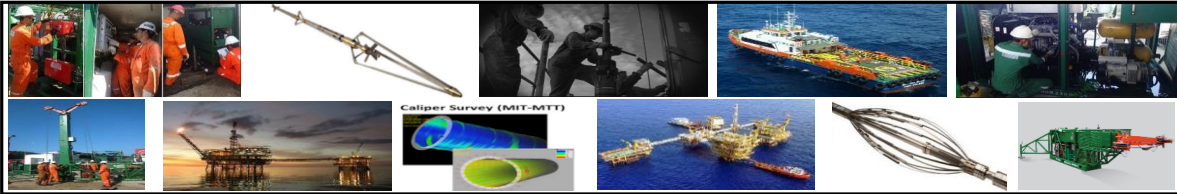


# DIMENSION BID



## SLICKLINE SERVICES DEVELOPMENT PLAN

### SSA II > TSO PROMOTION BOOKLET

<b>FULL NAME:</b>	
<b>JOINED DATE:</b>	
<b>CONFIRMATION DATE:</b>	
<b>REGION:</b>	
<b>DIVISION:</b>	
<b>CONTROL DATE:</b>	

# DIMENSION BID



## SSA II Control Process

Congratulations for making it this far in your career with Dimension Bid. SSA II is the next step in your career development with more challenging jobs where you are also expected to lead some part of the operations to a certain extent. In addition to having technical expertise in all SLS services, a SSA II is expected to have good knowledge and understanding in various aspects of the Company's business.

SSA II expectations are set according to your location's requirements, but below you will find some guidelines as minimum requirements to help you succeed in the process.

The path for SSA II to prepare for TSO control will be:

- 1 Perform at least:
  - i. Sea Offshore Trips (at least 3 different job types) – List of job refer to Para 6.3 a. Slickline Personnel Competency Matrix, items no 40 – 59.
  - ii. Conduct 1ea Technical Presentation (preferably at DB KL Office)
  - iii. Conduct 1ea x HSSE SQ Presentation OR 1 HSE Contribution Activity
  - iv. Conduct 3ea In-house Trainings (1xPCE, 1xSurface Equipment, 1xTools)
  - v. Submit 1ea UAUC/day while offshore
  - vi. Obtained minimum Level 2 IWCF Certification
- 2 Complete the following paperworks:
  - i. SLS-FORM-144: SLS CMS Senior Slickline Assistant II Promotion Booklet
  - ii. SLS-FORM-149: SLS CMS Job Track Record
  - iii. SLS-FORM-150 : Slickline Assistant Workbook (for new hire)
  - iv. SLS-FORM-13 : Slickline Assistant Performance Assessment Feedback
  - v. Senior Slickline Assistant II Training & Exam Module
  - vi. HR-FORM-09 : Performance Appraisal & Development Plan

### Note:

- 1 The HSSE presentation need not be self-developed. You can use presentation from supplier or any other sources.
- 2 When preparing for the presentation, please expect questions from your audience. The presentation needs to demonstrate your full understanding in HSSE & SQ
- 4 During the Technical presentation you are expected to demonstrate your knowledge and understanding in Surface Equipment, Slickline DHT, Slickline Job Type and Challenges & Lesson Learnt etc.
- 5 For the In-house training, you are expected to demonstrate your expertise in the subject matter. The training topic / module will be assigned to you based on SLS Training Plan for the year. The content need not be self-developed, you may use any available training materials on the subject matter. Training evidences such as form HR-FORM-12 Attendance Form and form HR-FORM-03 Course Evaluation Form are to be submitted to ND Training Coordinator via SLS Training Administrator, a copy of each is to be kept in your Promotion Booklet as evidence
- 6 Your presentation slides for both the Technical presentation and the In-house Trainings are to be submitted to ND Training Coordinator via SLS Training Administrator
- 5 Target audiences for the presentation are Slickline Operators or Support Role at your Location. The management will evaluate the presentation and sign-off your control sheet.

