

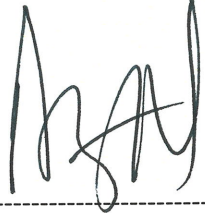




DIMENSION BID
WELL INTERVENTION | PERFORATION SERVICES

**SERVICE
BRIEFING AND DEBRIEFING
PROCEDURE
DBSB-CHS-04**

ORIGINAL ISSUE : 01/08/2012
REVISION NO : 02
REVISION DATE : 24/01/2019

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AMENDMENT RECORDS

This sheet will record all amendment of this procedure. All particulars of the amendments shall be stated clearly. The ISO Coordinator of Dimension Bid (M) Sdn. Bhd. (DBSB) shall be responsible for the maintenance and update of this record sheet.

CLASSIFICATION	DATE	REVISION PART	REASON/PURPOSE OF REVISION
Original Issue	1/8/2012	Establishment of Procedure	Nil
Revision 1	01/09/2013	<ul style="list-style-type: none"> Cover Document layout/ content Format 	<ul style="list-style-type: none"> Revise as per current organizational structure As per current documentation format
	01/06/2014	<ul style="list-style-type: none"> Cover 	<ul style="list-style-type: none"> Revise as per current organizational structure
	02/01/2015	<ul style="list-style-type: none"> Cover Contents 	<ul style="list-style-type: none"> Revise as per current organizational structure
Revision 2	01/07/2015	<ol style="list-style-type: none"> Revise procedure title Para 5.0 : New revision and additional reference Para 7.0 : Quality Records <ul style="list-style-type: none"> Retention period to 5 years 	<ul style="list-style-type: none"> ISO 9001:2015 Requirements Compliance to API Spec Q2
	24/01/2019	<ul style="list-style-type: none"> Cover Contents 	<ul style="list-style-type: none"> Revise as per current organizational structure Revise as per current documentation format



1.0 FLOW CHART

-Nil-

2.0 OBJECTIVE

2.1 This Procedure is intended to be a standard reference for CHS Line Manager (FSM/EIC) and the outgoing field personnel in performing Pre-Mobilization Briefing (PMB) and Post Job Debriefing (PJD). PMB are compulsory prior to every Asset and Personnel mobilization to client facilities for any job. PJD must be conducted after every demobilization from client facility, which are also a prerequisite to personnel for offshore allowance disbursement. PMB and PJD are where the FSM can make sure all field personnel involved in every job fully comprehends CHS department expectations and Client requirements for the job. PMB is also done to make sure the line manager and the outgoing field engineer in charge (FEIC) to have a final review on all preparation being done in terms of equipment, personnel and data.

2.2 This Procedure serves as a guideline to all parties involved in performing PMB and PJD to avoid leaving out critical information to ensure successful job execution and asset tracking & monitoring.

3.0 SCOPE

This guideline defines the minimum procedure and requirement to perform any PMB and PJD session held prior any mobilization.

4.0 ABBREVIATION /DEFINITION

4.1 FEIC - Field Engineer In-Charge (FE, FS or Crew Chief)

4.2 CHS - Cased Hole Services

4.3 FSM - Field Service Manager

4.4 EIC - Field Engineer In-Charge

4.5 PMB - Pre-Mob Briefing

4.6 PJD - Post Job Debriefing

4.7 LM - Line Manager (FSM/EIC)

4.8 PPE - Personal Protective Equipment



5.0 REFERENCE

5.1 Quality Manual

5.2 ISO 9001:2015, Para 8.5 : Production and Service Provision

5.3 API Spec Q2 , Para 5.7 : Execution of Service



6.0 PROCEDURE

6.1 Pre-Mob Briefing (PMB) Implementation

6.1.1 Responsibilities

a) Line Manager (FSM/EIC)

Line management is responsible for performing the following:

- i. Ensure the PMB held according to the minimum requirement defined by this procedure.
- ii. Selected FEIC and crew are compulsory to attend the PMB session.
- iii. PMB session must be held after all pre mobilization preparation completed including personnel, equipment and all related input data for the job from the client.
- iv. PMB session must be held before the expected Equipment mobilization date.
- v. LM must be review the Pre Mob Checklist prepared by the outgoing crew to ensure all critical equipment are included.
- vi. LM should ensure the FEIC and all crew fully understand the service program and the service objectives.
- vii. LM to make sure all required PPE for field crew are sufficient.
- viii. LM to make sure all outgoing crew are at their best health & mental condition and the best physical fitness.
- ix. LM to get feedback from the outgoing crew on their readiness to perform the service with the required offshore stay.
- x. LM must fill-up the PJB checklist to record and stored in its filing system. Refer the **OP-FORM-08: Pre Mob Briefing Checklist**.
- xi. The PMB session is closed by Job Briefing Checklist review with FEIC, obtaining his/her signature on the checklist as verification.

b) Field Engineer In-Charge (FEIC) and Crews

- i. To compile all required information regarding the service and full list of equipment for mobilization to be reviewed with LM.
- ii. Ensure all subordinates attend the PMB as requested by LM.
- iii. Highlight to LM for any issue related to the outgoing equipment and personnel, if available.
- iv. FEIC to verify the PMB checklist at the end of the Job briefing session.

6.1.2 Post-Job Debriefing (PJD) Implementation**a) Line Manager**

Line management is responsible for performing the following:

- i. Ensure the PJD held according to the minimum requirement defines by this procedure.
- ii. All incoming (return from location) personnel are compulsory to attend the PJD session.
- iii. PJD session is applicable only for full crew change (4 persons for each crew). For partial crew change, LM shall conduct only a verbal discussion with the returned crew change. Full PJD is performed when all the crews have returned.
- iv. PJD session must be held on the same day the crew returns from location or the next working day if their return from demobilization point after 1700 hrs. If the crew arrives on a weekend or public holiday, the PJD will be held on the next working day.
- v. Crew in-charge must have all related documents from offshore during the PJD.
- vi. LM must review thoroughly the Post Job Documentation prepared by the crew to ensure no document are missing prior to invoicing.



- vii. LM must ensure all crew returns from offshore with good health & mental condition and physical fitness. LM shall refer them to a medical institution (clinic or hospital) immediately if there are any health, mental or physical issues.
- viii. During PJD, LM to get feedback from the outgoing crew, on their service performance, issues regarding equipment, personnel and operation; discussed.
- ix. LM must fill-up the PJD checklist for record and proper filing system. Refer the **CHS-FORM-12: Post Job Debriefing Checklist**.
- x. Finishes the PJD session by Job Briefing Checklist review with FEIC get his/her signature on the checklist as the verification.

b) Field Engineer In-Charge (FEIC) and Crews

- i. To compile all required Post Job Documentation prepared from offshore and full list of equipment inventory throughout the service execution.
- ii. Ensure all subordinates attend the PJD as requested by LM.
- iii. Highlight to LM any issues related to field operations, equipment and personnel, if any, during PJD.
- iv. FEIC to verify the PJD checklist at the end of the Job briefing session.



7.0 QUALITY RECORDS

No.	Title of Records	Person In-Charge	Retention Period (Year)
1.	OP-FORM-08: Pre-Mob Briefing Checklist	CHS personnel	5
2.	CHS-FORM-12 : Post- Job Debriefing Checklist		