6.2.6 Update Maintenance Paperwork in CHS Server

- a. Once maintenance activity has completed, Mechanic shall ensure all forms are completely filled up and signed by responsible person before being submitted to Asset Coordinator.
- b. Asset Coordinator shall update maintenance paperwork such as Running Hours Tracking, PPM Checklists (Trim Check, Q-Check), and Utilization Chart (Powerpack, Genset, Air Compressor) in CHS Server after maintenance process has been executed.

7.0 QUALITY RECORDS

No.	Title of Records	Person In-Charge	Retention Period (Year)
1.	CHS-FORM-13: Equipment Load Out List	FEIC	5
2.	CHS-FORM-30: Job File Compiling Checklist		
3.	CHS-FORM-19: Powepack Utilization Chart		
4.	CHS-FORM-20: Genset Utilization Chart		
5.	CHS-FORM-21: Air Compressor Utilization Chart		
6.	Material Transfer Form / Material Return Voucher	Logistic Team	
7.	MT-Form-02 – MT-Form-12: Pre Mob/Handover Checklist	Asset Coordinator	
8.	MT-Form-15 – MT-Form-25: Post Demob/Handover Checklist	Asset Coordinator	
9.	MT-Form-28 – MT-Form-34 : Q Check	Asset Coordinator	
10.	MT-Form-35 – MT-Form-42: Trim Check	Asset Coordinator	