**Upon completion of the above requirement, please handover the complete package to your FSM who will then evaluate your eligibility for promotion together with OM for Management approval.**

# DIMENSION BID

## SENIOR SLICKLINE ASSISTANT II EVALUATION SHEET SLICKLINE SERVICES

### SENIOR SLICKLINE ASSISTANT II DETAILS

FULL NAME

SENIORITY DATE



REGION

DIVISION

UNIT/SECTION

LOCATION

CONFIRMATION DATE






Please tick (✓) at the relevant box the Competency Level of the Senior Slickline Assistant II (L1-Awareness, L2-Basic, L3-Skilled, L4-Broad, L5-Full Understanding)

SAFETY	L1	L2	L3	L4	L5	ASSESSED BY	DATE	QUALITY	L1	L2	L3	L4	L5	ASSESSED BY	DATE
DB HSE Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	QMS, ISO and API Q2 knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
Risk Assessment and Hazard Identification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	DB Quality Policy & Objectives	<input type="checkbox"/>	<input type="checkbox"/>	<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 type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	DB Slickline Procedure and SOP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>

Custodian Name and Position	<input style="width: 90%;" type="text"/>	Custodian Signature/Date	<input style="width: 90%;" type="text"/>
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SERVICE QUALITY	L1	L2	L3	L4	L5	ASSESSED BY	DATE	SERVICE QUALITY	L1	L2	L3	L4	L5	ASSESSED BY	DATE
Knowledge of Slickline Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	Slickline Job Preparation	<input type="checkbox"/>	<input type="checkbox"/>	<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 type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	Post-job Preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>

Custodian Name and Position	<input style="width: 90%;" type="text"/>	Custodian Signature/Date	<input style="width: 90%;" type="text"/>
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PERSONAL QUALITY	L1	L2	L3	L4	L5	ASSESSED BY	DATE	PERSONAL QUALITY	L1	L2	L3	L4	L5	ASSESSED BY	DATE
Learning Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<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 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 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 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 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 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 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 type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>

Custodian Name and Position	<input style="width: 90%;" type="text"/>	Custodian Signature/Date	<input style="width: 90%;" type="text"/>
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MANAGEMENT / ADMINISTRATION	L1	L2	L3	L4	L5	ASSESSED BY	DATE	MANAGEMENT / ADMINISTRATION	L1	L2	L3	L4	L5	ASSESSED BY	DATE
Inventory Planning	<input type="checkbox"/>	<input type="checkbox"/>	<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 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 type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	Slickline Job Reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>

Custodian Name and Position	<input style="width: 90%;" type="text"/>	Custodian Signature/Date	<input style="width: 90%;" type="text"/>
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<b>MANAGER'S COMMENTS</b>	<i>Specify the candidate main strong points and development areas</i>

<b>CANDIDATE'S COMMENTS</b>	<i>Add comments about the support you have received from your tutor/location</i>

<b>RECOMMENDED FOR NEXT POSITION ?</b>	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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<b>CANDIDATE'S SIGNATURE</b>	<b>INSTRUCTOR'S SIGNATURE</b>	<b>MANAGER'S SIGNATURE</b>	<b>DATE</b>
<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>

# DIMENSION BID

## SENIOR SLICKLINE ASSISTANT II TECHNICAL EVALUATION SHEET SLICKLINE SERVICES

### SENIOR SLICKLINE ASSISTANT II DETAILS

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

### TECHNICAL EVALUATION

Please tick (✓) at the relevant box the Competency Level of the Senior Slickline Assistant II  
(L1-Awareness, L2-Basic, L3-Skilled, L4-Broad, L5-Full Understanding)

GENERAL	L1	L2	L3	L4	L5	MAINTENANCE - ADVANCE	L1	L2	L3	L4	L5
Reservoir & Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unit/P.Pack/Winch (ASEP/SOP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Operation Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspection Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Well Head Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Command & Instruction Handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Generator/Air Compressor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						Fishing Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Custodian Name and Position						Custodian Name and Position					
Custodian Signature/Date						Custodian Signature/Date					

WIRELINE - ADVANCE	L1	L2	L3	L4	L5	OPERATION - ADVANCE	L1	L2	L3	L4	L5
Slickline Service Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert Valve Job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mast and Hoisting System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SRP and BPV Plug Job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Well Completion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sample Bailing Job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Down Hole Tool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storm Choke Job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Setup Surface Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Slickline Perforation and Tubing Puncher Job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Custodian Name and Position						Custodian Name and Position					
Custodian Signature/Date						Custodian Signature/Date					

Operation	L1	L2	L3	L4	L5
Logging/Perforating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skill Troubleshooting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Custodian Name and Position					
Custodian Signature/Date					

**INSTRUCTOR'S COMMENTS**

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

<b>INSTRUCTOR</b>	<b>DIVISION MANAGER</b>
Recommend Promotion to TSO?	Approve Promotion To TSO?
Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>

