SLICKLINE OPERATOR WORKBOOK

IMPORTANT NOTE:

1. Your point of reference to complete this workbook may be obtained from the following
   - Training Manual and any other training materials provided together with this workbook
   - Your Trainer, Assessor (Slickline Operator), Verifier (FSM) or senior colleagues
   - SOP / Quality Procedures & Processors
2. The completion of this Workbook is a joint effort and responsibility between you and your assessor therefore you have the obligation to request from your assessor to be assessed upon your completion of each topic
3. The completion of this Workbook is part of the MANDATORY requirements which you must fulfill to qualify for a promotion
4. Your training program is mostly self-driven, including this Workbook. It requires individual initiatives, dedication and commitment to complete the process.

NAME	**MOHD YANI BIN MOHD AZMI**
DATE OF JOIN	**DECEMBER 2012**
CONTACT NO.	**011-39109091**
RECEIVED DATE	
DATE COMPLETED	**25 JUNE 2024**

D. SUPERVISORY

Legend: **C**-Competent, **NME**-Need More Exposure

Document No.	Supervisory Quality	Assessment / Verification	Competency		Assessment Date
			C	NME	
Form D.1	**LEAD AND MAINTAIN A MOTIVATED AND PRODUCTION SITE TEAM**				
	1. How do you lead and maintain a motivated Team on site? Give example. * lead by example by demonstrating professionalism, integrity, and dedication to the project. For instance, I maintain a strong work ethic and am willing to roll up my sleeves and work alongside the team when needed, which fosters respect and trust.		✓		25/06
	2. What are the practices or policies that the Company has in place in your work environment that you think the Company is trying to promote teamwork, effective communications, motivation, people development etc.? * Health, safety, security and environment policy.		✓		25/06
	3. When you noticed a 'breakdown' in working relationship in your team, what would you do? Should you failed to resolve the issue, what would be your next course of action? * Observe interactions within the team and listen to any concerns or complaints that team members may bring up. * Gather feedback through one-on-one conversations with team members to understand their perspectives on the breakdown.		✓		25/06

	4. Why must a team have a leader? Explain how you think you can promote teamwork among your team members. a. In your capacity as a team leader * Lead by example by demonstrating teamwork behaviors yourself. Show willingness to collaborate, communicate openly, and support others, setting a positive tone for the team. b In your capacity as part of the team * Encourage open dialogue where team members feel comfortable sharing ideas, concerns, and feedback. Foster a culture where everyone's voice is heard and valued.		✓		25/06
Form D.2	**MAINTAIN EFFECTIVE UTILISATION OF EQUIPMENT, TOOLS AND MATERIALS**				
	1. What do you know about Wireline Tool Inventory and why do you keep one? * Need to sign at offshore with WSS * Guideline to check toolstring inside dog house.		✓		25/06
	2. Who keep the Inventory Listing? * Offshore crew		✓		25/06
	3. How do you keep track of and record your tools, equipment and material at work site? * Equipment load out list * Consumable sparepart inventory * Surface equipment pre job checklist * Critical sparepart inventory * Wireline tool inventory checklist. * Equipment daily checklist * Operation need inventory		✓		25/06

	4. How do you plan for your material? Who keep and check the stock level? * Perform inventory check at offshore weekly. * Offshore crew check the stock level at offshore.		✓		25/06
	5. What do you understand about critical spares? * Critical spares refer to specific spare parts or components that are deemed essential for the continuous operation of critical systems or equipment within an organization. These spares are typically identified based on their importance to maintaining production and preventing downtime.		✓		25/06
	6. How do you prepare MR? * Using MR form. * Sign / Approval with WSS at offshore. * Scan and send to town. (Sign with FSM)		✓		25/06
Form D.3	**EFFECTIVE COMMUNICATION AND REPORTING**				
	1. What forms of communication are usually used during operation? * Daily operation report. * Handover form		✓		25/06
	2. Explain how do you communicate with your support Team in Town * Using Whatapps, phone and email.		✓		25/06

