JFE LEARNING MODULE

DIMENSION BID

TASKSHEET 12 - Job Planning and Preparation

OBJECTIVES

Upon completion this task you should be able to:

THEORY

1	Explain on the operation phases for our operation.	✓
2	List down people involved on the operation from the top management until base support team.	✓
3	Describe requirements and importance of pre-job and post-job mobilization in CHS.	✓
4	List down operation procedures in CHS	✓
5	Explain in detail on job design/planning/preparation and the importance of it.	✓
6	List down document and checklist needed during pre-mob briefing	✓
7	Explain in detail on job execution and what paperwork needed to fill up daily.	✓
8	List down document that need to be signed by CSR onboard	✓
9	Explain in detail on the post job and the importance of it.	✓
10	List down document and checklist needed during post job debrief	✓
11	Explain the importance of SSP and checklist inside it.	✓
12	Explain about QMS and the importance to understand about it	✓
13	Explain on ISO 9001:2015 and API Spec Q2. Differentiate between both of it	✓

Grade: A **Supervisor Signature:**

PRACTICAL

1	Create a job program for 1 well based on the info given.	✓
2	Create a job folder using the standard template and transfer the job folder into the server. Print hardcopy as well and put in folders.	✓
3	Mock up a job preparation and perform Pre-Mob Job Briefing and Post Job Debrief with FSM.	✓

Grade: A **Supervisor Signature:**

COMMENTS BY SUPERVISOR

Paperworks were compiled neatly. Good job.

Name:	ARZIZI SYAFIQ	**Signature:**		**Date:**	
Manager's Name:		**Manager Signature:**		**Date:**	