

JFE LEARNING MODULE	DIMENSION BID
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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: <u>100%</u>	Supervisor Signature:
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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: <u>100%</u>	Supervisor Signature:
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COMMENTS BY SUPERVISOR

Name:	Fahm Awan	Signature:		Date:	
Manager's Name:	Faris M. Firdaus	Manager Signature:		Date:	04/12/23