	3. Explain Problem Management Procedure requirement. * Clear Identification Process - Establish criteria and methods for identifying problems. This may include analyzing incident trends, conducting trend analysis, and reviewing major incidents. * Logging and Documentation - Ensure all identified problems are record. Documentation should include a detailed description, impact assessment, initial diagnosis, and any related incidents or known errors. * Thorough Investigation - Conduct comprehensive investigations into identified problems. This involves gathering additional data, performing root cause analysis (RCA) * Permanent Solutions - Develop and implement permanent solutions to address root causes identified through RCA. Ensure changes are managed through theChange Management process to maintain control and minimize risk. * Documentation: Document the RCA findings, actions taken, lessons learned, and any preventive measures implemented to prevent recurrence. This information supports knowledge management and continuous improvement.		✓		25/06
	4. Give 2 example for each Severity Class of Problems * level 2 – toolstring stuck * level 1 – Perforation off depth		✓		25/06
	5. What is the timeline to submit Problem Report and Problem Investigation Report? * Within 24 hour for problem report * Within 5 days for problem investigation report		✓		25/06
	6. If you have an urgent problem on site during the weekend or public holiday who do you contact and what is your next course of action? * Inform to FSM and discuss with him.		✓		25/06
	7. How is the daily wireline operation report done in your area? * After finish shift and send report to town in same day.		✓		25/06

	8. Who need access to the report? For what purpose ? * Field Service Manager (FSM). To discuss and update status of work for any improvement.		✓		25/06
	9. If you happen to observe any abnormalities during a wireline operation what do you do? * Stop work. Inform to WSS and discuss.		✓		25/06
	10. What is your role in supporting the competency development of your crew's? *(Answer in bullets points)* * Collaborating with crew members to understand the areas where they seek improvement. * Serving as a mentor by sharing expertise and providing constructive feedback. * Encouraging a growth mindset and fostering a supportive learning environment. * Providing tasks that challenge and stretch their abilities		✓		25/06

Form D.4	OPERATION PLANNING AND COORDINATION				
	1 When do you start planning for a wireline job? State in sequence how it is done from planning to job completion. * TBT and discuss with WSS for the operation and safety. * Lifting equipment from the vessel to platform. * Setup wireline unit and surface equipment on maindeck. * Make up lubricator assembly * Rig up lubricator assembly onto well. * Pressure test lubricator and BOP. * Prepare wireline toolstring as per program. * Zero toolstring * Open well and RIH as per program. * POOH. Depressurised well. Recover toolstring. * Rigdown completely from well.		✓		25/06
	2 Why is it important to have a pre-job briefing/discussion before rigging up? * To discuss with WSS and team member about the procedure / planning to Rig up and safety / precaution while rig up.		✓		25/06
	3 What pre-checks are required prior to rigging up Well Services surface equipment? * Use surface equipment pre job checklist * Check condition of all equipment before rig up. * Function test all equipment.		✓		25/06

4 List down a standard lubricator configuration. Describe the sequence of assembling the lubricator followed by safe rigging up process.

FOR OIL WELLS	FOR GAS WELLS	
(In general)	Central Luconia	M field
• 3" x 8' lubricator riser + 4 or 6 ft. lubricator pub to make up the height required	• 9.5" x 10' lubricator riser	• 11.5" x 8-3/8" X-over
• 3" Wireline BOP	• 9.5" x 8-3/8" X-over	• 4" x 8' lubricator section
• 2 pcs 3" x 8' lubricator sections	• 4" Hyd. BOP	• 8-3/8" x 5-3/4" X-over
• 3" Stuffing box	• 3 pcs 4" x 8' lubricator sections	• 3" 10K Hyd. BOP
	• 8-3/8" x 5-3/4" X-over	• 3 pcs 3" x 8' 10K lubricator sections
	• 4" Hyd. Stuffing box	• 3" 10K hyd. Stuffing box

* Lay out the lubricator assembly components near the wellhead on the wireline for rigging up, following all necessary checks and field servicing as outlined in the steps above.
* Assemble the required number of sections above and below the BOP based on the wireline work to be performed, and hand-tighten all the quick unions.
* Assemble and insert the standard wireline toolstring, based on the first operation to be performed after rigging up, or insert a 5-foot stem through the upper box end of the lubricator assembly, leaving approximately 1 foot protruding.
* Run out sufficient wire and bring the stuffing box and wire attached with the rope socket to the top end of the lubricator, taking care not to bend or kink the wire at any time..
* Make up tight the rope socket to the protruding stem, then push the complete toolstring down into the lubricator.
*Pull the wire from the stuffing box sheave wheel end while simultaneously pushing the stuffing box pin end into the top box end of the lubricator. Ensure the wire between the rope socket and stuffing box remains taut. Once the connection is shouldered up, hand-tighten the quick union.

