

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	- refer to approved job program
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	- any issue, communicate with WSS & down for support

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	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	- Class 2 - N. PTW, no work
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	- Any shortages, raise OMR - Raise problem report if required

Legend:

Source of Evidence: O/I Observation / Interview
 Competence C Competent

SD Supporting Document
NYC Not Yet Competent

Q / A Written Questions & Answers

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

<p>Assessed by: (Operator)</p> <p style="font-size: 1.2em; color: blue;">James Brady</p> <p>(Name)</p> <p>Signature </p> <p>Date 4/17/24.</p>	<p>Agreed by: (TSO)</p> <p style="font-size: 1.2em; color: blue;">MHDHANI & MOHD ALIM</p> <p>(Name)</p> <p>Signature </p> <p>Date 04/07/24</p>	<p>Verified by: (FSM)</p> <p style="font-size: 1.2em; color: blue;">AFIQ AIMAN BIN HASSAN</p> <p style="font-size: 0.8em; color: blue;">Field Service Manager DIMENSION BID (M) SDN BHD</p> <p>(Name)</p> <p>Signature </p> <p>Date 4/17/24</p>
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SITE OBSERVATION CHECKLISTUnit: CAP 1.2 PLAN FOR WELL SERVICES OPERATIONSElement: CAP 1.2.1 Plan Operational Requirements

PC	Description	Yes	No
a	Objective programs listed in the well access plan are available on site	/	
f	Request made on programs that are not available on site (if any)	/	
b, f	Potential problems related to the operation are highlighted and clarified/discussed with the relevant parties. (evidence: hard copy if any)	/	
a, d	Operations are planned before hand (weekly plan/activities plan)	/	
e, f	Materials required for the operations are available or have been requested. (evidence: hard copy if any)	/	
e, f	Equipment required for the operations are on site	/	
d, e	Surface equipment used has valid inspection/test dates	/	
e	Lifting chain blocks, slings and shackles are inspected and with updated colour codes	/	
e	Inventory listing available	/	
c, d	A valid PTW is in place prior to start of operation	/	

