

ASSESSMENT CHECKLIST

Unit: CAP 1.2 PLAN FOR WELL SERVICES OPERATIONS

Element: CAP 1.2.1 Plan Operational Requirements

PC	Description of Performance Criteria	Description of Evidence	Source of evidence			Competence	Remarks
			O/I	SD	Q/A		
a	Operation programs are prepared in accordance with objective plan.	Examine evidence on operation program (work action plan) against the Well Services objective programs. Check via questioning (oral/written) for under-pinning knowledge on the Well Services objective programs (include related procedures)			✓	C	
b	Difficulties in carrying out the operations are clarified with the relevant personnel.	Check via questioning (oral/written) for candidate's understanding on the process to go about an unclear objective programs. (Third Party feedback will be helpful and supportive i.e. from immediate supervisors, OIM, WS)			✓	C	

DIMENSION BID

Element: CAP 1.2.1 Plan Operational Requirements

PC	Description of Performance Criteria	Description of Evidence	Source of evidence			Competence	Remarks
			O/I	SD	Q/A		
						C / NYC	
c	Permit to Work is obtained in accordance with organisational and statutory requirements.	<p>Confirm via the evidence (e.g. PTW forms) submitted.</p> <p>Check via questioning (oral/written), the under-pinning knowledge on the process of applying a PTW.</p> <p>Check understanding on PTW procedures.</p>	✓		✓	C	
d	Third party utilities are verified in accordance with operational and statutory requirements.	Check evidence on valid equipment passport.	✓		✓	C	
e	Required quantities and types of materials and equipment are sourced timely.	<p>Check via questioning (oral/written) for candidate's understanding on the objective programs. Tools and materials required for a particular job.</p> <p>To provide evidence on materials and equipment checklist (materials requisition, inventory checklist and equipment checklist).</p>	✓		✓	C	
f	Errors, omissions, and shortages of equipment are identified and appropriate remedial action taken.	Check candidate's under-pinning knowledge and awareness via questioning (oral/written).	✓		✓	C	

DIMENSION BID

Legend:

Source of Evidence: O/I Observation / Interview

SD Supporting Document

Q / A Written Questions & Answers

Competence C Competent

NYC Not Yet Competent

OVERALL SCORE	STRONG			ADEQUATE			IMPROVEMENT NEEDED		
	10	9	8	7	6	5	4	3	2

<p>Assessed by:</p> <p style="text-align: center;">ALLEYSON AKIN DIMENSION BID (M) SDN BHD East Malaysia Operation</p> <hr/> <p>(Name)</p> <p style="text-align: center;"><i>Alleyson</i></p> <hr/> <p>Signature</p> <p style="text-align: center;">20.9.24</p> <hr/> <p>Date</p>	<p>Agreed by:</p> <p>(TSO)</p> <p style="text-align: center;"><i>Ammar L.A</i></p> <hr/> <p>(Name)</p> <p style="text-align: center;"><i>A.</i></p> <hr/> <p>Signature</p> <p style="text-align: center;">20.9.24</p> <hr/> <p>Date</p>	<p>Verified by:</p> <p>(HOD)</p> <p style="text-align: center;">Afiq Ammar</p> <hr/> <p>(Name)</p> <p style="text-align: center;"><i>Afiq</i></p> <hr/> <p>Signature</p> <p style="text-align: center;">10th Oct 2024</p> <hr/> <p>Date</p>
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QUESTIONS TO ASSESS UNDERPINNING KNOWLEDGE (Written/Oral Answers Required)

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No.	Question	Relevant PC
1	<p>What is a 'PTW'? Are you aware a procedure on 'PTW' is in place?</p> <p>Why do we need one for any wireline activity to take place on an offshore installation?</p> <p>Explain the general process in applying for a Permit-to-work for a wireline operation to take place.</p>	c, d
2	<p>In the process of planning out an operation, you found that some materials, special tools or materials are not available on site. What will be your next course of action?</p>	e, f
3	<p>Upon receiving an urgent gaslift valve change program, list down the actions you make in planning out the job. You have to include the relevant parties that you will contact, the key areas that you will discuss with them, the materials and well service tools that you require for the job. Highlight any discrepancies that you observe.</p> <p>Please refer to any related example of program (Attached the Job Program)</p>	a, b, d, e, f
4	<p>What is the most important thing that you must have in place prior to any planned activities to take place?</p>	c, d
5	<p>On a production platform, name the positions of those who have to sign the 'PTW', and explain why the approval signatory has to be the last to sign.</p>	c, d
6	<p>How do you keep track and manage the well services tools, materials and equipment at the worksite?</p>	e, f
7	<p>When you received some materials on board, what are the actions that you will take, and explain why it is important to do so?</p>	e, f
8	<p>You received a 'Flowing Gradient Survey' program and after checking through, you noticed that the first gradient stop is just ten (10) feet below the sub-surface safety valve. What is the sequence of actions that you will follow prior to carrying out the operation. Assume you can not locate your immediate supervisor in the office. Who else will you talk to? Your immediate supervisor has left you a message earlier to carry out the operation as soon as possible.</p> <p>Give a short explanation why it is not advisable to carry out the program as it is?</p>	a, b, f