CANDIDATE'S SIGNATURE	INSTRUCTOR'S SIGNATURE	MANAGER'S SIGNATURE	DATE

<b>SENIOR SLICKLINE ASSISTANT II EVALUATION CHECKLIST</b> <b>SLICKLINE SERVICES</b>					
<b>SENIOR SLICKLINE ASSISTANT II DETAILS</b>					
<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p style="text-align: center; font-size: 8px; margin: 0;">FULL NAME</p>				<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p style="text-align: center; font-size: 8px; margin: 0;">SENIORITY DATE</p>	
<div style="border: 1px solid black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <p style="text-align: center; font-size: 8px; margin: 0;">REGION</p>	<div style="border: 1px solid black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <p style="text-align: center; font-size: 8px; margin: 0;">DIVISION</p>	<div style="border: 1px solid black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <p style="text-align: center; font-size: 8px; margin: 0;">UNIT/SECTION</p>	<div style="border: 1px solid black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <p style="text-align: center; font-size: 8px; margin: 0;">LOCATION</p>	<div style="border: 1px solid black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <p style="text-align: center; font-size: 8px; margin: 0;">CONFIRMATION DATE</p>	
<b>SENIOR SLICKLINE ASSISTANT II CHECKLIST</b>					
<p>Done prior to final submission to HR                      No SLICKLINE ASSISTANT Package will be processed by the HR if any of the points are missing.</p>					
<b>TASK &amp; REPORTS</b>					
<ul style="list-style-type: none"> <li><input type="checkbox"/> Offshore Trip <span style="float: right; font-size: 8px;">(Please attach SLS-FORM-149 Job Track Record)</span></li> <li><input type="checkbox"/> 1ea x HSE SQ Presentation Or 1 HSE Contribution Activity</li> <li><input type="checkbox"/> Completed Senior Slickline Assistant II Training &amp; Exam Module</li> <li><input type="checkbox"/> Held 3ea x SLS Inhouse training (1xPCE, 1xSurface Equipment, 1xTool's)</li> <li><input type="checkbox"/> 1 UAUC/day</li> <li><input type="checkbox"/> IWCF - at least Level 2</li> <li><input type="checkbox"/> Completed Slickline Assistant Performance Assessment Feedback for for all jobs performed (refer Job Track Record)</li> <li><input type="checkbox"/> Completed Performance Appraisal &amp; Development Plan</li> </ul>					
<b>PAPERWORK</b>					
<ul style="list-style-type: none"> <li><input type="checkbox"/> Senior Slickline Assistant II Evaluation Sheet</li> <li><input type="checkbox"/> Senior Slickline Assistant II Technical Evaluation Sheet</li> <li><input type="checkbox"/> Job Tracking Record (Verified by FSM)</li> <li><input type="checkbox"/> HSE SQ Slide Presentation signed by Safety Officer</li> <li><input type="checkbox"/> Inhouse Training Module Slide Presentation signed by FSM or OM</li> <li><input type="checkbox"/> 1ea UAUC per day and signed by Safety Officer</li> <li><input type="checkbox"/> IWCF Level 2 Certificate</li> <li><input type="checkbox"/> SLS-FORM-13 : Slickline Assistant Performance Assessment Feedback</li> <li><input type="checkbox"/> HR-FORM-09 : Performance Appraisal &amp; Development Plan</li> </ul>					
<b>VERIFICATION</b>					
<p>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.</p> <p>I understand that any falsifying of any document above could result in disciplinary action and being denied access to Senior Slickline Assistant II program in future.</p> <p style="margin-left: 20px;"><b>PREPARED AND SUBMITTED BY</b></p>  <p>SIGNATURE                      NAME :                      POS :                      DATE :</p>					
<b>ENDORSEMENT</b>					
<p>All check points listed above have been verified completed by myself or my delegates.</p> <p>I Deem This Senior Slickline Assistant II Candidate <b>READY</b> to be Promoted to Trainee Slickline Operator</p>					
<p><b>VERIFIED BY</b></p>  <p>SIGNATURE                      NAME :                      POS :                      DATE :</p>			<p><b>AGREED BY</b></p>  <p>SIGNATURE                      NAME :                      POS :                      DATE :</p>		
<b>FOR HR USAGE</b>					
<p>I hereby received this Senior Slickline Assistant package for processing</p> <p>I deem this Senior Slickline Assistant II Candidate <b>READY</b> to be promoted to Trainee Slickline Operator</p>					
<p><b>RECEIVED BY</b></p>  <p>SIGNATURE                      NAME :                      POS :                      DATE :</p>					