✓ 25/06

	* Pull the wire taut from the stuffing box along the length of the lubricator and secure it using a wireline clamp anchored to the body of the lowermost lubricator section.. * Tie a length of 1/2" manila rope to the body of the stuffing box with a bowline knot to guy the stuffing box in the direction opposite to the pull of the wire. The lubricator assembly is now ready to be lifted for installation onto the Xmas tree.				
	5 After completing the job what do you do? *(Answer in sequence order, step by step)* * Rigdown all PCE from the well. * Install xmas tree cap and pressure tested. * Install back HMV and SCSSV production line. * Handover back well to production. * Rigdown all surface equipment. * Pack and secure all equipment. * Backload all equipment to the vessel. * Closed permit.		✓		25/06
Form D.5	**POLICIES PROCEDURES AND MANUAL**				
	1 All new employees in DB had been briefed on Company Policies, Rules and Regulation what are they? * Driving policy * Smoking and vaping policy * PPE policy *Stop work policy * Health, safety, security and environment policy.		✓		25/06

	2 Name 5 statements from Company HSE Policy * Prevention of accident, injuries and pollution. * Continuosly improve our health, safety and environment performance. * Compliance to all applicable and client health, safety, security and environmental requirement to others relevant laws and regulation. * Communicate and promote health, safety, security and environment awareness among employee, customer, suppliers and contractor. * Ensure all employee and contractor personnel are continuosly provide with adequate and appropriate HSSE training.		✓		25/06
	3 Where can you find the procedures and manual? Do you know what they are, please explain * From softcopy / manual given by office * A procedure refers to a detailed, step-by-step set of instructions outlining the correct and safe way to carry out the process. It ensures consistency, safety, and efficiency. * manual refers to a comprehensive document that provides detailed instructions, guidelines, and information to assist personnel in performing specific tasks correctly and safely. This can include step-by-step procedures, safety protocols, troubleshooting tips, and technical specifications.		✓		25/06
	4 If you find the job unsafe and unsure what should you do and what is your next course of action? * Stop work. Discuss with WSS at offshore and inform to FSM at town.		✓		25/06

Form D.6	QUALITY				
	1. DB is an ISO 9001:2015 certified Company, what does that mean? * Quality management system (QMS)		✓		25/06
	2. Please state DB Quality policy * Commit and comply with ISO 9001:2015 and applicable customer equipment. * Plan, monitor and review quality objective to service and equipment at all stages of processes with the goal of achieving zero defect performance standard. * Understand and clearly define our customer requirement and delivered service of the highest standard. * Ensure that all internal staffs are provided with the highest level of necessary skill and training. * Protect the environment in the communities where we work and live.		✓		25/06
	3. Where do you find the updated DB Procedures & Forms? * From email * DB server * From Whatsapp group		✓		25/06
	4. How do you ensure there is quality in the work done after servicing the wireline unit, surface equipment and tools? * Ensure that all servicing activities are conducted according to established SOPs. These procedures should outline the correct methods for disassembly, inspection, servicing, reassembly, and testing of wireline units, surface equipment, and tools.		✓		25/06
	5. Are you aware of STAMs requirements? * Yes		✓		25/06

	6. Please elaborate on your roles within STAMs (3 roles) * Process owner * Asset owner * Buyer		✓		25/06
	7. Are you aware of Asset Management System Procedure? * Yes.		✓		25/06
	8. Name the Asset Lifecycle * Asset planning * Asset request * Aset purchase activity (CAPEX) * Factory acceptance test * Operation * Maintenance (preventive and corrective) * Asset database * Storage / prevention * Asset refurbishment * Asset write off		✓		25/06
	9. Elaborate your roles within the Asset Lifecycle * Ensure the cleanliness of the unit. * Perform a walk around the unit and check for leaks. If leaks are found fix them and report to PIC as required.		✓		25/06

Assessed By:		Verified By	
Name	JAMES BRODY WILSON SANABONG	Name	AFIQ AIMAN BIN HASSAN Field Service Manager DIMENSION BID (M) SDN BHD
Position	SGO	Position	
Date	25/06/2024	Date	25/6/24